



HOWARD COUNTY, MARYLAND

OFFICE OF PURCHASING

6751 Columbia Gateway Drive, Suite 501, Columbia, MD 21046

ADDENDUM NO. 1

FEBRUARY 10, 2017

REQUEST FOR EXPRESSIONS OF INTEREST

EOI NO. 01-2017

MASTER PLAN FOR ELLICOTT CITY AND THE TIBER-HUDSON WATERSHED

REVISED OPENING: FEBRUARY 22, 2017 AT 11:00 A.M.

<https://www.howardcountymd.gov/Departments/County-Administration/Purchasing>

This addendum is hereby made a part of this EOI No. 01-2017. Note the following information provided in response to questions received as a result of the pre-submittal conference held on January 31, 2017 and other questions received and submit the proposal accordingly. The opening date is revised from February 15, 2017 to February 22, 2017.

Questions/Answers

1. Who is doing the Hydrology and Hydraulic Study?
Answer: McCormick Taylor. They should be finished by late March early April.
2. Clarify the role of a landscape architect on this project?
Answer: Consultants should determine how to employ different professionals on their team.
3. Has a vision been established for Ellicott City yet?
Answer: We need a visionary approach grounded in reality.
4. Is it a resiliency project?
Answer: The final deliverable will be a general plan amendment, similar to the Downtown Columbia Plan. It will include traditional master plan elements such as land use, zoning, transportation, and historic preservation. This plan will differ from other master plans in that it will require a watershed approach and a downtown urban design approach. Flood strategies will be needed within the watershed. Within the Main Street area, strategies should maintain character but perhaps there will also be engineering solutions. Costs and benefits of strategies will need to be weighed.
5. Does the work product include an implementation chapter and is it expected that there should be funding strategies?

Answer: Implementation is important. The plan will need to identify available implementation tools and funding strategies. There will be a need to understand how to maintain retail operations while improvements are underway.

6. Is there enough in the budget to move this project forward?

Answer: The budget is adequate for this undertaking.

7. Will you consider putting a team together of different disciplines? Do teams have to be formed to submit an expression of interest?

Answer: We are seeking submissions from fully formed teams.

8. Who is on the selection committee?

Answer: We have not identified committee members yet.

9. What is the timeline?

Answer: The schedule is fluid. The intent is to have a consultant team under contract in early April. Data analysis could occur over the summer. Public meetings could take place in early fall. The draft master plan could be completed in spring of 2018 and then go before Planning Board and County Council in early summer 2018.

10. What will Public Engagement Associates (PEA) role be? Who will send out meeting invitations and maintain the website?

Answer: We will work through details of the scope with the consultant team and PEA.

11. How do we address the EBO requirement?

Answer: At this stage the EBO requirement is for informational purposes. Appendix D is not required to be included with your submittal.

12. For section 5.5, can you clarify the expectation of the project manager as it relates to a multi-disciplinary team structure? Must the project manager be from the prime/lead consultant or can they be from a sub-consultant?

Answer: Typically, the project manager on a master planning assignment is a member of the prime/lead consultant firm (see #13 for more information on the prime firm). It would be an unusual approach for the project manager to be a sub-consultant. However, for the Ellicott City Master Plan, Howard County is open to creative approaches – so long as they are supported by a compelling argument for their effectiveness.

13. Is there a preference for which discipline or type of firm leads this team, i.e. civil engineer, urban designer, planner, etc?

Answer: The County seeks a planning and/or design firm to lead this effort.

14. Can the Expression of Interest be submitted with covers and tabs to organize the submission without contributing to the page limitations?

Answer: Yes, covers and tabs may be used and they will not count towards the page limitations.

15. Is Appendix D required at this time?

Answer: No. Appendix D (Equal Business Opportunity Participation) does not need to be addressed in your expression of interest. The EBO requirement would be required if awarded the contract.

