



Construction Contracts Administration
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September 6, 2017

Oregon State University
Construction Contracts Administration
Women's Basketball Graphics RFP
RFP #190140

ADDENDUM NO. 1

THIS ADDENDUM IS BEING ISSUED for clarification and/or revisions of the Request for Qualifications as noted. This document is hereby made a part of the Contract Documents to the extent as though it was originally included herein.

The following changes shall be made to the Request for Proposal (RFP)

- Item 1** Exhibit A Pricing Sheet, DELETE in its entirety. Replace with Exhibit A Revised Pricing Sheet attached to this addendum. This Revised Exhibit A Pricing Sheet shall be fully completed. Pricing sheets not fully completed will cause your proposal to be rejected as non-responsive. Alterations to the document are not allowed except to complete requested information. Any alterations to the form will cause your proposal to be rejected as non-responsive.

QUESTIONS/CLARIFICATIONS:

- Item 2** **Question:** Whether companies from Outside USA can apply for this? (like, from India or Canada)
Answer: If the company meets all the requirements as stipulated in the RFP, one of the requirements is that any company submitting a proposal must have an installer with a valid Oregon CCB License
- Item 3** **Question:** Whether we need to come over there for meetings?
Answer: The meeting schedule for design work and installation will be worked out after award. The conference on August 31, 2017 was mandatory. Only proposers in attendance will be allowed to submit proposals.
- Item 4** **Question:** Can we perform the tasks (related to RFP) outside USA?
Answer: As long as it complies with all the requirements stated in the RFP.

- Item 5** **Question:** Can we submit the proposals via email?
Answer: Proposals may not be submitted via email. The RFP states how submittals must be made.
- Item 6** **Question:** Is the submission of designs required?
Answer: Submission of designs may be submitted in an “Appendix A” of no more than five (5) 8 ½” x 11 “ pages; no fold outs. Proposers not submitting designs at time of proposal submission will not be marked down just as proposers submitting designs will not receive additional points.
- Item 7** **Question:** If Proposer is not currently a licensed contractor in the State of Oregon, can Proposer submit a response identifying an Oregon licensed general contractor with whom they will work under?
Answer: You can choose any installer as long as they have a valid CCB license at the time the proposal is submitted.
- Item 8** **Question:** OSU staff mentioned something about getting the architectural drawings and measurements for each of the spaces that will be worked on. Do we need to go through design services to get this information, or when in the process will those renderings and measurements become available?
Answer: This contract is for design services, production and installation. We can ultimately provide architectural drawings of spaces but we would expect that as part of the process the firm would conduct site visits to properly inspect and measure spaces for design, production and installation purposes.
- Item 9** **Question:** Inside the Women's basketball center on the second floor meeting room, OSU staff briefly discussed the meeting room. Is that was a space that they wanted to update or if they wanted to leave it alone?
Answer: The meeting room was not part of the scope.
- Item 10** **Question:** Can you restate the expectation for the Display Case in the Coaches Hallway?
Answer: It will stay. Coach is interested in ideas for the space that do not include the presentation of footwear.
- Item 11** **Question:** Will final artwork for the graphics be provided by OSU?
Answer: OSU can provide logo files as needed, but artwork and design is in the scope of the Request for Proposal.

- Item 12** **Question:** Under "required qualifications", the first bullet reads: "Proposer must own all design, production and install services." Can you please further explain this requirement as it relates to this project?
- Answer:** The proposer is responsible for the design, production and installation of the graphics under this Request for Proposal. The proposer selected must be able to provides the design, production, and installation of the graphics.
- Item 13** **Question:** Can the proposer subcontract installation services? Therefore, can design services company be separate from the production and installation services company, which would fall under the CCB#?
- Answer:** The proposer will be responsible for the design, production, and installation. The proposer is free to subcontract as they see fit; however the award/contract will only be made to the proposer submitting the Request for Proposal. If the proposer subcontracts the installation, the installer must have a valid CCB license at the time the proposal is submitted.
- Item 14** **Question:** Can you please confirm the total number of pages allowed in the proposal?
- Answer:** Your response must be contained in document not to exceed ten (10) single sided pages or five (5) double sided pages including Exhibit A, Exhibit C, and Exhibit D, pictures, charts, graphs, tables, and text the respondent deems appropriate to be part of the review of the proposer's response.
- Item 15** **Question:** Does the page count include the cover page, cover letter, etc.?
- Answer:** No the page count does not include the cover page, table of contents, and cover letter.
- Item 16** **Question:** In the mandatory meeting it was suggested there would be an increase to the total page count.
- Answer:** There is not an increase in the Request for Proposal page count. However, if the proposer wishes to submit designs, they may be submitted in an "Appendix A" of no more than five (5) 8 ½" x 11 " pages; no fold outs. The reason being is that design of the actual graphics will happen after award will be made. Proposers not submitting designs at time of proposal submission will not be marked down just as proposers submitting designs will not receive additional points.



- Item 17** **Question:** The facilities tour included suggested "nice to have" areas for additional graphics that are not included in Exhibit A. Should we choose to include those areas in our proposal, how should we account for those associated costs?
- Answer:** No, these should not be included in the proposal response.
- Item 18** **Question:** Is there a preferred format or level of detail required for the proposed timeline of services?
- Answer:** The estimated design, production, and installation times should be added in the updated Exhibit A pricing sheet.

END OF ADDENDUM NO. 1

EXHIBIT A REVISED PRICING SHEET

Building	Building Location	Design Cost	Estimated Design Time	Production Cost	Estimated Production Time	Installation Cost	Estimated Installation Time	Reimbursable Cost
OSU Women's Basketball Center	Entrance							
OSU Women's Basketball Center	Gymnasium							
OSU Women's Basketball Center	Coaches' Lobby and Hallway							
OSU Women's Basketball Center	Coaches' Hallway							
OSU Women's Basketball Center	Film Room							
OSU Women's Basketball Center	Meeting Room							
Gill Coliseum Locker Room	Entrance							
Gill Coliseum Locker Room	Team Library							
Gill Coliseum Locker Room	Team Lounge Area							
	Sub Totals							
Total								

Installer Name and Valid Oregon CCB Number

Installer: _____

Oregon CCB Number: _____