

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

ADDENDUM No. 3

1. QUESTION –

Should the cost proposal include only labor and direct expenses, or also contingency allowances?

ANSWER –

The cost proposal should include labor rates and direct expenses.

2. QUESTION –

Do you require the itemized cost breakdown to be presented in a specific format or template?

ANSWER –

The cost breakdown does not need a specific format. Please be sure it is clear and understandable.

3. QUESTION –

Should costs be shown per phase, per deliverable, or as a single total for the entire project term?

ANSWER –

We are seeking billable hour rates. Specific projects will be determined after this RFQ has been awarded.

4. QUESTION –

For hourly rates, do you need individual staff rates or blended rates by role?

ANSWER –

Please provide rates by role.

5. QUESTION –

How should indirect costs (e.g., overhead) be calculated and presented—percentage of labor or fixed amount?

ANSWER –

Indirect costs should be included in the rates by role cost. No need to line-item indirect costs.

6. QUESTION –

Should profit margin be shown as a separate line item or included in overhead?

ANSWER –

This should be included in your hourly rate.

7. QUESTION –

Do you require a detailed percentage of time per person per task, or just an overall allocation per person?

ANSWER –

We require, by project, the direct hours worked.

8. QUESTION –

Should the proposal include anticipated hours per phase or total hours for the entire project Could Housing Kitsap please clarify what cost and fee information respondents are expected to provide for this on-call contract? Specifically, should pricing be limited to an hourly rate schedule, and what is meant by a “sample fee example”?

ANSWER –

Please provide role rates and you also may also include a sample from a previous project that demonstrates application of your role rates.

9. QUESTION –

Could Housing Kitsap clarify how respondents should address the technical approach and project schedule sections for an on-call contract? For example, is it sufficient to describe general procedures, methods, and quality control approaches and confirm commitment to complete tasks without providing a project-specific schedule?

ANSWER –

It is sufficient to describe the schedule as you stated above

10. QUESTION –

Could Housing Kitsap clarify whether references from non-governmental organizations are acceptable for this RFQ, or if only government entity references will be considered?

ANSWER –

You may provide references from different organizations in your proposal. If you have done any government work, please include.

11. QUESTION –

If we have in-house consultants within our firm, do they need to be listed separately in Exhibit E? The RFQ requests a Cost Proposal with detailed breakdown, but no specific project scope is provided. Would it be acceptable to provide a description of our typical billing process with our hourly rates.

ANSWER –

Yes, that would be sufficient. They don't need to be listed on Exhibit E if they are part of your organization Please include the consultant in your role rates.

12. QUESTION –

The RFQ requests a Project Schedule but no specific project scope is provided. Would it be acceptable to provide an example of a description of how we generate project schedules with an example from a previous project?

ANSWER –

Yes.

13. QUESTION –

Are there any specific projects that Housing Kitsap anticipates being included within the timeframe of this contract?

ANSWER –

There are a variety of upcoming projects. The properties are likely to include an apartment building with 10 units in Kingston and two buildings of four units on Bainbridge Island. There is a future opportunity for a 150 unit project in Port Orchard.

14. QUESTION –

We typically update our hourly rates on an annual basis. Will this be permitted under a multi-year agreement with Housing Kitsap?

ANSWER –

If there is anticipated percentage increase planned, please let us know. Typically, our contractors and consultants hold their pricing for 2 years.

15. QUESTION –

Scope of Work – Project Summary notes that Housing Kitsap is requesting Statements of Qualifications from ***“licensed architectural firms that include licensed structural engineering within the firm’s scope.”*** Can you clarify whether the intent is that we must have a licensed structural engineer as part of our in-house staff or whether we could submit as a team with a separate consulting structural engineering firm?

ANSWER –

In-house or outside consultant is acceptable.

16. QUESTION –

Under Consultant Roles you have specifically identified that the Civil Engineer will be provided by Housing Kitsap and note that other consultants (such as geotechnical & MEP) will also be provided or coordinated by HK as needed. Depending on size & scope of project we often assemble a consultant team that includes Landscape Architecture, Building Envelope Design, Energy Code and Interior Design. Is the expectation that Housing Kitsap would provide a similar team of specialty consultants if warranted by the project scope?

ANSWER –

Housing Kitsap will provide consultants for civil engineering and geotechnical work. We do not have consultants for building design.

17. QUESTION –

Preliminary budgeting and then further refined cost estimates are identified as deliverables. Is a Cost Estimator one of the specialty consultants Housing Kitsap would provide as part of the project team? Or would this be considered part of the Architect’s scope of services, to either be provided by in-house expertise or a separate consultant retained by the Architect?

ANSWER –

You may consider this specialty role as an external consultant or a direct employee of the Architect. There is no preference.

18. QUESTION –

Regarding the A&E services RFQ, is there a list of specific projects already identified? Or is this seen as more of an "on-call" contract to cover a variety of potential projects to be identified over the course of the 3-year contract?

ANSWER –

The proposer would be on call but the primary focus will be on multi-unit family projects as outlined in the answer to Question 13.

RECEIPT OF ADDENDUM: _____

Date

SIGNATURE: _____

Name & Title