



**ADDENDUM NUMBER 1
TO
REQUEST FOR PROPOSALS # 08-31**

Request for Proposals (RFP) Title: **Environmental Graphic Design Services**

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I. PURPOSE OF THIS ADDENDUM

The purpose of this Addendum is to answer questions the Portland Development Commission ("PDC") received regarding the above-referenced Request for Proposals ("RFP").

II. GENERAL INSTRUCTIONS

- This Addendum constitutes an integral part of the RFP and shall be read in conjunction with the RFP.
- Where inconsistent with the original RFP, or any previous Addendum to the RFP, this Addendum shall govern.
- It is the responsibility of all Proposers to conform to this Addendum.
- Unless specifically changed herein, all other requirements, terms and conditions of the RFP remain unchanged and can only be modified if in writing.

III. Clarification of the RFP

Question 1. If we want to propose as a team of three separate firms, including one who is resident outside of Oregon, must all three firms have City of Portland licenses?

PDC Response. If a Proposer is a partnership or joint venture, along with the rest of the required proposal submittal information, attach a copy of a portion of the partnership or joint venture agreement evidencing authority of the Proposer to enter into the contract awarded from the RFP.

About the business license requirement, City of Portland business licenses are administered by the City's Revenue Bureau (not PDC). Proposers are directed to this website, and City of Portland personnel, to have any business license questions addressed:
<http://www.portlandonline.com/omf/index.cfm?&c=29554>

Question 2. Must all three firms carry Professional Liability (Errors and Omissions) Insurance?

PDC Response. The Professional Liability insurance requirement in Section VII (C) of the RFP pertains to Proposer selected for contract award (i.e. the “Selected Designer”), not their subcontractors or subconsultants; though the Selected Designer will be required to indemnify PDC for the “professional[ly] negligent acts, errors or omissions of ... its subcontractors and sub-consultants, agents or employees” (see Section IX (9) – (12) of the RFP).

Question 3. My question relates to whether my firm needs to be certified as a women-owned business in Oregon or is WBE status in Washington sufficient?

PDC Response. Section V (G) of the RFP addresses past, proposed and future **subcontracting opportunities and practices** of M/W/ESB firms, not whether or not the prime proposing firm is M/W/ESB-certified.

Question 4. In our proposal we would like to present experience in a wide range of areas and skills. Are we restricted to five examples of similar projects for our entire team or five for each firm on the team?

PDC Response. The five (5) “Previous Related Projects and Work Products” limit applies to the entire team, not each firm on the team.

Question 5. Has PDC ever contracted to work with firms outside of the city of Portland and state of Oregon? Is there is a significant advantage given to local firms? Are we required to amortize our traveling and lodging cost to and from Portland?

PDC Response. PDC has contracted with firms outside of Oregon. Non-local firms must be able to satisfy all contracting and scope requirements within the budget stated in Section IV (D) of the RFP. As noted in Section V (F) of the RFP, except for mileage, PDC will **not** reimburse any expenses related to Selected Designer’s travel. That is, lodging, airfare, meals and incidental expenses will be the Selected Designer’s out-of-pocket expenses.

Question 6. The Price Proposal Worksheet (Exhibit A of the RFP) shows fee hours and a section for reimbursable expenses. Are the only reimbursable expenses that should be shown in Section B be non-travel expenses, such as color printing and image licenses?

PDC Response. That and mileage expenses (if applicable).

IV. Clarification of the Scope of Work

Question 1. There is no mention of construction administration services, such as shop drawing review, sample review, installation prototype review and general tasks associated with the designer’s role during fabrication and installation. Will the selected design team be expected to perform these tasks? Or be support to someone in the City?

PDC Response. For bidding and budgeting purposes on this RFP, construction administration services are outside the scope of this project. Should such services be requested at some point in the future, they will be subject to future negotiations between PDC and the Selected Designer.

Question 2. Regarding the decision to embed the markers in the sidewalk or City right-of-way "unless other arrangements can be agreed upon with property owners," what role does the Selected Designer play in this decision? What are the Selected Designer's responsibilities as they relate to the location of markers during the design process?

PDC Response. The Selected Designer has no role in meeting with the property owners referenced in that section of the RFP. About the location of the markers, the Selected Designer is expected to provide advice and ideas through the design process, but PDC will ultimately be responsible on marker location.

