



CITY OF ROCKVILLE
Procurement Department
111 Maryland Avenue
Rockville, Maryland 20850-2364
Phone 240-314-8430 Fax 240-314-8439

DATE: August 20, 2025

REFERENCE: City of Rockville

Request for Proposals:

**RFP 01-26 SAFE STREETS AND ROADS
FOR ALL VISION ZERO INTERSECTION
SAFETY AUDIT**

Scheduled Submittal Deadline:

Friday, August 15, 2025, at 2:00 P.M. (EST)

ADDENDUM NO. 1

Questions/Answers

1. Do subconsultants need to complete any of the required forms?

For the City of Rockville, the subconsultants must be covered by insurance and not have conflicts of interest. There may be additional requirements for the Federal grant.

2. Can we show work with the City of Rockville for which the City was not the client?

You can show work within the City of Rockville but not work *for the City*. The City is the client for work done *with* the City of Rockville, so that work cannot be shown.

3. The RFP (pg. 19) says not to show City of Rockville projects, and that the City cannot be our **only** reference. Can you please clarify if we can show the City as **one** of our projects/references.

Yes, the City may be one of the references, but the project for the City cannot be one of the projects referred to (see answer to 2 above).

4. Will concept designs be required to include traffic signal modifications proposed as safety improvements?

Traffic signal modifications will not be required, but will be an option, if appropriate.

5. Is the City aware of how many of the 30 intersections it currently has multimodal intersection count data for that also meets the criteria for the project?



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The City will provide turning movement counts for the 10 intersections owned and maintained by the City. MDOT SHA has turning movement count data for nine of the state-owned and maintained intersections. The consultant will need to collect turning movement counts for 11 state intersections.

6. Can you share the impetus behind the goal of completing this project by December 8, 2025? Is there any flexibility in this timeline?

The period of performance date in the executed agreement is 12/13/2025. At this time, there is no flexibility.

7. Has a grant agreement been executed? If so, what is the date of the executed grant agreement?

Yes. The grant was fully executed on September 15, 2024.

8. When "shared with the State", should it be expected that the State will also provide submittal comments that need to be addressed? Will the State be committed to the two-day review period that the City is committing to?

The City does not expect the State to provide comments. The State is not expected to submit comments within two days.

9. Is the City expected to supplement their grant with additional funding beyond the required local match?

The City expects that the grant and the local match will cover the cost of the project and therefore, it is not expected to supplement the grant with additional funding beyond the required local match.

10. For Section III, Part A, 1d, regarding Financial Information: what specifically needs to be included in this letter from a bank in order to determine "financial status"? What specifically does "financial status" entail in terms of reported metrics or measurable details? Will a simple recent bank statement suffice?

Financial information is specified in 3 parts of the RFP: First, the consultant is to provide the letter from their business to the City documenting evidence that the consultant has the financial capacity to provide the services, including evidence of protection for the City against errors and omissions. Second, the letter from the



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financial institution on that institution's letterhead must state the financial status of the consultant's business – a bank statement alone is not sufficient. Third, in Subsections B. 4. And 5 of Section IV Evaluation Criteria and Selection Process, the City explains it will be reviewing these financial resources as well as whether the proposer is in arrears to the City, in default on surety to the City, or whether the proposer's taxes are delinquent.

11. What level of detail are you anticipating for "concept designs" for medium and long-term recommended improvements?

A concept design is about 30% design showing all proposed elements of improvements with dimensions.

12. What level of detail are you anticipating for "concept sketches" for quick-build improvements?

A concept sketch is about 30% design with proposed dimensions.

13. Can you confirm whether the grant award amount of \$320K is inclusive of the local match, or is this amount just the federal contribution?

The \$320K awarded is not inclusive of the local match. It is the federal contribution.

14. The RFP states pricing will be reviewed after ranking firms, but the portal shows a required "Pricing" section. Should this be completed with the initial submission, or will pricing be requested only if shortlisted?

Pricing will be requested after a firm is selected.

15. The "Firm Qualifications & Experience" section has a four-page limitation. Do resumes count toward this page limit?

No. Resumes can be in addition to the four pages.

16. Page 16 references traffic volume and speed considerations. Are current traffic volume and speed data available from the City, or will these need to be collected by the consultant as part of the safety audits?



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The improvements matrix is expected to be a general document that can be used by the City for future intersections and provides guidelines to city staff to identify potential improvements. This should include an understanding that intersections with different traffic volumes and on roadways with different speeds may influence what types of improvements should be considered feasible. Collecting traffic volume and speed data of specific intersections is not required for this deliverable.

17. Page 10 states the objective of calculating the cost estimate for each proposed improvement. Will the City accept a Rough Order of Magnitude (ROM) estimate for these costs?

Yes.

18. Will certified Minority, Female, Disabled (MFD) businesses receive any scoring preference or priority in the evaluation process?

This project will follow 2 CFR 200 federal regulations. MFD businesses are encouraged to submit proposals. They do not receive scoring preference.

19. Is the consultant fee capped at \$640,000 for this contract?

The project is budgeted for the \$320,000 Safe Streets and Roads for All federal award and the 20% (\$80,000) local match - for a total of \$400,000.

Please sign below to acknowledge receipt of addendum and return with your proposal.

Company Name

Authorized Signature

Date