

**Ingham County Request for Proposals**  
**A/E Services for Renovating a Portion of the Human Services Building**  
**Packet #209-19**

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**ADDENDUM NO. 1**

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. What is the approved / secured budget for this project?

**No budget has been approved for this project.**

2. Can you clarify the scope square footage to be 22,200 with 15,000 scope area and 7,200 additional scope?

**The County currently leases approximately 15,000 square feet of office space at the Human Services Building (first and second floors) to Community Mental Health Authority (CMHA) for its Families Forward Program. However, only 6,000 square feet of this space is anticipated needing to be renovated; however, it is incumbent on the awarded A/E firm to evaluate all the space and make its own determination regarding the design and necessary renovation needed.**

**CMHA will eventually occupy 7,300 square feet of additional space that is currently occupied by the Ingham County Human Resources (on the second floor of the HSB). This space also needs to be renovated and will be part of the awarded A/E's contract.**

**Therefore, the total estimated square footage needing renovation is 22,300.**

3. Confirm there will be no new furniture associated with this scope of work, instead all furniture will be re-used.

**Furniture, fixtures and equipment (FFE) are not part of this contract.**

4. There was contradictory statement regarding existing drawings, does the facility have existing architecture, mechanical and electrical drawings?

**Drawings are available in PDF and hardcopy formats and will be provided to the awarded proposer.**

5. Checking the drawings provided to us it shows the upper level floor plan square feet is equal to +/- 14,500 sf (the front area ) and +/- 7200 sf (the back area). And the lower level without the restrooms +/- 9,400 sf that mean the whole renovated area is equal to +/- 31,100 sf. Is this right? We were told in the meeting around +/- 15,000 sf.

See answer to question #2.

6. We were told that the budget is around \$300,000 for that renovation. This number seems very low. I want to check with you if there were an actual budget for the project.

See answer to question #1.

7. Can you send me the sign in sheet for mandatory walkthrough for the Human Services Building renovation project?

See attached for a copy of the Sign-in Sheet.

Please acknowledge your receipt and understanding of the aforementioned Addendum by signing below and returning it with the submittal of your proposal.

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Signature

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Date

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Print Name

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Title

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Company Name

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Phone #

Pre-Proposal Meeting: OCTOBER 31, 2019 @ 9:00 AM

Location: Conference Room A of the Human Services Building, 5303 S. Cedar St., Lansing, MI 48911.

RFP: 209-19 Architectural and Engineering Services for Renovating a Portion of the Human Services Building  
SIGN-IN

It is the vendors responsibility to make sure their handwriting is legible in order to receive addendums (if issued).

The Purchasing Department will no longer try to decipher vendor's handwriting; nevertheless, addendums if issued are posted online: <http://pu.ingham.org/Home/CurrentBids.aspx>. Your signature confirms you are aware that the contractor is responsible for their receipt of addendums either by email or by the current bids posting.

For security purposes sign-in sheets posted on the purchasing department's website will not include your email or phone number.

COMPANY NAME	ATTENDEE	ADDRESS	SIGNATURE
Only those vendors attending this meeting will be allowed to submit a proposal		City / State	Verification of attendance & addendum process
NORR	Scott Catallo	Detroit MI	Present
Hooker DeJong Inc.	Phil Komar	Grand Rapids MI	Present
GAV & Associates	Ghassan Abdelnour	Farmington, MI	Present
Bergmann Associates	Cody Carew	Lansing MI	Present
DiClemente Siegel Design	Nicole Wagner-Hoffman	Southfield, MI	Present
Straub Pettitt Yaste Architects	Richard Mann	Clawson MI	Present
Matrix Consulting Engineers Inc.	Neal Spitzley	Lansing MI	Present
Ehresman Architects	Matthew Rybak	Troy MI	Present
Wightman Assoc.	Rick D'Alessnadro	Kalamazoo MI	Present
Century A & E	Craig Nicely	Grand Rapids MI	Present