



# REQUEST FOR PROPOSALS ADDENDUM

Request for Proposals Title:	Independent Hotel Management Services for the Inn at the Convention Center
Solicitation Number:	#17-29
Addendum Number:	2
Solicitation Coordinator:	Kelly Hartle, Procurement Services Coordinator
Contact Information:	503-823-3298 (direct) or <a href="mailto:HartleK@prosperportland.us">HartleK@prosperportland.us</a>
Issue Date of this Addendum:	July 11, 2018

## 1.0 PURPOSE OF THIS ADDENDUM

The Portland Development Commission d/b/a Prosper Portland (“Prosper Portland”) is issuing this Addendum to the Request for Proposals named-above (the “RFP”) to respond to questions Prosper Portland received about the RFP.

## 2.0 CLARIFICATION OF THE RFP

Prosper Portland’s answers below.

1. Is there asbestos in the building?
  - An appraisal completed in 2002 as part of Prosper Portland purchase of the property indicated that there was asbestos in some ceiling tiles and floor tiles, flooring mastic, pipe insulation, pipe tape and hard joints.
  
2. Does the hotel currently have a sales force?
  - No, because of Prosper Portland’s past expectation that the building would be demolished and redeveloped with a convention center headquarters hotel, very limited investment was made in strategic marketing activities.
  
3. What is the current PMS system?
  - Room Master 2000
  
4. Will you be replacing the front desk technology?
  - No, Room Master 2000 will remain.
  
5. How reliable is the internet service?
  - There are very few no complaints about the property’s internet.

6. What is the Average Daily Rate (ADR)?
  - Information about ADR including additional financial performance data can be found in Appendix A to the RFP.
  
7. When you begin renovations, who will manage the bids and renovations? Please describe Prosper Portland's role vs. the operator's role.
  - Prosper Portland, or a consultant hired by Prosper Portland, will manage the construction process, including obtaining permits, bids and managing overall construction activities. The Operator will be responsible for coordinating work on-site with the contractor and tradesmen to minimize guest disruptions.
  
8. What is the timing of the renovation?
  - The room upgrades, corridors, elevator landings and parking lot work will be complete by the effective date of the Management Agreement.
  - The first floor remodeling will depend upon how quickly bids and permits can be obtained for the project. That said, we hope to begin remodeling during the slow winter season of 2018/19 and expect the work will take 3-5 months to complete.
  - The exterior refresh project must go through a City of Portland Design Review process which can take time and may require community input. We expect that both processes will be complete by Spring 2019 to allow exterior work to begin soon thereafter as weather permits.
  
9. Is there a plan to replace the PTAC's?
  - The capital expense budget provides for the replacement of 40 PTAC units on the north side of the building. The hotel is experimenting with the GE Zoneline units, which are marketed as reducing noise that passes thru the units.
  
10. Is the current system for hot water adequate?
  - Yes, but we are contemplating a holding tank in the laundry room to bring the water temperature there from 120 degrees to 160 degrees.
  
11. How old are the mattresses?
  - The mattresses average about 4 years old.
  
12. Are there any leaks in the roof?
  - There are no known leaks in the main roof system and two known leaks in the smaller lobby roof. The lobby room is scheduled to be replaced as part of the remodeling of the first floor.
  
13. What is the plan for the railings outside the windows?
  - It is our desire to remove the iron window railing but must confirm with the fire department if removal is allowable and under what circumstances.

14. Have all of the connecting doors between the rooms been abandoned?
  - All of the oversized connecting doors have been removed but 22 standard sized connecting doors remain.
  
15. What will the hotel operator's role be in finalizing the capital improvement plan?
  - Prosper Portland will consult with the Hotel Operator as the interior and exterior improvement plans are finalized seeking their input on strategies that will maximize net revenues while remaining within the overall capital improvement plan budget.
  
16. Are you open to the operator getting a liquor license?
  - Yes
  
17. Are you done with the guest rooms?
  - With the possible exception of our attempts to reduce noise complaints in the north-facing rooms, all work in the guest rooms, elevator landings and corridors will be complete by the start of the Hotel Management Agreement.
  
18. Are you going to upgrade the first floor restrooms?
  - Yes, the first floor restrooms must be updated to comply with ADA requirements to enable activation of the restaurant area. That work is part of the overall first floor renovation plan.
  
19. Is the building sprinklered?
  - Currently only the laundry room and the underground parking area are sprinkled. The first floor will be sprinkled as part of the first floor remodeling.
  
20. Do you charge for parking?
  - Yes, we have charged overnight guests \$10 since July 2017. There is also monthly and daily parking for non-hotel guests under an agreement with a local parking firm.
  
21. What are the hotel manager's responsibilities for the other properties on the same block that Prosper Portland owns?
  - The building at 910 NE Pacific Street is vacant and Prosper Portland has no intent of renovating the property to enable future occupancy. The hotel manager will be expected to manage the use of the parking space at this property as part of the overall Hotel Management Agreement and we are open to ideas and strategies to maximize the use of this site to generate net revenue for the Hotel.

Currently, the existing hotel manager collects rent from a parking company that leases the parking spaces out to monthly parkers. The parking space at this building is also

used for oversize vehicle parking for guests staying at the hotel. The interior of the building is occasionally used for storage of hotel materials.

### **3.0 GENERAL INSTRUCTIONS**

This Addendum constitutes an integral part of the RFP and is to be read in conjunction with the RFP. Unless specifically changed by this Addendum, all other requirements and provisions of the RFP remain unchanged. Capitalized terms used in this Addendum without definition have the same meaning ascribed to those terms in the RFP. It is the responsibility of all Proposers to conform to this Addendum and modify their proposals accordingly.

**END OF THIS ADDENDUM**