



**KINGSLEY AREA SCHOOLS**

402 Fenton Street

Kingsley, MI 49649

Superintendent: Joshua T. Rothwell

[jrothwell@kingsleyschools.org](mailto:jrothwell@kingsleyschools.org)

(231) 263-5261 Ext. 1104

Kingsley Area Schools and the community share the responsibility of educating all students to become productive citizens and lifelong learners.

**MAY 16, 2025  
ADDENDUM NO. 1 TO  
ROOF REPLACEMENT REQUEST FOR PROPOSALS**

This Addendum amends the Kingsley Area Schools Roof Replacement Request for Proposals, dated May 9, 2025 (the “RFP”), as follows:

**1. The following shall be inserted as Section 2.2.4.3:**

Any manufacturers not listed within the drawings and specifications included in Attachment E and/or Exhibit “2” shall be bid as a voluntary alternate and outlined as such on the Proposal Form.

**2. The following shall be inserted as Section 2.2.4.4:**

Proposers must include the following allowances with their Proposals, consistent with those listed on Sheet A3.2 in Exhibit “2” attached hereto:

2.2.4.4.1: Allowance 1: Proposer to include \$122,500.00 allowance to replace existing roof drains with new sump and complete drain assembly based on \$3,500.00 per location at 35 locations.

2.2.4.4.2: Allowance 2: Proposer to include \$40,000.00 allowance for unforeseen conditions.

Unused portions of allowances shall be returned to the School District as a credit.

**3. The Proposal Form included as Attachment C shall be replaced with and superseded by the Amended Proposal Form attached hereto as Exhibit “1”.**

**4. The drawings and specifications, dated January 6, 2025, consisting of three (3) pages, included within Attachment E of the RFP, are hereby replaced with and superseded by the drawings and specifications, dated May 15, 2025, attached hereto as Exhibit “2”. All other pages provided within Attachment E of the RFP shall remain the same.**

The RFP is modified as set forth in this Addendum. The original RFP documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal and must acknowledge receipt of this Addendum in its Proposal. The Proposal submittal deadline remains the same and is not changed by this Addendum.

**Exhibit "1"**  
**Amended Proposal Form**

This Proposal has been prepared to provide the School District with all the information requested in the RFP. The undersigned certifies that the RFP has been carefully examined and that the Proposal contained herein meets or exceeds the scope of services as outlined therein, all of which shall be completed within the required Project schedule. The undersigned further certifies that, if it has any objection to the requirements of the RFP, or if it wishes to add to or delete therefrom (including, but not limited to, the proposed contract language), such objections and/or modifications are stated below:

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Proposal Amount: \$ \_\_\_\_\_

Proposal Amount Breakdown:

- Cost of Labor: \$ \_\_\_\_\_
- Cost of Materials & Equipment: \$ \_\_\_\_\_
- Required Allowances:
  - Per Section 2.2.4.4.1: \$122,500.00
  - Per Section 2.2.4.4.2: \$40,000.00
- Other Costs: \$ \_\_\_\_\_

Explanation of Proposal Amount (voluntary but recommended):

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Voluntary Alternate(s): \_\_\_\_\_

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*Please check one:* Proposer [ \_\_\_\_ has / \_\_\_\_ has not] requested, received and reviewed all clarifications and addenda applicable to this RFP.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2025.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Proposer shall provide necessary information including but not limited to the information below. Proposer can attach additional pages as necessary to provide additional information or explanation.

**Kingsley Area Schools  
REQUEST FOR PROPOSALS FOR  
ROOF REPLACEMENT  
PROPOSAL DETAILS**

**I. CONTRACTOR INFORMATION**

The following information will be considered by the District for the purpose of determining the Contractor's "responsibility" and present capability to perform the work. The District's determination is not limited to the information below or any other information required by this RFP.

Name of Firm: \_\_\_\_\_  
Year Established: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Facsimile Number: \_\_\_\_\_  
Contact Person Email Address: \_\_\_\_\_

**A. BUSINESS ORGANIZATION**

1. Individual      \_\_\_\_ Partnership      \_\_\_\_ Corporation      \_\_\_\_ Other

2. Years firm has provided services: \_\_\_\_\_

3. List Principals and officers of the firm:

4. List the various professional and support staff positions and number of personnel in each position in your firm.

<u>Professional Staff</u>	<u>Number</u>	<u>Support Staff</u>	<u>Number</u>
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5. Provide a brief history of your firm's experience with public school improvements, if any.

6. List subcontractors or consultants outside your firm you propose using to provide services not available in your firm.

<u>Firm Name</u>	<u>City/State</u>	<u>Specialty</u>	<u>Number of Times Affiliated With You</u>
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- 1.
- 2.
- 3.
- 4.

7. What is your firm's present workload?

<u>Number of Projects</u>	<u>\$ Value</u>
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Provide a list of all scheduled projects and unscheduled projects currently being handled by your firm, including an indication of percentage of completion for each project.

8. What is your General Liability Insurance coverage:
  - a. Total amount of protection provided.
  - b. Amount of deductible, if any.
  - c. Name, address, phone #, and contact person of Insurance Company.
  - d. Are the costs of this coverage included in your Fee Proposal? If not, what is that additional cost?
9. Have you had mediation, litigation, arbitration or a claim filed against or settled with your firm by an educational client, or have you filed or settled the same against an educational client? If yes, explain each in detail.
10. Have you had mediation, litigation, arbitration or a claim filed against or settled with your company by any client outside of the educational market or have you filed the same against any other client? If yes, explain each in detail.
11. Has your firm ever been terminated, for cause or for convenience, prior to completion of a project or has your firm ever terminated a contractor contract, for cause or for convenience, prior to completion of a project? If yes, explain each in detail.

**B. APPROACH TO ROOF REPLACEMENT**

1. Describe in detail, the process you will follow to commence the work on the Project.
2. List what you consider to be the best project you have worked on (as applicable):

Project Name:  
School District:  
Contact:  
Phone Number:  
Total Cost:  
Square Footage:  
Cost per Square Foot:  
# of Change Orders:  
Cost of Change Orders:  
Date Completed:  
Project Architect:

Why do you consider this school to be your firm's best work?
3. List the top five exceptional educational features of improvements completed by your firm.
4. Describe the method(s) of budget/cost control, quality control, and time schedule adherence you will use for the Project.
5. List the steps in your standard change order procedure, your criteria used to determine whether Additional Service fees will be charged and for change orders, and your fee schedule for change orders.
6. Describe how your firm stays up-to-date on applicable legal and regulatory requirements applicable to school improvements.
8. Some of the work may occur while school is in session. Describe how your firm will minimize any interruptions to our day-to-day operations.

9. List the five (5) most recent school projects for which your firm has acted as Contractor, including a general description of the project and contact information for your primary contact with the school district (as applicable).