Question 3. Is it assumed that the text shown in the marker legend (1 - 61) will be the text used on the markers? Will we be involved in writing the final proposed text to be used? If so, will we interact with one representative of the City regarding final text, or a group of people?

PDC Response. The text shown in section in Exhibit C of the RFP is provided as **background information only**. The design team will be responsible for writing the final proposed text and may work with one representative of the City of Portland. If there are a group of stakeholders in the decision-making process, PDC will be responsible for managing discussions and decisions. In this case, the Selected Designer will only interact with PDC.

Question 4. Regarding roles and responsibilities of writing the copy for the markers and interpretive display, can you discuss the a) timing, b) presentations (to whom/when), c) which stories to use for the markers, d) is there a historian on staff at the PDC that we could double check our historical facts, e) who will be responsible for final fact checks, f) will all rights be negotiated ahead of time for rights to use people's names and images on the markers/interpretive display, g) is there a separate budget for the copy writing?

PDC Response. PDC staff will lead the effort to determine which stories will be used. The Selected Designer will be responsible for the fact/fact checking and rights with assistance from PDC. There is not a separate budget for copy writing.

Question 5. In what form and to what extent will our team be responsible for copy content?

PDC Response. The Selected Designer will be responsible for all copy content.

Question 6. Does there need to be the inclusion of Spanish, Braille or any other translation services for the markers?

PDC Response. No, translation services are not required for this project.

Question 7. In Section IV of the RFP, multiple presentations to various groups are required. How will feedback and approvals be managed?

PDC Response. PDC staff will record feedback and direct the Selected Designer on next steps.

Question 8. Is there a symbol or icon that would be used on all heritage markers, perhaps instead of the North-South symbol?

PDC Response. Yes, other symbols and logos could be suggested during the design process.

Question 9. Can you discuss the vertical markers mentioned in Section III (B) of the RFP? Are those going to be completed? What is the relationship between vertical and sidewalk markers?

PDC Response. The vertical markers as envisioned in the Concept Plan are on-hold for now and are outside of the work described in the RFP. There is no current timeframe when they will be implemented. That said, one or more vertical markers may be incorporated into the Gateway project site as part of the interpretive display.

Question 10. What is the lifespan of the sidewalks in the project area? Are they new, or is there a chance they will be replaced in the near future? Is the intent that the inlaid plaques be able to be re-used if the walks are updated?

PDC Response. Honestly, we don't know, but you may check with the City of Portland's Bureau of Transportation about the lifespan of the sidewalks. It is the intent that if one or more sidewalk sections are replaced sometime in the near-future, the plaques be durable enough to be re-used and incorporated into the new sidewalk(s).

Question 11. Can you clarify the Select Designer's role as it applies to the interpretive display integrated into the plaza on North-Northeast Gateway site? Will the selected design team be involved in the creative conception of the interpretive display? Will the interpretive display be included in the schematic design, design development and construction documents deliverables?

PDC Response. The Selected Designer will be expected to bring their individual creativity when working with the landscape architectural firm for the Gateway site. The interpretive display will be included in the schematic design, design development and construction documents deliverables.

Question 12. For each phase of work, approximately how many hard copies will be needed for all meetings shown?

PDC Response. Selected Designer is required to supply up to ten (10) copies of materials for the meetings. PDC will pay for additional copies.

Question 13. Will there be an agreed upon budget for the fabrication and installation of the heritage markers before design begins? Will this affect how elaborate our designs will be? Do you have a timeline set for final fabrication and installation of these elements?

PDC Response. It is estimated each sidewalk marker will be in the range of \$2,000-4,000 installed. Budget for the interpretive display at the gateway site has not been estimated at this time. PDC desires to construct the gateway and markers in 2010.

Question 14. Are we limited to local fabricators as part of our Task 3 Deliverables?

PDC Response. Provided the production materials can be fabricated locally at a reasonable price with acceptable delivery time, then yes, PDC strongly prefers a local fabricator.

Question 15. Section IV (A) of the RFP makes reference to a "local writer and/or historian" that PDC anticipates as being on the selected team. Are we able to use the services of other consultants who have participated on the NE MLK Gateway and Heritage Markers project?

PDC Response. Yes.

Note: This Addendum does not change the Proposal Due Date or Time.

END OF THIS ADDENDUM