



ADDENDUM NO. II

DATE: JULY 15, 2008
TO: ALL PROPOSERS
FROM: BOYCE *ME* H. EVANS, PURCHASING AGENT
SUBJECT: REQUEST FOR PROPOSALS – DOWNTON 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.

Below are the questions the City of Knoxville has received to date, concerning the Wayfinding RFP, and the City's responses to each question for the use of potential proposers:

Question # 1: If the bidding company is located outside Tennessee, does the Drug Free Workplace Affidavit still apply, "and" if a company employs less than 5 people are they exempt from needing to file the drug free affidavit?

Response # 1: The drug free affidavit applies to anyone who is going to submit a proposal for this initiative (regardless of size or location).

Question # 2: Is local participation required?

Response # 2: The City will evaluate the submissions solely on the evaluation criteria stated in the RFP. The locale of a particular firm has no bearing on whether or not they receive the award for this project "as long as they can have the appropriate team members on site (here in Knoxville) to perform the tasks at hand to the City's standard".

Question # 3: During the design process, how many presentations are required?

Response # 3 From the RFP: "The consultant will also be expected to play the lead role in seeking input and building consensus among key downtown stakeholders, including designing and facilitating three public workshops." Please review Section e) on page 5 for additional information.

Question # 4: Who will be the final decision maker(s) for the signage project?

Response # 4: The decision-making body for who receives the award of the contract will be made by City Council based on the recommendation to Council by the Evaluation Committee. The decision-making body concerning the actual signage work will be made by the City of Knoxville's Department of Policy and Communications with input from others as needed.

Question # 5: Do you have MBE/WBE goals?

Response # 5: The goal for MBE/WBE participation for the City of Knoxville is 10% of the contract. This is not mandatory or a quota, but rather a goal that we strive to achieve when it makes sense.

Question # 6: Do you have a fee range in mind?

Response # 6: The fee is something that we want proposers to develop and submit to the City as part of their proposal.

Question # 7: Do you require out-of-state bidders to possess a Tennessee Business license or will any state license meet your requirements?

Response # 7: The City of Knoxville requires that any "prime contractor" to be licensed to do business in the state of Tennessee just in case litigation were to occur (no exceptions).

Question # 8: If a Tennessee License is required, is this something that has to be obtained prior to August 15th, or can this be obtained after the award?

Response # 8: The submitting entity need not be licensed to do business in the State of Tennessee on the date that the submissions are opened (August 15th). However, before the City will execute a contract with the winning entity, said license (to do business in the State of Tennessee) must be in hand and proof thereof submitted to the Purchasing Division.

Question # 9: In a team submittal, do all parties need to have a Tennessee Business License or just the team lead (in our case Mayfield Creative)?

Response # 9: The City of Knoxville only requires that the "prime contractor/lead consulting firm" be licensed to do business in the State of Tennessee in that the prime/lead is held responsible for all that any sub contractors do or fail to do.

END OF ADDENDUM NO. II