



Albany Revitalization Agency
 An Agency of the City of Albany
 ST-22-08, Waterfront Improvements Project RFP
 Addendum 1

The purpose of this addendum is to modify and clarify the Request for Proposal (RFP) documents only to the extent indicated herein. All other areas not changed or otherwise modified by other addenda shall remain in full force and effect. Changes by addenda will typically be noted in the RFP documents in **bold red text**. This addendum is hereby made an integral part of the original Project Documents.

 Proposer's Signature Date

 Company Name

1. PROPOSER'S SUBMITTAL CHECKLIST (page 2 of the RFP), *add the following to the checklist:*
 Price Proposal Form (Exhibit F)

2. SECTION 2 – PROCUREMENT REQUIREMENTS, 2.2 RFP SCHEDULE (page 8 of the RFP), *delete the Pre-Proposal Meeting from the RFP Schedule:*

3. SECTION 3-SCOPE OF WORK, 3.1 SCOPE OF WORK, 1 Preconstruction Phase Services., G. (page 17 of the RFP), *delete the following from the bulleted list:*
 - Obtaining ARA's pre-approval for any sole source or self-performed work or bid packages
 - Obtaining ARA's pre-approval if CM/GC plans to bid on any of the bid packages (act as a bidder).

4. SECTION 4 – PROPOSAL SUBMITTAL REQUIREMENTS, 4.2 PROPOSAL FORMAT (page 20 of the RFP), *add the following text to the first paragraph which limits proposals to a maximum of 35 pages, and further clarifies page limitation throughout section:*

 Proposals shall be limited to 35 pages using an 11-point minimum font size. Each side of an 8 1/2" x 11" page equals one page; each side of an 11" x 17" page equals two pages. Dividers and tabs (if provided), Exhibits, Certifications, Introductory Letter, Disclosure Statement, Firm Profile, and Résumés (if provided) do not count toward the page limit. Résumés (if provided) shall be limited to two pages.

5. SECTION 4 – PROPOSAL SUBMITTAL REQUIREMENTS, 4.7 PROPOSAL CONTENT – MANDATORY SUBMITTAL REQUIREMENTS, F. Project Approach, Understanding, and Work Plan, (page 24 of the RFP), *add the following bullet:*
 - Indicate the scope of work your firm proposes to bid on to self-perform and its ability to perform such work. The CM/GC will self-perform work without a competitive bid at

the discretion of the Owner, who reserves the right to require all work elements be competitively bid.

6. SECTION 4 – PROPOSAL SUBMITTAL REQUIREMENTS, 4.7 PROPOSAL CONTENT – MANDATORY SUBMITTAL REQUIREMENTS, (page 24 of the RFP), *add the following:*

G. Pricing Proposal Form (Exhibit F)

- Complete and return the Price Proposal Form included as Exhibit F. The Price Proposal Form does not count against the page limitation of 35 pages.

7. SECTION 4 – PROPOSAL SUBMITTAL REQUIREMENTS, 4.8 ADDITIONAL ATTACHMENTS REQUIRED, (page 24 of the RFP), *add the following:*

- Pricing Proposal Form (Exhibit F)

8. SECTION 5 – EVALUATION CRITERIA AND CONTRACT AWARD, 5.3 EVALUATION CRITERIA, (page 25 of the RFP), *change total points possible to: 200*

9. SECTION 5 – EVALUATION CRITERIA AND CONTRACT AWARD, 5.3 EVALUATION CRITERIA, (page 27 of the RFP), *add the following:*

E. Price Proposal Form (Exhibit F)

- Did the Proposer complete the Price Proposal form and submit it in a separate envelope?

