This Addendum shall become as fully a part of the above-named project Scope of Work, specifications, deliverables, minimum requirements or qualifications, drawings, and other requirements as if therein written and shall take full and complete charge over anything therein written contained to the contrary. Each proposer or respondent shall be responsible for reading this Addendum to ascertain to what extent and in what manner it affects the work to be performed.

**QUESTIONS & ANSWERS:**

**Q1:** How long will the site tour last?

**A1:** The site tour is expected to last two hours.

**Q2:** Do you have any plans and specs, estimated value, start date, union requirements, square footage, etc. for this you can send out prior to the site tour?

**A2:** Information on the project budget was included in the RFQ. Existing building plans and additional information on the scope of work, schedule and construction process will be provided at the site tour.

**Q3:** Will the DRA reimburse vendors for the cost of attending the site tour or for initial concepts included in the response to the RFQ?

**A3:** The DRA will not reimburse vendors for travel costs to participate in the site tour or for initial design concepts. By “initial design concepts” the DRA is looking for any ideas the vendors feel appropriate to provide including highlighting design ideas from prior projects that might be appropriate for the Hilton Vancouver.

**Q4:** Is attendance at the site tour really mandatory in order to respond to the RFQ?

**A4:** Yes, attendance at the site tour is mandatory. We will allow firms to send someone from another firm to represent them at the site tour. That person should sign in at the site tour as representing the primary firm and they would be responsible for forwarding any information provided at the site tour to the primary firm.

**Q5:** Will you be receiving separate proposals for the architectural and engineering portions of the project which would enable a firm to only provide the interior design services outlined in the RFQ?
A5: The DRA’s preference is to have one firm handle both the design and architectural and engineering services – either in house or through an affiliated and subcontracted firm. If you have an architect and engineering firm you work with that would work well for our project please include the relevant experience and qualifications for that firm with your submission. If you wish to submit qualifications only for the design work, we will review them but again our preference is to have all services under one umbrella.

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END OF ADDENDUM No. 1
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QUESTIONS & ANSWERS:

Q1: When are responses due?

A1: Responses are due March 13 at 3:00 p.m. The date on page 4 of the RFQ indicating a due date of March 6 is in error. The correct date is March 13.

Q2: Can you clarify what you are looking for in the response related to costs?

A2: The March 13th submittal should not include a fee quote. It should identify how you would approach setting the fee. For example, identify if your fee will be based on actual time, hourly rates and the cost of materials, a fixed fee with deliverables, a percentage of construction cost, actual cost plus a markup, etc. The DRA will enter into negotiations on the fee with the apparently successful bidder.

Q3: Can you clarify the submission requirements?

A3: The submittal requirements are shown on pages 3 and 4 of the RFQ. The submission must be no more than 30 pages. One original and five copies must be delivered by 3:00 p.m. on March 13. An original signed copy of the General Information Form (found on page 7 of the RFQ) is required. A PDF formatted electronic copy must be included on a USB drive or sent via email.

Q4: Can you provide electronic copies of the handouts from the site tour?

A4: Electronic copies of the handouts from the site tour are attached to this Addendum.

END OF ADDENDUM No. 2
Hilton Vancouver Lobby and Pool Design Site Tour Agenda
February 28, 2020

Agenda

9:00am – 9:45am  Review Projects, Scope of Work & Vision
9:45am – 10:45am  Tour Lobby, Pool & Pool Restrooms
10:45am – 11:00am  Additional Questions & Answers

Scope of Work

Lobby
- New flooring, wall and front desk finishes, interior lighting, ceiling, sundry counter, seating areas, FF&E, drapes, directional signage, exterior lighting, and entrance doors.
  - FF&E to include: Chairs, couches, tables, lamps, business center desk/seating and trash receptacles.
  - Exterior lighting to include: Lighting on main entrance cover and exterior sconces.
- Lobby Notes-
  - New entrance doors or add a vestibule with new doors to improve lobby temperatures on extreme days
  - Walk off carpet or mat
  - Improved seating or communal areas (activate our lobby)
  - Columns are big and break up the lobby...guests cannot see the front desk
  - Better connectivity to Grays and Grays Coffee (improve seating across from coffee)
  - Garbage/Recycling containers
  - Better signage to convention center and garage
  - Pantry/gift shop counter for sundry's attached to front desk (guests pay at front desk)
  - Lobby stairs not included but below the staircase is
  - Ceiling resurface/paint as needed due to potential new lighting

Pool & Pool Restroom
- Pool scope of work includes new flooring, paint, FF&E and lighting.
- Restroom scope of work includes new tile flooring, paint, shower stalls, counters, sinks, fixtures, mirrors and lighting.
- Pool & Restroom Notes-
  - Etched glass will be replaced or resurfaced
  - Pool mechanical equipment is not included in this project
  - Pool & Spa bottom and coping (concrete cap) is not included but replacing or reconditioning pool & spa tile is included
  - ADA lift will be reused
Design Decision Process

- Issue RFQ  
  February 7, 2020
- Mandatory Site Tour  
  February 28, 2020
- SOQ Due  
  March 13, 2020
- Selection for Interviews  
  March, 2020
- Interviews  
  March, 2020
- Final Selection  
  March, 2020
- DRA Board Approval  
  April, 2020
- Notice to Proceed  
  April, 2020
- Final Approved Design  
  July, 2020