



**ADDENDUM #1**

**REQUEST FOR PROPOSAL (RFP)  
NO. 2026-019**

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**Effective:** February 6, 2026

**Solicitation Title:** Pedestrian Safety Improvements at Great Seneca Highway at Kentlands Boulevard & Great Seneca Highway at Quince Orchard Road

**Issued By:** City of Gaithersburg  
Procurement Division  
31 S Summit Avenue  
Gaithersburg, Maryland 20877

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The purpose of this Addendum is to publish the questions received regarding this solicitation and the associated responses and include several amendments. This Addendum is incorporated into and made part of the above-named Request for Proposals. Except as amended herein, the terms and conditions remain in full force and effect. The City is not responsible for the content of the questions and has provided the most comprehensive answers based on the interpretation of the questions.

**The Solicitation is amended as follows:**

1. **Section 2.1, C is deleted in its entirety.** Please refer to **section 2.2 Background C** for the sidewalk connection.
2. **Section 2.3, Scope of Work, B, subsection x, is replaced in its entirety with:**

Coordinate with all stakeholders, City staff, approving authorities and agencies as applicable. Interim (multiple) submittals are the responsibility of the consultant until final plans are approved/accepted and within budget ready for bid advertisement.

3. **Section 4.1, G, Pricing is replaced in its entirety with:**

This Section of the Proposal shall include task based hourly not to exceed (NTE) pricing with hourly support by staff member, name, title, hours per task, hourly rate, total hours, direct labor, overhead, etc. (fully loaded rate). The hourly rate shall be per staff member at their own hourly rates. Include the total fee for all costs to complete each task broken down into smaller subtasks as needed based on the scope. If direct reimbursements are necessary, include as a separate task.

**Below are the questions received and the City's response:**

- Q.1.** On page 8, Section 4.1.C (Organizational and Staff Experience), bullet i states to “include resumes of all staff proposed for this project.” Could you please confirm if it is acceptable to include resumes for the required personnel and Lead/Key staff for each discipline, while identifying additional support staff on the organizational chart only?
- A. Offeror is to provide resumes for all staff proposed for this project.**
- Q.2.** Does the City have an assumed amount of test pits to include?
- A. The number of test pits will be a responsibility of the Consultant to determine in order to obtain the City's objective within budget and scope.**
- Q.3.** It seems the only sidewalk connection missing within the project limits is along southbound MD 119 from Sioux Lane to the existing bus stop just north of westbound MD 124. Please confirm this section is the only new sidewalk evaluation and design (including survey) to consider, included as a separate add alternate bid.
- A. Please see amendment 1 above. The Consultant is responsible for determining if the sidewalk/survey etc. can be included in the overall budget/scope for engineering design costs and construction costs.**
- Q.4.** For pricing, is the expectation to have hours assigned to individual staff at their own hourly fully loaded rate or set categories at fixed fully loaded hourly rates that staff will be assigned to.
- A. Refer to amendment 3 above.**

**~ END OF ADDENDUM~**