Project #1 Name:  
School District:  
Contact:  
Phone Number:  
Total Cost:  
Square Footage:  
Cost per Square Foot:  
# of Change Orders:  
Cost of Change Orders:  
Date Completed:

Project #2 Name:  
School District:  
Contact:  
Phone Number:  
Total Cost:  
Square Footage:  
Cost per Square Foot:  
# of Change Orders:  
Cost of Change Orders:  
Date Completed:  
Project Architect:

Project #3 Name:  
School District:  
Contact:  
Phone Number:  
Total Cost:  
Square Footage:  
Cost per Square Foot:  
# of Change Orders:  
Cost of Change Orders:  
Date Completed:  
Project Architect:

Project #4 Name:  
School District:  
Contact:  
Phone Number:  
Total Cost:  
Square Footage:  
Cost per Square Foot:  
# of Change Orders:  
Cost of Change Orders:  
Date Completed:  
Project Architect:

Project #5 Name:  
School District:  
Contact:  
Phone Number:

Total Cost:  
Square Footage:  
Cost per Square Foot:  
# of Change Orders:  
Cost of Change Orders:  
Date Completed:  
Project Architect:

**Exhibit “2”**  
**May 15, 2025 Drawings and Specifications**

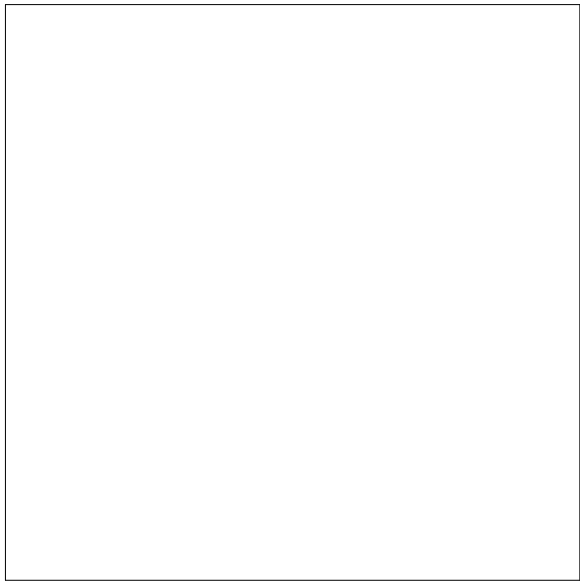
Kingsley Middle School

403 Blair St, Kingsley, MI 49649

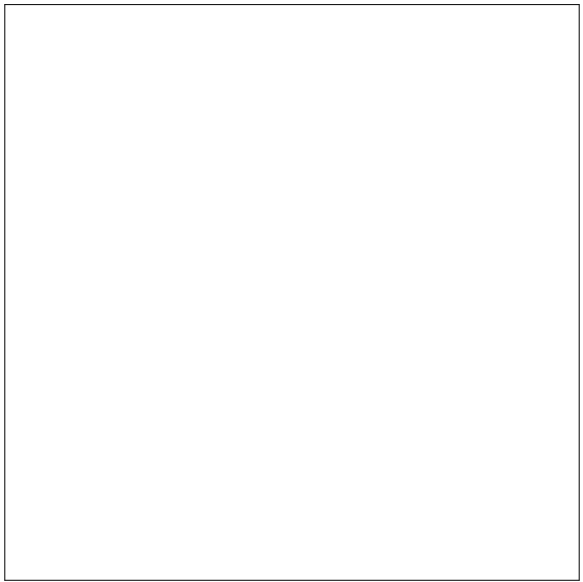
Project Number:    24-22

ARCHITECTURAL	
A3.2	Composite Roof Plan
A3.3	Roof Details

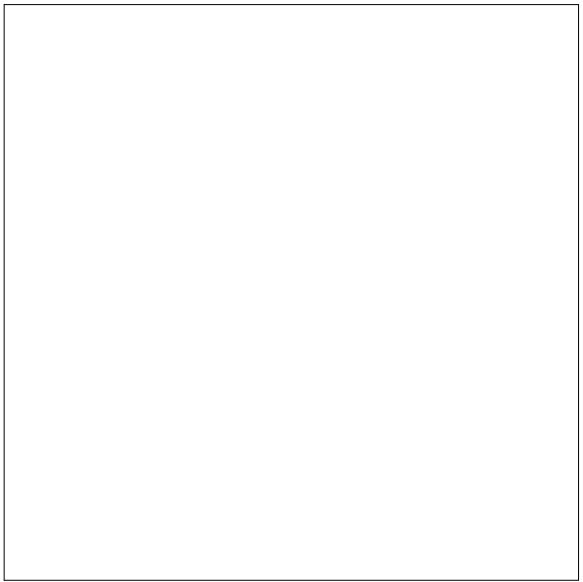
m.e.p. engineers



structural engineers



site/civil engineers



ISSUES		ISSUE DATE
		12/05/24
Preliminary		1/6/25
Revisions		3/4/25
Bid Set Addendum #1		5/15/25

CURRENT REVISION DATE  
5/15/2025 8:14:30 AM

PRELIMINARY//NOT  
FOR  
CONSTRUCTION

environmentarchitects

CALL 231 946 1234  
10241 E. Cherry Bend Rd.  
TRAVERSE CITY MI. 49684  
ENV-ARCH.COM

