



**HOWARD COUNTY, MARYLAND
OFFICE OF PURCHASING**

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ADDENDUM NO. 1

January 15, 2016

Request for Proposal No. 15-2016

REAL ESTATE AND TECHNICAL ADVISORY SERVICES

REVISED Opening Date: January 27, 2016 Time: 11:00 A.M.

This addendum is hereby made a part of this **Request for Proposal No. 15-2016**. Please note the following changes and attachments as a result of the pre-proposal conference on January 6, 2016, and questions received by the due date and time for questions. Submit the proposal accordingly.

Changes/Clarifications/Information

1. The RFP due date is hereby changed **from** January 20, 2016, 11:00 A.M. **to** January 27, 2016 prior to 11:00 A.M.
2. Refer to RFP Page 23, Section G, Price Proposal Cover Page. **Replace** original Price Proposal Page with the attached **REVISED** Price Proposal Page. Only **Revised** Price Proposal Pages shall be accepted. RFP responses with the original Price Proposal Page shall be considered unresponsive.
3. Add attached Exhibit III, Current County Leases.
4. Refer to RFP Page 13, Section D 6, Contractor's Qualifications. Add the following:
 - 6.9 "The Contractor shall be actively engaged with public/private partnerships and must have been actively engaged in public/private partnerships for a period of no less than five years."
5. Add 3.3.11 to Section D, Specifications which states: "The Contractor shall provide a turnkey operation for this contract i.e., the Contractor and its team shall be responsible for the disposition of property, leasing space and public/private partnerships. In addition, the Contractor shall be responsible for all work assignments and coordination of different tasks among the team assembled to provide the requirements of the contract."
6. Add the following to RFP Page 7, Section C 1, Definitions.
 - 1.17 Local Business Initiative – The County's local business program. Refer to the following link for more information:
<http://www.howardcountymd.gov/departments.aspx?id=6442481229>
 - 1.18 Local Business - A Contractor that maintains its principal place of business in Howard County."

7. Refer to RFP Page 16, Section D 14, Paragraphs 14.2.1 through 14.2.7, Evaluation of Offers. Delete these sections and replace with the following revised criteria which include an evaluation factor for local businesses:
 - 14.2.1 Experience and technical competence of the Contractor in performing the management of the disposition of a variety of land sites and government buildings and obtain lease space as needed. The Contractor shall demonstrate it is able to perform all services including financial analysis to develop marketing strategy; it has the necessary business relationships with the real estate investment community and commercial real estate brokers.
 - 14.2.2 Qualifications and technical competence of the staff based on résumés.
 - 14.2.3 Identifying risks associated with this project including selling and leasing property in dealing with the citizens surrounding the properties and methodologies proposed to mitigate those risks.
 - 14.2.4 Demonstrated ability and experience to aggressively market and assist in implementing the selected sales strategy.
 - 14.2.5 Contractor's experience with Public/Private Partnerships.
 - 14.2.6 Local Howard County Business.
 - 14.2.7 Completeness of proposal.
 - 14.2.8 Price.

Questions/Responses

1. **Question:** Refer to RFP page 13, Section D 6.2 and 6.5, Contractor's Qualifications. Is there a delineated area for "Central Maryland?"
Response: Central Maryland is defined as Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Harford County and Howard County.
2. **Question:** Is there a current County contract for these services?
Response: No
3. **Question:** Is it okay for the same subcontractor to subcontract with more than one proposer for these services?
Response: Yes
4. **Question:** What is the principal?
Response: Person who is authorized by the Contractor to bind the company and sign the Agreement on behalf of the company.
5. **Question:** Is this a single or multiple award solicitation?
Response: It could be single or multiple. Refer to RFP Page 16, Section 14.1, Evaluation of Offers.
6. **Question:** Refer to RFP Page 16, Section D 13.1, Method Of Ordering. Will the awarded Contractor(s) be required to submit purchase order proposals and budgets for purchase orders requested under this contract?
Response: Yes, each purchase order will be different with its own scope and budget.
7. **Question:** Refer to RFP Page 14, Section D 6.6, Contractor Qualifications. The RFP states that the Contractor shall provide and identify positions that include technical expertise such as an architect, environmental scientist/analyst, property/asset manager, etc. Given the special purpose uses of County facilities (e.g. halfway house and courthouse) can the Contractor provide subcontractors at the time of Purchase Order requests that are best suited to meet the technical requirements of the scope of work instead of having one specific firm pre-qualified to undertake any and all work needed?
Response: A team shall be assembled to respond to the main requirements of the RFP. Specialized subcontractors with the County's prior approval shall be allowed for specialized functions on a case-by-case basis.

