CHARLES COUNTY GOVERNMENT

Department of Fiscal and Administrative Services
Purchasing Division
Telephone: 301-645-0656

September 30, 2014

RFP NO. 15-13

ARCHAEOLOGICAL CONSULTING SERVICES

ADDENDUM NUMBER ONE

TO: All Offerors

Please be advised of the following modification(s) & information related to Request for Proposals 15-13. These modifications, comments, and attachments are hereby made a part of the solicitation documents to the same extent as if bound therein. The due dates for questions and proposals remain the same.

I. Changes, Additions, and Modifications to the RFP

A. Changes
   1. Part I, Section 7.4 – Insurance (page I-13)

   Delete the strikethrough text in the statement contained below and add the bold, italicized text:

   “Professional liability insurance with a limit of not less than $2,000,000
   $1,000,000.”

B. Attachments
   1. Attachment A – Pre-Proposal Meeting Sign In Sheet

II. Pre-Bid Meeting Notes

Introduction

- Good morning, and welcome to the pre-proposal meeting for RFP 15-13, Archaeological Consulting Services.
- My name is Shanna Reese, and I am the Assistant Chief of Purchasing for Charles County Government. Also with us today is Ms. Cathy Thompson of the Department of Public Works, Planning Division.
- The intent of this work is to provide a qualified professional archeologist to implement
the review of proposed projects for impacts to archaeological resources during the land development process.

- The meeting will be conducted in 2 parts.
  - I will first review selected portions of the Instructions to Offerors within the RFP. Items not reviewed should not be construed as being less important than those reviewed. No information will be presented that is not already contained within the solicitation. I will then ask for any questions pertaining to the Instructions to Offerors.
  - The meeting will then be turned over to Ms. Thompson who will discuss technical aspects of the project, and entertain any technical questions.
- If you have not already done so, please sign-in on the attendance roster.

**Procurement Discussion / Questions**

- All solicitation documents may be found on the County Bid Board.
- Ensure all required forms and any other information required is complete and in your proposal package.
  - Cost Proposal Form on page I-18 as instructed in Part I, Section 1.2 – Solicitation Forms.
  - Standard Form 330 – Available on the County’s Bid Board.
  - Addendum Certifications on page I-21.
- Submit one (1) unbound original and one (1) bound copy of the Original Proposal package and four (4) bound copies of the Technical Proposals.
- Technical proposals shall not include any cost information.
- All questions should be directed to me via the contact information provided in the RFP.
- No information obtained from any source other than the Solicitation documents found on the County Bid Board, or from me or Ms. Thompson (during this meeting), may be considered to be accurate.
- Important dates are noted in Part I, Section 1.5 – Solicitation Schedule.
- Proposals must state that they are valid for 120 days from the due date.
- There is an aspirational 25% MBE goal for this solicitation. We encourage you to meet that goal. A directory is available on the County’s Purchasing Division webpage.
- This program is subject to the County’s SLBE program. Information is available in Part I, Section 6.2 of the solicitation. A directory is available on the County’s Purchasing Division webpage.
- The base term of the Contract shall be for one (1) year beginning on the date of contract execution and shall end the same day the following year, with an option for four (4) one-year extensions at the sole option of the County.
- Insurance requirements are located on page I-13 of the RFP. Professional liability insurance amount will be revised.
- The protest policy may be found on page I-7.
- The County may reject any and all proposals for any reason it deems necessary, and may waive any irregularities and/or informalities, and make award in any manner that is in the...
best interest of the County.

- Award this contract on the basis of a combination of the evaluation of the offerors’ experience and qualifications, as well as the fee proposed. 60 points technical and 40 points price.
- By submitting a proposal in response to this solicitation, the offeror certifies that their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- Are there any questions pertaining to the procurement process?
- I will now turn the meeting over to the Ms. Thompson, who will discuss technical aspects of the project, and answer any technical questions.

**Procurement Questions**

**Question 1**

- Question: Are all forms required to be completed?
- **Response**: All forms listed in Part I, Section 1.3 – Proposal Content (page I-2) shall be submitted as instructed. The SLBE forms only need to be submitted if seeking a preference.

**Technical Discussion**

- Work includes preliminary plan and final plat reviews.
- The selected Offeror will also review development plans to determine work necessary.

**Technical Questions**

**Question 2**

- Question: Are occasional site visits a possibility?
- **Response**: Yes.

**Question 3**

- Question: The Offeror will have to be in the office Wednesday afternoons and during twice monthly Planning Commission meetings?
- **Response**: The successful Offeror shall be present on Wednesday afternoons to assist during weekly discussions with developers, as necessary and during once monthly Planning Commission meetings.

**Question 4**

- Question: Is there an estimate for the number of hours a week required for this work?
- **Response**: Work is estimated to be between 10 -15 hours per week.

**Question 5**

- Question: Is Standard Form 330 the required submission format for this work?
- **Response**: Yes.

**Question 6**

- Question: Is the incumbent currently used as needed?
- **Response**: Yes, but the incumbent does work 10 -15 hours per week.
III. Written Questions Received through 09/29/2014

Question 7
- Question: For Bid # 15-13 archaeological consulting services, could the name of the incumbent be provided?
- Response: Parsons Brinkerhoff.

Question 8
- Question: The question we had was whether the archaeologist to be supplied for this project would be required to be Secretary of the Interior qualified, or just an experienced archaeologist. There are different levels of training and experience required to be a SOI archaeologist, so wanted to clarify what specifically you were looking for.
- Response: Yes, Secretary of the Interior Qualifications are required.
ATTACHMENT A
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<th>ATTENDEE'S NAME</th>
<th>NAME/ADDRESS of FIRM</th>
<th>PHONE/FAX NO.</th>
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<tbody>
<tr>
<td>1. Richard Genoe</td>
<td>JMT 220 St. Charles Way STE 800</td>
<td>(P) 717-741-9400</td>
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<td></td>
<td>PA 17402</td>
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<tr>
<td>2. Esther Read</td>
<td>PB 100 S. Charles St.</td>
<td>(P) 410-727-5650</td>
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<td>Marvles Key</td>
<td>Baltimore, MD. 21201</td>
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<td>3. Verica Murdy</td>
<td>CCG - Purchasing</td>
<td>(P) 301-885-1734</td>
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<td>Franklindale PA 19144</td>
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<td>5. Cathy Thompson</td>
<td>Planning</td>
<td>(P)</td>
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## ATTENDANCE ROSTER PRE-BID MEETING

**RFP NO. 15-13, ARCHAEOLOGICAL CONSULTING SERVICES**

**SEPTEMBER 29, 2014 AT 10:00 A.M.**

**@ HR TRAINING ROOM**

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<td>6. Beth Groth</td>
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<td>7. Shanna Roos</td>
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