ADDENDUM #2

May 13, 2026

RFP TITLE: **ARCHITECTURE, ENGINEERING, AND RELATED SERVICES FOR HAPPY VALLEY PUBLIC WORKS**

PROPOSALS DUE: MAY 21, 2026 NOT LATER THAN: 2:00:00 PM

This Addendum modifies or clarifies the Solicitation Documents only to the extent stated herein. All portions of the Solicitation Documents not specifically modified remain in effect. This and all other addenda are hereby incorporated into and made a part of the Solicitation Documents.

Please acknowledge receipt of this Addendum by listing the Addendum Number(s) on the **Proposal Cover Page**. Failure to acknowledge addenda may result in the proposal being deemed non-responsive.

1. There is no change to the proposal due date
2. Additions to Solicitation Documents:
    a. Proposer Questions and City Responses
    b. Civil Engineering Services RFP
    c. Civil Engineering Services Addendum #1

Proposer Questions and City Responses

Question #1:

- We have a question regarding the proposal format and page limit requirements. Section 5.1 describes the requirements for the "Cover Page and Certifications", which would serve as the proposal's cover letter. Can we include a cover, back cover, and section dividers (with no content) as well? If so, would those count against the 20-page limit?

Yes, proposers may include a cover, back cover and section dividers as well that will not count against the 20-page limit. Photos, graphics and/or text that helps define the sections are fine to be included on the dividers if desired.

Question #2:

- Has the City selected a Civil Engineering firm to perform the work on the Happy Valley Public Works project yet?

Yes, the City has selected HHPR as the Civil Engineering firm for the Happy Valley Public Works project. Their proposal was consistent with the RFP dated 4/17/26 and Addendum #1 dated 4/24/26. Both are attached for reference.

Question #3:

- Please clarify the City's intent in requesting information regarding the Proposer's "financial/bonding capabilities" (Section 5, Item 2) under this professional services solicitation, as the language is more suited to construction contracting.

Please disregard the request for financial/bonding capabilities (Section 5, Item 2). This information is not required to be provided by respondents since bonds are typically not requested or required for design contracts.

Question #4

- Addendum #1 indicates the geotechnical firm has been selected for the project and that the City will manage the permitting work related to the wetland. The RFP indicates the selected design consultant will provide site due diligence (survey, geotechnical, utilities, and environmental constraints). Please confirm for which of these due diligence tasks the selected design consultant will be responsible.

The language in the RFP related to Site Due Diligence was not as clear as we intended. Our intent in the RFP and Addendum #1 was to ask for the Architect team to participate in and coordinate with the City's consultants as the due diligence process is completed. The Architect team does not need to include separate consultants to mirror the work that the City's consultants are doing. Boundary and topographic survey work has been completed and will be provided. Geotechnical work is being contracted now, borings are scheduled, and the report should be complete by end of July 2026. Utility coordination work with PGE, Sunrise Water Authority, and Water Environment Services has begun already. A Natural Resource Assessment Report dated February 2023 has been completed and contains a concurrence letter from the state of Oregon.

Question #5:

- Is the selected design consultant expected to be involved in the prequalification or selection of the General Contractor?

Yes, we will invite a representative from both the Architect and Civil Engineering team to participate in the selection process for the General Contractor.

Important Land Use Information

For the purposes of this RFP, Proposers should assume that the Public Works facility is a permitted use under the current zoning designation. No zone change to be assumed.

REQUEST FOR PROPOSAL (RFP)

PROFESSIONAL SERVICES

FOR

CIVIL ENGINEERING SERVICES

HAPPY VALLEY PUBILC WORKS

PUBLISHED APRIL 17TH, 2026

PROPOSALS DUE: APRIL 30TH, 2026 @2:00PM

CITY OF HAPPY VALLEY

16000 SE MISTY DRIVE

HAPPY VALLEY, OR 97086

Proposal Materials can be Found at:	Link provided in invitation email.
Proposals Due:	Not Later than 2:00:00 PM Pacific Time, April 30th, 2026
Submit Proposals to:	ELECTRONIC SUBMITTAL Submit electronically via email to djung@happyvalleyor.gov chartson@spechtprop.com No hardcopy submittals will be accepted.
Direct Questions to:	Procurement Contact: Dan Jung or Chris Hartson Email: djung@happyvalleyor.gov chartson@spechtprop.com

Table of Contents

SECTION 1: INTRODUCTION

About the City of Happy Valley

The City of Happy Valley, Oregon is a rapidly growing and forward-looking community located in the southeastern Portland metropolitan region. Known for its strong quality of life, strategic infrastructure investments, and commitment to thoughtful growth, Happy Valley has evolved from a primarily residential suburb into an emerging civic and economic center.

