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ADDENDUM NO. 1 REQUEST FOR PROPOSALS ARCHITECTURAL / ENGINEERING SERVICES A/E PRICING AGREEMENT POOL

Issued by: Homes for Good

Original RFP Issue Date: January 14, 2026

Addendum No. 1 Issue Date: February 2, 2026

Addendum No. 2 Issue Date: February 2, 2026

Proposals Due: February 9, 2026 at 9:00 am

This Addendum No. 1 is issued to provide responses to questions received regarding the above-referenced Request for Proposals (RFP). All other terms and conditions of the RFP remain unchanged.

Proposers are responsible for incorporating the information contained in this Addendum into their proposals.

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A. Eligibility, Licensing, and Firm Types

Q1. Is it required that proposing firms be in good standing with both the Oregon State Board of Architecture Examiners (OSBAE) and the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) in order to submit a proposal?

A1. Proposing firms must demonstrate that they are legally authorized to provide the professional services proposed in the State of Oregon. Firms are not required to hold licenses with both OSBAE and OSBEELS unless the firm intends to provide both architectural and engineering services directly. Firms proposing to provide services through licensed subconsultants must clearly identify those subconsultants and their qualifications.

Q2. Are proposals from Landscape Architecture firms eligible for consideration under this RFP?

A2. The Agency typically procures Landscape Architecture services through the prime Architect as part of a broader architectural services team, rather than contracting directly with Landscape Architecture firms.

Proposals submitted solely by Landscape Architecture firms will be considered only if the proposed services align with the scope described in the RFP and the firm demonstrates how its services would be provided within the Agency's standard contracting structure. In most cases, Landscape Architecture services are anticipated to be provided as a subconsultant to the prime Architect.

Q3. If a firm provides some of the professional services listed in the RFP but does not provide architectural or engineering services directly, will the Agency accept and evaluate that firm's proposal?

A3. The Pricing Agreement Pool is intended to include firms that provide architectural and/or engineering services, as well as related professional services that support Agency projects. Firms that do not provide architectural or engineering services directly may submit a proposal if their proposed services align with the RFP and are clearly described.

B. Scope of Services and Facility Types

Q4. Is the A/E Pricing Agreement Pool intended to support only housing-related facilities, or will it also include other Agency-owned or Agency-operated facilities?

A4. The primary intent of the A/E Pricing Agreement Pool is to support new construction, rehabilitation, and capital needs improvement projects for Agency-owned or Agency-operated facilities. While housing-related facilities are anticipated to comprise the majority of projects, the Pool may also be used, as needed, to support other Agency facilities consistent with Agency priorities, funding availability, and project requirements.

Q5. Can the Agency provide general information regarding the types of projects anticipated to be supported through this Pricing Agreement Pool?

A5. The initial distribution of the RFP included an attachment identifying currently known upcoming work from the Agency's Real Estate Development and Capital Projects departments. The projects identified in that attachment are representative of the types of work anticipated to be supported through the Pricing Agreement Pool and may be characterized as new construction, rehabilitation, or Capital Needs Improvement projects.

Proposers are advised that some of the projects identified in the attachment have already contracted for A/E services. Inclusion of a project on the attachment does not guarantee the issuance of a Task Order under this RFP. Task Orders will be issued on an as-needed basis, subject to Agency priorities, funding availability, and project readiness.

C. A/E Pricing Agreement Term and Opportunities

Q6. What is the anticipated duration of the A/E Pricing Agreement?

A6. The initial term of the A/E Pricing Agreement is three (3) years. Upon mutual agreement of the Agency and the firm, the Agreement may be extended for up to two (2) additional one-year terms, as further described in the RFP.

Q7. If a firm is not selected for the current A/E Pricing Agreement Pool, will there be other opportunities to partner with the Agency?

A7. During the term of the Pricing Agreement, the Agency anticipates procuring A/E services primarily through the Pricing Agreement Pool. The Agency reserves the right to conduct separate procurements outside the Pool when determined to be in the Agency's best interest.

D. Team Composition and Use of Consultants

Q8. Should firms submit proposals as stand-alone entities or as part of consultant teams?

