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REQUEST FOR PROPOSALS #2017-89  
Willamette Falls Locks Project Management  
RESPONSE TO CLARIFYING QUESTIONS  
November 27, 2017

Note that these are questions submitted by interested firms to the above referenced solicitation. The below answers are for clarification purposes only and in no way alter or amend the RFP as published.

**Question #1**

Page 10 of the RFP, under “3. Budget” clarifies that the maximum annual compensation authorized for the first year of this contract shall be \$425,000, and that the total amount authorized for the two -year contract shall not exceed \$865,000. Then on page 14 of the RFP, under “5.4 Fees”, the RFP requires respondents to provide a “fee schedule which should be on a time and material basis.” Time and materials pricing is often used in the service and construction industries to bill customers for a standard labor rate per hour used, plus the actual cost of materials used. Because this project largely reflects a professional services consulting contract that will result in the development of a final report and funding plan, as opposed to the construction of a final product that will include the costs of materials beyond costs associated with the likely printing of written materials and the final report, can respondents provide a fixed price fee schedule or alternative proposal which includes hourly rates for professional services, rather than a time and materials fee schedule?

**Answer:**

**So long as the objectives of the RFP are accomplished and the work product stays within budget, the County will approve a fixed fee schedule approach.**

**Question #2**

Page 10 of the RFP references “total amount authorized for the two-year contract shall not exceed \$865,000.” Page 14 of the RFP under “5.4 Fees” indicates that the “fee schedule should outline all estimated expenses, hourly rates for all assigned individuals, *anticipated travel*, other *reimbursable expenses*.” Do all expenses for this project – including travel, materials production, and other expenses directly related to this work fall within the “not to exceed \$865,000” amount? If so, is it possible to seek from the contracting officer advance approval of and reimbursement for travel, materials, and other expenses in addition to the budget of \$865,000.

**Answer:**

**The bid for contract should not exceed \$865,000, in total.**

### Question #3

Page 1 of the RFP states “The resulting contract from this RFP require the consultant to begin work in January 1, 2018 with construction set to commence in December 31, 2019.” We are not aware of a construction schedule that requires any construction to begin on December 31, 2019, or that there is any actual requirement for construction at all depending on outcomes and results of various studies. Can you please confirm that no construction of any kind is expected to commence on December 31, 2019 and provide any additional clarity on this issue?

#### Answer:

**The Consultant awarded this contract will not be responsible for the construction of any project. Rather, the Consultant will be responsible for, among other things, helping the State Commission identify the appropriate transferee that will be responsible for said construction.**

### Question #4

Section 3.3.1 (h) on page 8 states: “the Consultant will be required to identify issues to be addressed and ensure that resources from the Consultant and/or the full partners group are assigned to analyze or otherwise address the issue.” What is the responsibility for the Consultant to address issues that are not identified in the current scope of work from the RFP?

#### Answer:

**This Consultant is being sought to support the State Commission’s goal to identify a new owner of the Locks, help to solve the lingering funding and governance questions required for a new owner, and advocate for funding at the state and federal level to support the successful transfer of the Locks from federal ownership to a new non-federal owner. The RFP has been written broadly to address the wide-range of possible needs that the Consultant will be required to address. The expectation of the awarded consultant will be to address any and all issues that arise to achieve the goals stated here and in the RFP, and to do so within budget.**

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End of Clarifying Questions #1