A0.1



	09/19/24
Preliminary	1/6/25
Revisions	3/4/25
Bid Set Addendum #1	5/15/25

CURRENT REVISION DATE  
5/15/2025 8:12:42 AM

PRELIMINARY//NOT  
FOR  
CONSTRUCTION

Kingsley Middle  
School

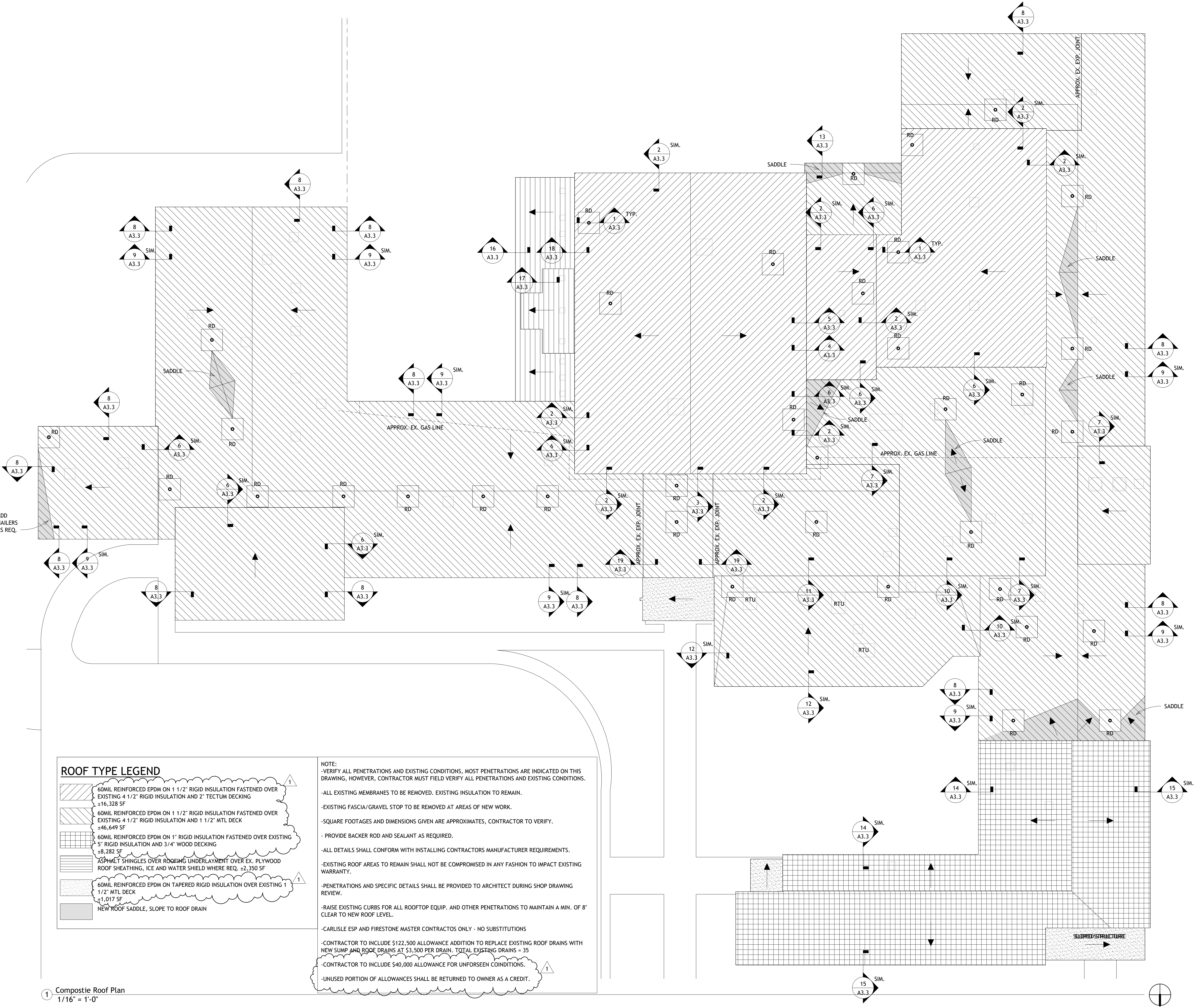
Project Number:  
24-22

403 Blair St,  
Kingsley, MI 49649

Composite Roof  
Plan

CALL 231 946 1234  
10241 E. Cherry Bend Rd.  
TRAVERSE CITY MI. 49684  
ENV-ARCH.COM

A3.2



1 Composite Roof Plan  
1/16" = 1'-0"



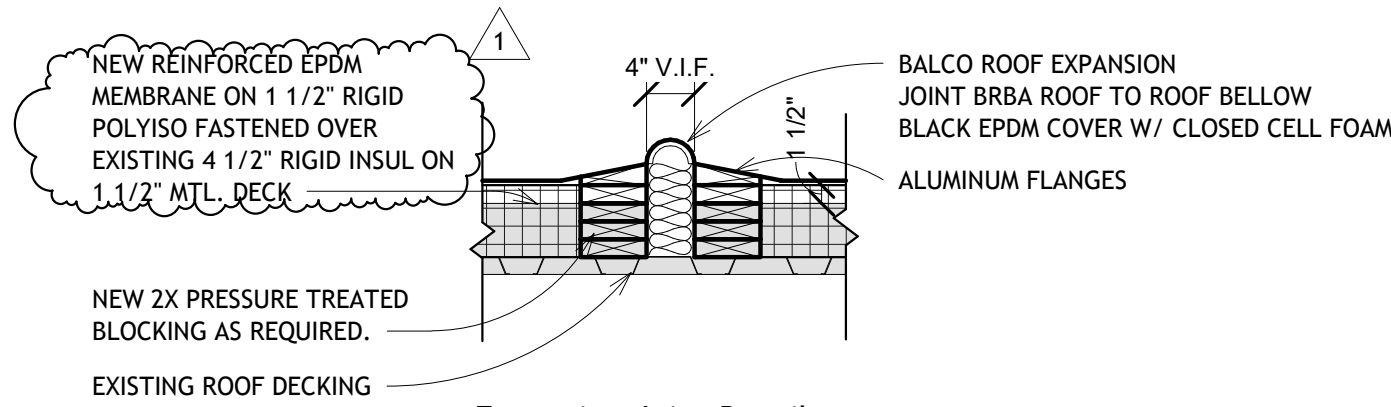
NOTE: AREAS SHOWN IN GRAY  
REPRESENT EXISTING CONSTRUCTION.