A8. Firms may submit proposals either as stand-alone entities or with identified subconsultants. Proposals should clearly describe the role of the prime firm and any proposed subconsultants. The Agency will contract only with the prime firm selected for the Pricing Agreement.

Q9. Do all services identified in the RFP need to be provided by a single firm?

A9. No. Firms may propose the use of subconsultants to support the services described in the RFP. The prime firm will remain fully responsible for the coordination and performance of all services provided under any Task Order.

Q10. Are firms required to use the same subconsultants identified in their proposal for future Task Orders?

A10. No. Subconsultants identified in a proposal are provided for evaluation purposes only. The Agency anticipates that subconsultants may be proposed, reviewed, and approved at the Task Order level. The Agency reserves the right to approve or require substitution of subconsultants.

E. Evaluation Criteria and Agency Priorities

Q11. What qualities or attributes does the Agency value most in an architectural or engineering partner?

A11. Proposals will be evaluated based on the criteria identified in the RFP, including demonstrated qualifications, relevant experience, technical approach, team capacity, and ability to successfully support Agency projects.

In applying these criteria, the Agency values firms that demonstrate an understanding of the timelines, deliverables, and regulatory requirements associated with publicly funded projects, including coordination with funding applications and funding source requirements.

Where subconsultants are identified, the Agency's evaluation will focus primarily on the qualifications and capacity of the prime firm.

The Agency is also placing increased emphasis on design approaches that support Trauma-Informed Design, Universal Design, durability, and Aging-in-Place principles, as applicable to Agency projects. Firms may address relevant experience or approaches related to these areas within the framework of the evaluation criteria set forth in the RFP.

No single attribute will be determinative, and proposals will be evaluated holistically in accordance with the published criteria.

Q12. How will the Local Regulatory Experience criterion be evaluated for firms headquartered outside Lane County?

A12. The Local Regulatory Experience criterion will be evaluated based on a firm's demonstrated familiarity with applicable permitting, code, and regulatory processes relevant to Agency projects. While experience working within Lane County may be one way to demonstrate this familiarity, it is not required.

Firms headquartered outside Lane County may demonstrate equivalent experience through work in comparable jurisdictions or through the experience of proposed key personnel. No preference or automatic scoring advantage will be given based solely on firm location.

Q13. Which firms comprised the Agency's previous A/E Pricing Agreement Pool?

A13. Information regarding the Agency's prior A/E Pricing Agreement Pool is not provided as part of this procurement. Proposals will be evaluated solely on the information submitted in response to this RFP.

F. Proposal Format, Page Limits, and Appendices

Q14. Please clarify proposal page limits, section dividers, and whether the “Additional Information” section is included in the page limit.

A14. Proposals are limited to a **maximum of fifteen (15) pages total**, excluding only the **cover page, table of contents, and resumes**, as stated in the RFP.

The page limits identified under “Required Content and Order” apply to each individual section and collectively must not exceed the fifteen (15) page maximum. The optional “Additional Information” section is **included** within the fifteen (15) page limit.

Section dividers, if used, are considered part of the proposal content and are **included** within the fifteen (15) page limit.

Q15. For the Access & Opportunity Strategies section, may firms include supporting documentation as an appendix?

A15. No. Supporting documentation related to Access and Opportunity Strategies must be included within the **two (2) page limit for that section** and within the overall fifteen (15) page proposal limit. Appendices beyond those expressly excluded in the RFP (cover page, table of contents, and resumes) are not permitted.

Q16. May the required page margins be adjusted?

A16. No. Proposals must comply with the formatting requirements stated in the RFP, including a minimum **11-point font size, single spacing**, and **standard 1-inch margins**. Deviations from these requirements are not permitted.

G. References

Q17. What information is required for each reference?

A17. For each reference, firms should provide the project name, client name, brief description of services provided, and a current contact person with phone number and email address.

All proposers shall acknowledge receipt of this Addendum No. 1 in their proposal submittal, in accordance with the RFP instructions.

END OF ADDENDUM NO. 1