To support this growth and maintain high levels of service for residents and businesses, the City continues to invest in critical infrastructure and operational facilities. Public Works plays a vital role in maintaining the City's transportation network, parks infrastructure, and other essential public services. As the community expands, the need for modern, efficient, and well-located operational facilities has become increasingly important.

The City is pursuing the development of a new Public Works Facility to support operations, improve service delivery, and accommodate future growth. This facility will provide space for administrative functions, fleet/re-fueling and equipment storage, maintenance activities, materials storage, and other operational needs that support the City's Public Works Department. The project represents an important investment in the City's long-term ability to maintain infrastructure, respond to community needs, and operate efficiently.

Project Description

The City of Happy Valley is soliciting proposals from qualified firms to provide Civil Engineering Services for the planning, design, and construction of a new Happy Valley Public Works Facility ("Project"). The facility will support the operational needs of the City's Public Works and Parks maintenance functions, including street maintenance, fleet/re-fueling, a decant facility, equipment storage and maintenance, materials storage, administrative offices, and associated site infrastructure.

The Project site is generally located near SE Armstrong Circle and State Highway 212 and consists of approximately 7.8 acres, characterized by significant topography and environmental constraints. Conceptual master planning and feasibility analysis for the site have been completed, including evaluation of multiple site layout options, access strategies, grading concepts, utility extensions, and environmental considerations.

The conceptual program anticipates one or more buildings totaling approximately 50,000 square feet, including administrative office space, maintenance and warehouse functions, fleet and equipment facilities, and outdoor service yards. The City assumes access from SE Armstrong Circle will be provided via a new public right-of-way. The final scope, configuration, and phasing will be refined as design progresses.

The City is undergoing a selection process for a separate Architectural design team, and a Civil Engineering designer. Any other consultants such as Structural Engineering, Landscaping, Acoustics, etc., will be contracted under the Architectural design team. As part of the early project phase, the City anticipates that the selected architectural and civil engineering teams will support scoping and analysis of potential program expansion options, including the feasibility of incorporating a police station and/or other public safety functions in conjunction with the Public Works Facility.[1]

Specht Development Inc has been selected as the Owner Representative for the project. They will participate in the Design, Construction and Closeout process and will be an integral part of the team.

Note: The City has completed preliminary concept planning and feasibility analysis to inform the Project; however, all concept materials are provided for context only and do not represent final design direction.

Project Budget

The project's construction cost is currently estimated at approximately $25 million - not including the potential expansion options - subject to change and refinement as design progresses.

Project Schedule

Preliminary master schedule has been included for reference as an attachment.

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SECTION 2: PROPOSAL SUBMITTAL AND KEY DATES

Proposal Submittal: Proposals must be submitted electronically and received by the City of Happy Valley no later than **2:00 p.m. on April 30th, 2026**.

Last Day for Questions to be Submitted: April 23rd, 2026.

Anticipated Issuance of any Addenda: April 24th, 2026.

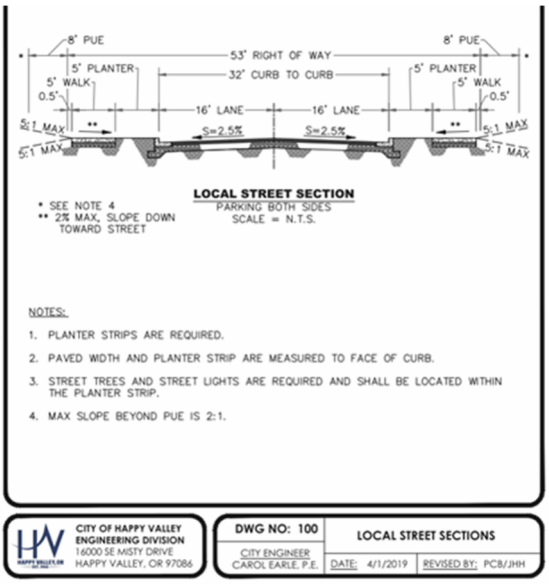
Proposals Due: April 30th, 2026 @ 2:00PM.

Award Date: May 6th, 2026.

