

ADDENDUM NO 1
Issued January 13, 2017

FROM: Seattle Housing Authority
Louise Lauff, Senior Contract Administrator
190 Queen Anne Avenue North
P.O. Box 19028
Seattle, WA 98109

TO: All Proposers for Informal Solicitation #4918 Yesler Terrace Artist Residency

This Addendum No. 1, containing the following revisions, additions, deletions and/or clarifications, is hereby made a part of the Contract Documents for the above-named project. Proposers shall take this Addendum into consideration when preparing and submitting their response to this solicitation.

Receipt of this Addendum shall be acknowledged in the Cover Letter for the Proposal.

QUESTIONS AND ANSWERS

Question 1: I wanted to see when this position would begin, as I have already committed to a project from Mid March - End of April.

Answer: The position will be begin at an exact date to be determined by the selected artist and the Seattle Housing Authority during the contracting process. For the One Year Artist Residency Program (SHA Informal Solicitation #4918), this implies an earliest possible start date of April 2017 and a latest possible start date of July 2017, to allow for a one-year commitment to occur by July 2018. For the Artist Works Program (SHA Informal Solicitation #4919), all work must be completed by July 2018.

Question 2: The scope of work includes: "Contribute to supporting activities associated with the overall program of art activities for YT, including a youth media project, comprehensive evaluation program, community celebrations, and other reflection protocols occurring both in progress and at the end of the program term." Would you describe the "comprehensive evaluation program" and "other reflection protocols" so that I may understand how to address these in my proposal?

Answer: The overall art program at Yesler Terrace includes a number of different programs, two of which are the Artist Works and Artist Residency Programs. Seattle Housing Authority is conducting an overall assessment of all arts programs at Yesler Terrace. Selected artists may be asked to contribute to both qualitative and quantitative assessments of programs. For example, an artist may be asked to contribute to the evaluation program by contributing data such as participant numbers, anecdotal evidence, or audience testimony; or an artist may be asked to participate in individual and group interviews reflecting on the impacts of arts in the Yesler community.

Question 3: Could you please elaborate on the 'Resident Employment Plan'? Does this mean the artist themselves or other individuals who may be required to assist in projects? Would these be permanent positions? Is it expected that applicants know exactly how many positions might be required?

Answer: The Section 3 Resident Employment plan only applies if the artist(s) intend to hire individuals in order to fulfill the contractual obligations, or if the artists qualify as a Section 3 resident.

Question 4: We are not a non profit. We have a non profit umbrella based in Seattle. Is this an issue? Or does this meet the requirements?

Answer: Individuals applying for the position do not need to have non-profit status or affiliation.

Question 5: The scope of work includes: "Manage administrative aspects of the position as needed, including budgeting and schedule management, submission of proposals and program descriptions to SHA staff over the course of the term of commitment, participating in regular programmatic meetings with coordinating SHA staff, and documenting all project activities from beginning to end." Does "documenting all project activities from beginning to end" imply that video or audio recording expenses for documentation would come out of the \$20,000 under this contract? Or is there additional funding to cover documentation?

Answer: Any associated costs for programming, including documentation directed by an artist as part of their program, will come out of the stated award for the position. In most cases, artists may determine what their individual and administrative needs might be for personal documentation related to their project. In some cases, artists may even include programmatic forms of documentation, such as audio recording oral histories, part of their work, in which case those costs would come out of the stated award. For the purposes of the overall arts program at Yesler Terrace and formal reports used internally and externally, SHA has additional funds for documentation, including for video, photography, and audio recording.

Question 6: Are individual artists allowed to apply or do they need to have business license? If the individual is a woman or belongs to a minority group, do the "WMBE" classifications apply?

Answer: Individual artist are allowed to apply and are not required to have a business license. "WMBE" classifications and any other small business requirements do not apply if the applicant is an individual and not a business. As noted in the informal solicitation, if a firm meets the minority/women owned business enterprise certification requirements as defined in Washington Administrative Code (WAC) Chapters 326-02 and 326-20, and are not registered as an MWBE, SHA provides a "MWBE Self-Identification" form that can be completed and submitted to SHA.

Question 7: Are artist teams able to apply?

Answer: Artist teams are able to apply but will not receive additional funding beyond the stated award for the position.

Question 8: Do the residency outreach activities need to be occurring for a full 12 months? Or can the cycle include planning, research, material acquisition and outreach in the windows that allow most accessibility with the residents.

Answer: The One Year Residency Program requires active involvement for a period of one year. Research, planning, outreach, and preparatory phases will occur within this period, thus active community programs are not likely to occur robustly or at a consistent pace during the entire 12 month period.

Question 9: Does the Yesler proposal require that the project process and theme be exclusive to Yesler?

Answer: The position requires a particular focus on the Yesler community. This includes populations living in SHA Yesler Terrace buildings and the Yesler neighborhood and surrounding areas, including but not limited to Little Saigon, Harborview, and First Hill.