



CITY OF ROCKVILLE
ROCKVILLE, MARYLAND

Addendum #1
Request for Proposal (RFP) No. 01-24
UTILITY RATE STUDY
August 2, 2023

ATTENTION:

The following addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Bidders who respond to this RFP. Specific parts of the RFP have been amended. Bidders 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 bid 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

UTILITY RATE STUDY QUESTIONS (*italics*) + CITY RESPONSES (red)

1. *How many meetings / workshops / presentations are anticipated?*

The City expects that routine status meetings and group discussions will be necessary for this engagement. One (1) in-person meeting with the Finance Department and Department of Public Works to discuss rate proposal development is anticipated. The City anticipates the following *formal* workshops/presentations:

- Worksessions with Stakeholders: This will likely consist of 4-5 worksessions over the course of two days. These will likely be virtual, but there is a possibility that in-person worksessions are requested.

Public Presentation of Results: This will consist of one (1) in-person presentation during a public Mayor and Council meeting.

2. *Are all meetings / workshops / presentations anticipated to take place onsite / in person?*

Routine status meetings and group discussions can be conducted virtually. One (1) in-person meeting with the Finance Department and Department of Public Works to discuss rate proposal development is anticipated. The worksessions with stakeholders will likely be held virtually, but in-person worksessions may be requested. The public presentation of results at a Mayor and Council meeting will be an in-person activity.

3. *Page 6 of the RFP states "Provide a statement that the firm, if awarded the contract, shall execute the City of Rockville's Standard Professional Services Agreement." Can you point us to where we can find the City's Standard Professional Services Agreement?*

The City is in the process of revising the standard professional services agreement. If awarded, the firm will receive a draft agreement for review and comments.

4. *Who prepared the 2021 Rate Study performed in November 2021?*

The 2021 utility rate study was performed by Stantec.

5. *Will the 2021 Rate Study be available to the firm that will be awarded the 2023 Utility Rate Study to review the methodology utilized for the new rate structure?*

The City will provide the awarded firm with a copy of the 2021 utility rate study report.

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

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: TJ Ellison, PRINCIPAL BUYER, 8/2/2023

NAME OF BIDDER: _____

PROPOSAL DUE DATE: 10:00 A.M. (ET), WEDNESDAY, AUGUST 16, 2023