SECTION 3: DRAFT SCOPE OF WORK

Proposed Civil Engineering Scope of Work – Roadway Improvements to Serve PW Project

1. Development of construction documents for public works improvements related to the development of a 50,000sf Public Works Facility building on Armstrong Circle in Happy Valley in accordance with the Site Plan Concept 2 from the SEA Feasibility study dated 05/02/2025.
2. Design for utility infrastructure improvements on Armstrong Circle start from the East terminus of the Sunrise Water Authority property to the subject Public Works Facility property and will include the extension of water, sanitary, and storm systems under the existing roadway to the West terminus of the City-owned property. Right-of-way (ROW) improvements are not required adjacent to non-city-owned property on Armstrong Circle. The street section here with two 12' lanes will most likely be the extent of the improvements needed after installation of all the below grade utility work.



3. Design for utility infrastructure improvements, roadway improvements, and ROW improvements are required on both Armstrong Circle and for a new roadway to be located on the West property line of the city-owned property. This scope will include public utilities within the ROW or easements consisting of water, sanitary, storm, landscape irrigation, and street lighting. Documents need to include stubs and driveways extending East to serve the new Public Works facility.

4. Designers will facilitate all ROW dedication and improvement design necessary to extend the new road from Armstrong Circle to the North terminus of the city-owned property. Designers should assume that all roadway work adjacent to city-owned property would be designed and constructed as a partially improved (2/3 street improvement) but fully functional street. Development of adjacent properties will fund the remaining roadway improvements adjacent to their respective properties.
5. Designer will coordinate Public Utility Easements (PUE's) and ROW dedications as needed for franchise utility services.
6. Designer will coordinate and cooperate with the City and adjacent property owners to assist with obtaining slope easements for construction of the new proposed roadway on the West side of the site.
7. Designer will coordinate and cooperate with the City and wetland consultants to determine the best solution for avoiding or mitigating existing on-site wetlands.

Proposed Civil Engineering Scope of Work – Public Works Building and Site Improvements

8. Designers shall provide a proposal for complete on-site civil engineering services for development of construction documents for the Public Works facility project. This will include all required work to support an architectural-led team of designers that will be designing and permitting the new HV Public Works facility.
9. A feasibility study is provided as an attachment for your reference. Exact building location and configuration is still pending final design work, however, Concept 2 is the closest representation of what program and building configuration might look like. The City team wants to explore two buildings rather than one single building, and tuck-under parking is no longer being considered.
10. Designers will provide all grading plans, utility plans, stormwater facility plans/calculations, AC pavement design recommendations, vehicular concrete design, curb design, and retaining wall design for any items that are exterior to the occupied buildings. We anticipate retaining walls over 4' high will be required on the East perimeter of the site and should be fully designed under the Civil Engineering scope.
11. There will be pre-engineered metal building elements on this project. The main buildings as well as storage structures in the yard for equipment and materials will be required for this design. This work will require coordination and cooperation with geotechnical, structural, architectural and other team members. Civil should plan to include all structural requirements, rock sections, rebar design, paving thicknesses, etc., on the Civil sheets for any elements outside of the main buildings.
12. Designers will provide all design and permitting support for the decant facility that the city would like to construct on this site.

13. Designers will provide design and permitting support for the above-ground chemical storage and fuel storage that the city would like to construct on this site.
14. Designers will provide or assist with design for parking areas, circulation areas, materials storage areas, and landscape areas. Of critical importance will be studying of turning radius requirements for ease of circulation, operation, and maintenance of heavy equipment that is commonly found in a Public Works facility.
15. Designers will facilitate obtaining the 1200C permit and/or early sunshine grading permit for the City and will provide coordination and periodic monitoring of the City's general contractor for fulfillment of DEQ maintenance requirements and temporary stormwater treatment measures that may be required during construction.
16. Designers will coordinate with the interior plumbing design team and the roadway designers to ensure that utility tie-in invert elevations are coordinated amongst the team members.
17. Designers will assist with setting floor slab elevations for the project to try and minimize off-haul of excavated structural fill materials. Civil will need to coordinate with Architectural team on the size, location and elevation of the building slab on grade elements.
18. There is approximately 20,000 cubic yards of existing material stockpiled on the site for use in constructing fills if the geotechnical consultant approves of the material. Designers shall provide support for the team with electronic cut/fill analysis work during the design phases to ensure that final grading of the site can be reconciled to the target estimate prior to having our Contractor on board. We are asking our Architectural team to have a 3rd party estimator on the team, and our Owner Representative will also assist with this reconciliation work.

