



ADDENDUM

February 15, 2016

RFP # 026

DESIGN WORK: Washington Park Integrated Design Strategies for Maps, Bus Stops, Shuttle Wraps

This addendum addresses all of the questions and clarifications by potential proposers either by phone or e-mail.

Insurance

Are proposers required to have Automobile Liability insurance?

Proposers are required to have proof of General Liability insurance but the requirement for automobile insurance can be waived.

Preferred Firm

Does Explore Washington Park have a preferred firm already in mind?

No, Explore Washington Park does not have a firm in-mind and would like to use this RFP as an opportunity to ensure we hire the firm that is best suited to complete the scope of work.

Multi Language

Will the materials be translated and printed in multiple languages?

The current scope of work does not include translating the map into multiple languages. Explore Washington Park may choose to hire a firm at an hourly rate to complete translation services as a Phase 2 of the current project. Explore Washington Park would like for the map and way finding (shuttle signs) to have visual clues that non-English speakers will be able to follow.

Deliverables and Schedule

Is there a desired turn-around time that your team would like to see for reviews and approvals? For example, will you need a week or two to internally solicit feedback or is 3 or 4 days realistic?

Explore Washington Park will need at least 1 week for the final design approval so we can get it out to our stakeholders. For smaller reviews, staff can turn it around in 3-4 days.

Scope of Work

Does Explore Washington Park have preferred vendors that we would be working with for fabrication?

Explore Washington Park does not have a sign vendor lined up.

Submittal

Do you need printed versions of the proposal?

No, an electronic copy e-mailed to heather@explorewashingtonpark.org (or heather@washingtonparkpdx.org) will be sufficient.