



ADDENDUM # 1

To: File 1708-961-04-4705
RFQ for: Artists for Phillis Wheatley Park

The following questions are asked:

Question 1: Is in tab 6 the s/w/mbe a form or do we just provide this info typed out. Also is this the section where we would disclose that we are woman owned and she is a disabled vet. They ask for a number where do we procure this, we have never been asked for it before but we did structure our business this way.

Answer 1: Complete the M/UBE Utilization Plan and place under Tab 6. You may also provide a narrative on how your business encourages the utilization of small, minority, and woman-owned business (SWMBE) in this section, include copies of SWMBE Certificates. If you have not obtained a certificate, one can be obtained from SCTRCA.org. Please indicate your SWMBE status in the "Profile of Firm" form as well. The number asked for is given

Question 2: What form or method do we need to show our financial responsibility? I heard in the meeting use a P and L but we don't have that and not sure what it is if you could give us a simple idea of what you're after.

Answer 2: A company balance sheet or a profit and loss statement shows the financial health of a company. Individuals can submit a letter that they are financially stable and are able to support the beginning of the process, the letter must be notarized.

Question 3: Under what tab does attachment F go under?

Answer 3: Tab 8. Attachment F is the Form of Proposal, which must be signed. Tab 8 is the Proposal Checklist and Certification (Form of Proposal).

Question 4: On all sections concerning employees, consultants, contractors and sub-contractors do we just write in not applicable in those spaces since we are the only two involved and make everything in our own shop and deliver and install everything ourselves and same for these similar questions in tab 2.

Answer 4: Yes. Write "NONE" if you are not using sub-contractors.

Question 5: On tab 3 also from sections A through I are each of these to be typed up as a separate document and if so is there a specific format or just type them up as we would for any application for art projects.

Answer 5: Answer them separately, but they do not need to be specifically on separate pages. There is not a specific format called out, using the same format as in past projects is fine as long as it is legible.

Question 6: Pre-submittal does not require schematics, or a drawing, or model of proposed project, is that correct? RFP request only detail of interest and explicit prior experiences.

Answer 6: Page 14, Section C, C.3 b. (Tab 3), this asks for a letter of interest and a described proposal and how it fits with Phillis Wheatley Park. Section C, C.3 i., States “Any additional documentation or information evidencing the strength of the Respondent...”. We are asking for a show of past experience of work on a large scale and once the artists submitted are selected to a smaller pool of qualified artists, we will ask for more in depth proposals on the project itself.

Question 7: Are the following forms needing completion and signatures? Attachment B (Conflict of Interest), Form 1295, Lobbying Activities, Compliance Guide(s) or only for applicants who are selected for the project, following the pre-submittal process.

Answer 7: Conflict of Interest Questionnaire (CIQ) needs to be completed and returned with your submission, along with the Lobbying Activities and Compliance Guide(s). Form 1295 is only completed by the awarded vendor(s).

Question 8: Not knowing the budget for the project place limitations on the scope of work as well as the number of employees/ sub-contractors needed. This places a question on ability to hire low income employees as outlined in C.5 Tab 5, Section 3 Business Preference, C.6 Tab 6, Small/Minority/Disadvantaged/Veteran Business Enterprise Utilization Plan: C.7 Tab 7, Section 3 Good Faith Effort Compliance Plan:

Answer 8: Fill out all the forms as fully as possible in Tab 7 and include a brief narrative on what the Respondent does to encourage utilization of small, minority and women-owned businesses in Tab 6.



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Question 9: We have our Texas sales tax number but I'm not sure where to get our San Antonio business license number? We are a registered vendor through the city.

Answer 8: *Section D, I.B. "Artist shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services. Obtaining licenses and permits shall be the sole responsibility of the Artist". If licenses are needed it is the responsibility of the Artist to acquire the license. The Profile of Firm form asks for the license numbers if they are needed to do the work described in the RFQ.*

By: Shayne Everett-Endres
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Date: October 13, 2017