



City of Kentwood, Michigan
Request for Proposals for
Design Services – City Hall Improvements
(Project #19-005-449)

Request for Proposals: Addendum N^o. 1
October 29, 2018

The City of Kentwood Request for Proposals for Design Services (Project# 19-005-449) is hereby amended with the following additional information:

1. In regards to the City's priorities for the five objectives in the RFP:
 - Adding two enclosed Human Resources offices and re-designing the common space for the west wing offices (Item #'s 1 and 2 on pages 3 and 4 of the RFP) are the main priority and focus for the City. \$100,000 has been budgeted for the construction of these tasks.
 - Another high priority is the creation of a new lower level internal access point (Item #5 on page 5 of the RFP). A sump pump, installed when City Hall was renovated in 2004, has not entirely remedied the building's ground water issues. The City is looking for placement of a second sump pump in another location which is currently enclosed by cement. It will be the design firm's task to determine the best location to bore through the cement wall for the needed access. Addition of the sump pump may potentially be self-performed by the City.
 - Addition of an employee shower(s) is the next priority and could be treated as a construction option/alternate. The cost to construct it may or may not have to wait for another budget year (starting July 1, 2019). It will depend on a number of factors.
 - Addition of a public unisex restroom on the main floor of City Hall could also be interpreted as a construction option/alternate.
2. Construction administration services are *not* needed from the Design firm. The City intends to have staff act as project manager to supervise construction of the Project once it has been awarded.
3. In regards to the Proposal Form (page 16 of the RFP):
A replacement proposal form is attached to this addendum and should be used for submitting firm's proposal. The new form requests the number of design service hours anticipated for each of the five objectives.
4. As indicated in the RFP, both electronic and hard copies of the Firm's proposal are desired. The number of hard copies being requested is *three (3)*.
5. The City hereby offers all interested firms a walk through tour of City Hall with time for questions and answers:

Monday, November 5, 2018 from 2:00 PM to 3:00 PM.

Firms are to check in at the City Hall front desk and will be directed to the large conference room on the main floor. We look forward to seeing you then.

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End of Addendum N^o. 1

Issued this Twenty-Ninth (29th) day of October, 2018.

By: Carla A. Kane
Carla A. Kane
City of Kentwood
Buyer



Proposal Response

Proposal Response

Proposal Response

REVISED Proposal Form – 10-29-18

Request for Proposals

Project №.: 19-0057-449

Project Name: Design Services – City Hall Improvements

I/We hereby offer to provide design services for the City Hall improvements in complete accordance with the specifications, terms, and conditions of City of Kentwood Request for Proposals No. 19-005-449, dated October 24, 2018, for the following lump sum price:

I. Total Not-to-Exceed Price for provision of the Services

(Design Services, Project Cost Estimate and Construction Bidding Documents):

\$ _____

Estimated Number of Design Service Hours (including project cost estimate and construction bid documents) to:

1. Add two enclosed Human Resources offices _____
2. Re-design common space for West Wing offices _____
3. Add employee shower (s) _____
4. Add public unisex restroom on main floor _____
5. Create new lower level internal access point _____

Grand Total # of Hours _____

- I/We attest that the City’s proposed schedule (“Anticipated Timing” on page 2 of this RFP) for the Services is reasonable and can be met.

This proposal acknowledges the following Addenda:

Addendum No. _____ Dated _____; Addendum No. _____ Dated _____

Check one:

- I/We attest that the proposal submitted as a result of this RFP conforms exactly to the Specifications, terms and conditions of this RFP.
- I/We attest that the proposal submitted as a result of this RFP does not conform exactly to the Specifications, terms and conditions of this RFP, and I have submitted a separate page labeled, “Exceptions, Omissions,...” (see **Item 4.j.** on page 13 of the RFP).

Submitted by: _____

Printed Name of Company

Signed by: _____

Printed Name of Individual

Its: _____

Title

_____ Date: _____

Signature