



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

ADDENDUM 1

DATE: March 24, 2025

REFERENCE: City of Rockville
Request for Proposals:

RFP 20-25
Comprehensive Fee Study

Scheduled Submittal Deadline:

Friday, April 11, 2025 at 2:00 P.M. (EST)

Questions and Answers:

1. Can you please confirm which items in the scope of work are required to be conducted in person at the City of Rockville, vs. via virtual engagement? Items in question include the kickoff meeting, conducting interviews with key staff, conducting group interviews among other staff, participation in the Work Session with Mayor & Council to review the draft report, and presentation of the Final Comprehensive Fee Study Report to Mayor and Council. Thank you.

The Mayor and Council presentations should be in-person but remainder can be virtual/hybrid.

2. Does the City have a budget for this project, and if so, can the budget be shared with proposers?

The budget range for this project is \$120,000 to \$160,000.

3. On page 9 of the RFP, Section D. Minimum Requirements states that proposers must not be "currently involved in any type of litigation." Will the City accept proposals from firms with pending litigation unrelated to the consulting services they provide?

The offeror would need to disclose the litigation within their proposal submittal and the City will evaluate accordingly.

4. In the City's desired scope of work, it requests that comparable jurisdictions be identified for fee comparisons. How many comparable jurisdictions does the City desire to be reviewed?

A minimum of three and maximum of 5 to include Montgomery County/WSSC (counting this as one since it represents the same scope as City permits and is adjacent). The other agencies should be recommended by the offeror as comparable agencies for City approval.

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

Company Name

Authorized Signature

Date