



ADDENDUM NO. I

DATE: JUNE 27, 2008
TO: ALL PROPOSERS
FROM: BOYCE H. EVANS, PURCHASING AGENT
SUBJECT: REQUEST FOR PROPOSALS – DOWNTOWN KNOXVILLE
WAYFINDING SIGNAGE PROJECT

PROPOSALS TO BE OPENED: AUGUST 15, 2008 AT 11:00 A.M. (EST)

This addendum becomes a part of the Proposal Documents and modifies the original specifications as noted.

ITEM NO. 1: The following is a list of questions that the City of Knoxville has been asked concerning this RFP and the City's responses to each question for the use of potential proposers:

Question: Is the plan for the proposed signage to be digital or is the nature of the project to be hard signage, i.e. metal, laminate, etc?

Response: The signage will be "be hard signage" and not digital.

Question: You use the word "negotiate" early in the RFP and then ask for a cost estimate. Is this a fee proposal we are to submit?

Response: The City desires proposers to submit their cost estimate for the work as stated in Section VIII (Evaluation Criteria) of the RFP, but always reserves the right to negotiate the cost, actual scope of work, performance schedules, and so forth (with the desired provider) before a contract is fully executed.

Question: Will teams, with distinctly identified roles be allowed to submit?

Response: Yes, teams with distinctly defined roles are encouraged to submit.

Question: The RFP references "...for the present and the future." Is this "future" work (changes, adjustments, additions, and "decluttering") in downtown to be by City forces, contracted services, or a combination? If the latter, are we to identify the possible participants as part of our "deliverable" or develop a process to qualify proposers?

Response: First: the wayfinding signage directly addressed in the current scope will need to be adjusted and likely increased over time in order to respond to changes in the downtown area. The "Owner's Manual" described in this RFP will provide the City the tools to make decisions about new content as well as the materials (design drawings, etc.) to procure new signs. The actual fabrication of second-generation signs will likely not be done in house; but because changes will be implemented sign by sign rather than in one fell swoop, it is likely that the City will just go back to the same sign shop that fabricates the first generation.

Secondly, the reference in the RFP to a future project relating to "decluttering" utilitarian and regulatory signage is just that... a reference to a future project that is somewhat related to this project. We included this to give proposers a glimpse of the larger vision for addressing downtown signage of all types, so that this project can be designed with that future step in mind. If proposers can provide some good ideas concerning how to proceed next, then this would be beneficial to the City. However, there is no explicit deliverable anticipated here and we do not expect a proposer to identify possible participants or develop a process to qualify proposers.

Question: How many firms have expressed interest, and how many copies have you sent to specific recipients?

Response: The City is not sure how many vendors may be interested in this initiative since we have never asked for these type services before. However, we did send copies of the RFP to 11 firms that we believe "may" be interested in working on this type project. The City has also posted the RFP on our procurement site (www.cityofknoxville.org/purchasing) and published an advertisement for these services in the Knoxville News Sentinel as a means of proper public notification.

END OF ADDENDUM NO. I