8. **Question:** Refer to RFP Page 25, Section I, Equal Business Opportunity Participation. Do vendors approved by the Maryland Department of General Services to participate in its Small Business Reserve Program as a Small Business Enterprise qualify for the 10% EBO subcontracting goal?
Response: No, they would not qualify. Equal Business Opportunity Participation and Small Business Reserve Program are two different programs.
9. **Question:** Is the County able to provide a comprehensive list at this time of its current leases, expiration dates, square footage, locations, etc.
Response: See RFP Exhibit III, Current County Leases, which is added in this addendum.
10. **Question:** Are there any vendors that are excluded because the vendor has a separate contract for these services?
Response: At this time the County does not have a vendor for these services.
11. **Question:** With respect to availability of funds, are funds appropriated for the initial twelve month period or just through 06/30/2016 at this time?
Response: Funding is appropriated through 06/30/2016. Additional funding is anticipated for 07/01/2016 – 06/30/2017.
12. **Question:** Refer to RFP Page 7, Section 2.3 Bid Deposit. Can you clarify the intent of this section if no deposit is required of this RFP as indicated in the pre-proposal conference?
Response: **Delete entire RFP Section C2.1 through 2.3, Bid Deposit (Page 7).** A bid deposit is not required for this solicitation.
13. **Question:** Is the County open to a response allowing the Contractor to receive/earn a real estate commission on certain assignments/projects (i.e. the disposition and acquisition of real estate assets, space, etc.) rather than an hourly fee?
Response: See Item No. 2 in the Changes/Clarifications/Information Section above.
14. **Question:** Refer to RFP Page 14, Section 6.6, Contractor's Qualifications and Section G II., Price Proposal Cover Page. Can we list the "as needed" positions in a spreadsheet if they are outside our firm?
Response: In reference to Section II of the Price Proposal Page bidders shall list all of the proposed staffing levels that will be used to perform the required tasks of the contract. Add additional lines as necessary.

Please acknowledge addenda by signing below and returning with the bid. Failure to acknowledge this addendum may be cause for rejection of the bid.

ADDENDUM RECEIVED BY:

Signature

Company Name

Title

IBC

SECTION G

REVISED PRICE PROPOSAL COVER PAGE

(Must be submitted separately from the Technical portion of the proposal)

COMPANY NAME: _____

TITLE: Real Estate and Technical Advisory Services

NIGP CODE/PRODUCT CODE: 961-64, Misc. Professional Services – Real Estate and Technical Advisory Services

- I. Bidders are required to fill in the flat commission rates in 1 and 2 below:

SERVICE DESCRIPTION **FLAT COMMISSION RATE**

Real Estate and Technical Advisory Services,
Flat Commission Rate to furnish:

1. Marketing and selling County real estate property _____ %

2. Obtaining lease space for the County _____ %

TOTAL PRICE (1 + 2 above/2) _____ %

- II. Bidders are required to fill in hourly rates for proposed staffing levels. This section below is for information purposes only and will **not** be considered in the RFP evaluation.

NOTE: The hourly rate shall be inclusive of all services. Fees for additional services shall not be permitted.

ITEM NO.	STAFFING LEVELS	*HOURLY RATE (2 Decimal Places Only)
1.		\$ /hr.
2.		\$ /hr.
3.		\$ /hr.
4.		\$ /hr.
5.		\$ /hr.
6.		\$ /hr.

