



**ADDENDUM NO. 1
TO THE
REQUEST FOR PROPOSALS
FOR PROFESSIONAL ENGINEERING DESIGN SERVICES
FOR WASTEWATER COLLECTION SYSTEM
CAPACITY IMPROVEMENTS
RFP NO. W-481**

THIS ADDENDUM IS HEREBY MADE A PART OF THE REQUEST FOR PROPOSAL DOCUMENTS TO THE SAME EXTENT AS THOUGH IT WERE ORIGINALLY INCLUDED THEREIN.

PROPOSERS MUST ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON THE PROPOSAL FORM. PROPOSALS THAT FAIL TO ACKNOWLEDGE ALL ADDENDA MAY BE CONSIDERED IRREGULAR AND MAY BE REJECTED.

ISSUED THIS 12TH DAY OF OCTOBER 2023

A handwritten signature in blue ink, appearing to read 'Sharon Darroux', is positioned above the printed name.

Sharon Darroux, PMP
Engineering Manager
City of St. Helens, Oregon

ITEM NO. 1 REVISION TO ANTICIPATED CONSTRUCTION START DATE

REPLACE Section 2.2 Project Schedule and Budget in the RFP with the revised Section 2.2 Project Schedule and Budget attached to this addendum.

ITEM NO. 2 REVISION TO PROCUREMENT SCHEDULE

REPLACE Section 3.4 Procurement Schedule in the RFP with the revised Section 3.4 Procurement Schedule attached to this addendum.

ITEM NO. 3 QUESTIONS AND CLARIFICATIONS

Q1	Does the Consultant have to sign and submit the “Required Federal Contract Clauses” page with their proposal?
A1	No. The “Required Federal Contract Clauses” is to be executed as part of the contract with the selected consultant and does not have to be submitted with the proposal.

2.2 Project Schedule and Budget

The City anticipates design starting in January 2024. Construction is anticipated to start in 2025.

Proposed services shall be for a two-year term, with an option to extend contract in one-year increments.

Engineering design for the project is being funded by a Community Development Block Grant. Bidding and Construction phases is being funded by DEQ through a Clean Water State Revolving Funds (CWSRF).

SECTION 3 PROCUREMENT PROCESS

3.1 RFP Issuing Office

The Engineering Division of the Public Works Department is the issuing office for the Request for Proposals for Professional Design Services Wastewater Collection System Capacity Improvements.

3.2 RFP Single Point of Contact

The Single Point of Contact (SPC) for the Wastewater Collection System Capacity Improvements RFP is Sharon Darroux, Engineering Manager. Consultants are to direct all questions and concerns to Sharon at (503) 366-8243 or sdarroux@sthelensoregon.gov.

3.3 Pre-Proposal Conference

There is no pre-proposal conference for this project.

3.4 Procurement Schedule

The City anticipates the following general timeline for receiving and evaluating the proposals and selecting a Consultant for Wastewater Collection System Capacity Improvements. This schedule is subject to change if it is in the City's best interest to do so.

▪ RFP Issued	October 4, 2023
▪ Deadline for Questions	October 23, 2023
▪ Last Addendum to be Issued	October 25, 2023
▪ Proposals Due	November 2, 2023, 3:00 p.m.
▪ Shortlist Notification	November 7, 2023
▪ Deadline for Protest of Shortlist Notification	November 13, 2023
▪ Shortlist Interviews	November 16 & 17 2023
▪ Notice of Intent to Award	November 20, 2023
▪ Deadline for Protest of Award	November 27, 2023
▪ Award of Contract	December 6, 2023
▪ Anticipated Contract End Date	December 31, 2025