

Addendum One / RFB 2795

Issued on September 19, 2014

Plaza Café Tenant

The following information in this addendum, hereby become part of the Request for Proposal. It is essential that all prospective Proposers note the content of this Addendum.

Additions

Metro will not allow alcoholic beverages to be served during business hours Monday through Friday. However Metro would consider proposals that included options for the tenant to serve alcoholic beverages on weekends and/or after 5 p.m. on weekdays. The tenant would be responsible for compliance with all local, state and federal licensing and laws regarding serving alcohol, and be responsible for additional liquor liability insurance coverage.

The open house was attended by the following (whom signed-in)

| | | |
|-----------------------|--|--------------|
| Jonath Colon | jcolon@hmccoreon.com | 503.222.0280 |
| Paulina Salgado | psslgado@hmccoregon.com | 503.222.0280 |
| Art Marshall | art.marshall@state.or.us | 974.673.1588 |
| Cindy and Damon Hymer | hymerfamily@gmail.com | 503.803.1805 |
| Maggie Reilly | mreilly@mesopdx.org | 503.841.3351 |
| Geoff LeCoq | geoff@nossacoffee.com | 541.250.0563 |

Questions from the Open House:

1. Can we install propane?
The use of natural gas or propane would require the installation of a ventilation hood and possibly fire suppression. There is currently no fire suppression/sprinklers in the café. Metro is not opposed to having such additions made to the café. Metro expects the proposers to explain any improvement that they plan to make, how they propose to cover the cost of those changes, and whether Metro would be expected to contribute.
2. What utilities will be the tenant's responsibility and what have been the historic costs?
Metro would expect the tenant to be responsible for garbage, water and power. Historic data is attached.
3. Is garage space included with the lease of the café, how many stalls?
No, parking is not included.
4. What are the insurance requirements?
Insurance. Tenant shall purchase and maintain at the tenant's expense, the following types of insurance, covering the tenant, its employees, and agents:
 - (a) The most recently approved ISO (Insurance Services Office) Commercial General Liability policy, or its equivalent, written on an occurrence basis, with limits not less than \$2,000,000 per occurrence. The policy will include coverage for bodily injury, death, property damage, personal injury, contractual liability, premises and products/completed operations. Tenant's coverage will be primary as respects Metro;
 - (b) Automobile insurance with coverage for bodily injury and property damage and with limits not less than minimum of \$1,000,000 per occurrence;
 - (c) Workers' Compensation insurance meeting Oregon statutory requirements including Employer's Liability with limits not less than \$1,000,000 per accident or disease; and
 - (d) Property or personal property insurance covering equipment, improvements and possessions.



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The insurance should cover repair of broken windows. Liquor liability insurance with limits not less than \$1M will be required if tenant plans to sell liquor.

Metro, its elected officials, departments, employees, and agents shall be named as ADDITIONAL INSUREDS on Commercial General Liability and Automobile policies.

Tenant shall provide to Metro 30 days notice of any material change or policy cancellation.

Tenant shall provide Metro with a Certificate of Insurance complying with this article upon return of the tenant signed agreement to Metro. Certificate of Insurance shall identify the Metro contract number.

Indemnification. Tenant shall indemnify and hold Metro, its agents, employees and elected officials harmless from any and all claims, demands, damages, actions, losses and expenses arising out of or in any way connected with its lease of the space and for any claims or disputes involving subcontractors

5. Can the short, low wall behind the large table be removed?
Metro believes that this change would be acceptable; however, tenant improvements and changes should be included in the proposal.
6. What is under the café?
There is storage and parking for Metro below the café.
7. What are the sales from the last three years the café was operated?
Sales for the last three years are as follows:
 - a. 2012 \$65,900
 - b. 2013 \$65,625
 - c. 2014 \$50,828
8. Does a firm lose out on diversity points if it is not registered as an M/W/ESB?
Some but not all. Metro's diversity evaluation is more than just whether the proposer is registered as an M/W/ESB.
9. What is the occupancy of the Metro office building?
Metro has about 350 staff in the building. Some staff work 10 hour days and are not in the office five days a week. There are fewer employees on Mondays and Fridays for this reason.
10. Does the furniture and equipment in the building belong to Metro?
Yes, the existing furniture and equipment will remain the property of Metro and the tenant will be expected to repair or replace it if it is damaged.
11. Is there WiFi in the café?
Yes, Metro is providing WiFi in the café. This is the Metro public (or Guest) access, which requires the web acknowledgement of terms of use.



Metro

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1700

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Benchmark Comparison Tool

WATER

Cost in US Dollars

| Month | 2013 | 2014 |
|-----------|------|------|
| January | ~140 | ~140 |
| February | ~100 | ~100 |
| March | ~110 | ~110 |
| April | ~250 | ~250 |
| May | ~130 | ~130 |
| June | ~110 | ~110 |
| July | ~110 | ~110 |
| August | ~110 | ~110 |
| September | ~110 | ~110 |
| October | ~110 | ~110 |
| November | ~110 | ~110 |
| December | ~110 | ~110 |

Annual Periods of 2013 & 2014

Chart Options

One Meter Two Meters

Meter Selection

Electricity Gas Water

Date Selection

Years of 2013 & 2014

Measure Units

original units \$/Cost MTCO2 MBTU

Normalization

none area zone population degree d

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Benchmark Comparison Tool

Cost in US Dollars

POWER

| Month | 2013 Cost (US Dollars) | 2014 Cost (US Dollars) |
|-----------|------------------------|------------------------|
| January | ~380 | ~350 |
| February | ~350 | ~320 |
| March | ~380 | ~350 |
| April | ~350 | ~320 |
| May | ~380 | ~350 |
| June | ~350 | ~320 |
| July | ~450 | ~350 |
| August | ~380 | ~350 |
| September | ~350 | ~320 |
| October | ~380 | ~350 |
| November | ~350 | ~320 |
| December | ~380 | ~350 |

Annual Periods of 2013 & 2014

2013 2014

Chart Options

One Meter Two Meters

Electricity Gas Water

Meter Selection

Metro Regional Center/Hoyt Street Cafe/
Metro Regional Center

Date Selection

Years of 2013 & 2014

comparison time duration
 week of selection to prior week
 month of selection to same month in prior
 two year annual summary

Measure Units

original units \$Cost MTCO2 MBTU

Normalization

none area zone population degree di

Weather service unavailable. Check Internet connection.

Weather data provided by Weatherbi

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To save power during periods of inactivity during the working day, be sure that energy saving features are enabled in equipment such as your office copier...