



# REQUEST FOR PROPOSALS ADDENDUM

Request for Proposals Title:	Architectural Services: Renovations at the Inn at the Convention Center Hotel
Solicitation Number:	#18-11
Addendum Number:	1
Solicitation Coordinator:	Kelly Hartle
Contact Information:	503-823-3298 or hartlek@prosperportland.us
Issue Date of this Addendum:	December 19, 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 in **bold** below.

1.	<p>Question: Can you expand on the social equity requirement as it relates to subcontractors since a price proposal is not required up front?</p> <p><b>Section 4.3.b: The two bullet points are deleted in their entirety and replaced with the following: “Please list all scopes of work being performed by subcontractors, the firm name and certification status (if any) proposed to perform the work.</b></p>
2.	<p>Question: Is there flexibility on the timing of the schedule for potential interviews?</p> <p><b>Prosper Portland will make its best effort to accommodate finalists for interview to the extent possible, potentially either the week before or after the scheduled period of “Week of January 21, 2019”. This is at Prosper Portland’s sole discretion and Prosper Portland makes no promise that an accommodation can be made. Please indicate in your proposal cover letter your firm’s availability for interview during the specified time, or week prior to or after if necessary. Please make every effort to be available the week of January 21.</b></p>
3.	<p>Will you issue the sign-in list from the December 12, 2019, Pre-proposal meeting?</p> <p><b>Yes, attached.</b></p>
4.	<p>Does the proposed scope of work trigger any code upgrade requirements?</p> <p><b>At this point we are unclear whether any of the desired improvements will trigger other code updates. Determining whether the proposed scope of work will</b></p>

	<b>trigger code upgrades and updating the design accordingly is part of the scope of work under this RFP.</b>
5.	Do you have plans for the existing building? <b>Yes. The file is large. Please access the pdf. on our website at:</b> <a href="http://vmw.pdc.us/login/welcome.asp">http://vmw.pdc.us/login/welcome.asp</a>
6.	What is the budget allocation between interior and exterior work? <b>The budget allocation is very rough at this point and will be adjusted as the design is finalized. That said, Prosper Portland has allocated \$2 million for the entire project and we assume about a quarter of that will be used for external improvements.</b>

### 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**