



CITY OF ROCKVILLE
ROCKVILLE, MARYLAND

Addendum #1
RFP #14-23
ZONING ORDINANCE REWRITE

January 25, 2023

ATTENTION ALL PROPOSERS:

The following addendum is being issued to amend and clarify certain information contained in the above-named RFP #14-23. All information contained herein is binding on all Proposers who respond to this RFP. Proposers are required to acknowledge receipt of the addendum by signing in the appropriate space at the end of the addendum. Failure to do so may subject your Proposal to disqualification. No provided answer to a question may in and of itself change any requirement of the RFP. The following revisions /deletions / additions are listed below; new language has been double underlined and marked in red bold (ex: **new language**) and language deleted has been marked with a double strikeout (ex. ~~language deleted~~).

QUESTIONS & ANSWERS

The following questions were asked during the question period:

- 1. Q: As a small private firm, providing financial statements is tantamount to revealing information that is invasive of our sole owner's personal privacy. We are reluctant to provide such information in the public submittal, and would be more inclined to provide additional financial information after selection. Could you give an example of language you would accept at this stage in order for our firm to satisfactorily address the requirement for demonstrating stability and financial solvency?**

A: We are assuming this question refers to Attachment C, Respondent's Questionnaire, question 3: financial statements would only be needed IF asked for by the City. They do not need to be submitted as part of the proposal. Please note that the question asks for "audited", a proposer could adjust that to better fit availability for their company (i.e., only reviewed or compiled or tax returns are available – for example).

- 2. Q: In evaluation criteria (pg. 16), D, "does the closing reasonable" meant to read "does the cost seem reasonable"?**

A: Confirmed, that is correct.

- 3. Q: The Scope includes amendment of the Zoning map (pg. 8); will GIS services of the consultant team be required, or will City staff handle any GIS tasks?**

A: It is expected that the City staff will handle the bulk of the GIS tasks related to the Zoning Map update. If the consultant team is experienced in best practices in creating a new zoning map, that could be incorporated into the scope of services.

- 4. Q: Must we submit a W-9 Form with the proposal, or do we wait until contract finalization?**

A: If you have not done business with the City before, a W-9 is required to be submitted with your proposal.

- 5. Q: Does registering with the State Dept. of Assessments and Taxation (pg. 6) constitute the state registration requested in the RFP?**

A: Yes.

- 6. Q: Could you expound upon the methods the City would like to see used to allow the public to review the code before the code is presented at Public Hearings?**

A: It is expected that the methods used would be able to reach the most stakeholders where it is convenient for them to review, so it is important that a variety of methods are chosen to achieve that.

- 7. Q: In the pre-proposal call, City staff indicated that the desired timeline would include delivery of a draft zoning ordinance “early in the process” followed by significant public input and revisions. The Project Charter (Appendix 3) references input from Mayor and Council, staff, and various public kickoff meetings. What groups (staff, Planning Commission, Mayor and Council, public meetings) will the consultants receive input from as a part of the initial draft preparation?**

A: It is expected that neighborhood groups will have significant input on the initial draft, as they were heavily involved in providing input to the Comprehensive Plan. In addition, other City boards and commissions, such as the Traffic and Transportation Commission, the Environment Commission and others will have input. The business community will be represented by the Rockville Chamber of Commerce and Rockville Economic Development Inc. (REDI).

- 8. Q: The RFP proposes a rewrite of Chapter 25: Zoning Ordinance but the attached FAST Phase I Work Plan (Appendix 1) references proposed revisions to other chapters of the City Code. Does the City expect significant revisions to other related Code Chapters as a part of this project? Relevant chapters for development include:**

- Chapter 7.5: Development Rights and Responsibilities Agreements,
- Chapter 10: Floodplain Management,
- Chapter 13.5: Moderately Priced Housing,
- Chapter 19: Sediment Control and Stormwater Management,
- Chapter 19.5: Signs,
- Chapter 21: Streets, Roads, Rights-of-Way, and Public Improvements, and
- Chapter 24: Water, Sewer, and Wastewater Disposal.

Which, if any, of these or other Chapters will be revised as part of this project?

A: The scope does not include revisions to the related documents listed here. These changes will be done by City staff.

9. Q: In the pre-proposal call, City staff indicated that the desired timeline would include delivery of a draft zoning ordinance “early in the process” followed by significant public input and revisions. At what point in the project timeline does the City expect the deliverable draft zoning ordinance?

A: The City expects an initial draft be produced once the consultant has completed its review of the existing code and has been able to synthesize the guiding documents, such as the Comprehensive Plan, into a document that is ready for public review. This potentially could be between 6-8 months.

10. Q: What is the expectation for in-person and virtual meetings? RFP pg. 12 Item 4 only mentions virtual meeting participation at 6 meetings. Page 13 Item 5.f. mentions consultant support and a speaking role at other public meetings, meetings with neighborhood groups, Planning Commission, Mayor and Council, to be organized by staff. The Project Charter (Appendix 3) references three rounds of drafts with intervening public meetings at each stage of the project, including planning area meetings. In total, how many in-person and virtual meetings are expected and what groups are these meetings expected to be with?

A: It is expected that the consultant will propose a public engagement process that maximizes public input and is comprehensive in scope sufficient to conduct a thorough review in each phase. It is also expected that a portion of the consultant team be available for most meetings but there may be some where the consultant team presence is not needed. This can be negotiated with staff as necessary.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME IN THE REQUEST FOR PROPOSAL (RFP #14-23).

Additionally, please be sure to submit all required forms with your proposal per this addendum and the solicitation instructions.

ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1 BY SIGNING BELOW AND RETURNING A COPY OF THE ADDENDUM WITH YOUR PROPOSAL OR ACKNOWLEDGING IN YOUR PROPOSAL.

ISSUED BY: Pat Ryan, Principal Buyer, 01/25/2023

NAME OF PROPOSER: _____

PROPOSAL DUE DATE: (UNCHANGED) 2:00PM (ET), TUESDAY, FEBRUARY 7, 2023