

**ADDENDUM NUMBER 3  
TO  
REQUEST FOR PROPOSALS # 08-23**

Request for Proposals Title: Development Feasibility Analysis for a Living Building, the Sustainability Center of Excellence in Portland, Oregon

Date this Addendum Issued: February 12, 2009

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**PURPOSE OF THIS ADDENDUM:**

The Portland Development Commission (“PDC”) is issuing this Addendum Number 3 to the above-referenced Request for Proposals (the “RFP”) to answer questions about the RFP raised by potential proposers (Part I of this Addendum) as well as make certain modifications to the RFP (Part II of this Addendum).

**GENERAL INSTRUCTIONS:**

- This Addendum constitutes an integral part of the RFP and shall be read in conjunction with the RFP
- Where inconsistent with the RFP, or any previous Addendum to the RFP, this Addendum shall govern
- It is the responsibility of all Proposers to conform to this Addendum
- Unless specifically changed herein, all other requirements, terms and conditions of the RFP remain unchanged and can only be modified if in writing by PDC

**PART I. CLARIFICATION OF THE RFP**

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**Question 1.** Regarding the references provision in Section V (B) of the RFP, is PDC requesting four references for *each* member of the Project Team, or just for the lead Proposer?

*PDC Response: The references provision in Section V (B) of the RFP pertains to the lead Proposer, though PDC reserves the right to request reference contact information for any consultants or other team members that are part of the Proposer’s Project Team.*

**Question 2.** Can we assume, as noted in Section IV (A) (2) of the RFP, that the schematic design task within Phase 1 is referring primarily to schematic programming layouts to be included as part of the Phase 1 Feasibility Study.

*PDC Response: The schematic design tasks refer primarily to programmatic layout and key building components. See Part II, Change 1 of this Addendum which clarifies tasks and deliverables for Section IV (A) (2) of the RFP.*

**Question 3.** Section V (E) of the RFP, “Project Approach and Methods,” requires proposers to provide a “clear and concise description of the approach and methodology Proposer and its Project Team proposes to use to complete all requirements listed in Section IV of this RFP, ‘Scope of Work,’ including Phase 1 work and Phase 2 work.” However, the second paragraph in Section IV specifically states that “Phase 2 activities are out of scope for purposes of this RFP.” Are proposers to assume that the intent of Section V (E) is to solicit specific approaches and methods to complete Phase 1, with a more general description of activities for Phase 2?

*PDC Response: Yes. PDC requests that proposers provide a clear and concise approach and methodology for the Phase 1 work with a general description of how they will perform Phase 2 activities.*

**Question 4.** Section III (A) of the RFP, “About the Project,” lists five organizations which are said to comprise the “Sustainability Center Team” for this project. Later, in Section X of the RFP, the “Sustainability Center Team” is further described to include a much larger list of organizations and stake holders; mainly, those organizations that are members of the Living Building Initiative. As this is a project with a large scope and a short time frame, how is the client organized to provide guidance to the selected Project Team and how will decisions be made?

*PDC Response: The Sustainability Center Team, as described in the RFP, has a Steering Committee and Working Group that will guide the Selected Proposer and Project Team’s work, according to a mutually agreed-upon schedule, and make decisions as they affect the Sustainability Center.*

**Question 5.** In Section III (B) (1) of the RFP, “About the Site: Site Description,” reference is made to prior development plans for the site and a Memorandum of Understanding between Gerding/Edlen Development Company (“GED”) and PDC. How far did GED take the original mixed use project through entitlement and design before the decision was made to reset the development goals to the Sustainability Center Project? Why was an RFP issued for this new project instead of simply renegotiating the existing Memorandum of Understanding?

*PDC Response: In 2006, GED completed some feasibility work related to mixed-use, homeownership project. This work can be found on the World Wide Web at this location: [http://www.pdc.us/pdf/ura/south\\_park\\_blocks/gerding-edlen\\_proposal\\_3-31-06.pdf](http://www.pdc.us/pdf/ura/south_park_blocks/gerding-edlen_proposal_3-31-06.pdf)*

*Some parking entitlements were approved on the property located at 1700 SW 4<sup>th</sup> Avenue as part of a Land Use Review: Permit/Case No.: 2006-137381-000-00-LU. More information can be obtained at [Portland Maps](#). Search for “1700 SW 4th.” Then click on “Permits/Cases” in the navigation bar on the top of that page.*

*PDC, on behalf of the Sustainability Center Team, issued this RFP because the program and scope of the Sustainability Center is significantly different from the 2006 project. This RFP was issued to foster competition and fairness and to identify the best team for this new project.*

**Question 8.** Addendum Number 1, Question 2 identifies \$80M in state bond money that has been requested. Is this money in hand or is its availability related to the outcome of the Phase 1 feasibility study?

