

ADDENDUM #3
Issued February 7, 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. 3, 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.

Please note that some of the questions noted below were submitted for a similar, separate informal solicitation (#4919 Yesler Terrace Artist Works). SHA included them in the Addendum here in an effort to provide helpful information for potential proposers for either effort.

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

QUESTIONS AND ANSWERS

Question 1: For the portfolio, do all images need to be all in one single PDF?

Answer: No, you are welcome to submit separate pdf's, as long as the printed version follows the requirements noted in the original solicitation and in Addendum 2:

"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."

Question 2: May I submit a work sample that includes both images and writing? I am a interdisciplinary writer and artist working across multiple mediums, and to represent the scope of my work, I want to submit 3 (double-spaced) pages of a writing sample and 7 images.

Answer: Yes, See the Answer to Question 1 above.

Question 3: Regarding the submittal/proposal that shall not exceed 15 pages, are these pages 12-point font and double-spaced, as is typical?

Answer: Yes, you are welcome to use 12-point font and double- or single-spaced in your formatting for the submittal/proposal that does not exceed 15 pages.

Question 4: ..."Can I send you 3 separate emails each containing one PDF attachment?"

Answer: Yes, see the Answer to Question #1 above. Please note that each e-mail should not exceed 5MB in capacity.

Question 5: My artistic practice is music. How may I submit a portfolio of works? Do you want photographs of performances?

Answer: Artists may include descriptions of work and performances along with images. Recordings of performances or any other materials, beyond those listed in the application requirements, are not required. Once your submittals are evaluated following the 2/9/17 3:00 p.m. deadline, SHA may schedule and conduct interviews for the proposers with the highest scores -- where the artist(s) may be invited to present their portfolio, utilizing other means of presentation than the printed materials to be submitted as described in the informal solicitation.

Question 6: ... "wanted to know if there were already specific sites selected for the role of the position for a public artist."

Answer: No specific sites are selected at this time.

Question 7: Does Louise Lauff's name and contact info have to be printed on the cover letter? Or does this refer to the contact person on our end in other words our name?

Answer: Ms. Lauff's name does not have to be printed on the cover letter. As noted in Addendum 2, for the Answer to Question 3 on p. 2, you are welcome to address it to her, but you are not required to include it in your cover letter: "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. 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 8: Do the answers to the selection criteria have to be on a separate page or can they be part of the cover letter?

Answer: Your answers to the selection criteria can be part of the cover letter or separate, it does not matter.

Question 9: Can I resubmit my application?

Answer: Yes, if you submitted your application prior to the original 2/1/17 5:00 p.m. deadline and want to resubmit an application, be sure to send it before the new extended deadline from Addendum 2: Thursday, 2/9/17 at 3:00 p.m. Please note in your cover letter of your resubmittal materials that your resubmittal replaces your earlier version. If an individual, group, or firm fails to note this replacement in their cover letter, SHA will compare the times of submittal e-mail transmittals and evaluate the submittal received closest to the deadline on Thursday, February 9, 2017 at 3:00 p.m.

If a firm, group, or artist provided a submittal based on the original 2/1/17 5:00 p.m. deadline and has no changes to their submittal prior to the 2/9/17 3:00 p.m. extended deadline, it is not necessary for them to submit a revised cover letter acknowledging this Addendum 3. SHA reserves the right to waive the Addendum 3 acknowledgment in a cover letter as an informality due to the fact that the Answers provided here in Addendum 3 are administrative/procedural and/or reminders of information previously provided in the solicitation(s) and addenda.

End of Addendum 3