

**ADDENDUM NO. 1**  
**TO THE REQUEST FOR QUALIFICATIONS (RFQ)**  
**FOR 3505 HAMILTON STREET PUBLIC SAFETY BUILDING ADAPTIVE REUSE**  
**PROJECT**  
**FOR THE CITY OF HYATTSVILLE, MARYLAND**  
**RFQ #DPW21-005**

Thursday July 1, 2021

The City of Hyattsville, Maryland, hereafter the "City", is issuing this Addendum #1 on July 1, 2021 to amend and clarify information and specifications included in RFQ #DPW21-005, 3505 Hamilton Street Public Safety Building Adaptive Reuse Project. **Addendum #1 updates the schedule for the RFQ Process, including the submission date and time.** There are no other changes to the RFQ. This addendum is incorporated into RFQ #DPW21-005 and any associated contract documents as if fully set out in the original RFQ. **Proposer must acknowledge the receipt of Addendum #1 by signing this addendum where indicated and including this addendum as part of your proposal package.**

**On Page 3 the existing RFP Solicitation Schedule is struck and replaced with the following:**

**RFQ/RFP Solicitation Schedule:**

- June 14, 2021 – Solicit RFQ
- June 21, 2021, at 1:00PM – Pre RFQ meeting via Zoom, link to be posted a min of (1) week in advance on City website
- June 22-25, 2021 and July 6-8<sup>th</sup>, 2021 – Site visits by appointment only
- July 8, 2021, at 5:00PM – Questions due
- July 14, 2021, at 1:00PM – RFQ is due
- July 14, 2021, at 1:10PM – RFQ is publicly opened
- July 19-22, 2021 – Interviews with Selected Firms. Interviews will be held at 10AM, 12PM, and 2PM and will be scheduled first come first served. Selected firms will be contacted at random to setup the interview. Interviews will be a max of (1) hour, with a presentation by the firm taking no more than 20 minutes and a Q&A session of 30 minutes.

- July 27-29, 2021 – Site Visits with selected Firms. There will be a 9:00AM and a 1:00PM site visit time slot available each day. Site visits will be scheduled at the end of the interview.
- August 4, 2021 – RFP posted and sent to selected firms
- August 9, 2021 – RFP pre-proposal meeting via Zoom, link to be posted a min of (1) week in advance on City website
- August 13, 2021, at 5:00PM – Questions for Addendum #1 are due, Addendum is expected to be issued within 2 business days
- August 25, 2021, at 5:00PM – Questions for Addendum #2 are due, Addendum is expected to be issued within 2 business days
- September 1, 2021, at 1:00PM – RFP responses are due
- September 1, 2021, at 1:10PM – RFP responses are opened
- September 10, 2021 – Notice of Award
- September 20, 2021 – First Council meeting, presentation by selected firm may be required
- October 4, 2021 – Second Council Meeting, acceptance, and approval of the contract

**On page 9, section on submission of proposals is struck and replaced with the follow:**

The Qualifications will be received by the City Clerk, no later than **1:00 pm**, Wednesday, July 14, 2021 and shall be mailed or hand delivered to:

**The City of Hyattsville**

**4310 Gallatin Street**

**Hyattsville, Maryland 20781**

**Attn: Laura Reams, City Clerk**

For additional information regarding the services specified in this request for qualifications, contact Hal Metzler, City Project Manager in writing by email at [hmetzler@hyattsville.org](mailto:hmetzler@hyattsville.org). Questions specific to this solicitation will be accepted until 5:00 PM on Thursday, July 8<sup>th</sup>, 2021.

**On page 10, section on Evaluation of Proposals and Award of Contracts, the first paragraph is struck and replaced with the following:**

The Proposals will be publicly opened and read on Wednesday, July 14, 2021 at 1:10pm via a virtual meeting. The link to the meeting will be available via the City website.

There are no other changes to the RFP at this time.

END OF ADDENDUM #1



Hal W. Metzler, Jr. El  
City of Hyattsville, Deputy Director

**I acknowledge receipt of addendum #1 for this RFP and have enclosed it as part of the bid package.**

Company

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Signature

Date

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