



REQUEST FOR PROPOSALS ADDENDUM

Request for Proposals Title:	Restaurant Consultant for Inn at the Convention Center
Solicitation Number:	RFP #19-02
Addendum Number:	1
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Issue Date of this Addendum:	July 12, 2019

1.0 PURPOSE OF THIS ADDENDUM

PROSPER PORTLAND, the assumed business name of the Portland Development Commission, the redevelopment and urban renewal agency of the City of Portland, is issuing this Addendum to the Request for Proposals named-above (the “RFP”) to respond to questions we received about the RFP.

2.0 CLARIFICATION OF THE RFP

Prosper Portland’s answers in **bold blue** below.

1. What if any are the additional renovation plans for the Inn at the Convention Center (besides the first floor)? Are there any plans to renovate the guest rooms, bathrooms, hallways, etc? If so, what is the timeline?

The hotel guest rooms were updated over the past 18 months with new furnishings, curtains, accent wall paint, and new vanities. The corridors were updated with new lighting, paint, artwork, and new flooring and furnishings at the elevator landings. Other improvements Prosper Portland will be making over the next six months, independent from the first floor renovations, are to remodel the existing 2nd floor conference room into an additional guest room and fitness room, guest laundry and vending areas.

2. The RFP states there is a design team already on board. Are there any renderings or current design ideas available?

The plans are still in the early concept design phase and are not available for distribution.

3. What is the average length of stay for guests of the Inn at the Convention Center?

The average length of stay is 1.75 nights.

4. Is this bid preferred for locally based businesses? Will out of state firms receive consideration if willing to obtain a Portland business license?

All applicants, independent of location, will be evaluated based upon the rating and ranking criteria included in the RFP.

5. Is the budget of \$75,000 - \$100,000 for services only? Will the equipment, build-out, etc. come out of a separate budget?

Yes, equipment will be covered out of the hotel renovation budget.

6. Can you give us an idea of the feasibility of the opportunity outlined in the RFP? Are you seriously looking for a consultant for this phase?

All applications received will be evaluated based upon the rating and ranking criteria included in the RFP independent from any existing current relationship with a service provider.

7. How has the first phase gone? Who did you work with on that? Were you happy with their work?

The first phase of restaurant design is going well. Prosper Portland hopes to have the basic food and beverage strategy and basic floor plan design in place in the next month. Bph20 is currently on retainer through mid-August to help with the first phase of restaurant concept development. The last portion of your question is not relevant to this RFP. As previously stated, all proposal responses will be considered on their own merit.

8. What is the area (square footage) of the shuttered restaurant?

1,837 currently, although the renovation will likely change that footprint.

9. How long has the restaurant been shuttered?

Since Prosper Portland purchased the property in 2002.

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 read this Addendum and modify their proposals accordingly.

END OF THIS ADDENDUM