

**REQUEST FOR PROPOSALS (RFP)
SW Lincoln Station Market Study and Strategic Development Plan
For
Portland State University
(RFP No. 21971)**

AMENDMENT Number 1

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RFP NO: 21971

TITLE: SW Lincoln Station Market Study and Strategic Development Plan

DATE RFP ISSUED: April 23, 2013

DATE AMENDMENT 1 ISSUED: May 6, 2013

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PURPOSE OF THIS AMENDMENT 1:

The purpose of this Amendment 1 is to respond to those questions or requests for clarification/change (or protest) submitted by potential Proposers pursuant to RFP Section 1: Instructions to Proposers, Subsection 3. Questions or Requests For Clarification/Change. The questions or requests for clarification/change (or protest) are in italics. PSU's response is underlined.

1. VENDOR QUESTION:

Section 6: Supplemental Contract Terms & Conditions. Subsection 1 (Additional Insurance Requirements) asks proposing firms to have Professional Liability insurance "coverage not less than \$1,000,000 each occurrence, \$2,000,000 aggregate". We have coverage in the amount of \$1,000,000 each occurrence but, like most planning, design and professional services firms, we carry \$1,000,000 aggregate coverage. Would you please provide clarification regarding this requirement and whether consideration would be given to accept a \$1,000,000 aggregate level of coverage for this planning (not construction) effort?

PSU's RESPONSE:

Pursuant to RFP Section 1. Instructions to Proposers, Subsection 17, at such time as the disposition of any protests has been completed, PSU reserves the right to negotiate specific terms of the contract including, but not limited to: indemnification, confidentiality, intellectual property ownership and license provisions, and limitation of liability provisions, with the successful proposer(s) prior to contract execution.

2. VENDOR QUESTION:

Section 3: Content of Proposal and Evaluation Criteria. Subsection B.1. requests three references for whom the Proposer and each of the sub-consultants have provided similar services. The wording of the heading for Subsection B.1. reads "(FINALISTS ONLY)". Does this mean that we are to provide references only upon notification that we are a finalist, or does this mean that points will be allocated for references only at the time finalists have been determined? In other words, are we

correct in assuming that references are desired, but that points will be allocated only after finalists have been determined?

PSU's RESPONSE:

Three references are required from all Proposer's submitting a Proposal in response to this RFP. References must be provided with the Proposal on the Proposal due date and time. Points will only be awarded for this criteria to Proposer's that have been determined "Finalists" by the evaluation committee.

3. VENDOR QUESTION:

Should the "Finalist Only" material described on pages 17 and 18 of the RFP (A6. Price Proposal and B1. References) be submitted at the same time as the material required in the rest of the proposal?

PSU's RESPONSE:

Yes. See Vendor Question #5 below.

4. VENDOR QUESTION:

We understand that the Price Proposal should be submitted in a separate packet, but should references be included with the remainder of materials required for the Evaluation Criteria, and all pieces delivered on May 9?

PSU's RESPONSE:

Yes.

5. VENDOR QUESTION:

Note that Page 17 describes the Price Proposal as "Finalist Material." The chart on Page 18 ("Summary Evaluation Criteria") lists the price proposal as part of the evaluation criteria but does not describe it as "Finalist Only". Which is it?

PSU's RESPONSE:

The Price Proposal criteria is not for Finalists only and will be evaluated and scored for all Proposer's submitting a Proposal in response to this RFP. Section 3: Content of Proposal and Evaluation Criteria, Subsection A. 6. Price Proposal (Finalist Only) – 25 points, is hereby amended to read "Price Proposal – 25 points".

6. VENDOR QUESTION:

What time on May 9 is the proposal due?

PSU's RESPONSE:

3:00 p.m. local time

7. VENDOR QUESTION:

Is there any possibility of targeting May 24th if we are selected for an interview?

PSU's RESPONSE:

Yes.

The RFP Schedule of Events is hereby amended as follows: Proposer Team Interviews, if held, shall be scheduled the week of May 20, 2013 through May 24, 2013.

8. VENDOR QUESTION:

Should we develop a draft project schedule that avoids meetings with the Capital Advisory Committee and other university stakeholders during PSU's summer and winter breaks?

PSU's RESPONSE:

Draft project schedules shall avoid meetings with Capital Advisory Committee and other university stakeholders on the following dates: December 24, 2013 through January 1, 2014.

9. VENDOR QUESTION:

We have changes to suggest to the following terms and conditions from RFP Section 5: PSU Standard Contract Terms and Conditions: 19. Indemnification, 24. Ownership of Work Product, and 43. Warranties.

PSU's RESPONSE:

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NOTICE: PSU assumes no liability for inadvertent errors or mistakes in this document. PSU has answered all vendor questions to the best of our ability with the information we have readily available at the time of issuance of this document.