

REQUEST FOR PROPOSALS ADDENDUM

Request for Proposals Title: Construction Manager/General Contractor Services for Selective Demolition and Salvage of Centennial Mills

Solicitation Number: RFP # 14-55

Addendum Number: 01

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1.0 PURPOSE OF THIS ADDENDUM

The Portland Development Commission (“PDC”) is issuing this Addendum to the Request for Proposals named above (the “RFP”) to revise certain sections of the RFP.

2.0 CHANGES TO THE RFP

The following changes are hereby made to the RFP (changes from the original RFP language in Sections 2.1 to 2.6 are noted in **bold underline**):

- 2.1 The date and time proposals are due is changed to January 27, 2015 at **4:30 p.m. (Pacific)**.
- 2.2 In Section 1.3 of the RFP, the date and time for “Subcontractor Disclosure Due Date and Time” is replaced with “**Not Applicable.**”
- 2.3 The following is added to the end of the second paragraph in Section 3.1.1: “**All work products and reports generated during the Pre-construction Services Phase shall be the sole property of PDC and the CM/GC contract shall so provide.**”
- 2.4 The first paragraph in Section 4.0 is deleted and replaced with the following: “The section describes the general requirements and instructions for this RFP. All proposals submitted in response to this RFP are subject to the conditions of this RFP. All matters not specifically addressed in this RFP or awarded contract will be governed by PDC’s *Local Contract Review Board Administrative Rules* as well as applicable Oregon Revised Statutes (ORS), **Oregon Administrative Rules, Division 49 Model Rules: General Provisions Related to Public Contracts for Construction Services**, and other rules pertaining to procurement and contracting at PDC.”
- 2.5 The title of EXHIBIT B is changed to: “Subcontractor / **Joint Venture Partner** Experience.”

2.6 Section 5.5 is deleted and replaced with the following:

5.5 Key Subcontractor(s)' and/ **or Joint Venture Partner's** Project Experience and References. Complete and return the "Subcontractor Qualifications and Experience" form (EXHIBIT B) for any subcontractor with work valued at \$100,000. At PDC's discretion, references provided for these projects may be contacted. **If teaming up with a Key Subcontractor or other Joint Venture Partner, identify the Joint Venture Partner on this Exhibit B form.**

2.7 Section 6 of the RFP is deleted in its entirety and replaced with the following:

6.0 EVALUATION CRITERIA AND PROCESS

The following describes the evaluation criteria and selection process for proposal submitted in response to this RFP.

6.1 **Evaluation Criteria.** The evaluation criteria are as follows:

6.1.1 **First Criteria:** Proposer's history of work on and experience with similar complicated demolition and salvage projects that involved high health and safety risks, including potential structural instability; existing environmental contamination, including lead-based paint and environmental hazards that may arise from the performance of the demolition work.

6.1.2 **Second Criteria:** Proposer's demonstrated history of successful completion of similar complicated and difficult demolition and salvage projects on time and on budget;

6.1.3 **Third Criteria:** Proposer's capacities to perform the work based on (i) safety record; (ii) bonding capacity; (iii) adequate workforce; (iv) adequate infrastructure and equipment; and (v) current workload obligations and commitments to other projects;

6.1.4 **Fourth Criteria:** Proposer's quoted price for Pre-Construction Phase services and Proposer's CM/GC Fee for Phases 1 and 2.

Note again: Estimated pricing for the two construction phases described in Sections 3.1.2 and 3.2 above must be provided in response; however, such price estimates will not be considered in the selection process.

6.2 **Scoring and Weighting:** Each of the four (4) criteria above are equally weighted for purposes of the selection process, with a total of twenty-five (25) points assigned to each criteria. Each proposal will be scored against all other proposals with a score of up to twenty-five (25) in each category for a total point scale of zero (0) to one hundred (100) points. For example, a score of 87 would result from the following hypothetical evaluation:

First Criteria:	21 out of 25
Second Criteria	23 out of 25
Third Criteria	25 out of 25
Fourth Criteria	18 out of 25
Total	87 out of 100

