

CITY OF PORT ORCHARD NOTICE TO CONSULTANTS REQUEST FOR PROPOSALS (RFP)

ON-CALL BUILDING AND FIRE PLAN REVIEW AND INSPECTION SUPPORT SERVICES

Answers to questions received

Q: Hi Angela Garcia,

I have a question in regards to the RFP On-call Building and Fire Plan Review and Inspection Support Services.

I wanted to confirm the proposal due date. In the project timeline it says August 22, 2025 at 1:00 pm but in the Submittal section it says August 15, 2025 at 1:00 pm.

Can you please confirm the correct due date.

A: The proposals are due from consultants no later than August 15th at 1pm. I appreciate the question and the attention to detail. (Notified Clerk to correct dates in RFP)

Q: Hello Angela,

Thanks so much for the response! I have another question. In section E (Confirmation of Business Organization) it mentions that we need to include a form that identifies the business organization, but I don't see the form in the RFP. Please let me know where I can find this specific form.

E. Confirmation of Business Organization

On the last page of the proposal, the proposer shall identify the business organization under which it operates (form provided in RFP). Partnerships and joint ventures will list each member's name, address, and business license, tax ID, telephone and fax numbers on a separate sheet of paper attached to the proposal.

A: Please see attached form, I appreciate your attention to detail. (Notified Clerk office to include form in RFP)

Q: Hi Angela!

I have another question in regards to the RFP On-call Building and Fire Plan Review and Inspection Support Services.

Are the resumes of key personnel included in the 12 page count of the proposal? Also, will the Confirmation of Business Organization form be included in the page count?

A: Please refer to section VII on page 3 for proposal format and content as there may not be room for all staff resumes in the RFP.

Q: I wanted to confirm the proposal due date. In the project timeline it says August 22, 2025 at 1:00 pm but in the Submittal section it says August 15, 2025 at 1:00 pm.

A: The due date for proposals is August 15 at 1pm, I appreciate the question.

Q: Hello Port Orchard,

Please see questions below regarding the On-Call Building Code & Inspection Consultant RFP:

Q1. What is the due date? II. Project Timeline says 8/22, IX. Submittal says proposals will be received until 1 PM on 8/15/25.

A: Deadline for proposals is 8/15/25 1pm

Q2. Does the cover page and page index count towards the 12 page limit?

A: Proposals shall be limited to 12 pages, please see VII on page 3

Q3. VII. Proposal Format & Content E - RFP mentions identifying the business organization under which it operates (form provided in RFP).

The form mentioned doesn't seem to be included in the RFP. Where is this form located, and does it count toward the 12 page limit?

A: Form is attached in this response

Thank you for providing clarification.