



Addendum #01

Issued: Monday, October 16, 2023

Informational Meeting Sign-In, Pre-submitted/Meeting Q+A, Existing Master Plan

Project: 2023-084
 Project Name: Campus Facilities Master Plan Consultant Svcs
 Phase: Request for Qualifications
 Meeting Location: Teams
 Date/Time: Thursday October 12, 2023 10:00 am PST
 DES PM: Jason Francois, Jason.francois@des.wa.gov

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Qualifications (RFQ) is modified as set forth in this Addendum. The original RFQ documents remains in full force and effect, except as modified by this addendum, which is hereby made part of the RFQ. Respondent shall take this Addendum into consideration when preparing and submitting its Statement of Qualification.

Visit our webpage for additional information: <https://des.wa.gov/services/facilities-and-leasing-management/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>

Questions and Answers:

Questions	Answers
Is there a link to the existing 2014 Master Plan?	https://www.everettcc.edu/administration/college-services/facilities/master-plan
Can we modify the page count limit?	Yes, the page count is officially adjusted from 10 to 12 pages.
Will resumes be included in the page count?	No, resumes are added to the list of items on page 3 of the RFQ that do not count to the page count. <ul style="list-style-type: none"> • Title and Back Cover Pages • Section Dividers/Tabs • Consultant Selection Contact Form • Attachment 2 Federal SF330 (Part II only) Form • Resumes
Stakeholder and Community Engagement is in the Phase 1 evaluation criteria, however it is not listed in the Submittal Requirements.	Insert Stakeholder and Community Engagement into the page 3 Submittal Requirements between Relevant Experience and LCCA Experience.



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Sustainable Experience is listed in the Submittal Requirements, however does not appear to be in the Evaluation Criteria for Phase 1.	Include in the Relevant Experience criteria.
This is a Master Plan only selection, however Scope, Schedule, and Budget are part of the Past Performance criteria. Is this intentional?	Yes, in addition to the schedule, scope, and cost of the Master Plan itself, the contents of the Master Plan may need to address phased construction, extended funding periods that will lead to escalation, and similar risks that EvCC may face.
Is there an overall schedule for completion, including any major milestones?	The college is expecting a 12-to-15-month process from Agreement execution to final deliverable, however, understands that this may reasonably change as the process unfolds. Milestones would include, but not be limited to, completion of workshops, completion of coordination with the City, first draft, college feedback, final deliverable. The consultant team should help the owner’s team with planning, scheduling, and understanding the process to fully develop a series of milestones.
What is the deadline for submitting questions for future addenda?	COB Wednesday October 18 th , 2023. (5:00 pm PST)
With a Dec 8 th , 2023, Agreement date, do you anticipate a project kickoff, stakeholder meetings, or other significant engagement activities occurring prior to the holidays?	We should anticipate a kickoff meeting with EvCC staff shortly after Agreement execution. Major workshops or other engagement activities would occur after the Holidays, exact date(s) TBD.
Please confirm that you are seeking qualifications of only the Prime (Architect/Planner) or if you are also looking for proposed subconsultants.	It is up to the submitting firms to use their available space as they choose.

1. Sign-in as captured from Teams:

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This addendum does not amend the due date or time for submission of Statements of Qualifications.

End of Addendum #01