*PDC Response: The state bond money referenced in Addendum Number 1 is scheduled to be under consideration by the Oregon State Legislature by June 30, 2009. The project must be determined feasible before bonds are issued. Research of additional funding sources and financing are part of the Phase 1 Feasibility Study.*

**Question 9.** In Addendum 1, Question 5, it appears that both the program for the building and the budget are not yet settled. As these are functions of each other, is there an overall financial goal that the Sustainability Team is trying to achieve? Are alternative approaches to the program acceptable if funding does not materialize to the level desired?

*PDC Response: Funding sources will ultimately determine the feasibility of the project. A funding strategy will be developed by the Steering Committee in coordination with the Selected Proposer and Project Team. Alternative approaches to the program, a target development budget and associated funding will be part of the Phase 1 Feasibility Study.*

## **PART II. CHANGES TO THE RFP**

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**Change 1.** Section IV (A) (2) of the RFP is hereby deleted and replaced with the following (changes in bold underline).

### **“2. Development Program and Concept Design**

The Selected Proposer and Project Team will determine the space and use needs in coordination with the Sustainability Center Team members and develop both a **concept** design for the Center and a plan for developing the Center to meet both the Living Building Standards and LEED Platinum standards.

In coordination with the Sustainability Center Team, the Proposer and Project Team shall deliver key **Development Program and Concept Design** tasks and activities including the following:

- *Assessment.* Working with input from the Sustainability Center Team regarding space and use needs, and any tax ramification considerations for eligible non-profit tenants, assess the following:
  - ✓ Commercial and retail square footage and lease rate(s) and basis (e.g., NNN, gross), and level of build-out (e.g., vanilla shell);
  - ✓ Common / non-leasable area description and square footage;
  - ✓ *Parking & transportation:* number of spaces, if any at all; allocation among building uses; income generation expectations; and the consideration that a living building should provide less parking and emphasize mass transit and bike commuting options.
- Develop a **concept** design including commercial/retail/common element layout, circulation, streetcar integration and Living Building Standards, including the “Beauty & Inspiration” requirement.
- Provide a description of the key design elements and material, equipment and technological requirements that will be necessary to use and/or incorporate in the Sustainability Center, and specific information confirming that such materials, equipment and technologies are commercially available.

- Determine construction type (incorporating Living Building Standards <http://www.cascadiagbc.org/resources/living-buildings/>)
- Develop a plan for how to obtain the following:
  - ✓ Full certification through the Cascadia Green Building Council Living Building Challenge (“LBC”) and
  - ✓ LEED platinum certification, at a minimum
- Propose an iterative process and strategy to maximize meeting LEED Platinum and Living Building Standards within an acceptable budget and any potential modifications.
- Coordinate with the following projects and efforts related to the Sustainability Center and Project Site:
  - ✓ PSU Framework Plan activities: This work is ongoing.
  - ✓ Montgomery Green Street Blocks Project: This conceptual project will be completed in March 2009 and will be incorporated into the PSU Framework Plan and Portland Plan. The final product for SW Montgomery Street, between SW 4<sup>th</sup> and 5<sup>th</sup> Avenues in downtown Portland, Oregon will be completed through design development. Selected Proposer and Project Team will recommend changes to the streetscape design as needed for coordination with the Sustainability Center.
  - ✓ Portland Streetcar alignment and stop: The final design and engineering for this work will be completed by City of Portland Department of Transportation (PDOT) and Portland Streetcar Inc. Selected Proposer and Project Team activities will include coordination with these entities.
  - ✓ Future P+OSI communications and marketing efforts: P+OSI will coordinate this work with Selected Proposer and Project Team work as necessary.

