



ADDENDUM NO. III

DATE: AUGUST 7, 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; the City's responses to each question are provided in bold font below for the use of potential proposers:

1. Section 7.4 states "Proposals must be typed on 8.5x11 inch wide white paper." Does this include 11x17 sheets folded to lay flat as 8.5x11?

Response: Folded sheets are fine.

2. Section 7.4 states "The total page count for the proposal shall be no more than 30 pages." Does this page limit include the cover sheet, table of contents and required forms?

Response: The cover sheet, table of contents, required forms, and any photos of previous work can be included as additional pages beyond the 30 page limit.

3. What will the identity of the signage program be based on? Will it incorporate existing standards, or will logo and/or identity design be included in this project's scope of work?

Response: The design of the signage is included in the scope of work. We do not have a preconceived notion of what the design should look like, whether it should include logos, etc. There are several existing logos, graphics, and elements of existing signage that could potentially be incorporated into the design, but determining whether or not to use these or start anew will be part of the planning process.

4. We anticipate parking directional signs being included in the scope of work, but are parking identification signs also included?

Response: We are interpreting "parking identification signs" to be those that indicate "parking here." Yes - these signs are included in the scope of work.

5. We didn't notice the form "C. Drug Free Workplace Affidavit" within the submission forms section of the RFP. Does this form reside in another location or is there a generic/standard form that we are to include in our submission?

Response: Contact the City's Purchasing Division at 865-215-2070 and they will FAX or mail you a copy.

6. To confirm: As a firm that is incorporated outside of Tennessee, will we satisfy the RFP's requirement of being "licensed to conduct business in the State of Tennessee" if we apply for the certification of authority through the State of Tennessee Department of State Corporate Filings office? (using form ss-4431 attached to this email).

Response: The way to become licensed to conduct business in the State of Tennessee is indeed through the State Department of the State of Tennessee. Follow whatever procedures they direct, submit all forms they require, and that will suffice.

7. How many districts does Downtown Knoxville currently have? Do they have existing brands?

Response: Downtown Knoxville has several informal districts with varying degrees of brand identity. "Market Square" and the "Old City" are the most well known. Identification of the "Gay Street Theater District" as a brand is growing, as is the "Arts District." The wayfinding project is expected to play a role in further defining and branding these district identities and possibly others.

8. Would you like the Owners Manual to be web or print based?

Response: It is up to the proposing organization to decide what they want to propose in anticipation of what will result in the most "user-friendly format."

9. Are bonds required for this project?

Response: No bonds of any type are required to be submitted with the proposal. However, the City does reserve the right to require a performance bond in the amount of 100% value of the work, if the City's Law Department deems it necessary before the contract is fully executed with the successful proposer. This will be discussed during negotiations with the successful proposer.

10. How do we become licensed to do business in Tennessee?

Response: Go to the State of Tennessee's website and contact the State Department for the State of Tennessee and they can walk you through this process.

11. Where can we download the Drug Free Workplace Affidavit?

Response: Contact the City of Knoxville's Purchasing Division at 865-215-2070 and they will FAX or mail you a copy.

12. Does the 30 page proposal limit include any project sheets displaying photos of previous experience?

Response: Photos may be included as additional pages beyond the 30 page limit.

END OF ADDENDUM NO. III