

City of Cumberland

57 N. Liberty Street
Cumberland, MD 21502

July 25, 2014

Feasibility Study for Incubation/Co-work space Request for Proposals

Addendum No. 1

The purpose of this Addendum is to acknowledge that the City received eight (8) requests for clarification relative to the Request for Proposals for the above referenced project. The eight (8) questions and the responses provided by the City of Cumberland follow as Addendum No. 1.

1.) What does the city think of when they state, a “general operational and management plan”?

We expect the “general operational and management plan” portion of the feasibility study to focus on the framework needed to ensure efficient management of the facility. This should include an overview of the partners and their responsibilities as well as a

2.) In your view, how does the general operational and management plan differ from Business Plan?

We expect the business plan to be focused on the financial component of the facility and the general operational and management plan to focus on establishing a framework for ensuring efficient day-to-day management of the facility as well as guidelines for tenants of the incubator facility.

3.) For financial analysis, should we assume zero cost of building? Depreciation? Could you confirm that the city owns 19 Frederick?

The City owns the building, so there is zero cost and no depreciation for the building.

4.) Who will be responsible within the city/ACM for management of the incubator? Is this something you wish the consultant to determine?

No managerial structure has been determined, though this is something we expect the study to expound upon.

5.) Do we need a certified builder report? Is the building up to code?

A certified builder report is not required. The building has had no code compliance issues; a significant renovation or change of use would stimulate new code requirements.

6.) What is the timeframe for the financial pro-forma?

10 years

7.) Are we able to view the building before the submission deadline or do you have plans we could access?

Yes, anyone wishing to schedule a walkthrough of the building can contact Shawn Hershberger at 301-722-4156 or shershberger@allconet.org

8.) When is the city hoping to see a final deliverable from the consultant?

The hope is for the results to be delivered within four to six months of signing the contract.