



AMENDMENT #1
REQUEST FOR PROPOSALS
No. 2017-005

Effective: August 22, 2016

Project: GIS Stormwater Infrastructure Database Design and Population

Issued By: Procurement Manager *WJ*
 City of Gaithersburg
 Division of Procurement
 31 South Summit Avenue
 Gaithersburg, Maryland 20877

This amendment (“Amendment”) is incorporated into and made part of the above named Request for Proposals (“Solicitation”). Other than as amended herein the Solicitation remains unchanged and in full force and effect. The purpose of this Amendment is to revise the Solicitation: (i) to allow Offerors to attend the mandatory pre-submission meeting in person or by telephone; and (ii) to require Offerors to register to attend the mandatory pre-submission meeting. As such, the Solicitation is amended as follows:

1. The schedule of events in Section 3.1, Solicitation Schedule, of the Solicitation is hereby amended, such that it is deleted in its entirety and is replaced to now read as follows:

EVENT	DATE	TIME
A. Solicitation Issued:	August 17, 2016	N/A
B. Pre-Submission Meeting Registrations Due: <i>See Subsection 3.2 for additional information</i>	September 6, 2016	by 4:00 PM
C. Pre-Submission Meeting: <i>See Subsection 3.2 for additional information</i>	September 7, 2016	at 10:00 AM
D. Offeror Questions Due in Writing: <i>See Subsection 3.3 for additional information</i>	September 12, 2016	by 5:00 PM
E. City’s Answers to Questions Issued: <i>See Subsection 3.4 for additional information</i>	September 14, 2016	by 5:00 PM
F. Submission Deadline: <i>See Subsection 4.2 for additional information</i>	September 21, 2016	by 4:00 PM

2. Section 3.2, Mandatory Pre-Submission Meeting, of the Solicitation is hereby amended, such that it is deleted in its entirety and is replaced to now read as follows:

A. *There will be a mandatory Pre-Submission Meeting (“P.S. Meeting”) at the location shown below on the date and at the time specified in the Solicitation Schedule. Attendance of the P.S. Meeting is mandatory; Offerors that do not attend the entire P.S. Meeting shall not be qualified for award of the Contract.*

*City of Gaithersburg
City Hall, Gallery
31 South Summit Avenue
Gaithersburg, Maryland 20877*

B. *Offerors may attend the P.S. Meeting in person or by telephone. Offerors must register to attend the P.S. Meeting; registration requests shall be sent by email to Yeon Kim, GIS Division Manager, at ykim@gaithersburgmd.gov, no later than 4:00 PM on September 6, 2016. Instructions for attending the Pre-Submission Meeting will be emailed to registrants by 5:00 PM on September 6, 2016.*

~ END OF AMENDMENT ~