



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

100 West Washington Street, Room 3200 | Hagerstown, MD 21740-4748 | P: 240.313.2330 | F: 240.313.2331
www.washco-md.net

Q-18-659
ADDENDUM NO. 1
REQUEST FOR QUOTATION

BOARD OF ZONING APPEALS – PROFESSIONAL LEGAL SERVICES

DATE: Friday, March 23, 2018

QUOTES DUE: Thursday, March 29, 2018
3:00 P.M. (EDST)

To Vendors:

This Addendum is hereby made a part of the Request for Quotation (RFQ) Documents on which all quotations will be based and is issued to correct and/or clarify the original documents.

Please acknowledge receipt of this Addendum on the Quotation Form. This Addendum consists of three (3) pages.

NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible, and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include, but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: Conference Inquiry: On the cover page regarding delivery/service, is that the start date?

Response: Yes. The start date is April 4, 2018.

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

ITEM NO. 2: Conference Inquiry: Are there special meetings other than the regular meetings?

Response: The standard course of meetings is every other Wednesday, as needed when cases are filed. Although extremely rare, a weather-related cancellation or other scheduling matter could result in the need for an “off-schedule” meeting.

ITEM NO. 3: Conference Inquiry: Does the Board of Zoning Appeals hear one (1) or several cases at a time?

Response: This depends on the number of cases filed; there is cut-off date, but generally the Board hears whatever is submitted for that cycle.

ITEM NO. 4: Conference Inquiry: What is the average size file...(a box, verses ten boxes)?

Response: The file size is usually an expandable file folder, no boxes.

ITEM NO. 5: Conference Inquiry: Would it be acceptable to list a lead attorney with backup attorney as needed?

Response: Yes, that would be acceptable.

ITEM NO. 6: Conference Inquiry: What is the current budget?

Response: The current budget is \$18,000.00.

ITEM NO. 7: Conference Inquiry: Other than the cover page and Form of Proposal pages, what else needs to be submitted and is there a particular format to be submitted?

Response: A Letter of Interest with background qualifications, a writing sample, the Form of Proposal pages, and indicia of good standing with the Maryland Court of Appeals.

ITEM NO. 8: Inquiry: Does the staff for the Board of Zoning Appeals compile a list of all of the documents contained in the administrative record for each case received by and submitted to the Board?

Response: No, the staff does not compile a list. The staff does compile the file, which contains the administrative record for each case before the Board.

ITEM NO. 9: Inquiry: Does the staff for the Board of Zoning Appeals keep track of written evidence and exhibits introduced during the hearing?

Response: Hearings are recorded, and the staff takes notes of the testimony given and exhibits introduced during the hearing.

ITEM NO. 10: *Inquiry:* Does the staff for the Board of Zoning Appeals prepare and post or otherwise distribute the advertisement of each hearing?

Response: Yes. Additionally, as required by the Ordinance, the Applicant is required to post the property.

ITEM NO. 11: *Inquiry:* Does the staff for the Board of Zoning Appeals prepare, post, mail, and document requisite notice to neighboring property owners, when applicable?

Response: Yes. Additionally, as required by the Ordinance, the Applicant is required to post the property.

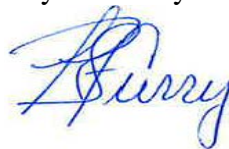
ITEM NO. 12: *Inquiry:* Will a proposal that includes a lump sum fee that exceeds the budgeted amount for any one year of this contract be considered for award?

Response: All proposals will be considered, but the County reserves the right to reject any proposal, or award a proposal in a manner that it deems to be most advantageous to the County.

ITEM NO. 13: *Inquiry:* What is the average length of a hearing session before the Board of Zoning Appeals?

Response: An average hearing session would be estimated to last ninety minutes. Obviously, the time to hear each appeal is highly variable and dependent upon the intricacy of the matter and the amount of public participation.

By Authority of:



Rick Curry, CPPO
Director of Purchasing