



AMENDMENT TO REQUEST FOR PROPOSALS (RFP)

RFP: Architectural and Space Planning Services

RFP ISSUE DATE: August 1, 2019

AMENDMENT NO.: 1

EFFECTIVE DATE: August 14, 2019

ISSUED TO: All Prospective Offerors

SUMMARY: This amendment is issued to: 1) extend the target deliverable schedule by four (4) weeks; 2) extend the closing date for receipt of proposals for this RFP by two (2) weeks; 3) extend the anticipated award date for this RFP by two (2) weeks; and 4) hold another site visit on August 23, 2019.

Accordingly:

1. *Section II.D, Target Deliverable Schedule* (Page 4), is hereby amended as follows:

BRHP expects work awarded under this RFP to commence by October 1, 2019, with final deliverables to be submitted no later than ~~November 1, 2019~~ **November 29, 2019**.

2. *Section IV.A, RFP Schedule* (Page 8), is hereby amended as follows:

Activity	Date
Issue RFP	August 1, 2019
Site Visit	August 12, 2019 & <u>August 23, 2019</u>
Submission of Written Questions	August 23, 2019
Written Responses to Questions Posted	August 30, 2019
Proposals Due	September 6, 2019 <u>September 20, 2019</u>
Anticipated Award Date	September 16, 2019 <u>September 30, 2019</u>

3. *Section IV.B, Closing Submission Date* (Page 8), is hereby amended as follows:

Proposals must be submitted by electronic and hard copy as specified in paragraph E below **no later than 5:00 PM EDT on ~~September 6, 2019~~ September 20, 2019**. Proposals received after the deadline will not be accepted. It is neither BRHP's responsibility nor practice to acknowledge receipt of any proposal. It is the Offeror's responsibility to assure that a proposal is received.

4. *Section IV.C, Site Visit* (Page 8), is hereby amended as follows:

BRHP will hold a site visit on August 12, 2019 **and August 23, 2019**, 10 AM to 12 Noon at 20 S. Charles Street, Ste. 800, Baltimore, Maryland 21201. Offerors are expected to have thoroughly reviewed the RFP package prior to attendance. The purpose of the site visit is as follows:

1. Familiarize the Offerors with the office space and to better understand the complexities, challenges, risks and the unique environment in which the services have to be provided;
2. Provide opportunity to develop and ask questions for clarification during RFP process;
3. Allow BRHP to gain perspective from the Offerors and to potentially refine the requirements and adjust the overall approach; and
4. Ultimately contribute to a more efficient solicitation and higher quality proposals.

5. *Section V.B.2, Notification of Award* (Page 10), is hereby amended as follows:

It is expected that a decision selecting the successful firm will be made by ~~September 16, 2019~~ **September 30, 2019**. Upon conclusion of the final negotiations with the successful firm, all Offerors submitting proposals to this RFP will be notified of BRHP's final decision awarding the contract.

6. Except as noted above, all other terms and conditions of the original RFP remain unchanged and in full force and effect.

Any questions concerning this amendment must be submitted via e-mail to Adria Crutchfield at acrutchfield@brhp.org.