

**Request for Proposals 2026-RFQ-AE
Architecture & Engineering**

ADDENDUM No. 2

1. QUESTION –

This is not the right fit for our firm, but I'd love to share it with one of our engineering partners. Would that be okay?

ANSWER –

We encourage you to share this RFP with other firms. Please note that they'll need to be a registered member of MRSC (Municipal Research Services Center of Washington). Instructions to join can be found at <https://www.housingkitsap.org/become-business-partner>.

2. QUESTION –

The statement "...that include licensed structural engineering withing the firm's scope." does this simple mean we need to include a structural engineering partner as part of the response or is it saying that the responding architecture firm must be a combined architecture/structural firm? We believe it is the former but just wanted to verify.

ANSWER –

Engineering is to be included in the product and can be a staff person, a partner or subcontractor to the architect.

3. QUESTION –

I reviewed the RFQ that you provided. It appears that Housing Kitsap is looking for a licensed architect in this proposal but is also looking to retain a civil engineer. We are a civil engineering firm. Is it Housing Kitsap's intent to request RFQs from civil engineering firms through this process also?

ANSWER –

Housing Kitsap has a civil engineering firm previously procured.

4. QUESTION –

In the RFQ is states (document page 2) Services requested.

"from licensed architectural firms that include licensed structural engineering within the firm's scope."

Does this mean that you are looking for an architecture firm to submit qualifications to HK that include qualifications from a structural firm OR that only firms that have architecture and structural within the same business entity should apply?

ANSWER –

We are procuring for an architect that includes the engineering.

6. QUESTION –

In Deliverables on page 5 a high-level cost estimate in notes

Are you looking for a cost estimator to be included within the architecture scope.

ANSWER –

Yes, we are looking for the per hour price structure. This also should include any proposed additional services outside of the SOW.

7. QUESTION –

On pdf page 13 Section 1. Proposal Certification Form and Addenda- Does "original signature" refer to a "wet" signature- as opposed to an electronic, image or digital signature.

ANSWER –

Yes, it does refer to a physical “wet” signature in Blue Ink.

8. QUESTION –

Cost proposal, document page 14/ Section 4 Cost Proposal, also reference pdf pg 6

Can you confirm that fee / cost proposal you’re requesting at this stage intended to be a preliminary proposal for evaluation purposes only including hourly rates and direct/ indirect costs—and not a fixed fee for the scope of the project.

ANSWER –

Pricing will be a consideration in the evaluation of proposals with possible potential of negotiations.

9. QUESTION –

This RFQ requests fee proposals. In WA State, A&E are selected based on qualifications and not price. The State regulates fees based on cost of the work with negotiation.

ANSWER –

Pricing will be part of the evaluation process but not to the exclusion of other factors. Please refer to the point structure as outlined in the RFQ.

Please note: The Washington State Department of Financial Management provides guidelines for state capital projects over \$1,000,000. It is recommended to use the fee guidance as a maximum.

RECEIPT OF ADDENDUM: _____

Date

SIGNATURE: _____

Name & Title