TOTAL *\$ _____

Method of calculating staffing levels' total price, complete the following:

*Total of all hourly rates \$ _____ divided by the number of staff levels _____ = \$ _____
(Blended Hourly Rate)

*Blended hourly rate \$ _____ times 550 estimated hours annually _____ = \$ _____
(Blended Hourly Total Price)

* Please note that prices shall only have **TWO DECIMAL PLACES**. The County's financial system will not allow more than two decimal places, adjust responses accordingly.

INVOICE PROCEDURE FOR SUCCESSFUL CONTRACTORS:

In order to facilitate prompt payment, invoices must contain the above commodity and/or service descriptions and pricing. Invoices failing to contain the required line item detail, including contract line number and unit pricing, may be returned for correction. Please submit a sample invoice with the response.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

CURRENT COUNTY LEASES

Request For Proposals No. 15-2016

Rental Name	Location of Property	Suite#	City/State/Zip	LeaseDate	SquareFootage	MonthlyRental	Current End of Term
Board of Elections	9770 Patuxent Woods Drive	Suite 200	Columbia, Maryland 21046	6/15/2010	8,188	\$14,329.00	6/30/2025
Children's Services	3300 North Ridge Road	Suites 330, 360, 370, and 380	Ellicott City, Maryland 21043	8/5/2005	4,939	\$9,672.21	6/30/2016
Cooperative Extension	3300 North Ridge Road	Suite 240	Ellicott City, Maryland	12/21/2009	5,728	\$11,683.73	6/30/2016
Health Department - Taylor Manor	4100 College Avenue	Building 8	Ellicott City, Maryland 21043	6/27/2003	6,000	\$12,832.00	6/30/2016
Janet L. Hoffman Building	88 State Circle	Basement Unit	Annapolis, Maryland 21401	1/30/2001	423.6	\$409.67	11/30/2016
O'Donnell Property	8800 Ridge Road (large building) & 8790 Ridge Road (small building)		Ellicott City, MD 21043	4/3/2006	55,000	\$40,635.28	6/30/2016
Police Department	2850 North Ridge Road, Suite 204		Ellicott City, Maryland 21043	10/17/2011	7,067	\$14,628.69	6/30/2016
Police Department	2850 North Ridge Road, Suite 209		Ellicott City, Maryland 21043	7/20/2012	1,570	\$3,249.90	6/30/2016
Police Department	9104 Guilford Road	Suite 1020	Columbia, Maryland 21046	8/26/2005	5,604	\$6,701.45 plus CAM	2/29/2016
Police Department	Harper's Choice Village Center	Harper's Farm Road, Unit 26	Columbia, Maryland 21044	3/21/2002	810	\$250.00	6/30/2016
Police Department	Tipton Airport	Hangar 84, Space G	Fort Meade, Maryland 20755	8/1/2013	2,614	\$2,447.35	7/31/2016
Police Department	5950 Symphony Woods Drive	Suite 503	Columbia, Maryland 21044	9/22/2010	1,653	\$3,351.88	6/30/2016
Police Department	Oakland Mills Village Center	Lot No. 2, Area 1	Columbia, Maryland 21045	2/21/2006	1,000	\$5.00 for each renewal period	6/30/2016
Police Department	Owen Brown	7154 Cradlerock Way, Suite C-4 (Building No. 346)	Columbia, Maryland 21045	12/2/2010	567	N/A	12/31/2015
Police Department	3525 Ellicott Mills Drive	Suite K & L	Ellicott City, Maryland 21043	7/8/2005	2,992	\$3,683.58	6/30/2016
Police Department	9105-G All Saints Road	Whiskey Bottom Shopping Center	Laurel, Maryland	6/20/2001	900	\$0.00	6/30/2016
Recreation & Parks - Oakwood	7060 Oakland Mills Road	Suites M, N & P	Columbia, Maryland 21046	3/6/2007	5,474	\$10,446.68	6/30/2016