ADDENDUM NO.1

REQUEST FOR QUALIFICATIONS 2026-034

KITSAP COUNTY

TO:	ALL RESPONDENTS
FROM:	GLEN MCNEILL, PURCHASING SUPERVISOR
CLOSING DATE:	October 15, 2026 @ 2:00 P.M.
REF NO.:	2026-034 On Call Building Commissioning Services

This Addendum No.1 to RFQ 2026-034 On Call Building Commissioning Services makes the following revisions and clarifications

1) **RFQ Section 5.2 specifies Cover/Title page, Table of Contents, and Appendices are not included in the 20-page limit. Please clarify whether or not Dividers/Tabs are also exempt from the page count.**

   Response: Dividers/Tabs are exempt from the page count.

2) ***RFQ Section 5.2 specifies submittal in Adobe Acrobat (PDF) on either USB Flash Drive or via email submission listed in 4.1. In addition, hard copy of submission delivered to physical address listed in 4.1. Please confirm that both Adobe Acrobat (PDF) and One (1) physical hard copy delivered of submission are being requested.***

   Response: Only an email submission in Adobe Acrobat (PDF) format is required. A physical hard copy and USB flash drive do not need to be submitted.

3) **On page 13, Section 5.3.5, "Client References and Past Performance," Does Kitsap County want to see references for each project example, or may we provide references that may not be associated with our project examples?**

   Response: Provide a reference for each project example included in the submission. References should be directly associated with the corresponding project.

4) **Are divider pages omitted from the page count?**

Response: Dividers/Tabs are exempt from the page count.

5) **Are building enclosure services expected in this contract?**

Response: Yes. Building enclosure services are included within the anticipated scope of this contract.

6) **In section 5.1 Submittal Place and Deadline, it sounds like the SOQ needs to be hand delivered or mailed to the addresses stated earlier, but in section 5.2 Submission Format it says to submit as a PDF on a USB flash drive or through email. Do you want printed copies along with a USB drive handed/mailed over or is it acceptable to just do an email submission?**

Response: Only an email submission is acceptable. Printed copies and/or a USB flash drive do not need to be submitted.

END ADDENDUM 1