16. Do you have a proposed budget and schedule for the Master Plan, or will that be developed after EOI evaluation and firm selection?
Answer: Please see responses to #6 and #9 regarding budget and timeline, respectively. The County has an adequate budget for this project and is anticipating a 2018 completion date. The County will work with the selected firm on the details of the budget, schedule and scope of work.
17. Reference page 5 of 28, paragraph 5.3 (SF254 and SF255), “ITEM EIGHT of the SF 255 shall list no more than 10 projects and shall include the name and telephone number of a person who may be contacted for references for each listed project and shall indicate which of the key personnel listed in ITEM SEVEN were involved on the specific projects listed and in what capacity.” May we submit expanded project descriptions for SF 255, item eight (not to exceed one (1) page per project), or would you prefer a list of ten projects only?
Answer: Consultants shall provide a list as specified in “ITEM EIGHT” of the SF 255.
18. Are Public Engagement Associates (PEA) and McCormick Taylor precluded from participating on this Master Plan team?
Answer: PEA will work as part of the master plan team, however; they will be retained under a separate contract outside the scope of this EOI. At this time, the County has retained McCormick Taylor to conduct the Hydrology and Hydraulic Study and does not have any contracts with McCormick Taylor related to the Ellicott City Master Plan. There is nothing to preclude McCormick Taylor from bidding on this solicitation exclusively with one team or in partnership with multiple teams (similar to any sub-consultant).
19. Given its conduct of the H/H study, is McCormick Taylor & Associates a permitted offeror on this project? It seems that because of the H/H work, McCormick Taylor would have sufficient “insider knowledge” not only of the subject matter but also of the County staff’s thinking on watershed management issues. We could foresee, however, a scenario similar to that of PEA remaining as part of the master planning process so as to provide continuity.
Answer: Please see the response to the prior question.
20. When does the County anticipate that the master plan process will begin and master planning consultants will be brought on board (if not at the same time as the beginning of the master plan process)? As per the Howard County website, it appears that the County will select a planning consultant team by the end of March 2017, and work begins in April 2017. Is that still correct?
Answer: See response to #9 regarding preliminary estimated timeline.
21. What is the anticipated timeframe for the completion and adoption of the master plan once a notice of intent is issued?
Answer: See response to #9 regarding preliminary estimated timeline.
22. Is the hydrologic and hydraulic study currently taken place and mentioned on page 3 of the EOI being conducted by the US Army Corps of Engineers, or by an engineering consultant? And will the planning consultants have the opportunity to engage with the engineering consultants and/or the US Army Corps of Engineers to ask questions that may help inform possible options?
Answer: McCormick and Taylor is conducting the hydrologic and hydraulic study, a comprehensive analysis of the Tiber Hudson Watershed that will model how certain water retention controls and channel enhancements will reduce the amount of flooding on Main Street in various storm conditions. The target completion date is mid-spring 2017. The U.S. Army Corps of Engineers is conducting a separate study: the Non-Structural Floodproofing Study. This study will examine how different properties could utilize non-structural floodproofing techniques in order to reduce the damage of future flooding. The target completion date for this study is late summer 2017. Please visit the

www.ecstrong.org webpage and review information under the tab ‘Planning Process’ for more information on these studies. Discussions with the engineering consultants and or the US Army Corps of Engineers could be incorporated in the scope of work.

23. How closely will the planning team be working with the Ellicott City Recovery Community Advisory Group (CAG) mentioned on page 3 of the EOI?
Answer: With a sunset date of January 31, the Community Advisory Group (CAG) held their last meeting on January 26. CAG’s final report is anticipated to be released in February. Additional information on CAG is available at www.ecstrong.org. The county will work with the selected master plan consultant on determining the process for engaging community members.
24. Is the community engagement firm that was hired to assist with the recovery process still involved (item 1.1.2.1 on page 3)? Will their services continue to be utilized through the planning process, or will all community engagement activities be incorporated into the selected planning team’s scope of services (listed under Item 1.2.3 on page 4)?
Answer: The community engagement firm PEA will work as part of the master plan team, however; they will be retained under a separate contract outside the scope of this EOI. Once a qualified firm is selected, a public engagement process will be developed through a collaborative effort between the County, PEA and the selected master plan team.
25. Item 1.2.3 on page 4 states that the consultant team engaged under this EOI will work with the County’s master plan team. What is the make-up of the County’s master plan team? In other words, how many County employees are part of the master plan team, what County agencies and departments do they represent, and does this include members of the CAG?
Answer: The master plan effort will be led by the Department of Planning and Zoning; however, other departments and agencies (i.e. County Administration, Office of Emergency Management, Department of Public Works, and others) will be involved in the process. County employees who have served as technical advisors to the CAG are also part of the master plan team.
26. The EOI indicates that there is a 10% subcontracting goal for projects over \$50,000 in budget to obtain minority subcontractor participation. I am the principal of a small LLC certified through MDOT’s Office of Minority Business Enterprise’s Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) program. I am a planner experienced in community engagement, environmental planning, stormwater and flood management, and the interpretation of flood studies and would welcome the opportunity to act as a planning subcontractor to a more established firm. How strongly does Howard County take the requirement to include MBEs on their planning team?
Answer: The County strongly encourages this requirement even for prime Contractors that are minority firms.
27. Will Howard County include a list of attendees from the July 31st pre-submittal conference in their addendum? I was unable to attend but would like to follow up with interested firms to see if there’s an opportunity for my LLC, which is a DDOT-certified MBE, to participate as a subcontractor.
Answer: The sign-in sheet from the pre-submittal conference is included as an attachment to this document.
28. Is it possible to submit the Standard Form 330, currently used by the Federal Government, instead?
Answer: No. The standard forms 254 and 255 shall be submitted as specified.