- 6.3 **Evaluation Process.** This section describes the process that will be used to evaluate responsive proposals and select the apparent successful Proposer. As noted in Section 1.5 above, this RFP is an emergency contracting process where cost will be considered along with certain qualitative (non-price) factors to make the contract award decision. Written qualitative (non-price) proposals will be ranked first and then cost proposals will be subsequently evaluated.
- 6.3.1 **Public Interest Reservation.** PDC may reject any proposal not in compliance with all prescribed public contracting procedures and requirements, including the requirement to demonstrate the Bidder's responsibility under ORS 279C.375(3)(b), and may reject for good cause all proposals after finding that doing so is in the public interest.
- 6.3.2 **Failure to Meet Proposal Deadlines.** All submissions are due by email to the Solicitation Coordinator for this RFP, with one copy attached as an Adobe Acrobat file (.PDF), at or before the date and time proposals are due. All emailed proposals should be optimized to a file size of no greater than five megabytes (5 MB). Proposers are encouraged to follow-up with a phone call to the Solicitation Coordinator if electronic receipt of the proposal is not confirmed prior to the time proposals are due. IN NO CASE WILL PDC BE LIABLE FOR ANY LOST, LATE, OR UNDELIVERABLE PROPOSALS. The hard copies and disc copy must be delivered to the PDC offices by 4:30 p.m. the next business day. PDC reserves the right, in its sole discretion, to consider proposals that are late due to circumstances that are beyond the control of the proposer including, but not limited to, *force majeure*. Timely proposals will be evaluated in the following steps.
- 6.3.3 **Step One, Determination of Proposal Responsiveness.** First, PDC's procurement staff will first review all proposals deemed timely received to determine the responsive proposals. The "responsive proposals" are those proposals that substantially comply with all prescribed submittal procedures contained in this RFP and applicable law.
- 6.3.4 **Step Two, Evaluation of Qualitative (Non-Price) Criteria.** Next, PDC will convene an evaluation committee (the "Committee") to evaluate all written sections of the proposals deemed responsive in Step One. The Committee will include staff of PDC and potentially one or more external reviewers. Applying the weighted evaluation criteria in Section 6.2 above, the Committee will use their independent judgment to score the quality, completeness, and appropriateness of each Proposer's written proposal for each of the first three non-price criteria. Evaluators may also use any relevant information that is subsequently requested or discovered.

- 6.3.5 **Step Three, Evaluation of Pricing Criteria Together with Non-Price Criteria.** Next, the Committee will evaluate each Proposer's preconstruction services cost proposal and CM/GC fee for Phases 1 and 2 of the Project. PDC reserves the exclusive right to reject any unbalanced (significantly high or low) pricing proposals.
- 6.3.6 **Step Four, Determination of Finalist Proposers.** The Committee's scoring of the three non-price and one price criteria will be added together to produce a preliminary proposal ranking. PDC will then identify a natural break in the scoring to determine the Finalist Proposers.
- 6.3.7 **Step Five, Finalist Interviews (Optional).** At PDC's sole option, formal interviews with the Finalist Proposers may be part of the evaluation process of this RFP. PDC expects that such interviews will be conducted in-person at PDC offices. If requested, attendance at such an interview is mandatory. If interviews are conducted, PDC reserves the right to re-score any or all of the three non-price evaluation categories.
- 6.3.8 **Step Six, Best and Final Offers (Optional).** Whether or not interviews are conducted (Step Five), PDC may, at PDC's sole option, enter into discussions with the Finalist Proposers and request revised proposals (the "best and final offers") pursuant to ORS 279C.410(4). All such discussions and requests for best and final offers will be done fairly and for the sake of clarification to ensure full understanding and responsiveness to the RFP. If PDC solicits best and final offers, it will do so in the following manner:
- 6.3.8.1 PDC will initiate oral and/or written discussions with the Finalist Proposers regarding one or more sections of their proposals. PDC may conduct these discussions only for the following purposes of: (a) identifying perceived weaknesses in a Finalist Proposer's initial proposal; (b) requiring additional information in one or more sections of a Finalist Proposer's proposal; (c) requiring additional information on allocation of risk and other key project success factors from a Finalist Proposer's proposals and/or, (d) otherwise allowing the Finalist Proposers to develop and submit their best and final offers.
- 6.3.8.2 PDC may conduct discussions with the highest-ranked Finalist Proposer necessary to fulfill the purposes described in this section, but need not conduct the same amount of discussion with each subsequent Finalist Proposer.
- 6.3.8.3 Per ORS 279C.410(4), PDC will not disclose information contained in the proposals to competing proposers (e.g., written proposals and pricing will not be shared).

- 6.3.8.4 PDC will establish a common date and time when the best and final offers are due at PDC. Revised best and final offers shall only be submitted once; however, PDC may make a written determination that it is in the public's interest to conduct additional discussions and require the submission of revised best and final offers. Otherwise, no discussions of or changes to the revised proposals will be allowed prior to award.
- 6.3.8.5 PDC reserves the right to modify the relative weighting of the evaluation criteria contained in this RFP but may only do so in an addendum to this RFP that is made available to the Finalist Proposers no less than three (3) business days prior to the date that the best and final offers are due at PDC.
- 6.3.8.6 If best and final offers are requested and a Finalist Proposer does not submit a revised proposal, the original proposal will be considered the best and final offer.

6.3.9 **Step 7, Contractor Selection.** PDC will announce its decision to award the Contract to the highest-ranked responsive and responsible proposer after completing the steps above.

3.0 GENERAL INSTRUCTIONS

This Addendum constitutes an integral part of the RFP and is to be read in conjunction with the RFP. Unless specifically changed by this Addendum, all other requirements and provisions of the RFP remain unchanged. Capitalized terms used in this Addendum without definition have the same meaning ascribed to those terms in the RFP. It is the responsibility of all Proposers to conform to this Addendum and modify their proposals accordingly.

END OF THIS ADDENDUM