

CITY OF DUVALL
Maintenance and Operations Center Design
QUESTIONS AND ANSWERS No. 3

Date of Issue: October 29th, 2025
Proposals Due: November 4, 2025, at 12:00 pm (no change)

Notice to All Plan Holders:

This Questions and Answers No. 3, containing the following revisions, additions, deletions and/or clarifications, is hereby made part of the Request for Proposal package for the above-named project. Proposers should take these answers into consideration when preparing and submitting their proposals. These Questions and Answers No. 3 includes all questions received by the City between Monday October 27th, and Wednesday October 29th at 12:00 pm (the deadline for questions).

CONTRACTOR QUESTION/CLARIFICATION

The city received three questions regarding the RFQ.

1. **Question 1:** Can you clarify the following criteria from the Technical Expertise and Qualifications: Architectural and Municipal Design Services-Experience in grading for sites of similar scale, including preparations of grading plans, earthwork calculations, and coordination with geotechnical investigations.

The heading indicates Architectural design; however, the experience described is civil in nature. Does the city want respondents to describe Architectural and Municipal Design expertise and qualifications pertaining to buildings? Or does the city want respondents to describe their expertise and qualifications with Civil engineering and grading, as stated?

Answer: The city is seeking qualifications that demonstrate experience in both architectural design and heavy civil/site development work. Respondents should describe their team's architectural experience related to the planning and design of municipal operations facilities, including building layout, functionality, and integration of programmatic needs such as staff spaces, vehicle bays, storage areas, and administrative offices.

In addition, the city is interested in the team's civil design experience, including grading, utilities, stormwater, and site circulation. The intent is to understand the team's combined capabilities to deliver a fully integrated facility and site design for a public works operations campus.

2. **Question: 2:** The RFQ does not mention whether respondents can include a

cover page outside of the page limitations-please clarify if respondents can include a cover on their SOQs outside of the 10-page limitation.

Answer: The City acknowledges that the RFQ language refers only to a Cover Letter and does not explicitly address a separate Cover Page. Respondents may include both a Cover Page and a Cover Letter outside of the 10-page limit. This clarification will be formally documented in Addendum No. 2 to the RFQ. The addendum will confirm that a Cover Page, such as a title sheet listing the project name, firm name, and contact information, does not count toward the 10-page submittal limit. Likewise, the Cover Letter, as stated in the RFQ, is not scored and does not count toward the page limit. The 10-page limit applies only to the main body of the SOQ, including the project approach, team qualifications, and relevant experience.

Question 3: Do any of the following count toward the 10-page limit: Cover Page, table of contents, section dividers?

Answer: No, the Cover Page, Table of Contents, and Section Dividers do not count toward the 10-page limit. The 10-page limit applies only to the main body of the SOQ, which includes all narrative and scored content such as the project approach, team qualifications, and relevant experience. This clarification will also be formally documented in Addendum No. 2 to the RFQ.