ISSUES

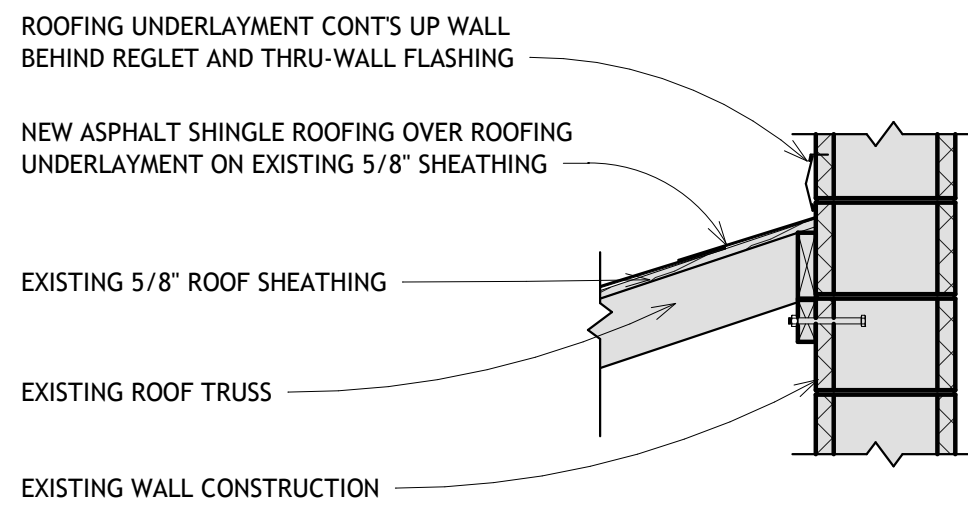
ISSUE DATE

	12/05/24
Preliminary	1/6/25
Revisions	3/4/25
Bid Set Addendum #1	5/15/25

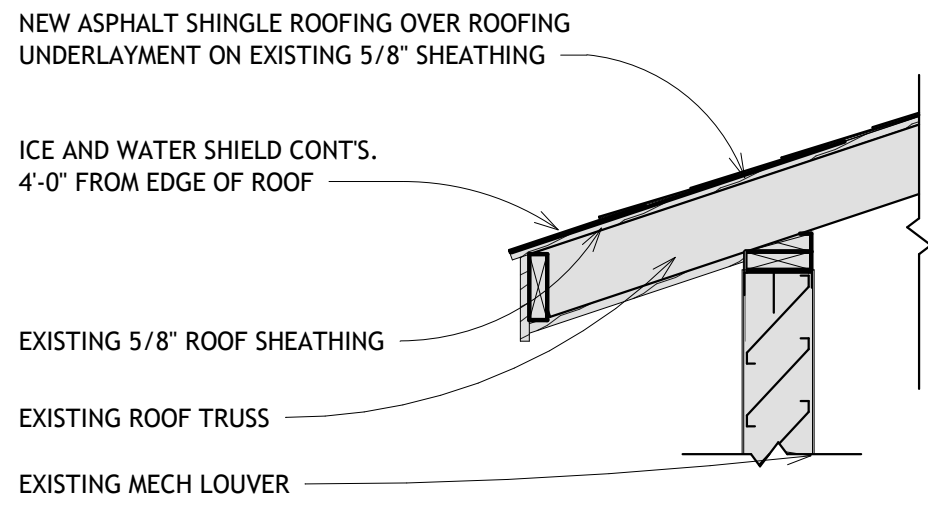
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5/15/2025 8:11:21 AM



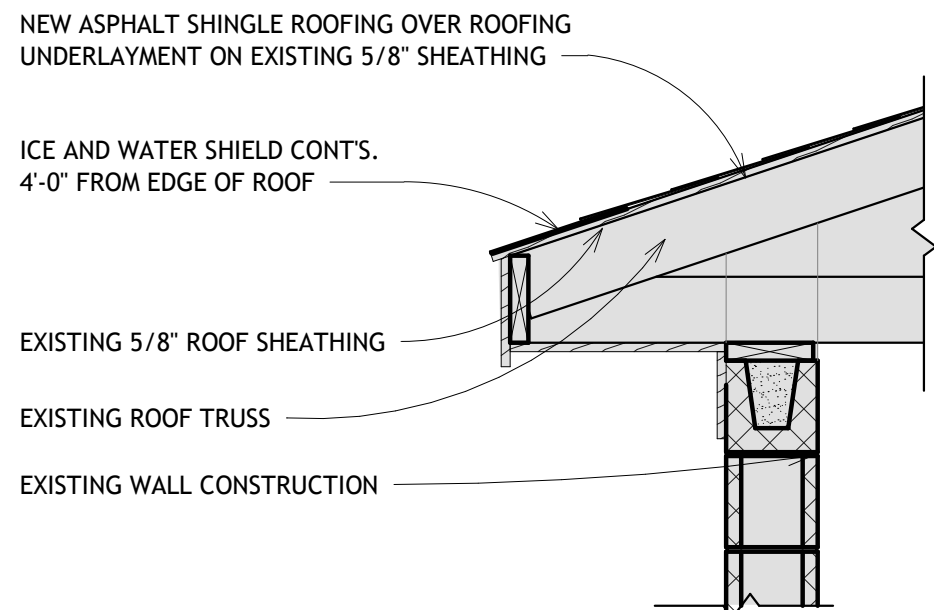
19 Expansion Joint Detail  
3/4" = 1'-0"



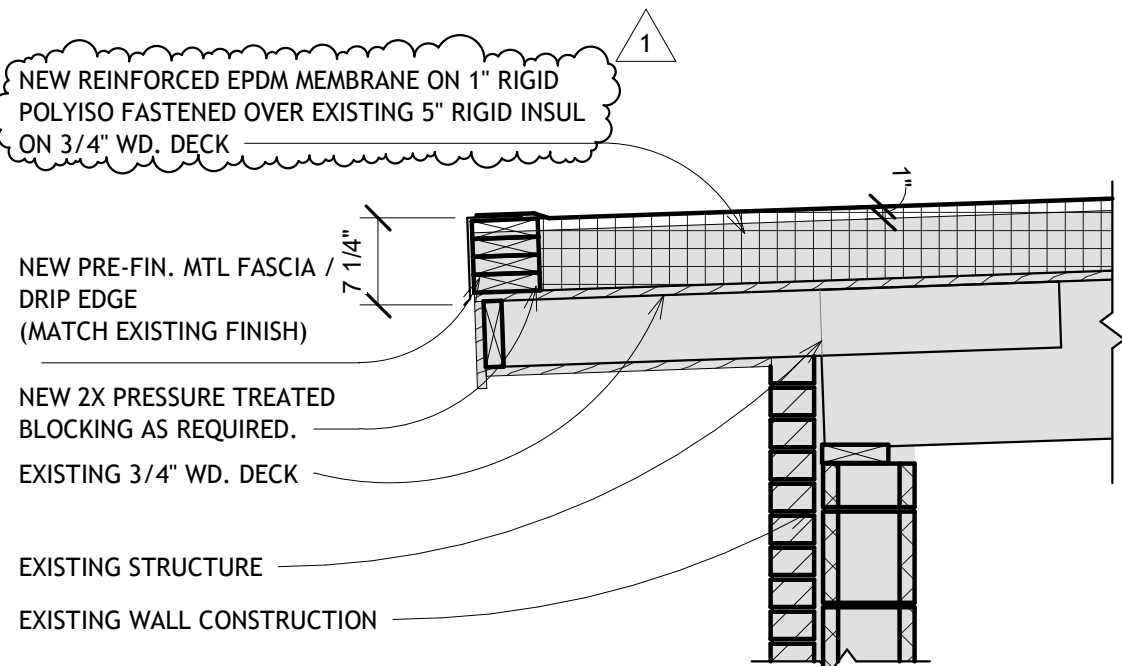
18 Shingle Roof Detail 3  
3/4" = 1'-0"



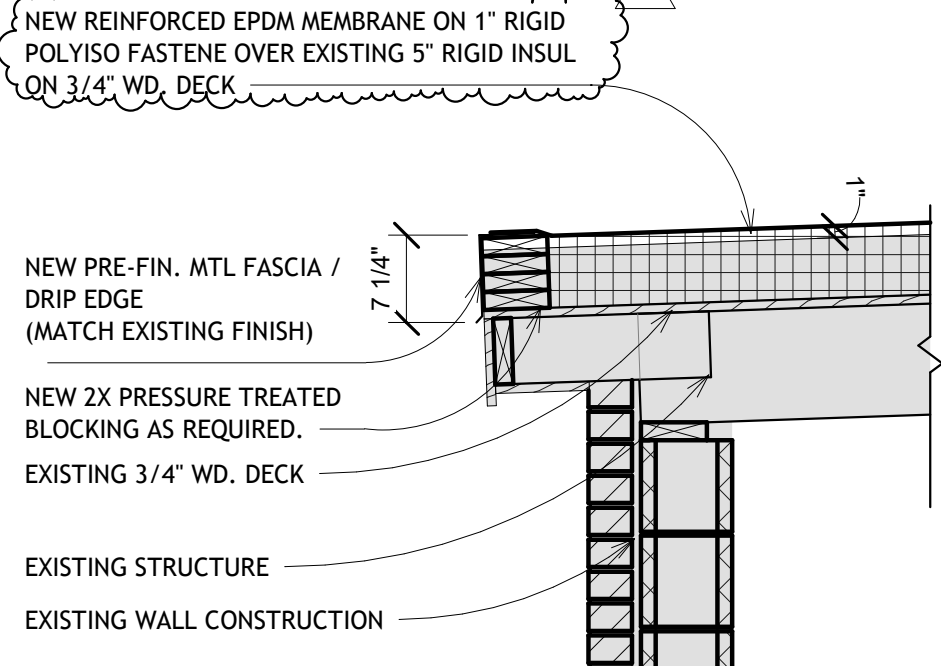
17 Shingle Roof Detail 2  
3/4" = 1'-0"