General Notes

19. Designers shall provide a proposal for construction administration support required for the construction of both the new HV Public Works facility as well as the adjacent roadway construction work. Designers should assume that both projects are happening during the same window of time between June 2027 and August 2028.
20. Architectural team is to lead the land use / permitting process for the project with support from Civil team as required for submission of required documentation. Civil teams that have the expertise to lead the land use process can submit an alternate fee proposal for this scope.
21. Civil engineering teams should plan to have meetings once weekly on this project throughout the design phase with either the entire Owner/Architect/Consultant design team, or with the Architectural team alone for coordination. We will coordinate the exact number of required meetings with the Architectural team after the selection process.
22. Civil engineering teams should plan for site visits once every two weeks during the Construction Administration phase of the project. Construction administration support will be necessary in the form of weekly meetings with the contractor team, and customary work such as processing of RFIs and submittals. Even though we will have separate roadway and site civil drawings, and we

may end up having two separate contractors, we will try to combine coordination meetings on the same day to avoid unnecessary consultant travel.

23. Proposals should include a preliminary schedule showing anticipated dates for delivery of drawings, permit review times, etc., if they differ from the master schedule provided.
24. Civil proposals are being solicited consistent with the City of Happy Valley's RFP for "On-Call Engineering and Public Improvement Project Technical Services – 2020" and the subsequent agreement format that was conveyed during that process.
25. Develop overall construction documents which should contain, but not be limited to the following:
    a. Cover sheet
    b. Existing conditions plan
    c. Erosion control plan
    d. Demolition plan.
    e. Roadway cross sections
    f. Roadway plan, profile sheets and detail sheets.
    g. Intersection layout sheet for Armstrong Circle/New West Perimeter Road.
    h. Details for utility tie-in work at Sunrise Water Authority property line.
    i. Signing/Stripping Plans and Detail sheets.
    j. Street Lighting Plans and Detail sheets.
    k. Sanitary /storm plan and profile sheets and detail sheets (incl on Armstrong adjacent to non-city owned property).
    l. Water plan and profile sheets and detail sheets (incl on Armstrong adjacent to non-city owned property.)
    m. Landscape irrigation plan sheets and detail sheets.
    n. Utility vault detail sheets for water meters, check valves and other devices. Critical elevations should be called out.
    o. Stormwater overflow detail sheets for any precast elements, metered overflow devices, and inlet structures. Critical elevations should be called out.
    p. Composite utility sheets, including information provided by franchise utility designers.
    q. Storm calculations
26. Deliverables should include, but are not limited to:
    a. Public works Permit Plans (Roadway Improvements)
    b. Storm calculations in report format.
    c. Site Civil Drawings for incorporation into the Public Works Facility Building Permit Plans.

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SECTION 4: EVALUATION AND AWARD

Proposers will be evaluated using the criteria below.

Information that is required from the applicant as part of the proposal shall include:

1. **Firm Background (20 points)**
   Proposals shall describe your firm's history and status: years in business, office location(s), number of employees, area(s) of expertise, etc. Include information identifying the firm's annual volume and financial/bonding capabilities.

   Describe your company's experience with projects of similar size, scope, setting, and schedule. Proposers shall include examples of recent, relevant projects that demonstrate both comparable building and site uses (e.g., public works, operations, maintenance, fleet, or similar facilities).

2. **Project Team, Relevant Experience, and Project Management (30 points)**
   Proposals shall describe the qualifications, experience, availability, and management capability of the proposed project team. The City will evaluate the team's organization, key personnel, and demonstrated ability to deliver complex, multidisciplinary public facilities, including coordination with operational stakeholders and, if applicable, separately retained consultants.
   At a minimum, this section shall include:
   - An organizational chart identifying the prime consultant, subconsultants, and key personnel.
   - Availability of key personnel for this project. A summary of key personnel, who supports them, and their level of involvement with other project commitments.
   - Identification of the Project Manager and key discipline leads (Civil team for Building Site Work & Roadway Work, and any consultants).
   - A brief description of each team member's role, responsibilities, and level of involvement. Specifically, a summary of recent, relevant experience delivering comparable public facilities, including specific project examples for key team members that demonstrate similar building and site uses (e.g., public works, operations, maintenance, fleet, or similar facilities).
   - Proposers should demonstrate successful delivery of site-intensive public or operational facilities involving grading, drainage, utility coordination, and fleet/yard circulation, and clearly identify the role of proposed team members in those projects.
   - Proposers shall provide examples of projects where the civil engineering consultant team has been contracted separately and how your firm ensures successful cross-coordination and communication amongst the key team members.

