



MANAGEMENT SERVICES DEPARTMENT
PURCHASING DIVISION
241 W. South Street
Kalamazoo, Michigan 49007-4796
Telephone (269) 337-8020
FAX (269) 337-8500
cokpurchasing@kalamazoo.org

ADDENDUM #1
November 26, 2019

TO: All Prospective Submitters
PROJECT: Architectural, Structural Engineering and
Landscape Architectural Consulting Services
RFQ REFERENCE #: 90600-002.0
RFQ OPENING DATE/TIME: December 10, 2019 @ 3:00 p.m. Local Time

The purpose of this addendum is to clarify and/or modify the Specifications and/or Drawings for this project. All work affected is subject to all applicable terms and conditions of the Submittal and Contract Documents.

REVISION:

Please replace Section II. CONSULTANT PRE-QUALIFICATION – APPLICATION, Page 3 with the attached REVISED Page 3 (*Attachment A*). Space has been added to “Question 3. General Information” to indicate the number of professional registered architects currently employed by the Firm. **PLEASE USE THE ATTACHED REVISED PAGE 3 WHEN SUBMITTING QUALIFICATIONS FOR THIS REQUEST FOR QUALIFICATIONS (RFQ).**

The Addendum can be viewed and downloaded from the City’s website at www.kalamazoo.org/bidopportunities.

Questions regarding this addendum may be directed to James Baker, Public Services Director at bakerj@kalamazoo.org. Questions regarding terms, conditions and other related submittal requirements may be addressed to Craig Hull, Buyer at (269) 337-8444.

In order for a submittal to be responsive, this signed and dated addendum must be returned with your submittal. If you have already submitted your qualifications, acknowledge receipt and acceptance of this addendum by signing and dating in the place provided and returning it to the undersigned and it shall be incorporated in your submittal. Please identify your return envelope with the RFQ reference number and project description.

Sincerely,

A handwritten signature in blue ink that reads 'Michelle Emig'.

Michelle Emig
Purchasing Division Manager

Firm: _____

Signed: _____

Name: _____

Date: _____

(Type or Print)

ADDENDUM #1



RFQ Reference#: 90600-002.0
Architectural, Structural Engineering and
Landscape Architectural Consulting Services

ATTACHMENT A

REVISED

Section II. CONSULTANT PRE-QUALIFICATION –
APPLICATION, Page 3

REVISED

3. General Information

Number of professional registered engineers/architects/surveyors currently employed by Firm (excluding temporary employees)			
Engineers In Michigan _____		Engineers Outside of Michigan _____	
Architects In Michigan _____		Architects Outside of Michigan _____	
Surveyors In Michigan _____		Surveyors Outside of Michigan _____	
Number of other personnel currently employed by Firm			
In Michigan _____	Outside of Michigan _____		

4. Contact Information

Pre-Qualification Application Contact Information

Contact Person <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.	First Name	Last Name	
Title	Phone Number	Email	
Address			
City	State	Zip Code	Fax number

Financial Contact Information

Contact Person <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.	First Name	Last Name	
Title	Phone Number	Email	
Address		Type <input type="checkbox"/> Main/HQ <input type="checkbox"/> Billing Address <input type="checkbox"/> Mail Address <input type="checkbox"/> MI Branch <input type="checkbox"/> Other _____	
City	State	Zip Code	Fax number

5. Administrative Pre-Qualification

(This section is required with first submittal of a work type and at renewal time.)

<input type="checkbox"/> By submitting this application, the firm certifies that it is not presently suspended, debarred, or voluntarily excluded from participating in procurement activities by the State of Michigan or any agency of the United States government, and that a proposed suspension or debarment is not pending. <input type="checkbox"/> If this box is checked, the consultant has attached information relating to a current or pending suspension, debarment, or voluntary exclusion.
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6. General Terms

Please see SECTION V: TERMS AND CONDITIONS