



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING  
COMMISSION

*Department of Parks and Recreation*

6600 Kenilworth Avenue Riverdale, Maryland 20737

June 18, 2019

**For The Attention of All Proposers:**

**RE: RFP Number: P39 - 133  
Preparation of a Master Plan for Cosca Regional Park  
1100 Thrift Road, Clinton, MD 20735**

**Subject: Addendum Number Five (5)**

The following information related to the above project is provided to all prospective Proposers:

1. The due date for the receipt of proposals has been changed to on or before 3:00 p.m., Wednesday, June 26, 2019.
2. The following are responses to questions received:
  - Q1. Part V – Pricing Schedule Form, page 36 of the form, does not have a separate line item for Meetings, per Part II Section 4 Item B. Given such, we are including meeting pricing WITHIN each of the Tasks A-H and not including them as a separate pricing category.
    - A1. See Pricing Schedule and Fee Schedule (Hourly Billing Rate page 37 for hourly rates for meetings.
  - Q2. Are we to assume a specific number of attendees and a specific length of time for each for pricing? I do not see any guidance provided that would make clear what the evaluation committee is then comparing. I.e. two staff members @ a rate of \$\$ x the number of hours for the individual meeting?
    - A2. Provide a hourly meeting rate which consist of an average hourly rate x 3 staff members.

For the purpose of this proposal pricing, offeror shall include 20 progress/work group meetings during regular work hours and 5 public meetings during non-work hours. See chart below:

TASK	WORK HOUR MEETING	NON-WORK HOUR MEETING
A	4	
B	4	
C	2	
D	2	3
E	2	
F	2	
G	2	
H	2	2

All other terms and conditions apply.

Proposers must acknowledge receipt of this amendment by:

1. Signing below and returning this letter with our proposal submittal; or
2. Indicating receipt of this Addendum by identifying Addendum Number and date.

\_\_\_\_\_  
**Receipt Acknowledged by  
Authorized Company Official**

*Pamela C. Graves*  
**Pamela C. Graves  
Sr. Procurement Specialist**

END OF Addendum Five (5)