29. The indemnification clauses found at 6.1 Insurance, page 5 of 28 and Article 22.1, page 14 of 28 (Sample Contract) of the RFP differ. The Sample Contract language contains the term of “negligent performance” where the clause at 6.1 does not. Can we assume the Sample Contract language will govern?

Answer: Yes, the sample contract language will govern.

Attachments

1. Pre-Proposal Sign-in Sheets.

All other specifications, terms and conditions remain the same.

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

ADDENDUM RECEIVED BY:

_____	_____
Company Name	Signature

	Title

EHB

Pre-bid Conference

EOI No. 01-2017

MASTER PLAN FOR ELLICOTT CITY & THE TIBER-
HUDSON WATERSHED

DATE: Tuesday, January 31, 2017 @ 2:00 p.m.

IT IS IMPORTANT TO COMPLETE THE GRAY AREAS OF THIS FORM AS IT WILL ASSIST HOWARD COUNTY'S ONGOING EFFORTS TO OBTAIN MBE/DBE/WBE PARTICIPATION.

PRINTED NAME OF REPRESENTATIVE	COMPANY NAME	IS YOUR COMPANY EBO/MBE CERTIFIED?	TELEPHONE & FAX NUMBER	E-MAIL ADDRESS	INTERESTED IN BEING A SUB-CONTRACTOR? CHECK HERE
			410 821-7900		
Hank Almyer	BOHLER	NO	(301) 385-8811 410 821-7900	halmyer@bohlereng.com	✓
Ron Weike	STS	NO	301 3258407	helives4me@wrk.com	✓
COVIN GREENE	STREETSENSE	NO	202.270.2188	cgreene@streetsense.com	
CECILY BEDWELL	DESIGN COLLECT.	NO	410.685.6655	cbedwell@designcollective.com	
Shahriar Etemadi	STS Consulting	NO	(410) 718-8660	etemadi.sts@gmail.com	
Melanie Young	Sabra Wangi Assoc		4437413500	myoung@sabra-wangi.com	✓
Karen Nichols	HDR	NO	410 946-1961	karen.nichols@hdrinc.com	✓

Pre-bid Conference: Purchasing Conference Room, Gateway Bldg
6751 Columbia Gateway Drive, Suite 501, Columbia, MD 21046

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Valdis La zdins	Ho Co. DPZ		410 313 4301	vla2dins@howardcounty.md.gov	
Amy Gowan	DPZ		410 313 4340	agowan@yahoo.com	
Kristin O'Connor	DPZ		410 313-4321	KOConnor819@ yahoo howardcountymd.gov	
Karitsa Norman	DPZ		410 313-2350	knorman@howardcountymd.gov	
MIGUEL IRAOLA	HOARD COPLAN MACHT		410-837-7311	miriola@hcm2.com	
Pipper Mosley	Michael Baker Int	NO	410-271-5736	pipper.mosley@ michaelbak mbakerintl.com	
Kerry McIntyre	Michael Baker Intl	No	410-340-1135	kerry.mcintyre@mbakerintl.com	
Mae Nichols	AECOM	No	301-452-3597	mae.nichols@aecom.com	
Matt Hill	AECOM	No	708-682-1562	matthill2@aecom.com	yes
Nicole White	Symmetra	YES	202-370-6000	nwhite@symmetradesign.com	✓
Brian Wagner	KCI	no	443-244-2854	brian.wagner@kci.com	✓
Bob Hackman	GeoMaterials Consulting	Local Bus Initiative	410-960-4822	geomaterials15@gmail.com	✓ or Prime
Jennifer Howells	Haust Brown LLC	Yes	602-856-7864	jennifer.howells@haustbrown.com	✓

