



# REQUEST FOR PROPOSALS ADDENDUM

Request for Proposals Title:	<b>Moving &amp; Relocation Services</b>
Solicitation Number:	<b>RFP #19-12</b>
Addendum Number:	<b>01</b>
Solicitation Coordinator:	<b>Nick Ioanna, CPPB   Procurement Services Coordinator</b>
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Issue Date of this Addendum:	<b>March 12, 2020</b>
RFP DUE DATE:	<b>2:00 PM on Friday, March 20, 2020</b>

## 1.0 PURPOSE OF THIS ADDENDUM

Prosper Portland, the assumed business name of the Portland Development Commission, the urban renewal and economic development agency of the City of Portland, Oregon is issuing this Addendum to the Request for Proposals named above (the “RFP”).

The Purpose of this addendum is to:

- Provide clarifications and additional information to the RFP
- Respond to vendor questions
- Provide a list of Pre-Proposal Conference Attendees

## 2.0 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.

## 3.0 ATTACHMENTS

Attachment 1: Additional First Floor Pictures  
Attachment 2: Attendance List

## 4.0 ADDITIONAL INFORMATION

*The following information is hereby added to Section 4.0 of the RFP:*

### 4.1 Mason Ehrman Building:

1. Moving must occur after 5:00 PM (Monday – Friday) or during the weekend in the Mason Ehrman building. However, there may be some instances when work could be done on the 1<sup>st</sup> floor during business hours, but these would be closer to the end of the day.
2. There is an additional storage room on the 1<sup>st</sup> floor that contains approximately 10 rolling leather chairs that are used for the Board of Commissioners’ Meetings (not pictured). This room will also contain several boxes of cleaning supplies.
3. Dismantling and moving cubicles is outside the scope of the RFP.
4. Employees will pack their own personal belongings into the boxes provided by selected vendor and will use labels as provided by the vendor.
5. The conference room tables in Green Room (1<sup>st</sup> Floor), Build Partnerships (6<sup>th</sup> floor), and Love Portland (7<sup>th</sup> floor) can be broken down and moved in pieces. We cannot guarantee that the pieces will fit in the elevators.
6. There is no parking at the property so movers will need to make their own arrangements. There should be a few loading zones which are managed by the City of Portland. Loading zones can be reserved through the city; making these arrangements is the vendor’s responsibility.
7. If additional work, not mentioned in the statement of work of this RFP or in the Additional Information section of the Addendum, is discovered during the move the selected contractor may charge their Post-Move Support Hourly Rate with Prosper Portland’s prior approval.

### 4.2 One Pacific Square Building:

1. Vendor will need to use floor protection in the lobby, elevators, staircases, and corner guards in One Pacific Square building.
2. The main path to the Commission Room on the first floor has a small set of stairs.
3. **Moving Trucks:** Only dedicated space is the loading dock (appears to be 1 truck). In the past, other moving companies have used two trucks and then rotate them for moving spaces.

## 5.0 QUESTIONS & ANSWERS

1. What is the plan for moving projectors and projector screens?
  - a. **Prosper Portland does not plan to move projectors or projector screens.**
2. Who will pack the miscellaneous storage rooms? i.e Green Room storage areas.
  - a. **Who will be responsible for moving these areas?**
3. How much of the Basement is being moved?
4. Who is moving the art currently hung on the walls?
  - a. **Prosper Portland owns art in the Commission Room and on 5, 6, and 7. This art (approximately 22 pieces) will need to be moved by the moving contractor.**
5. Are we taking the White Boards attached to walls?
  - a. **Those that are detachable, yes.**
6. Who will be moving the work benches and the cabinets in the server rooms?
  - a. **Server cabinets will not be moved to 220. The large table in “build room” needs to be moved to new the “build room” and smaller table if space allows.**
7. Are the ergonomic stations being moved by the vendor?
  - a. **No, but there may be one or two exceptions.**
8. Who is moving the plotter?
  - a. **Prosper Portland will move the plotter.**
9. Do we have a floor-by-floor breakdown of the number of employees?
  - a. **Approximately: 5th floor: 24 staff; 6th floor: 39 staff; 7th floor: 31 staff**
10. Who will be moving sensitive HR documents?
  - a. **HR Documents will be secured and locked in files and will be moved as any other filing cabinet.**
11. Does Mason-Ehrman have doorway use requirements?
  - a. **The current policy is for moves to occur outside of building business hours – weekends or evenings – so other building traffic isn’t impacted. With an after-hours move use of any doors is allowed.**

**i. However, the building is scheduled to sell and policies may change under new ownership**

12. Are we able to reserve the freight elevator?

**a. Yes, typically dedicated elevator is available for use during an after-hours move**

**i. However, policies may change under new ownership**

13. How many filing cabinets do we have?

**a. Currently there are 55 common area filing cabinets. These are a combination of 4 drawer lateral and 4 drawer vertical filing cabinets. The amount of stuff we are currently storing in these cabinets will completely fill 32 filing cabinets. Prosper Portland is currently working to reduce the total number of cabinets needed since the new office space will be considerably smaller.**

14. Who will be moving the refrigerators? Or are they not coming with us? What kitchen equipment will need to be moved?

**a. Refrigerators do not need to be moved, nor do vending machines. Coffee machines and microwaves will need to be moved**

15. Could you please formally clarify if this project is or is not subjected to the State of Oregon Prevailing Wage requirements?

**a. There are no prevailing wage requirements for this contract.**

16. Will you be using 100% boxes or a combination of both boxes and e-crates?

**a. We are open to whatever method is more economical.**

17. We counted two storage closets per floor at the Mason Ehrman Building. Is this correct?

**a. Yes**

18. Number of conference tables?

**a. Approximately 10 but vary in size.**

19. Total Number of hard offices

**a. Please refer to the floor map provided in Attachment A: Mason Erhman Building**

**END OF THIS ADDENDUM**

ATTACHMENT A: ADDITIONAL PICTURES OF FIRST FLOOR



on the first floor

1 of three huddle rooms



Entryway on the first floor in the Green Room



Entryway on the first floor in the Green Room



Kitchen on the first floor





Kitchen on the first floor

ATTACHMENT B: ATTENDANCE LIST

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