



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

100 West Washington Street, Room 320 | Hagerstown, MD 21740-4748 | P: 240.313.2330 | F: 240.313.2331
www.washco-md.net

**PUR-1357
ADDENDUM NO. 1
REQUEST FOR PROPOSALS
REGARDING QUALIFICATIONS AND EXPERIENCE
AND
PRICE PROPOSALS**

**COMMUNITY PLANNING AND PROGRAM DEVELOPMENT CONSULTANT
IN WASHINGTON COUNTY, MARYLAND**

DATE: Monday, July 31, 2017

**BIDS DUE: Wednesday, August 16, 2017
4:00 P.M.**

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of two (2) pages and one (1) Attachment.

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: *Inquiry:* Are you able to provide a list of attendees from the pre-proposal conference?

Response: Please see the Attachment to this Addendum.

ITEM NO. 2: *Inquiry:* Are you able to provide a copy of the minutes from the pre-proposal conference?

Response: There are no minutes from the pre-proposal conference.

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

ITEM NO. 3: Inquiry: We noticed the pre-proposal conference was only available in person, do you have a preference for local vendors?

Response: The County does not have a preference for local vendors.

ITEM NO. 4: Inquiry: How often do you anticipate the vendor to be on-site for meetings, trainings, and/or presentations?

Response: Our office will attempt to communicate with the vendor via email, phone, and conference calls as much as possible. However, the vendor will need to be on-site to host focus groups, information gathering efforts, and to communicate with the Local Management Board's Planning Committee and Full Board. The average amount of on-site visits is estimated to be approximately 2-4 visits per month.

ITEM NO. 5: Inquiry: In II. Scope of Work, under A.10, the schedule of deliverables, the bullet "January – February 2018 Provide LMB staff with detailed scope of work and projected budget for selected initiative(s) no later than March 1, 2018." The range of the task is until February, can you confirm that March 1 is the deliverable date for the detailed scope of work and projected budget for the initiative

Response: March 1st is the due date for the detailed scope of work and projected budget for the initiative.

ITEM NO. 6: Inquiry: I am writing to ask if it would be possible to send out a list of firms that have participated in the pre-proposal process?

Response: Please see the Attachment to this Addendum.

BY AUTHORITY OF:



Karen R. Luther, CPPO
Director of Purchasing

Pre-Proposal Conference
Community Planning & Program Development Consultant

Representative's Name/E-mail <i>(Please Print)</i>	Company / County Dept.	Address City, State, Zip	Phone	Fax
Rick Lurry E-mail	Washington County Purchasing Department	100 West Washington Street, Rm. 3200 Hagerstown, MD 21740	240-313-2330	240-313-2331
JoAnne Schneider E-mail	Chrysalis Collaborating	617 Coleraine Rd Baltimore, MD 21229	410-381-3742	-
Steph Lapore E-mail	WASH CO Office of Comm. Grant mgmt	100 W. WASH ST Suite 2200	2403132093	2403132091
Susan Buchanan E-mail	((((2403132092	()
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