



PURCHASING

July 9, 2026

MEMO TO: Prospective Bidders

FROM: Kimberly Toon, Purchasing Manager

SUBJECT: **Addendum #1:** Facilities Condition Assessment Space Utilization Study and Facilities Master Plan

DUE DATE AND TIME: **JULY 30, 2026 at 2:00 p.m.**

1. The Bid Documents are hereby modified by this Addendum #1 dated July 9, 2026. To include the following:

a. Q&A

2. The foregoing changes shall be incorporated in the Bid Documents, and a copy of the Addendum 1, signed by the Bidder, must accompany the Bid to indicate the Bidder's familiarity with the changes.

a. Q&A Responses

- **Question:** We were wondering if there would be an opportunity to visit to ask questions from staff to make sure, we have a clear understanding of what the City is looking for.

Answer: This cannot be allowed for a single bidder. All bidders must be present to receive the same information asked and given.

- **Question:** After reading the RFQ, we had a question regarding your project timeline. Within the RFQ, it is asking us to provide a schedule, but there was so specific timeline provided. Can you share an estimated timeframe on your project?

Answer: Each bidder should provide their own timeline. This requirement is based on how much time each bidder thinks it will take them.

Bidder Acknowledgement:

Bidder Name (Print):_____

Bidder Signature:_____

Date of Signature:_____