ADDENDUM 1

DATE:	May 28, 2025
REFERENCE:	City of Rockville
	Request for Proposals: **RFP 23-25**
	Housing Needs Assessment
	Scheduled Submittal Deadline: **Friday, June 13, 2025 at 2:00 P.M. (EST)**

Questions and Answers:

1. Do you expect engagement to take place in person, virtually, or a combination of both?

    A combination of both would be ideal, but we defer to the expertise of the consultant.

2. Have you already identified stakeholders, or will the consultant work with you on that?

    Staff can produce a list of identified stakeholders, but input from the consultant on the make up of the list would be preferred.

3. Does the City of Rockville have the internal capacity to handle the logistics surrounding engagement, or will you need the consultant to perform that task?

    The City has the resources to assist as needed, but the consultant should take the lead in scheduling and logistics for focus groups and community forums. We expect outreach to community members, community organizations, and other stakeholders to be a component of the project. The results of the needs assessment should be primary driven by quantitative data, but also include qualitative data.

4. Does the city have a preference for local or in-state consultants?

    The City does not have a preference. Local consultants are encouraged to respond.

5. What is the preferred timeline for the project (start and end dates)?

    Start: Summer 2025.
    End: Summer 2026.

6. Do you expect an in-person presentation of the final deliverable?

    Yes, a Special Presentation to the Mayor & Council at the completion of the assessment and report is expected.

7. What is the total project budget?

    The budget range is $75,000 - $115,000

8. What is the funding source? Has funding been secured?

    The funding source has been secured.

9. Where and when can we expect to see all submitted questions and answers?

    All submitted questions and answers will be provided via an addendum and will be available on the Collaboration Portal.

10. Please confirm contract type to be issued to winning bidder;

    A standard two-party contract and purchase order will be issued to the winning bidder.

11. Page 14 of the RFP (Section 3-A-1-F) on 'Financial Information', can you confirm if the most recent audited financial statements (which contains a formal letter from the external auditors) would suffice?

    This information will suffice.

12. Page 15 of the RFP (Section 3-B) states you need two submissions, one of which needs to be 'redacted', can you please confirm what exactly needs to be redacted for that submission?

    Information that will need to be redacted is at the discretion of the proposer. Typically, proposers will redact any information determined to be proprietary or confidential in nature (e.g. trade secrets, financial information/disclosures, etc.).

13. Page 24 of RFP (Attachment C) paragraph 15 reads "a sample of the agreement is attached", but the agreement is missing. Please share;

    This statement was included in error. Please disregard.

14. Please confirm City of Rockville will not reject bidder's federal NICRA as overhead in its fee application.

    Please include the details within your proposal submittal for review and consideration.

15. We are assuming there's no template for how they want Urban's fee (ie - price) to be presented. But please ask if they have a template.

    There is not a template. We are asking the experts to provide us with an estimate of what they would need to conduct the needs assessment.

16. Is there a budget limit?

    Please see the response to question 7 of this addendum.

17. Are there any restrictions related to Urban producing a public facing report from this work?

    The City is open to having discussions around the use of this work for public facing reporting and to negotiating any potential restrictions.

18. Does funding for this project depend on federal funds? If so, have those funds already been received by the City of Rockville?

    It does not. This is fully funded using local funds.

19. Does the City of Rockville anticipate that their boundaries might expand in the next 25 years?

    The city is actively in the process of annexing the Shady Grove Metro station. Other annexation plans are discussed in the city's Comprehensive Plan. This can be further discussed once an award is made.

20. What components of the proposal need to be redacted in the redacted version of the submission?

    Please see the response to question 12 of this addendum.

21. What is the estimated budget range for this project?

    Please see the response to question 7 of this addendum.

22. Can you please confirm whether subcontractors are also expected to have umbrella insurance?

    Umbrella insurance would not be required.

23. Will this contract be open to use by the Mid-Atlantic Purchasing Team (MAPT) Committee?

    The awarded contract will be available to members of the Mid-Atlantic Purchasing Team (MAPT) and other public bodies.

24. What level of City involvement is expected in outreach, scheduling, or promotion of focus groups and community forums? Also what level of civic engagement and to what degree?

    The City has the resources to assist as needed, but the consultant should take the lead in scheduling and logistics for focus groups and community forums. We expect outreach to community members, community organizations, and other stakeholders to be a component of the project. The results of the needs assessment should be primary driven by quantitative data, but also include qualitative data.

25. Will the City provide a template or guidance for the format of interim and final reports, or is this at the proposer's discretion?

    The City will provide examples of similar reports from other local jurisdictions and will work with the vendor to produce a useable report, but mostly, this will be at the proposer's discretion.

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

_____   _____
 Company Name   Authorized Signature

_____
 Date