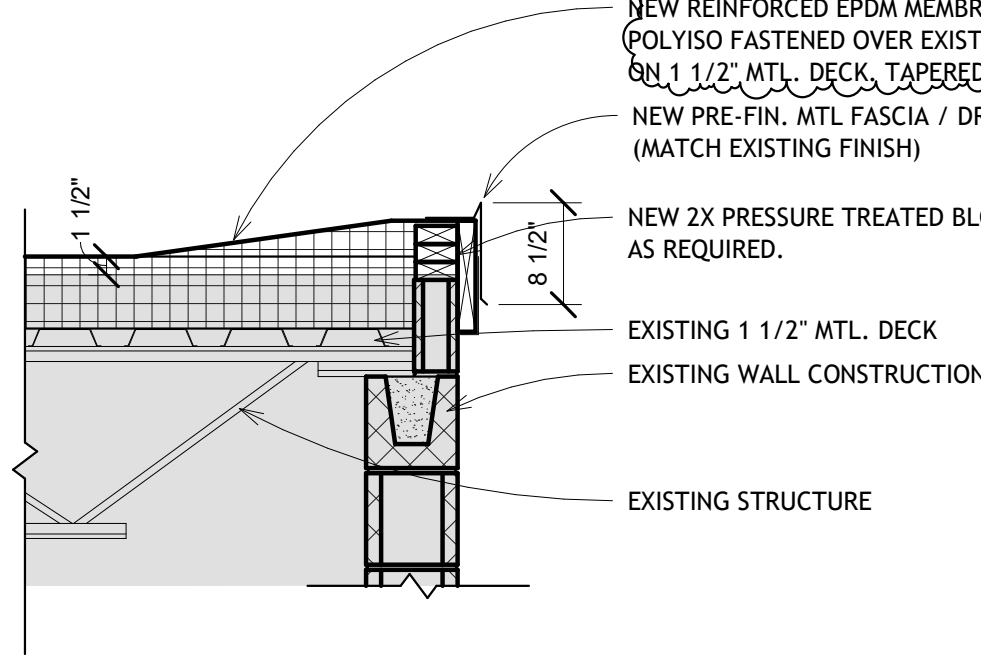
16 Shingle Roof Detail 1  
3/4" = 1'-0"



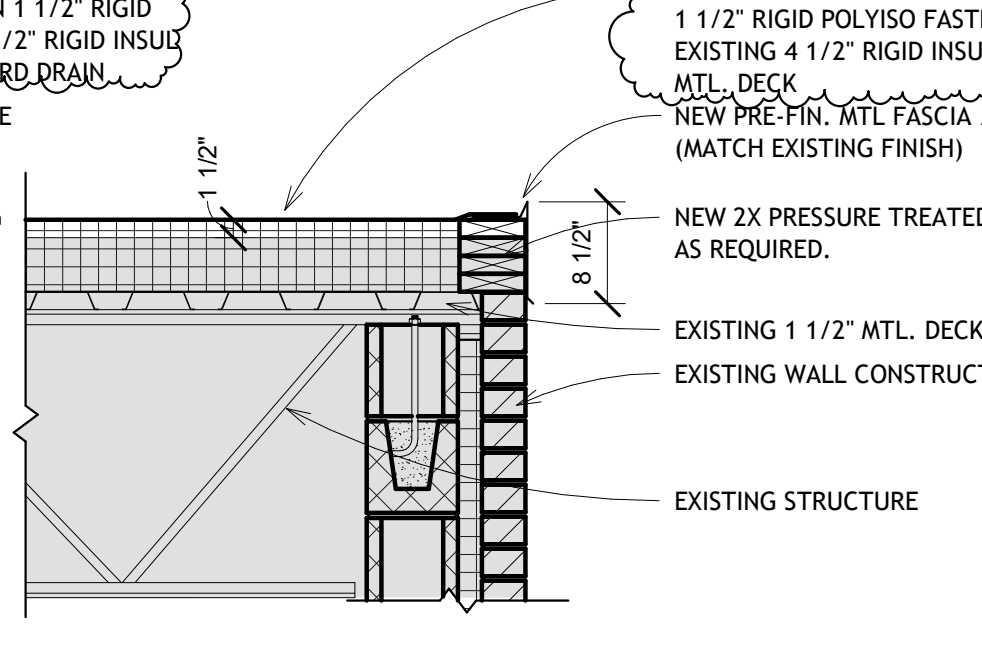
15 North Classroom Roof Detail 2  
3/4" = 1'-0"



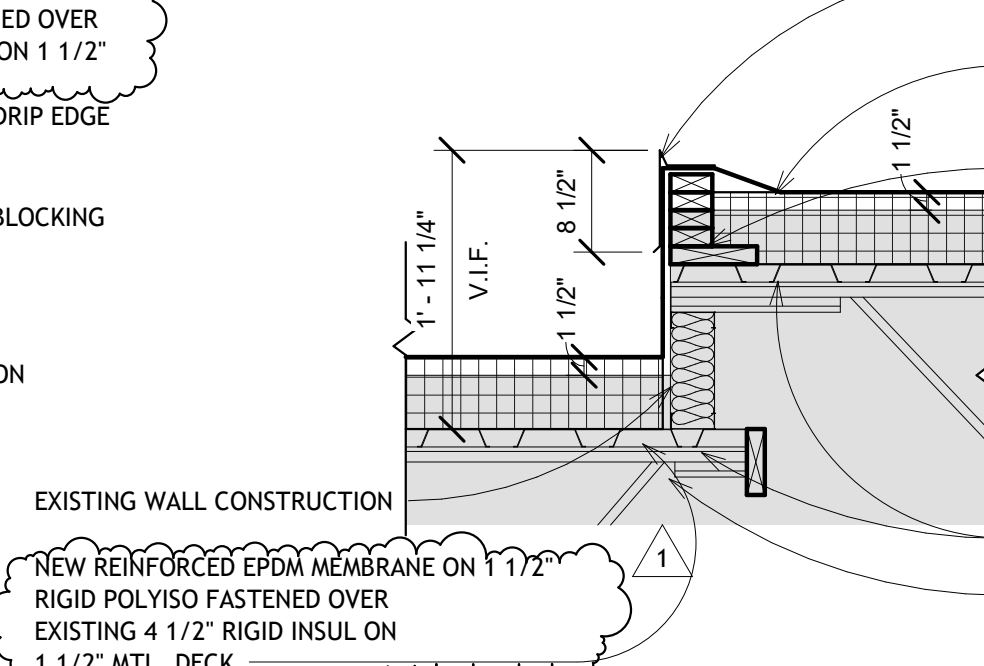
14 North Classroom Roof Detail 1  
3/4" = 1'-0"