   The City will evaluate:
   - Experience delivering comparable public or operational facilities from early-stage design through construction administration
   - Experience integrating building and site design, including coordination of utilities, circulation, and operational requirements

- Effectiveness of the proposed project management, coordination, communication, and issue-resolution approach
- Availability and workload of key personnel for the duration of the project

3. **Project Understanding and Approach (20 points)**
   Proposals shall describe the Proposer's approach to delivering the Public Works Facility and associated roadway improvements from initial design through permitting, bidding, and construction. The City will evaluate the clarity, feasibility, and effectiveness of the proposed strategy for completing the project.

   At a minimum, this section shall include:
   - A clear understanding of the project and it's current status, including the early-stage nature of design and remaining work.
   - The proposed approach to programming validation, design development, and decision-making
   - The approach to permitting, bidding, and construction administration
   - Identification of key delivery risks and strategies to manage schedule, budget, and coordination challenges, including site-related risks such as topography, stormwater requirements, utility conflicts, and permitting constraints.
   - Proposers should provide any comments on the master schedule provided either confirming durations are achievable or providing recommended durations for the City's consideration.
   - Examples of how the firm ensures effective quality control, cost control, and service
   - The approach to reviewing and coordinating design documents at key stages of design
   - Cost control strategies and the firm's perspective on current construction market conditions in Happy Valley

   The City will evaluate:

   - Effectiveness of the proposed approach to delivering the project from initiation through completion
   - Integration of design, permitting, and construction considerations
   - Clarity and realism of the proposed delivery strategy and schedule
   - Identification and management of key risks affecting schedule, cost, and coordination
   - The City will evaluate the Proposer's ability to deliver a high-quality, buildable project that provides maximum value for the City.

4. **Proposal Cost Estimate (20 points)**
   Proposals shall include a detailed breakdown of anticipated costs to complete all the design, management, coordination, and supervision required to deliver a complete design for this project that that meets all requirements of the City of Happy Valley and the other applicable authorities that have jurisdiction over this site.

   This section may include:

   - A schedule of values for the work like the attached SOV example. Something similar is fine.
   - Provided cost breakdowns are intended to be used to help validate the scope is fully covered and not to break up scope and award partial scopes among multiple firms. We intend to issue one contract work order for this scope.
   - Alternates for any additional work your firm would like to perform and a brief description of that scope.

   The City will evaluate the Proposer's attention to detail, projected hours for key staff alignment with Section 3, cost per hour for key personnel, and how value is being maximized for the City.

5. **Other Differentiators (10 Points)**
   Proposals shall describe any qualifications, experience, or approaches that distinguish the Proposer from other firms and add value to the project.

   This section may include:
   - Innovative or effective techniques related to design delivery, quality control, schedule management, or budget control
   - Innovative approaches to management of civil/site design, including grading optimization, stormwater management strategies, utility coordination, right-of-way design, and integration of site and building systems to improve constructability, cost efficiency, and long-term operational performance.
   - Specialized experience, tools, or methods that improve efficiency, coordination, or project outcomes
   - Lessons learned from similar projects that would benefit this project

   The City will evaluate the relevance and applicability of the proposed differentiators to the successful delivery of this project

Interviews (If Conducted)

Following initial scoring, the City may invite one or more top-ranked Proposers to participate in interviews. Interviews will be used to further assess the same evaluation criteria and will not introduce new evaluation factors. Final rankings may be adjusted based on information obtained during interviews.

Please address your proposals to:

Dan Jung
djung@happyvalleyor.gov
Capital Improvement Program Manager
16000 SE Misty Drive
Happy Valley, OR 97086

Chris Hartson
chartson@spechtprop.com
Owner Representative
10260 SW Greenburg Rd, Suite 170
Portland, OR 97223

Attachments:

1. SEA Feasibility Study dated May 2nd, 2025
2. Phase 1 Environmental Site Assessment.
3. Phase 2 Environmental Site Assessment.
4. Architectural RFP (for scope coordination) – Found online.
   https://www.happyvalleyor.gov/business/engineering-division/bid-advertisements/
5. Geotechnical RFP (for scope coordination).
6. Preliminary Master Schedule dated 4/16/26.
7. Sample Schedule of Values for the Proposal and Billing.

