



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

ADDENDUM NO. 1

Request for Proposal No. PKS030

On-Call Professional Services for Portland Parks & Recreation

Proposals Due: March 31, 2010 by 12:00 p.m.

To all Proposers of record:

This addendum is issued to clarify, add, delete, correct and/or change the proposal documents to the extent indicated and is hereby made a part of the above noted RFP documents on which the contract will be based. Any modifications/changes made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the proposal to remain in force. It is the responsibility of all Proposers to conform to this addendum.

ITEM	LOCATION	CHANGE / CLARIFICATION
1.1	General	<p>Q. I'm wondering if it would be possible to come in to look at proposal submissions and scoring from PP&R's last on-call RFP in preparation for submitting on the current one. Also, could you please tell me what firms currently hold contracts?</p> <p>A. PP&R believes the current RFP (PKS030) contains all the necessary information for proposers to complete the RFP.</p> <p>However, it is possible to look at proposal submissions and scoring from PP&R's last on-call RFP (PKS023). Please review and submit a public records request. Please note, due to record request processing time, it may not be possible to look at the information prior to the due date for PKS030 proposals.</p> <p>City of Portland Public Records Request Information and Forms: http://www.portlandonline.com/auditor/index.cfm?c=35190&a=185815</p> <p>As for the contracts held by Parks, again this is not pertinent to the proposal development. However, please submit a public records request and be specific if you are interested in this information.</p>

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Sustaining a healthy park and recreation system to make Portland a great place to live, work and play.

Administration

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1.2	General	<p>Q. I was wondering if it would be appropriate for our firm to respond to this RFP since the RFP does not specifically ask for architecture firms. We have done and are currently doing work with the Bureau of Parks.</p> <p>A. If you feel your firm is qualified for the scope of work listed in any of the current on-call RFP sections (I, II, III, or IV), you could submit a proposal. You can submit a proposal even if you are currently working or have worked in the past for Portland Parks & Recreation.</p>
1.3	Exhibit A	<p>Q. Please explain if we need to submit a First Tier Disclosure Form in our proposal -we don't have an actual project or budget that we are working from, so it would be difficult to know what the subcontract amount will total.</p> <p>A. Please provide a percentage (or dollar amount that reflects a percentage) you estimate you might use the subconsultant(s).</p>
1.4	II.C.4	<p>Q. Since we do not have an actual project, how should we approach the Project Approach and Understanding section of the evaluation criteria on page 11?</p> <p>A. Please see II.C.4. Please describe your Project Approach and Understanding for the general tasks listed in the scope of work.</p>
1.5	General	<p>Q. I received an alert for PKS030 and Service Area III is perfect fit for my company but did not know if I would apply as a subcontractor for this RFP? Or would one contractor handle all the service areas. I am new to the City/State RFP process.</p> <p>A. We will be creating separate on-call contracts for each of the listed service areas in PKS030.</p>

END OF ADDENDUM

Sarah Coates Huggins
 Portland Parks & Recreation