

**ADDENDUM NO. 1  
TO THE  
REQUEST FOR QUALIFICATIONS**

**for**

**City Hall Facility Planning and Design Services**

March 31, 2026

This addendum includes clarifications submitted by vendors regarding submission requirements. In addition, this addendum provides opportunities for consultants to schedule a site visit to City Hall. Please see information below. This addendum is provided for the benefit of all prospective respondents.

**Submission Requirements:**

Replace submittal requirements with following text (*new text is italicized*):

Consultants are strongly encouraged to submit their statements in the format and order of the above listed evaluation criteria Submittals shall be no more than 12 pages or up to 6 double-sided sheets with text no smaller than size 10 font on 8 ½ “x 11” paper. Two additional 11” x 17” sheets are allowed as part of the submittal for purposes of graphical representations or illustrations, which will not count towards the 12-page limit discussed above. *In addition, the City Provided SOQ coversheet, the consultants cover sheet, and associated table of contents (if applicable) will not count towards the 12-page limit. Consultant resumes can be submitted as a separate document for City review.*

Cost proposals or elements of cost shall not be provided at this time.

**Site Visit:**

The City will allow chaperoned site visits to City Hall to review the facility. These visits are to allow consultants opportunity to take photos, measurements, and gain insight to existing features. If any questions arise the City will not answer on site but will review questions submitted and release a formal response to all prospective respondents.

**Site Visit Date:** April 14<sup>th</sup>

**Time:** 8:00 A.M. to 5:00 P.M.

**Timeframe:** 1-hour time block

**Contact:** Justin Monsrud, PE 360-817-7232 or [jmonsrud@Cityofcamas.us](mailto:jmonsrud@Cityofcamas.us)

Submittal due date remains April 30, 2026 by 5:00 P.M.