



**MANAGEMENT SERVICES DEPARTMENT
PURCHASING DIVISION**

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**ADDENDUM #1
November 26, 2025**

TO: ALL Prospective Bidders
PROJECT: City Hall Condition Assessment
BID REFERENCE #: 91065-010.0
BID OPENING DATE/TIME: December 4, 2025, by end of business day(4:30 p.m. Local Time ET)

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

1. QUESTION 1: What additional historic research is expected beyond that included as part of the National Register Nomination and online information? Is archival research recommended?

ANSWER 1: Archival research should not be necessary. There is a local historic district study report that was drafted in 2022 that contains information about the history of city hall. This can be shared upon request.

2. QUESTION 2: Are there any original or existing drawing or documentation that accurately reflect the current conditions that will be provided to the selected contractor?

ANSWER 2: Yes there are drawings of the building that can be provided.

3. QUESTION 3: Are submitted drawings expected to be scaled?

ANSWER 3: Yes, drawings should be scaled.

4. QUESTION 4: Will access to both roofs, below grade parking and interior perimeter spaces be available to access? Is fall protection present at upper levels?

ANSWER 4: Yes, access will be to provided to the spaces mentioned, but we will not be providing fall protection.

5. QUESTION 5: Can any documentations of roofing maintenance or repair records, roofing test cuts (exploratory openings) by others, or facade maintenance or repair records be provided to the selected contractor?

ANSWER 5: No, we don't have records of maintenance at this time.

Questions related to this addendum may be addressed to Luis Pena, Historic Preservation Coordinator at penal@kalamazoocity.org. The Addendum can be viewed and downloaded from the City's website at <https://www.kalamazoocity.org/bidopportunities>.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michelle Emig'.

Michelle Emig

Purchasing Division Manager

c: Luis Pena, Historic Preservation Coordinator

FIRM: _____

SIGNED: _____

NAME: _____

DATE: _____