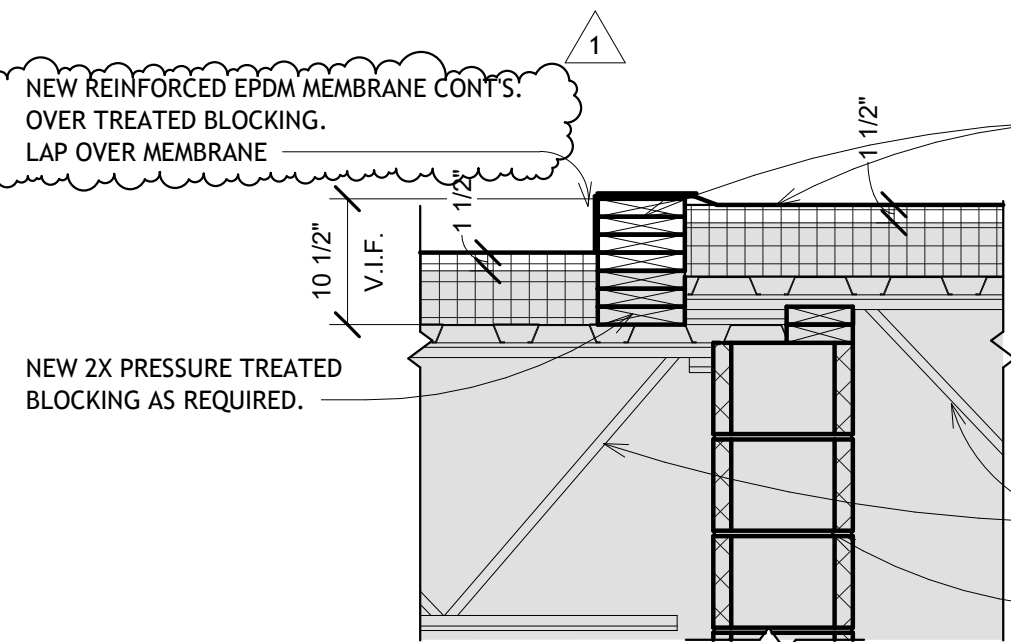
13 Weight Training Roof Detail 1  
3/4" = 1'-0"



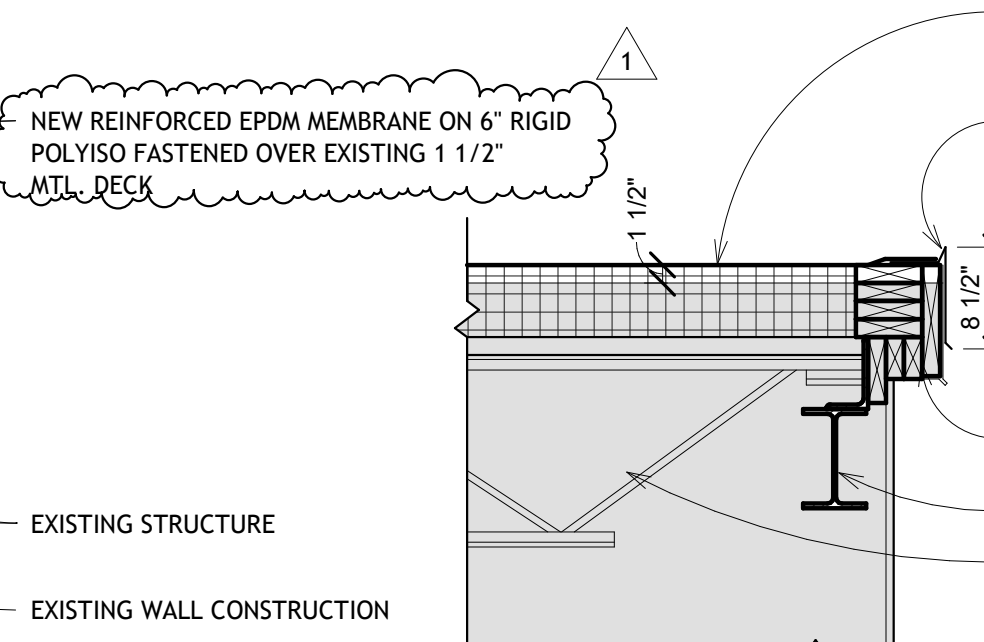
12 Office Roof Detail  
3/4" = 1'-0"



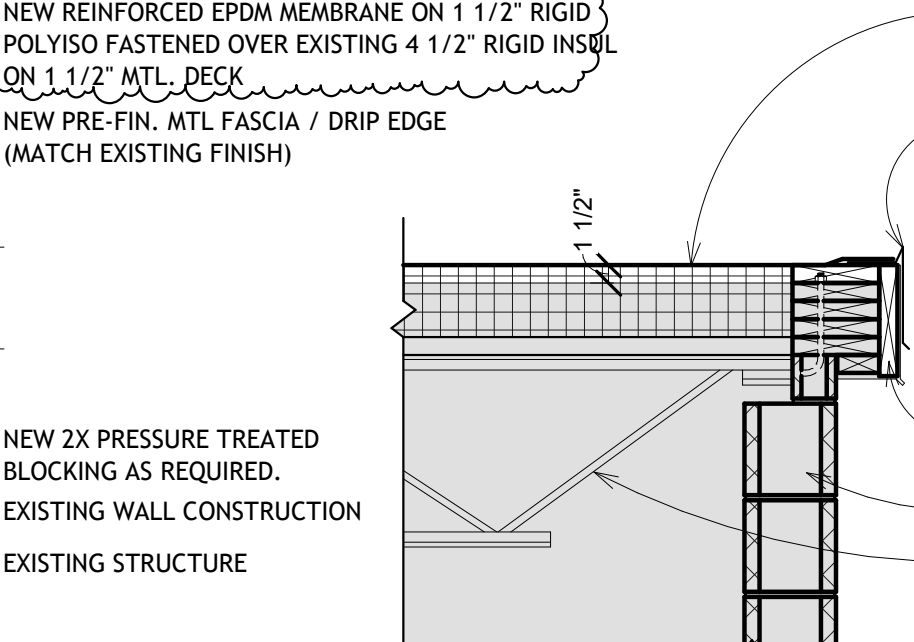
11 Office Roof Transition Detail 2  
3/4" = 1'-0"