***Deliverable(s):***

Deliverables to be provided by Selected Proposer and Project Team to PDC for the tasks and activities described in this section include (due May 15, 2009):

- Development program showing proposed uses, location of those uses, and quantities of those uses expressed in approximate square footages
- **Architectural drawings of Building Envelopes, showing approximate scale and massing of the proposed buildings including key design components and integration of permanent streetcar alignment. Drawings for building systems (mechanical, electrical and structural and others) will be included in Phase II work.**
- Site plans and elevations showing the location of structures, streets, parking (if any), streetcar, open spaces/southbound streetcar station and plaza, construction type and preliminary materials
- **Written conceptual description of key design elements and building systems – including but not limited to materials, equipment, and technological requirements – and specific research and information confirming that such materials, equipment and technologies are commercially available.**
- Plan to obtain the following:
  - Certification through the LBC
  - Minimum LEED platinum certification, and
  - Innovative stormwater and sustainability features, together with any feasibility assessment balancing requirements with Center costs and budget”

**Change 2.** To communicate this project and the RFP project to the public, PDC requires up to three highest ranked responsive Proposers, after initial evaluation of proposals, to attend and participate in the following program. The following is hereby incorporated into a new Section VI (S) of the RFP:

**“S. Finalist Interviews:** PDC may require up to three (3) finalist Proposers to attend and participate in the following evaluation program:

**1. Public Presentation**

When: February 26, 2009, 6:00 PM – 8:00 PM  
 Where: Council Chambers, City Hall, Portland, Oregon (1221 SW Fourth Avenue, Portland, Oregon 97204)

The general public, evaluation committee members and technical advisors will be invited to attend the public presentation. The presentation is intended to introduce the Oregon Sustainability Center feasibility project to the public and provide an opportunity to learn about sustainable building practices.

**Program.** A moderator will introduce the Oregon Sustainability Center project and vision. Each finalist Proposer and Project Team will be allotted twenty (20) minutes to present previous projects. The focus of the presentation should be on recent design, architecture and green buildings by key member(s) of the Proposed Project Team. Presentations will be electronic media presentation.

Questions from the audience will follow the third presentation. All finalist proposers may attend the entire event.

**2. Interviews with Evaluation Committee**

When: February 27, 2009, 8:00 AM – 12:00 PM  
 Where: Bureau of Planning and Sustainability (1900 SW Fourth Avenue, Portland, Oregon 97206)

Up to three (3) finalist Proposer and Project Teams will interview with the RFP Evaluation Committee and Technical Advisors to the Committee on the date/time at the location listed above. Out of town team members may participate in the interviews via conference call if desired.”

**Change 3.** Section II of the RFP, “Schedule of Solicitation and Contract Award Events” is hereby deleted and replaced with the following (changes from the RFP in bold underline):

“RFP Issued	January 7, 2009
Pre-Proposal Meeting, Voluntary	January 23, 2009
Deadline for Proposer Questions and Request(s) for Change(s)	February 6, 2009
Proposal Due Date and Time	February 18, 2009 by 3:00 PM (Pacific Time)
<b><u>Finalist Public Presentations</u></b>	<b><u>February 26, 2009</u></b>
<b><u>Finalist Interviews</u></b>	<b><u>February 27, 2009</u></b>
Evaluation Period, Ending ( <i>tentative</i> )	March 4, 2009
Notice of Intent to Award, Issued ( <i>tentative</i> )	March 5, 2009
Deadline for Protest of Intent to Award	<i>Seven (7) calendar days after Notice of Intent to Award</i>
Anticipated Contract Execution Date ( <i>tentative</i> )	March 18, 2009”

**Change 4.** The draft “EcoDISTRICTS Concept Paper” is now available and may be of interest to Proposers or those interested in the Sustainability Center Project. As such, Section IV (E) of the RFP is hereby deleted and replaced with the following (changes in bold underline):

**“E. Resources to be Provided by PDC**

In support of the Center, PDC will provide project staff, completed Site due diligence, information and documentation, as available. OUS, P+OSI and LBI will provide technical direction and input. **PDC will also make available the “EcoDISTRICTS Concept Paper,” a draft of which may be read on the World Wide Web at: <http://pdc.us/pdf/rfps/2009/RFP-08-23-EcoDistricts-Concept.pdf>**

**Note: This Addendum does not modify the Proposal due date or time.**

**END OF THIS ADDENDUM**