

ADDENDUM #2  
Issued January 30, 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. 2, 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.

**CHANGES TO INFORMAL SOLICITATION**

**Note: SHA is revising the Important Information section to extend 1) the deadline for written questions and 2) the Submittals/Proposals Due deadline as outlined below.**

**Replace Deadline for Questions: Day/Date: Thursday / January 12, 2017 Time: 5 PM with the following:**

- Deadline for Written Questions: Day/Date: **Thursday, February 2, 2017 Time 3:00 PM.**

**Replace Submittals/Proposals Due: Date: Wednesday, February 1, 2017 Time: 5 PM with the following:**

- Submittals/Proposals Due: Date: **Thursday, February 9, 2017 Time 3:00 PM.**

**QUESTIONS AND ANSWERS**

**Question 1:** Is the project..." open to Canada based as per the NAFTA II trilateral accords in trade of goods and professional services?"

**Answer:** SHA does not prohibit international commerce inasmuch as the proposer can establish that all legal requirements are adhered to.

**Question 2:** ..."can I still apply?"

**Answer:** Yes, you are welcome to apply per the original informal solicitation instructions, including the information provided in Addendum 1 by the new deadline listed above in this Addendum 2 document.

**Question 3:** ...”who would be the person for the item b) of the cover letter: the name, telephone number, and e-mail address of who your contact person is for this solicitation?”

**Answer:** As noted on the initial page in the Important Information section of the Informal Solicitation: The E-Mail Address for Submittals/Proposals: is [louise.lauff@seattlehousing.org](mailto:louise.lauff@seattlehousing.org). You are welcome to address the cover letter to Ms. Lauff. Her telephone number is 206-615-3376, but written questions/e-mails/inquiries are the required communication for contract/solicitation documentation purposes.

**Question 4:** ...”For the Portfolio, can I add link to videos, or do you want only pictures?”

**Answer:** No, do not add a link to videos and yes, we requested only pictures/images. SHA noted this requirement to simplify the competitive and evaluation process for submittals from various disciplines. Please note the instructions on the third page of the Informal Solicitation, in the **Contents Required in Your Submittal/Proposal:**

- **Portfolio.** Minimum 6 to maximum 10 images, including complete image list or a 5-10 page work sample or equivalent. Where possible, include examples relevant to the responsibilities and scope of the available position/s.

Your submittal/proposal shall not exceed 15 pages. Your cover letter and any forms required to be included with your submittal/proposal do not count toward the maximum number of pages.