City of Happy Valley Public Works Facility

Civil Engineering Services RFP Dated 4/17/26

Questions and Answers from Proposing Firms Received by 4/23/26

Addendum #1 Dated 4/24/26

The Proposal Submittal and Key Dates are hereby updated to the following:

Proposals Due: **2:00PM on Wednesday, May 6th, 2026.**
Award Date: Tuesday, May 12th, 2026.

Question #1:

- In the RFP you state "designers shall provide a proposal for construction administration support required for the construction of both the new HV Public Works facility as well as the adjacent roadway construction work." Should the construction administration proposal be submitted with this civil engineering response or will it be requested via a separate RFP?

Durations for CA support have been quantified for proposers on the sample schedule of values provided and on the PW project schedule. We would appreciate proposals for CA now for both design elements and if timelines are adjusted during the design process, then HV will work with the successful proposer to adjust durations at the time of the start of CA services.

Question #2:

- In the RFP you state "Architectural team is to lead the land use / permitting process for the project with support from Civil team as required for submission of required documentation. Civil teams that have the expertise to lead the land use process can submit an alternate fee proposal for this scope." Should the land use planning proposal be submitted with this civil engineering response or will it be requested via a separate RFP?

Any civil engineering design team that has Land-Use expertise and wishes to provide HV with a proposal for those services are encouraged to submit an alternate added cost for that scope of work in conjunction with this RFP. We do not intend to issue a separate RFP for that scope of work.

Question #3

- In the RFP you state that the civil engineer would be responsible for all structural requirements for any elements outside of the main buildings. Please describe those elements and the number of elements that should be included.

In general, horizontal and vertical concrete and retaining walls on the site for the following items that are typically found at a Public Works facility. Includes, but is not necessarily limited to the following:

a) ***Trash enclosure footings, walls, and impact slabs for dumpsters***
b) ***Concrete impact slabs under exterior open-air storage. Foundation design for any exterior open-air storage will be done by the (Pre-Engineered Metal Building) PEMB supplier.***
c) ***Concrete equipment pads under generators, air compressors, etc.***
d) ***Drive approach slabs and aprons required at all entry points to the site.***
e) ***Building grade door aprons (20' deep aprons at typical grade doors)***
f) ***Building dock doors aprons (figure 2 dock doors with 50' concrete aprons)***
g) ***Concrete footings, retaining walls and pedestrian railings at the dock-door depressions (50' transition apron)***
h) ***Concrete footings for any galvanized steel exterior exit stairs required by the design team.***
i) ***Concrete for site stairs, stoops, ramps, sidewalks, vehicle impact curbs, standard curbs, monument signs, concrete seat walls, etc.***
j) ***Concrete required for the site decant facility.***
k) ***Concrete stormwater facility walls, wier solutions at collection areas, ponds for detention and treatment.***
l) ***Concrete light pole bases – 24-30" round and elevated 3' above adjacent ground surface.***
m) ***Site retaining walls at the perimeter of the site to accommodate grading requirements by the design team. The site has significant slope, and we anticipate needing 8-12' high retaining walls in certain areas that will require structural engineering. Lock-n-Load, Ultra-block, Hilfiker, Keystone will all be considered and ultimately selected during the design process.***
n) ***Any perimeter building concrete or CMU wainscot will be done by the Architectural team and/or building structural engineering team in conjunction with the PEMB supplier engineering team.***

Question #4

- In the RFP you state that this proposal's scope of work will include landscape irrigation design for the roadway improvements (Section 3, item 3). Section 3, item 14, says that this proposal will provide or assist with design of landscaped areas. The RFP goes on to say under the Project Description section, that landscaping will be contracted under the architectural design team. Please clarify if landscaping design is to be completed by the architectural team and if this proposal will only provide irrigation design for roadway landscaping.

We have changed our position on this scope item. The Landscaping and Irrigation design should both be completed by the Landscape designer that will be under the Architectural team. This applies to both the building site system and the roadway Landscape and Irrigation system. The Civil Engineering team should still be responsible for documenting any check valves, metering requirements, and vaults that are required to support these irrigation systems.

Question #5

- The City of Happy Valley and WES require the engineer of record to provide full-time inspection of public right-of-way and utilities improvements. Please confirm if we are to include those services in addition to the weekly meetings during construction.

