



ADDENDUM #2
REQUEST FOR STATEMENTS OF QUALIFICATION
FOR ARCHITECTURAL SERVICES FOR THE DESIGN OF
GILHAM ELEMENTARY SCHOOL
LANE COUNTY SCHOOL DISTRICT 4J

PROJECT: Architectural Services for the Gilham Elementary School
DATE: April 10, 2020
TO: Prospective Proposers
SUBJECT: Addendum #2 to the Request for Statements of Qualifications

Issue 1: **4J is modifying the submission requirements to require digital submissions due to current social distancing requirements.**

Response: Delete the 5th paragraph of Part 5 -Submittal Requirements (Page 10 of the RFQ) and replace it with the following.

Proposers are not to submit hard copies of the proposal or deliver proposals in person due to the ongoing COVID-19 situation. Proposals shall be submitted electronically via email to cip@4j.lane.edu (limit email to a maximum of 10 MB). The submittal shall be organized in separate sections and labeled to match the requirements identified in Part 5. All materials shall be in 8 1/2" x 11" format. Submittals should be limited to 8 sheets of paper (16 faces) with font size 11 point or above. Resumes, Proposal Certification Statement Form and cover letter are not included in this limit. Elaborate artwork is not necessary. Firm brochures may be submitted in addition but will not be included in the scoring of the proposal.

Issue 2: **If interviews are required, the District will conduct online interviews due to the social distancing requirements.**

Response: Delete the second paragraph of Part 6—Selection Process (Page 13 of the RFQ) and replace it with the following.

The written submittals received in response to this RFQ will be reviewed and ranked by a selection committee in accordance with the criteria listed below. Once the submittals are reviewed, the District may schedule interviews with the top-ranked firms, or negotiate directly with the top-ranked firm. Interviews, if required will be held via internet based video conferencing (Zoom or similar). References for firms will be checked. The results of the submittal ratings, reference checks and interviews will be compiled to determine submittal rankings. The submittal rankings will then be submitted to the District Superintendent or designee for a final determination.

Issue 3: **There is an incorrect date in item 7.1 Comments and Appeals.**

Response: Delete Item 7.1 (Page 14 of the RFQ) and replace it with the following.

7.1 Comments and Appeals: Comments and requests for modifications concerning the specifications and requirements of the RFQ must be received in writing, by noon April 16, 2020. No comments or requests for modification will be received or considered after this date and time. The Superintendent or his designee will consider all appeals and render a prompt and final decision.

Proposers are responsible for addressing all posted Addenda in their proposals.