



PURCHASING DEPARTMENT  
DIVISION OF BUDGET & FINANCE

**Q-21-693**  
**ADDENDUM NO. 1**  
**REQUEST FOR QUOTATION**

**BOARD OF ZONING APPEALS PROFESSIONAL LEGAL SERVICES**

**DATE: Thursday, February 11, 2021**

**QUOTES DUE: Wednesday, February 24, 2021**  
**3:00 P.M. (EDT/EST)**

To Vendors:

This Addendum is hereby made a part of the Request for Quotation (RFQ) Documents on which all quotations will be based and is issued to correct and/or clarify the original documents.

Please acknowledge receipt of this Addendum on the Quotation Form. This Addendum consists of two (2) pages.

**NOTE:** Washington County Government has limited access to the Washington County Administration Complex at 100 West Washington Street, Hagerstown, Maryland until further notice. All Quoters shall allow ample time for delivery of their quote packets. Delivery of quote packets via-courier service or United States Postal Service (USPS) will be accepted. Those quoters who wish to deliver their quote packet in person will need to call 240-313-2330 to receive instructions for dropping off their quote packet.

**ITEM NO. 1:** Inquiry: How many hearings does the Board of Appeals conduct during the year for each - special exception, variance and admin appeal?

Response: The Board of Appeals conduct between 35 to 45 hearings per year.

**ITEM NO. 2:** Inquiry: How many work sessions does the Board conduct per month and is legal counsel to be present?

Response: Part 1 of Item No. 2 herein: The Board does not conduct monthly sessions.

Response: Part 2 of Item No. 2 herein: See response to Part 1 of Item No. 2. If work sessions were to ever take place, then legal counsel will be invited.

**ITEM NO. 3:** Inquiry: What time, day and where does the Board meet and is travel time included?

Response: Hearings are every other Wednesday (except holidays) at 6pm. Presently hearings are virtual via-Zoom. When the pandemic is over hearings will go back to being in-person at the County Administration Complex, 100 West Washington Street, Room 2000. Travel time is not included.

**ITEM NO. 4:** Inquiry: Are we responsible for defending any appeals in Circuit Court? If so, about how many do they encounter a year?

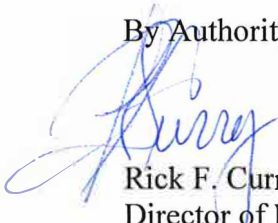
Response: Part 1 of Item No. 4 herein: No.

Response: Part 2 of Item No. 4 herein: Not applicable.

**ITEM NO. 5:** Inquiry: For the most recent contract term, what were the total fees charged by the attorneys in this position?

Response: The annual lump sum fee for this contract, per term was \$18,000 (\$1,500 monthly payout). The total for the three (3) year contract term was \$54,000.

By Authority of:



Rick F. Curry, CPPO  
Director of Purchasing