Yes, any inspections, as required by the City of Happy Valley, WES or any other Authority Having Jurisdiction (AHJ) should be held outside of project team meetings. We are planning to help maximize efficiency for the civil design team by combining project team meeting days (back-to-back coordination meetings), but inspection work is not being contemplated in this effort. Full-time inspection work for the actual construction activities should not be included in this design effort pricing as the design is not final and inspection requirement scope cannot be quantified.

Question #6

- Please confirm that the civil engineer will be responsible for the Oregon DEQ 1200-C inspections and documentation.

Yes, the Civil Engineering team will need to provide erosion control inspections on a weekly basis during Construction Administration phase of the project. Weekly inspection reports need to be submitted to the City of Happy Valley and DEQ for documentation purposes. Coordination with the General Contractor and/or the Excavation Subcontractor will also be required when on-site to communicate any correction measures that need to be implemented. The designated erosion control inspector (DECI) for the project should be trained and certified as required to meet DEQ 1200C requirements and City of Happy Valley standards.

Question #7

- The RFP states "Civil engineering teams should plan to have meetings once weekly on this project throughout the design phase with either the entire Owner/Architect/Consultant design team, or with the Architectural team alone for coordination. We will coordinate the exact number of required meetings with the Architectural team after the selection process." Please provide the number of meetings we should budget for or confirm we should calculate the number of meetings based on the preliminary schedule provided as the basis of our fee. If based on the schedule, please confirm the date window to determine the number of meetings as the schedule has design starting 6/16/2026.

We interpret this question as relating to the design phase tasks (Task #1-#4). The hours needed to support the permitting phase (Task #5) should be assessed by the design team based on their experience. The dates provided on the Schedule of Values (SOV) for assembling your fee is intended to align with preliminary Master schedule Gantt chart. The date windows for the phased design work correspond to the design task bars which are on the Master schedule. Point of clarification is that there are a few "Owner Review and Comment Period" activities and the meeting cadence should not stop during those periods as we will have feedback and questions as we are reviewing your work product. Those periods are, however, intended to be "pencils down" for purposes of advancing the design. Yes, design is intended to kick off on 6/16/26 or slightly later based on team coordination of schedule availability.

Question #8

- The RFP states "Civil engineering teams should plan for site visits once every two weeks during the Construction Administration phase of the project. Construction administration support will be necessary in the form of weekly meetings with the contractor team, and customary work such as processing of RFIs and submittals. Please provide the number of meetings we should budget for or confirm we should calculate the number of meetings to be included based on the preliminary schedule provided as the basis of our fee. If based on the schedule, please confirm the date window to determine the number of meetings as the schedule has design starting 6/16/2026.

We interpret this question as relating to the construction administration phase (Task #6). The date window for construction administration should correspond to the start of construction activities which is 6/18/2027. This date is consistent between the Civil Engineering SOV and the Master Schedule, and is not 6/16/2026 as noted in the question above. Also, related to question #6, there will also need to be weekly erosion control inspections by the DECI during this phase.

Question #9

- The RFP states "Designer will coordinate and cooperate with the City and wetland consultants to determine the best solution for avoiding or mitigating existing on-site wetlands." Will the City be procuring wetlands and natural resources services through the City's wetlands on call?

Yes, the City of Happy Valley will procure wetland consulting work for this project and has not issued any procurement information as of the date of this RFP.

Question #10

- Does the City anticipate needing formal right-of-way or easement acquisition support services (legal exhibit or title work), and if so, is that expected to fall under the Civil Engineering scope or will it be handled separately by the City?

Yes, the City of Happy Valley may need to procure consulting work for ROW or easement acquisition support, however, they have not issued any procurement information as of the date of this RFP. It would not need to be covered under this RFP.

Question #11

- On page 4 of the RFP, it states that "any other consultants such as Structural Engineering, Landscaping, Acoustics, etc., will be contracted under the Architectural design team." However, in order to put together a detailed breakdown of anticipated costs to thoroughly respond to the Proposal Cost Estimate section, we typically include subconsultant fees, including some of the ones listed to be under contract with the Architect team. Also, the evaluation criteria under the Project Team, Relevant Experience, and Project Management section on page 9 asks for an organization chart identifying the "prime consultant, subconsultants, and key personnel." Are we supposed to include subconsultant team members and cost estimates, or should we move forward with placeholders for the anticipated subconsultants?

