

**BALTIMORE COUNTY, MARYLAND
PURCHASING DIVISION
400 WASHINGTON AVENUE, ROOM 148
TOWSON, MARYLAND 21204-4665**



REQUEST FOR PROPOSAL NO. P-164

AFFORDABLE HOUSING, TURNER STATION

REVISED Due Date: 8/12/16, Time: 3:00 PM

**AMENDMENT NO. 02
DATED 07/27/16**

**AMBER BUTCHER, STAFF BUYER
PHONE: 410-887-3887
EMAIL: abutcher@baltimorecountymd.gov**

**PLEASE SIGN BELOW ACKNOWLEDGING RECEIPT
OF THIS ADDENDUM AND RETURN WITH YOUR BID.**

Company Name

Signature

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AMENDMENT NO. 02

The following information is offered as a result of correspondence received prior to Monday, July 18, 2016.

1. The due date for proposals has been revised from Monday, August 1, 2016 at 3:00 PM to Friday, August 12, 2016 at 3:00 PM. Please use the attached revised Bid Reply Label.
2. Under General Condition 7.3. The deadline for written questions pertaining to this solicitation is revised to Wednesday, August 3, 2016.
3. Please find attached the pre-proposal sign in sheet.
4. Revise to add to the General Conditions number 20:
 20. **UTILIZATION OF BALTIMORE COUNTY'S DEPARTMENT OF ECONOMIC AND WORKFORCE DEVELOPMENT.** The Offeror shall use Baltimore County's Department of Economic and Workforce Development as a "First Source" for training and recruitment of employees. "First Source" requires that the Offeror notify the Department of Economic and Workforce Development of employment opportunities to present qualified candidates to the Offeror for consideration. The Offeror will use reasonable efforts to consider qualified Baltimore County residents who are either unemployed or under-employed for all available positions.
5. Revise to add to the General Conditions number 21:
 21. **BONDS.**
 - 21.1 The Contractor shall be required to give both a performance and payment bond, each in the amount of the contract, conditioned that it shall comply in all respects with the terms and conditions of the contract and the Contractor's obligations thereunder, including the specifications.
 - 21.2 In the event your company is unable to qualify for bonding through a traditional commercial surety company, you may qualify for the required bonds through the State of Maryland, Department of Commerce (DOC).

The Maryland Small Business Development Financing Authority (MSBDFA, pronounced Mis-Bid-Fa), an agency of DOC, operates a Surety Bond Program designed to assist small businesses, based in Maryland, that are unable to obtain adequate bonding on reasonable terms in the commercial marketplace. MSBDFA provides bid, payment and performance bonds for contracts funded by government agencies, regulated utilities and private entities. The penal sums of the bonds are limited to the aggregate amount of \$2,500,000 and companies may pre-qualify for multiple bonds within pre-approved terms and conditions.

For more information on how to apply, you may contact: Meridian Management Group, Inc. (MMG), (the Program's Manager), 826 E. Baltimore Street, Baltimore, Maryland 21202, Telephone 410-333-2470. Or visit their website at

www.mmgroup.com for information, applications and a checklist of required documents and reports that must accompany the application.

6. Revise General Conditions, Section 14.7, to change from ninety (90) days to one hundred eighty (180) days.

7. **Question:** Regarding Section 3.3, does an offeror need to show how they are working with representative of the communities?
Answer: Yes.

8. **Question:** Are there any pre-existing structures on any of the lots?
Answer: No, all of the lots are vacant.

9. **Question:** Who will be the point of contact with regards to handling the agreement after the award is made?
Answer: Once the award is complete, the awarded contractor(s) will be contacted and assigned a point of contact.

10. **Question:** Will subcontractors be required to submit insurance verification naming Baltimore County as additional insured?
Answer: No, only the Prime Contractor will be required to submit insurance verification naming Baltimore County as additional insured.

11. **Question:** Any guide lines on how soon the property must be sold? If so, will the property be required to turn into a rental?
Answer: The offeror should sell the property upon completion. The Baltimore County Housing Office works with non-profits to provide home buyer education, housing counseling and financial literacy for the community, which should also help in selling the property ASAP.

12. **Question:** Is the County willing to assist with down payment, closing cost or any other considerations to assist with the selling of the properties?
Answer: The County is willing to entertain requests for assistance. Offerors should indicate the type (i.e. loan, grant, assistance to ultimate owner, etc.) and amounts of assistance being requested as part of the price proposal.

13. **Question:** Will any considerations be given or will we be able to modify if the submitted design is not accepted?
Answer: For the purpose of evaluation, Offeror's will only be submitting concept designs. The awarded contractor(s) will work with the County to produce an approved design.

- 14. Question:** In the event funding is no longer available after a project has been initiated, how will the County notify the contractor and what will happen with the project?
- Answer:** If the County commits to making funds available, in a fiscal year, then the funds will be encumbered for the project, so there will be no problem. Should a financial offer include funding over multiple years, then it will be up to the successful contractor(s) to obtain alternate replacement funding. Offerors should factor all of this into any request for financial assistance.
- 15. Question:** Will the deed be transferred at the time of award?
- Answer:** The County will enter into a contract with the successful contractor(s) which will provide for timing of transfer of the property, however, the County anticipates that transfer will occur shortly after execution of the agreement.
- 16. Question:** Do you have to attend the Pre-Proposal Conference to submit a proposal?
- Answer:** No, the Pre-Proposal Conference is not mandatory.
- 17.** All other terms and conditions remain the same.

BID REPLY LABEL

*CUT ON THE DOTTED LINE AND
SECURE TO THE OUTSIDE OF YOUR
RESPONSE ENVELOPE OR CARTON.*

REQUEST FOR PROPOSAL	
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NO. P-164 8/12/16, 3:00 PM AFFORDABLE HOUSING, TURNER STATION	
TO:	BALTIMORE COUNTY, MARYLAND PURCHASING DIVISION 400 WASHINGTON AVE, ROOM 148 TOWSON, MARYLAND 21204-4665

BE SURE TO SEPARATE THE PRICE PROPOSALS FROM THE TECHNICAL PROPOSALS. PRICE AND TECHNICAL PROPOSALS MUST BE BOUND SEPARATELY SO THAT EVALUATORS CAN REVIEW THE TECHNICAL PROPOSALS WITHOUT KNOWLEDGE OF THE PRICE PROPOSALS.

PLEASE USE THE LABELS BELOW TO CLEARLY MARK THE OUTSIDE OF BOTH THE TECHNICAL PROPOSALS AND PRICE PROPOSALS WITHIN YOUR ENVELOPE OR CARTON.

TECHNICAL PROPOSAL

PRICE PROPOSAL

MBE/WBE FORMS