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Brod Jones	WRA	N	410-864-1058 410-224-1820	bjones@wralp.com	
Ted Brown	Biohabitats	N	410-554-0156	tbrown@biohabitats.com	✓
Paul Rogers	Advanced Placemaking	N	(410) 493-0952	brogers@placemaking.com	
Douglas S. Munaus	SMT	N	443 797 5486	douglas.munaus@jmt.com	
Christine Wells	Crossroads Transportation	Y	410 925 5313	cwells@crossroads-transportation.net	✓
Allysha Lorber	SMT	N	443 900 2456	alorber@jmt.com	✓
RAVI LAJWANI	AKRF, Inc.	N	410-712-4848	RLAJWANI@AKRF.COM	✓

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SCOTT C. SCARFONE	OASIS DESIGN GROUP	N	410.732.1910	SSCARFONE@OASISDESIGNGROUP.COM	X
Liling Tien	PELA DESIGN	Y	410.296.3990	liling@peladesign.net	✓
Steve Brigham	Public Engagement Assoc.	N	202.329.2968	stave@publicengagementassociates.com	
Jane Sinclair	Sasaki	Y	410.919.7800	rsinclair@sasaki.com	
KETHA SULLIVAN	MARKS THOMAS	Y	410.539.4300	KETHA@marks-thomas.com	

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PRAKASH KHANAL	BAI	NO	410-884-3607	PKhanal@bzudis.com	X
LIZ Ellington	BBB	NO	202 295 1151	eellington@bbbarch.com	
Tony DiCola	Setty MEP/FP	Yes	703-268-3761	Tonyd@Setty.com	X
Budget Mainley	RKKK	NO	410-462-9205	bmainley@rkk.com	X
Joshua Boehlke	Architecture by Design	Yes	410-480-3210	jboehlke@abd-architect.com	X
Richard Radcliffe	Architecture by Design	Yes	410-480-3210	rradcliffe@abd-architect.com	
MAT BRASSARD	NITSCHE ENGINEERING	NO	617-338-0063	mbrassard@nitscheng.com	X
Dominique V. Prencipe	Century Eng., Inc	No	443 589 2400, 2401	jschingeck@centuryeng.com	
Dean Randall	Sprocketman Hydrology LLC	No	410 802 5827	dean@sprocketman-hydrology.com	X
Hayat kelil-BROWN	Hayat BROWN LLC	Yes	21856-7863	hayat.brown@hayatbrown.com	Sub
Rebecca Murphy	RCM Strategies Consulting LLC	Pending	(443) 840-0586	rcmstrategiesconsulting@gmail.com	X
Lisa Wingate	Presentation Consulting	No	410-465-3121	wingatelj@aol.com	✓
Ed Steere	Lipman Frizzell & Mitchell LLC	NO	410-423-2348	esteere@lpvalue.com	✓

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Jennifer Koch	Rhodeside +Harwell	PBE	703 683 7447	jennifer.k@rhodeside-harwell.com	✓
Not Alston	The Horizons Group	EBOC	301-437-6758 410-730-2076	ralston@thehorizonsgroup.net	✓
Kellyann Few	Earthlite Management Strategies	EBO/MBE	410.718.0449	kfew@emstrategies.org	✓
Cheryl O'Neill	Toti Gallos	no	301-588-4800	conail@totigallos.com	✓
VIM KLEIN	LARDNER/KLEIN	—	703 739 0972	Jim.klein@lardnerklein.com	✓
MARK BONTA	BONTA CAMPISIEL ARCHITECTS	NO	410-290-9006	MBBNTA@BONTACAMPISIEL.COM	✓
TOM MCGILLOWAY	MARLAN RYKIEL T.MCGILLOWAY@MARLANRYKIEL.COM		410-235-6001	T.MCGILLOWAY@MARLANRYKIEL.COM	✓
Greg Fox	A. MORTON THOMAS	NO	501 881 2545	gfox@amtengineering.com	✓
Bryon White	Sabra Wang	NO	443-741-3500	bwhite@sabra-wang.com	✓
CHRISTIAN CALLERI	PERKINS EASTMAN	YES	202.212.6075	c.calleri@perkinseastman-dc.com	✓
AMIE KENDRICK	SABRA WANG	NO	410 948 9441	jkendrick@sabra-wang.com	✓