

Addendum 1

Request for Proposals (RFP) SHA Solicitation No. 4131 High Point East African Youth Program Addendum Issued on Wednesday, January 13, 2010

The following information is provided in response to questions submitted by the deadline for questions of 12:00 Noon on Thursday, January 7, 2010, as stated in the above-referenced Request for Proposals (RFP).

Question No. 1: What is the specific size and configuration of the classroom space that will be available for the successful proposer under the Contract to be issued based on this solicitation?

SHA Response: The large classroom space is approximately 779 square feet. It is a large rectangular space. The space is to be shared with South Seattle Community College (SSCC) who will use the space to teach English as a Second Language (ESL) and other classes.

Question No. 2: Is it possible to get a schematic of the space?

SHA Response: Please see the response to Question No. 1. The space is a large rectangle.

Question No. 3: What furniture, fixtures or equipment are included in the space?

SHA Response: Tables and chairs are located in nearby storage for use in the large classroom. Other than that, there is no additional equipment, furniture or fixtures included.

Question No. 4: How will the process for sharing the space be determined (scheduling classes/activities, priority on use, etc.)? It is our understanding that the organization that is the successful proposer for the Contract to be issued under this solicitation will be required to share the space with one additional tenant. Is this correct?

SHA Response: The space usage will be coordinated by the tenants who have official leases for the space: SSCC and the successful proposer under this Request for Proposals. The use of the space by community groups after hours or on weekends will be coordinated through the Facility Manager. The space will be booked based on available openings in the schedule.

Question No. 5: How will this tenant be selected, and who will determine the selection?

SHA Response: The other agency that will use the space is already under lease, South Seattle Community College.

Question No. 6: Since this will be a shared space, are there any provisions for each tenant to be able to secure the space and any supplies or materials stored there?

SHA Response: The storage for the space will have a lock but will be shared by both tenants.

Question No. 7: Is there a minimum number of activities or hours that the program must operate (weekly or monthly) in order to be in compliance with the Contract to be issued based on this solicitation? (Again, this relates in part to the fact that this is a shared space and the successful

proposer will only have access to the space for a portion of the time that the participants are also available).

SHA Response: Proposers should specify the number of hours that they estimate will satisfy the scope of work.

Question No. 8: What other space is available for use in the building? And at what cost (shared conference room, other meeting rooms, lobby/waiting area, office space, etc.)?

SHA Response: There are other meeting spaces that may be available for use, based on their availability. The rental rates for reserving space for use for tenants of the building have not yet been finalized, but there will be a rental rate based on the amount of time the space is to be used.

Question No. 9: What other administrative support elements are available at this location? And at what cost (wi-fi access, network, copier, phone system, etc.)?

SHA Response: The building has a network that all tenants may access for copier services, for faxing and for printing materials. The successful proposer should budget \$50 per month to have access to these services.

As stated in the RFP, any addenda issued for this RFP will be published on SHA's website at <http://www.seattlehousing.org/business/consulting/requests/>

Proposers are responsible for checking the website for addenda prior to submission of proposals. If you are unable to download addenda, you may call Pam Montgomery, Senior Contract Administrator, at (206) 615-3378.

**All other terms and conditions of the RFP remain as stated.
The deadline for proposals remains 2:00 PM on Wednesday, January 20, 2010.**

End of Addendum 1