



ADDENDUM #1
REQUEST FOR PROPOSALS
No. 2015-019

Effective: April 10, 2015

Project: Olde Towne Park Plaza and Streetscape 

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This Addendum is to provide the City's answers to some of the questions asked by Bidders at the Pre-Proposal Meeting. Questions not included in this Addendum will be answered in a separate addendum, which will be issued on April 30, 2015 as specified in Section 3.1, Solicitation Schedule, of the Solicitation.

Q-1: Proposal submission:

A: The Offeror shall submit six (6) complete sets of paper copies of its Proposal.

Q-2: Are there requirements for minority goals/disadvantaged businesses?

A: No.

Q-3: Are there applicable Design Guidelines?

A: A link to Olde Towne District Design Guidelines can be found at <http://www.gaithersburgmd.gov/services/planning-services/city-master-plan> (Scroll to 2003 Master Plan)

Q-4: What is the budget for hard and soft costs?

A: ↪ Budget for the work associated with this RFP is \$100,000;
↪ Budget for the construction of the Park Plaza is \$850,000;
↪ Budget for Streetscape construction is \$250,000 (FY 17); and
↪ Budget for lighting improvements is to be determined.

Q-5: What survey and GIS data is available?

A: See Section 8.5: Work Tasks, Task 1, Item III.

- Q-6: What is the extent of public engagement in the design process?**
A: Meetings with community representatives and elected officials that will require the Offeror/design professional's attendance are identified in *Section 8: Project Information and Scope of Work* of the RFP.
- Q-7: What are the boundaries (true limits) of the project?**
A: See *Exhibits A – C* of the RFP. Only the east and south boundaries of the Park Plaza (Exhibit B) are not fixed.
- Q-8: Should a landscape architect or engineer be the primary vendor?**
A: Either profession is an acceptable primary vendor.
- Q-9: Are ESD (Environmentally Sensitive Design) principles required? If so, is there a standard to be referenced?**
A: See *Section 8.3: Goals, Item I* (Page 24) in the RFP.
- Q-10: Is it the intent to construct the park plaza, streetscape and lighting improvements concurrently?**
A: No. Construction of the park plaza is scheduled for FY 2016. Streetscape and lighting improvements will occur in future years.
- Q-11: Will the City consider changing its insurance requirements?**
A: No.
- Q-12: Can the City define the number of meetings required?**
A: Meetings with community representatives and elected officials are identified in *Section 8: Project Information and Scope of Work* of the RFP. Meetings with staff are not defined.
- Q-13: Will distribution of the attendance for the pre-proposal meeting be distributed to those present?**
A: A roster of those attending the pre-proposal meeting is available on the City's website at <http://www.gaithersburgmd.gov/government/procurement/current-bids/rfp-2015-019-olde-towne-park-plaza-and-streetscape>
- Q-14: Can you elaborate on what is required in the Technical Evaluation?**
A: Specifications for the Technical Evaluation are found in *Section 8.5: Work Tasks, Task 1 Data Collection* in the RFP.
- Q-15: Are the Proposal evaluation criteria weighted equally?**
A: Details on the scoring of proposals is not yet fixed. As mentioned in *Section 5: Evaluation Criteria* of the RFP, interviews may be required.
- Q-16: The example of a Fee breakdown on Page 7 of the RFP is not presently a required format. Will the City make that a required format?**
A: No.

Q-17: The Ad Hoc Committee Report is not currently accessible on the Wordpress site.

A: The link to the report is active and can be found at <https://oldtownegaithersburg.wordpress.com/category/report/>

Q-18: Will the City extend the time period between the posting of answers to questions and the proposal deadline?

A: The City will post answers to questions received in advance of April 17, when possible. However, questions will not be accepted after April 17, 2015.

Q-19: Which City department or division is managing the project?

A: The Office of Economic Development is managing the project associated with this solicitation.

Q-20: When will the pre-proposal sign-in sheet be posted?

A: See question 18, above.

Q-21: When will questions be answered?

A: See question 24, above.

Q-22: Has an environmental assessment been conducted?

A: No.

Q-23: Has a noise study been conducted of the location?

A: No.

Q-24: What is the extent of the railroad traffic at the location?

- A:
1. CSX Transportation- Metropolitan Subdivision (owner of the right-of-way and track): approximately 40 freight trains per day
 2. MARC: 18 daily passenger trains (Monday – Thursday), 19 (Friday)
 - ↪ Daily boarding at Gaithersburg (east and west) – 542 (last published report 4/10/2013)
 - ↪ Brunswick Line all passengers (east and west; average daily ridership) – 4116 (February 2015)
 3. Amtrak: 2 passenger trains per day (does not stop at Gaithersburg)

Q-25: In the RFP, under *Section 4b – Project Examples*. The RFP asks for 5 relevant projects completed by the Offeror. Does this mean the projects must all be built? Or can these be relevant projects for which the design work is complete, but not yet constructed?

A: *In Section 4: Proposal Format, Content, Preparation and Submission 4.1, V. Section 4 Qualification, Experience and Capabilities (Page 6), please provide examples of design work which has been constructed.*

Q-26: Must the Offeror be a Maryland registered business?

A: Yes.

Q-27: What technical evaluation activities apply to the streetscape and how extensive is the conceptual design for this component of the project?

A: See *Section 8.4 Project Scope* for an overview of the activities associated with the streetscape. Additional detail can be found in *Section 8.5 Work Tasks*.

Q-28: Are there any plans to include Olde Towne Gaithersburg in the Corridor Cities Transitway (CCT) alignment project? If not, is the City exploring opportunities to connect to the CCT in the future?

A: No, Olde Towne will not be included in the CCT route, nor will the City be pursuing such a connection. If the Bus Rapid Transit (BRT) service proposed for the Rt. 355 Corridor advances, that right-of-way will likely be proximate to Olde Towne.