



**Request for Proposals (RFP)
Public Furniture Consultant
S2018-11
Addendum No. 2**

November 12, 2018

This Addendum No. 2 consists of **two (2)** pages. Proposers must acknowledge receipt of this Addendum No. 2 in Required Form A – Form of Transmittal Letter.

This Addendum No. 2 has the following information to be incorporated into the Request for Proposals (RFP):

Item 1: **Attachment 1:** Answers to questions submitted by potential proposers.

Item 2: Floor plans of the facility are located at the McCormick Place website (www.mccormickplace.com) under the 'Facility Overview' page:

<http://mccormickplace.com/floor-plans/pdf/mccormick-place-floorplans.pdf>

Hilary Barker
Purchasing Manager

Proposers Question:		McCormick Place SMG Response:
1	Is there a minimum weight requirement for how many pounds per chair, cushioned bench, etc., that each piece needs to be able to handle?	The designer should determine this based on the use and durability requirements.
2	Is there a defined area for Phase One? We see that you intend to award Phase One only so is it the intention to continue with the same selected firm for Phases Two and Three? Do you have a preliminary budget for Phases Two and Three?	There is no defined area for Phase 1. The scope for Phase 1 will be determined as part of the comprehensive study where the overall scope will be designed, estimated, and prioritized for all the public spaces. We are not awarding only Phase 1. We are awarding all phases to the selected consultant, with fees for future phases identified as a % of cost. See fee schedule on required Form F. There is no budget for future phases. This budget will be established as part of the comprehensive study.
3	Are you able to share the target scheduled completion for Phase One? Phases Two and Three?	Phase 1 will be completed immediately upon the completion of the comprehensive study. Future phases will follow, approximately yearly, as determined by the design, estimate, and prioritization.
4	Can you let us know how your procurement is structured?	Based on the specifications determined by the Selected Consultant and MPEA/SMG, the Procurement Department will issue an invitation for bid (IFB) for the purchase of the proposed furniture, for which price is typically the determining factor for award.
5	Do you have a bid format or front end that you typically use?	Yes, we will utilize the McCormick Place SMG Invitation for Bid document.
6	Do you have procurement channels such as procurement contracts or buying programs or any preferred vendors?	We can purchase directly from existing established public contracts such as US Communities. Furniture not covered by existing contracts of these types will be bid out competitively.
7	Can you describe what assistance McCormick Place requires with the bidding process?	We will require full drawings and specifications that can be bid out competitively.
8	Do you require services at the site during install?	Yes, typical industry standard level of oversight and verification that the design intent has been met.
9	Are there any objections to using custom furniture if the criteria for durability are met?	No objections if the custom furniture is cost competitive.