

## INFORMAL SOLICITATION

### ON CALL GRAPHIC DESIGN Solicitation No. 5452

ADDENDUM NO. 1  
Issue Date February 1, 2021

This Addendum containing the following revisions, additions, deletions and/or clarifications, is hereby made a part of this solicitation and Contract Documents for the above-named project. Bidders/Proposers shall take this Addendum into consideration when preparing and submitting their response to this solicitation.

This Addendum lists questions received and SHA's responses (see Item 1 below).

**Item 1.** The following is a list of questions received and SHA's responses to those questions.

Question 1. Due to your HUD Section 3 requirement, I wanted to confirm that you will not consider vendors from out of state.

*Response: Out of State vendors are eligible to propose for this project, however a local presence is required for short notice meetings. The costs of any anticipated travel should be included in the consultant rates. Note: SHA has not budgeted for travel for this contract and as such the costs anticipated.*

Question 2. We'd like to understand if our location outside of Washington State precludes us from consideration for this contract.

*Response: Out of State vendors are eligible to propose for this project, however a local presence is required for short notice meetings. The costs of any anticipated travel should be included in the consultant rates. Note: SHA has not budgeted for travel for this contract and as such the costs anticipated.*

Question 3. My company would like to offer our creative services and meet your design needs however, we were unsure if you were accepting out-of-state vendor proposals

*Response: Out of State vendors are eligible to propose for this project, however a local presence is required for short notice meetings. The costs of any anticipated travel should be included in the consultant rates. Note: SHA has not budgeted for travel for this contract and as such the costs anticipated.*

Question 4. What is the name of the incumbent currently performing graphic design services or is this a new requirement?

*Response: SHA has two contracts currently. The current vendors are T-squared Graphic Design and Alicia Kramer Graphic Design.*

Question 5. Can all work be performed remotely from contractor's facility in the United States?

Response: *Out of State vendors are eligible to propose for this project, however a local presence is required for short notice meetings. The costs of any anticipated travel should be included in the consultant rates. Note: SHA has not budgeted for travel for this contract and as such the costs anticipated.*

Question 6. To satisfy the meeting requirement between design Consultant and Seattle Housing Authority staff, would the City consider attending all meetings virtually using the contractor's teleconferencing software that can be made available to the Seattle Housing Authority staff at no additional charge?

Response: *The Seattle Housing Authority uses Teams for its official meetings.*

Question 7. Over the last year, what was the estimated number of graphic design projects completed or initiated each month?

Response: *Three separate graphic design projects were completed during 2020.*

Question 8. Would there be a preference to award the contract to a Seattle vendor over an out-of-state vendor, even if their qualifications match in all criteria and the out-of-state vendor's rates are lower?

Response: *SHA will evaluate all criteria listed in the RFP. Out of State vendors are eligible to propose for this project, however a local presence is required for short notice meetings. The costs of any anticipated travel should be included in the consultant rates. Note: SHA has not budgeted for travel for this contract and as such the costs anticipated.*

Question 9. Solicitation instructs proposals must be emailed to SHA's contact shown at the beginning of solicitation. Please confirm that you are the contact and your email address for proposal submittal is, [purchasing@seattlehousing.org](mailto:purchasing@seattlehousing.org)

Response: *Solicitation contact is Mel Henley, email address is [purchasing@seattlehousing.org](mailto:purchasing@seattlehousing.org)*

Question 10. Whether companies from Outside USA can apply for this?  
(like,from India or Canada)

Response: *Out of State vendors are eligible to propose for this project, however a local presence is required for short notice meetings. The costs of any anticipated travel should be included in the consultant rates. Note: SHA has not budgeted for travel for this contract and as such the costs anticipated.*

Question 11. Whether we need to come over there for meetings?

Response: *A local presence is required for short notice meetings. The costs of any anticipated travel should be included in the consultant rates. Note: SHA has not budgeted for travel for this contract and as such the costs anticipated.*

Question 12. Can we perform the tasks (related to RFP) outside USA?  
(like, from India or Canada)

Response: *Out of State vendors are eligible to propose for this project, however a local presence is required for short notice meetings. The costs of any anticipated travel should be included in the consultant rates. Note: SHA has not budgeted for travel for this contract and as such the costs anticipated.*

Question 13. Can we submit the proposals via email?

Response: *Emailed proposals are acceptable.*

END OF ADDENDUM NO. 1