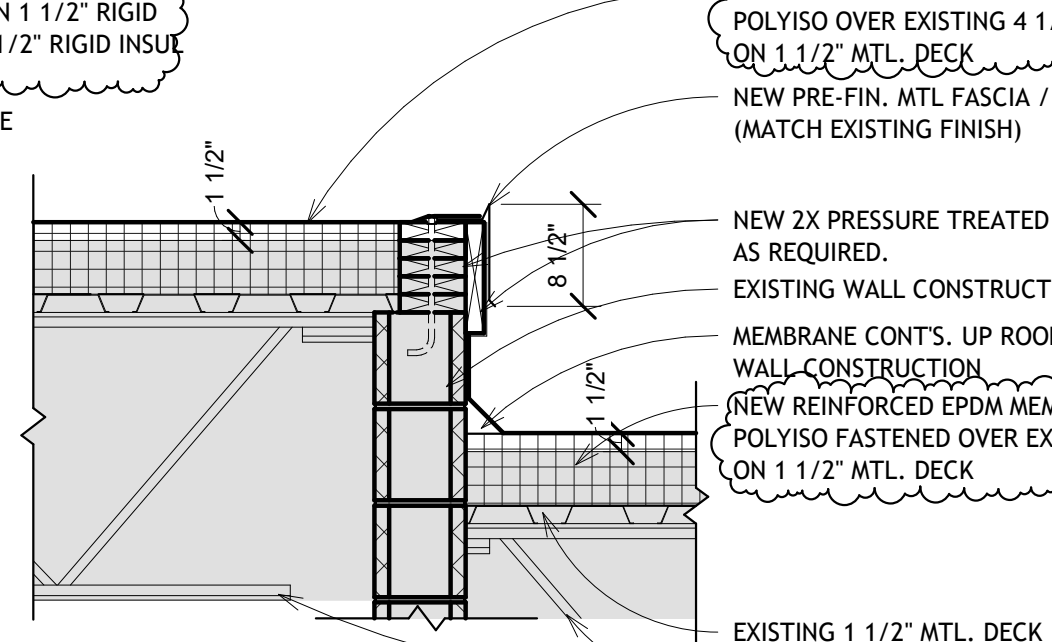
10 Office Roof Transition Detail 1  
3/4" = 1'-0"



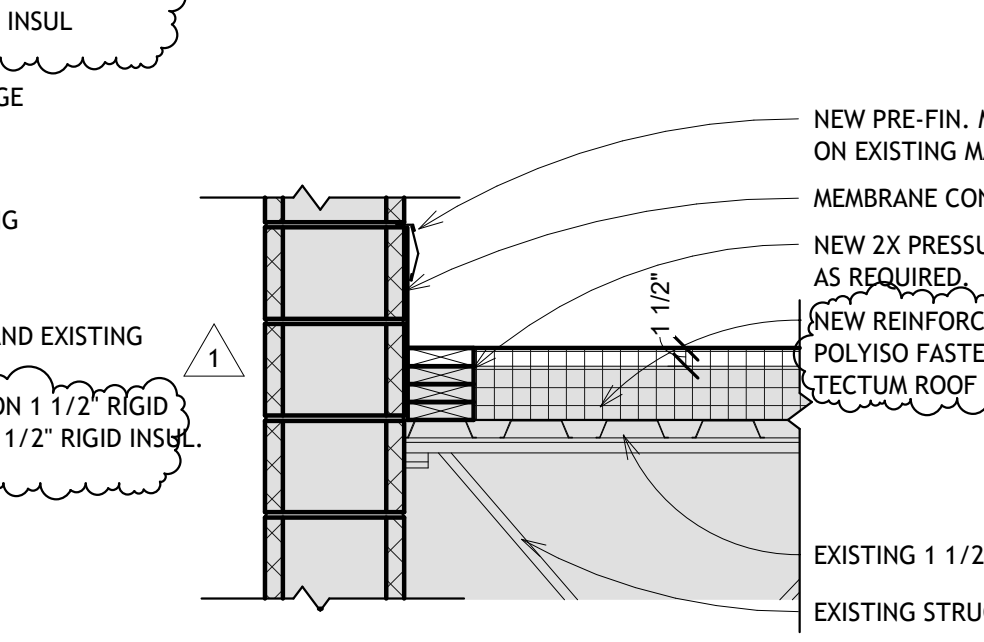
9 Classroom Roof Detail 2  
3/4" = 1'-0"



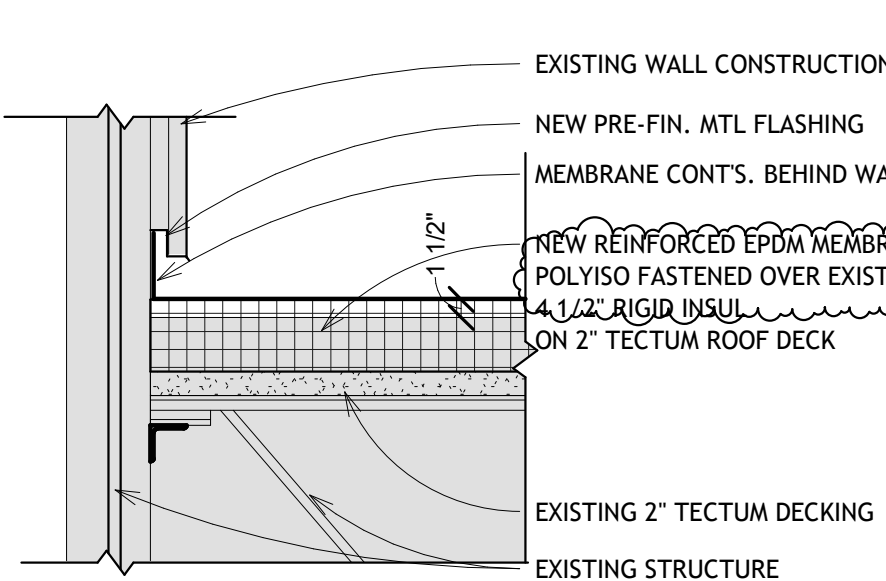
8 Classroom Roof Detail 1  
3/4" = 1'-0"



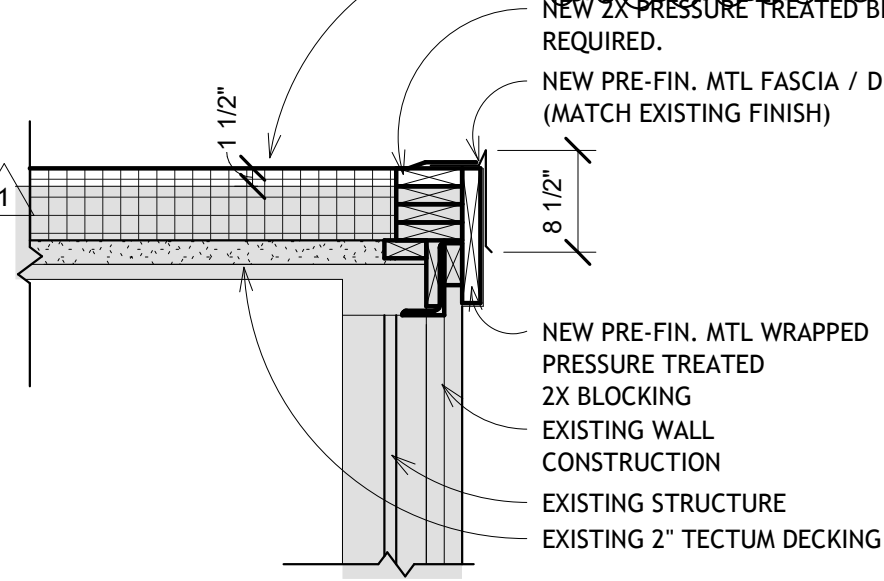
7 Roof Transition Detail 1  
3/4" = 1'-0"



