



Department of Finance and Administration
Procurement Division

AMENDMENT #1

RFP2026-032

Effective: May 4, 2026

Solicitation Title: Community Museum Office Renovation

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

This Amendment is incorporated into and made part of the above named Request for Proposal (“Solicitation”). Except as amended herein all terms and conditions of the Solicitation shall remain unchanged and in full force and effect. The purpose of this Amendment is to revise minimum requirement of 60% work completed by the contractor staff outlined in Section 2.4, G. and modification to contract period outlined in Section 2.5, A.

The solicitation is amended as follows:

1. Section 2.4, G , replaced in its entirety with:

G. The Offeror shall be the prime contractor and able to perform a **minimum of 30%** of the work noted in this solicitation using their own staff.

2. Section 2.5, A replaced in its entirety with:

A. The contract period shall be effective from the date signed by all parties. The Contractor is required to substantially complete the interior renovation within 60 calendar days, starting from January 1, 2027. The City will provide access to the crawl space in early Fall 2026 for concrete footers and structural reinforcement work to ensure proper curing. All interior work shall not commence until January 1, 2027. The work that may impact occupancy shall not begin until all required materials are delivered and staged on-site as per the site utilization plan developed during construction coordination.

~ END OF AMENDMENT ~