



**CITY OF EVERETT**  
**REQUEST FOR OPM SERVICES NO. 26-14**  
**ADDENDUM NO. 2**

**Date Issued:** September 15, 2025

**Project: #26-14 – Request for OPM Services at Everett High School**

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**NOTICE TO ALL BIDDERS**

This **Addendum No. 2** is issued to amend the Request for Services for **Owner's Project Management (OPM) Services at Everett High School- 26-14**.

**1. Site Visit Sign-In Sheet**

Attached to this Addendum is the Site Visit Sign-In Sheet from the walkthrough held on September 8, 2025 at 10:00 AM at Everett High School. The sign-in sheet shall be incorporated into the procurement file for reference.

**2. Questions & Answers**

The following questions were submitted during/after the site visit. The City's responses are provided below and shall be considered part of the solicitation documents:

**Q1:** What city-owned parcels have been investigated as a potential site for a new high school?

**A1:** A site has not been determined yet. Please review the Statement of Interest.

**Q2:** Are there any reports or studies that have been done that can be shared?

**A2:** No. However, please review the Statement of Interest.

**Q3:** Our firm attended a limited informational meeting/walkthrough held on 9/8 at Everett High School for the RFS for OPM services. Is the City considering scheduling an additional briefing session for this project?

**A3:** No. However, please review the Statement of Interest.

**Q4:** In criteria #5 – key personnel, there is a role listed as “project representative.” Could you please further define this role and its expectations?

**A4:** The Project Representative/Director serves as the day-to-day liaison between the Owner and the project team. This role is expected to be consistently present on-site as required and actively involved throughout the duration of the project. This individual plays a critical role in maintaining transparency, accountability, and alignment with project goals. This person will have strong communication skills, relevant construction experience, and the ability to represent the Owner's interests effectively.

**Q5:** Is it possible to exclude Attachment C from the page count for this proposal?

**A5:** Attachment C is a required component of the proposal and must be included for the submission to be considered responsive.

This Addendum modifies and becomes part of the original bid documents for RFQ #26-14.

All other terms and conditions of the Request for Services #26-14 remain unchanged. Proposers must acknowledge receipt of this Addendum with their submission. Failure to acknowledge shall result in rejection of the proposal.

Kiara M. Freeman  
Chief Procurement Officer  
City of Everett

MSBA OPM Walkthrough 9/8/25

Project Name: Everett High School - OPM Selection

Project No.: 26-14

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