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## Request for Proposals (RFP) Addendum

### Owner's Representative/Construction Management

CIS  
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<b>RFP Schedule</b>	
Issuance of RFP:	<b>October 29, 2021</b>
Submission of Questions about the RFP:	<b>November 12, 2021, 5:00 p.m. (PT)</b>
Proposals Due:	<b>November 29, 2021, 5:00 p.m. (PT)</b>
Anticipated Contract Commencement:	<b>January 2022</b>

## ADDENDUM

### A. BACKGROUND

On October 29, 2021, CIS issued a Request for Proposals (RFP) to solicit offers from qualified vendors to provide owner's representative and construction management services for the project to build a new consolidated headquarters for CIS (Owner).

CIS is issuing this Addendum to the RFP to respond to written questions we received from potential proposers. The Addendum modifies the original RFP document only to the extent indicated. All other areas of the original RFP remain in effect and can only be modified in writing by CIS. This Addendum is made an integral part of the original RFP. It is the responsibility of all proposers to conform to this Addendum. Proposers who have already submitted proposals may either: 1. Submit an addendum to their proposal; or 2. withdraw the original proposal and submit a new one. Any addendum or revised proposal must be submitted no later than the **Proposal Due Date of 5:00 p.m. (PT) on November 29, 2021.**

### B. RESPONSES TO QUESTIONS

**Question 1: Does CIS have a target budget already in mind for this project?**

**Response 1:** CIS does not yet have a target budget for the project. At this time, we are conducting due diligence on a plot of land that we are considering purchasing to locate the building, so have not conducted any conceptual design or other work that would help us come up with a target budget.

**Question 2: Have there been any studies and/or conceptual design work done that would help proposers to understand the square footage that is being targeted for this project?**

**Response 2:** Based on the square footage of our two former offices, and for purposes of identifying the size plot of land we may need, our initial estimate is that we will need 17,000 square feet of usable space. However, as stated in Response 1, we have not conducted any studies or conceptual design work, so that estimate may change.

**Question 3: Regarding the Cost Schedule are you attempting to identify an overall cost for Owner Rep services from each proposer or just rates for staffing and tasks?**

**Response 3:** Both. Our primary interest is in understanding what the overall cost may be, but we are also interested in knowing the rates for staffing and tasks that make up the overall cost. Given the preliminary stage we are at, we recognize that the overall cost may ultimately be affected by the final size, design, and specifications of the project.

**Question 4: Does CIS have any specific sustainability goals for the project?**

**Response 4:** We do not have any specific sustainability goals for the project. We are not intending to seek LEED certification, or other similar energy or environmental designation for the building but are open to discussing sustainability initiatives with the owner's representative selected through this RFP process.

**Question 5: Does CIS have any specific goals related to Diversity, Equity and Inclusion (DEI) for this project?**

**Response 5:** We do not have any specific DEI goals for the project but are open to discussing DEI initiatives with the owner's representative selected through this RFP process.

**Question 6: Please advise as to the status of the site acquisition and due diligence efforts to date?**

**Response 6:** CIS has entered into a purchase and sale agreement for a plot of land in Wilsonville. We are conducting due diligence on the property to determine if it is suitable for our purposes. To date, the following have been completed or are scheduled:

- Preliminary title report has been received
- Development Feasibility Study completed by an architect firm
- Pre-Application Meeting with City of Wilsonville staff conducted on November 18, 2021
- Engaged a survey firm to provide an updated ALTA survey on the subject site.

**Question 7: Will the Owner's Rep / CM be responsible for coordinating any of the due diligence activities, or will this be completed in entirety before beginning of services?**

**Response 7:** This will be done before the Owner's Rep. begins services.

**Question 8: Is the subject site properly zoned for the intended use or is there a potential change of use situation?**

**Response 8:** Yes, our understanding is that the site is properly zoned for our intended use of it for a commercial office building.

**Question 9: Are all infrastructure elements at the site today – water, sewer, power, comm, gas, etc?**

**Response 9:** Yes.

**Question 10: Is CIS familiar with current industry & market construction costs, labor shortage and supply chain disruptions?**

**Response 10:** Yes, we are aware of these current issues and their potential impact on project costs and timeline. Given that we have not yet purchased a site for the building or begun design work, we also recognize circumstances may change before we begin construction.

**Question 11: Will the selected Architect hold all agreements for design or will some be direct to Owner?**

**Response 11:** We have not yet decided on this matter at this time.

**Question 12: Are specialty consultants/vendors part of Owners Rep Scope of Work? (Special Inspections, Lighting, Acoustics, Weatherproofing, etc.)**

**Response 12:** We have not yet decided on this matter at this time but anticipate that the selected Owner's Representative will provide advice and assistance in these areas.

**Question 13: RFP indicates the project team will be comprised of CIS' Executive Director, Administrative Officer, Facilities Manager - can you provide what their specific roles will be?**

**Response 13:** The core project team of CIS' Executive Director, Administrative Officer, and Facilities Manager is who the selected Owner's Representative will work with most directly. While they will not necessarily be involved on a day-to-day basis, they will take an active role in the project.

Specifically, the Executive Director will be responsible for final decisions on CIS' behalf after consultation with other key stakeholders as necessary.

The Administrative Officer will be responsible for ensuring that all aspects of the project comply with CIS' purchasing policies and applicable laws because CIS is a public entity.

The Facilities Manager will provide input to the design team, be involved in acquiring furnishing, fixtures, and equipment (FF&E), and manage the moving/relocation process when the building is ready for occupancy.

**Question 14: Are there any other key stakeholders that will be involved and their roles?**

**Response 14:** As stated in the RFP, the selected Owner's Representative may occasionally be responsible to report status to CIS' Board of Trustees, as well as to our Executive Team which is made up of the senior managers of all of our departments.

The Board approves the overall budget for the project, as well as any contracts of \$100,000 or more. The Board will not have a day-to-day role in the project, but we intend to keep them apprised of its progress by providing reports at their quarterly meetings and more frequently via email, as necessary.

The Executive Team will not have a day-to-day role in the project but will provide input throughout the design phase to ensure the building meets the needs of our departments. They will also help communicate the general progress of the project to CIS staff.

**Question 15: Scope of Work does not mention Furniture, Fixtures and Equipment (FF&E) – Is this part of the Scope of Work?**

**Response 15:** No. While we may seek advice from the selected Owner’s Representative for these items, we have other sources we may use.

**Question 16: Move Relocation Services – Are move and relocation services from the existing locations required and/or part of the Scope of Work?**

**Response 16:** No. CIS’ Facilities Manager will handle move and relocation services.

**Question 17: Is there a set deadline for occupancy? Any dependencies on the Salem and Tigard locations?**

**Response 17:** Our intent is to complete and occupy the building by December 2024.

**Question 18: Has a preliminary schedule of milestones been established by CIS for this Scope of Work?**

**Response 18:** No.