The City of Happy Valley wants flexibility to select the important Civil Engineering work apart from the important Architectural design work, so please include the Civil Engineering scope and any support required to provide a complete design for that scope of work only. Structural engineering required for any of the sitework related items that are covered under Question #3 should be included in this scope as they are often done by specialized sub-consultants, especially for the retaining walls. The landscape, irrigation, and electrical engineering for light poles for the roadway scope and sitework scope of work can be assumed to be done by the consultants on the Architectural team with coordination and input from the Civil Engineering team as required.

Question #12

- #3, notes scope to include landscape irrigation and street lighting. Does the city want the civil proposal to include these services or is this something that will be completed by the A/E team? Having one landscape architect and electrical/traffic engineer would provide more efficiency to the project.

We have changed our position on this scope item. The landscaping design, irrigation and electrical light pole design for both the roadway scope and sitework scope of work can be assumed to be done by the consultants on the Architectural team. We would like the Civil Engineering team to be responsible for the infrastructure to support the irrigation design such as check valves, metering, and required vaults to house such devices. Downstream irrigation design can be done by the landscape designer under the Architectural team.

Question #13

- RFP#4-6, notes requirements for ROW Dedication, easement, and other survey requirements. It is the intent of the civil scope to require survey services to perform this work or is the intent to have the civil engineer assist in the linework preparation and have the surveyor (contracted separately) to complete the legal descriptions.

If the Civil Engineering services company can provide survey services, then please provide us with an alternate added cost in your proposal for our consideration. If there is not enough scope to quote that work, then we will work getting that scope of work procured later.

Question #14

- RFP#10, please confirm that the city would like the civil scope of work to include pavement design services. In our experience pavement design services are completed by the geotechnical engineer.

We will have a geotechnical engineer on the team for this project, and they will provide recommendations for pavement design in the geotechnical report. The Civil Engineering scope should include producing site layout drawings and detail drawings that are coordinated with these recommendations and clearly define the limits of the paving types, as provided by the Geotech. Civil Engineering scope will also coordinate with the Owner and Architect team to define the appropriate locations for relevant paving sections to ensure that the correct paving materials are placed for longevity and durability during normal use.

Question #15

- RFP#10, please confirm that the city would like structural engineering calculation services for the retaining walls to be within the civil scope of work or will the structural calculation be provided by the A/E structural and/or geotechnical engineer dependent on the preferred wall selection. The Civil Engineering scope could include wall grading and profile design.

The Civil Engineering scope should include producing site layout drawings, wall layout and profile design, engineering, and detail drawings that are coordinated with any recommendations from the Geotechnical Engineer. The Civil Engineering scope should include designer time for analysis of multiple types of retaining wall options for Happy Valley to consider. The Civil Engineering scope should include final engineered design drawings, elevations and details to be used for procurement of the retaining wall system by the General Contractor. If Civil Designers feel that they cannot adequately cover the engineering scope of work at this time, then we ask that you provide an appropriate Allowance in your proposal that we can reconcile once design has progressed to a point where scope can be better evaluated.

Question #16

- RFP#18, notes a 3rd party estimator for the PW Site, will this estimator provide estimate for the public utility and frontage road improvements or should this be included in the civil proposal.

Yes, there will be a 3rd party estimator for the PW Site and Roadway work. This estimator will need support from the Civil Engineering team with electronic Cut/Fill analysis work as stated in the RFP. Civil Engineers are not required to provide their own estimates, as this will be covered by the Architectural team.

Question #17

- General Notes #20 states that "civil teams that have the expertise to lead the land use process can submit an alternate fee proposal for this scope." If we are providing this, does the city want to review land use qualifications as well, or should we simply submit the alternate fee proposal?

Yes, appropriate resumes and/or qualifications for any optional Land Use proposal can be submitted for the City's consideration along with the pricing.

Question #18

- In SECTION 4: Firm Background section (page 9), the RFP asks for "information identifying the firm's annual volume and financial/bonding capabilities". Since we are providing design, not construction, is there different information we can provide to address the City's request (ex. Certificate of insurance)?

Please include general information about your firm including but not limited to the number of similar projects completed by your firm, number of locations/offices, number of engineers and/or support staff. At a minimum, we expect firms to meet the City's insurance certification requirements as was included in the On-Call procurement, however, if there have been changes since the procurement, then it would be appropriate to include an insurance certificate with your proposal.

Please acknowledge receipt of this Addendum within your proposal.

End of Addendum #1.