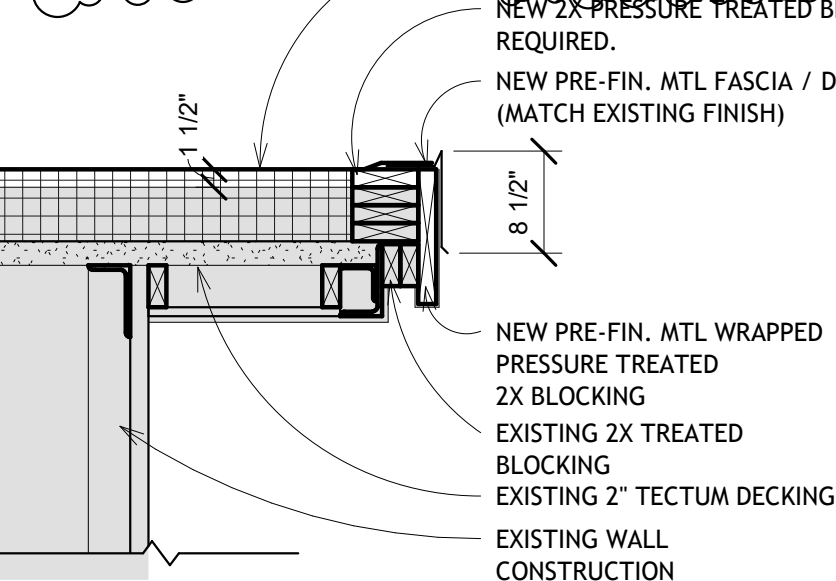
6 Gym Lower Roof Detail 2  
3/4" = 1'-0"



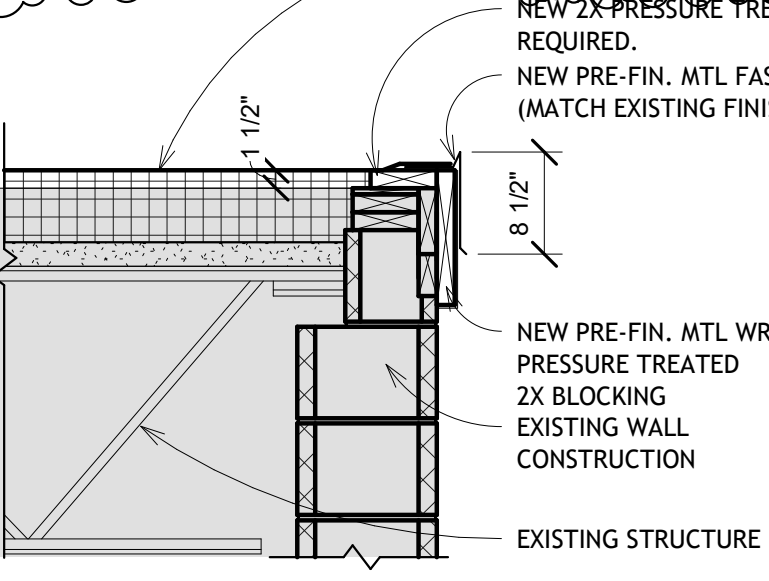
5 Gym Lower Roof Detail 1  
3/4" = 1'-0"



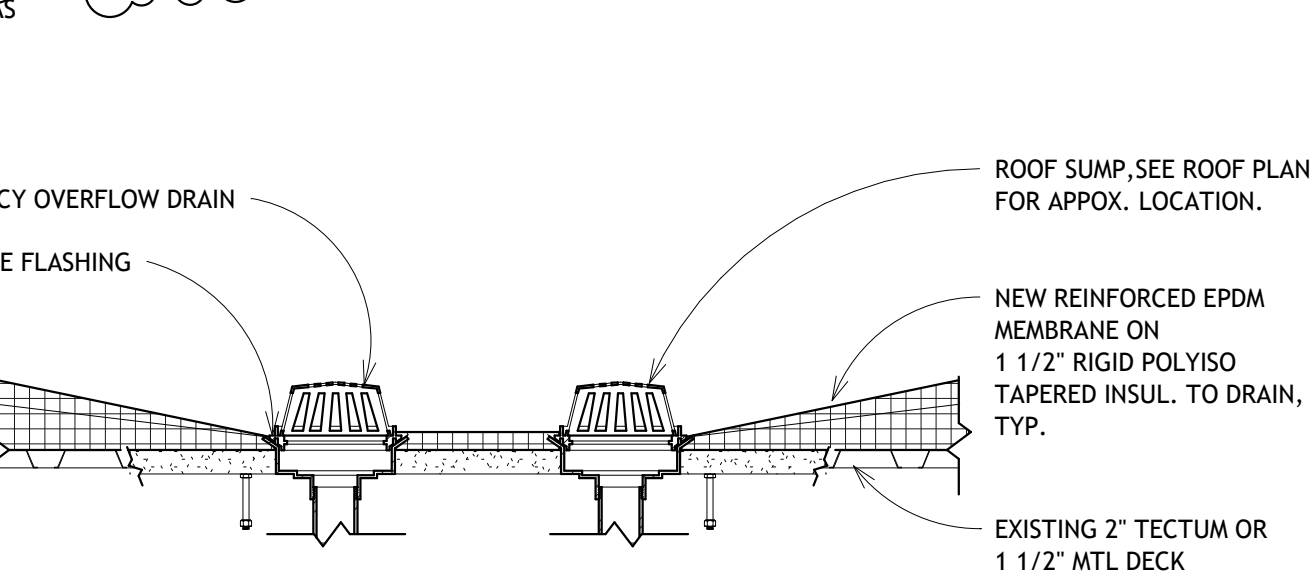
4 Gym Roof Detail 3  
3/4" = 1'-0"



3 Gym Roof Detail 2  
3/4" = 1'-0"



2 Gym Roof Detail 1  
3/4" = 1'-0"



1 Typ. Roof Sump Retrofit  
3/4" = 1'-0"

PRELIMINARY//NOT  
FOR  
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Kingsley Middle  
School

Project Number:  
24-22

403 Blair St,  
Kingsley, MI 49649

Roof Details

CALL 231 946 1234  
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A3.3