10. SECTION 5 – EVALUATION CRITERIA AND CONTRACT AWARD, 5.4 EVALUATION CRITERIA SCORING GRID, (page 27-28 of the RFP), *delete text and table in this section and add the following:*

The criteria outlined in the scoring grid will be evaluated by the selection committee based on a point system or pass/fail. Total possible points will be 200 and are weighted as outlined in the scoring grid, with the exception of the Price Proposal Form criteria. A maximum of 30 points for the Price Proposal Form criteria is available for the following categories:

- Cost of Key Personnel (maximum of 6 points)
- General Conditions Percentage (maximum of 6 points)
- Overhead and Profit Percentage markup on self-performed work (maximum of 6 points)
- Overhead and Profit Percentage markup on subcontracts (maximum of 6 points)
- Overhead and Profit Percentage markup on procurement Items (maximum of 6 points)

The lowest priced (or percentage) submitted for the five categories will receive the maximum points available. Proposals that do not have the lowest price (or percentage) for a particular category will be assigned points proportionate to the lowest price (or percentage) for a

category. If two or more proposals have exactly the same price (or percentage) for a category, they will receive exactly the same score.

SCORING GRID		
Evaluation Criteria	Percent Score	Max Points Possible
Introductory Letter	P/F	P/F
Firm Profile	P/F	P/F
Disclosure Statement	P/F	P/F
Experience and Qualifications of Project Team	25%	50
Experience and Performance on Similar Projects	20%	40
Project Approach, Understanding, and Work Plan	40%	80
Price Proposal Form (from Exhibit F): 1. Cost of Key Personnel (6 points) 2. General Conditions Percentage (6 points) 3. O&P Percentage Markup on self-performed work (5 points) 4. O&P Percentage Markup on subcontractor work (6 points) 5. O&P Percentage Markup on procurement items (6 points)	15%	30
TOTAL POINTS AVAILABLE IS 200	100%	200

11. SECTION 5 – EVALUATION CRITERIA AND CONTRACT AWARD, 5.9 INSURANCE REQUIREMENTS, (page 29 of the RFP), revise as follows with text shown as bold text in the following paragraph:

The successful proposer must provide insurance coverage for general liability, automobile liability, professional liability, pollution liability, builder’s risk, and workers’ compensation insurance, **umbrella and excess liability (if applicable)**, which will extend to and include work in Oregon unless proposer is exempt from workers’ compensation. Contractor should indicate any exemptions, if any, within the Introductory Letter. **A combination of primary and Excess/Umbrella insurance may be used to meet the required limits of insurance.**

12. Price Proposal Form included as Exhibit F on page 36-37 of the RFP

13. Appendix A Sample CMGC Contract, ARTICLE 1 DEFINITIONS, page 4, *add the following definitions:*

1.11a Contract Price. The total amount of this Contract as increased or decreased by the price of approved alternates, Amendment and Change Orders. If only Preconstruction Phase Services are provided and a GMP Amendment is not executed between CM/GC and Owner, the Contract Price is the amount payable for Preconstruction Phase Services. If Preconstruction Phase Services are provided and GMP Amendment is executed between CM/GC and Owner, the Contract Price

is the amount payable for Preconstruction Phase Services and the amount established by the GMP Amendment and any addenda.

- 1.15a Fixed Cost for General Conditions Work. Those items identified in Exhibit B and paid for as set forth in Section 8.8
14. Appendix A Sample CMGC Contract, ARTICLE 8 COST OF THE WORK, page 21, change Exhibit C to Exhibit B.
15. Appendix A Sample CMGC Contract, *add ARTICLE 17 INSURANCE as follows:*

ARTICLE 17
INSURANCE

- 17.1 Insurance. Before the Agreement is executed and work begins, CM/GC must furnish CITY a Certificate of Insurance for the coverage and limits set forth in Section G.3 of the General Conditions (Exhibit C). The issuing insurance companies must have a minimum current A.M. Best rating of A- VII or approved by CITY. The Certificate must state that any insurance coverage shown cannot be suspended, voided, canceled by either party, or reduced in coverage or limits without 30 days prior written notice. Required insurance coverage(s) must continue in effect throughout the term of the contract, or until final acceptance of the entire project, or through the products-completed operations required period.
16. Appendix A Sample CMGC Contract, change numbering for MISCELLANEOUS from Article 17 to Article 18