

**Procurement Department**

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**ADDENDUM #1**

**RFP #26-JH-013**

**School Facility Mapping Consulting**

**TO: ALL PROPOSERS**  
**FROM: Jennifer Horner, CPPB, Procurement Agent**  
**DATE: April 15, 2026**

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This Addendum is issued in response to prospective proposer's inquiries and to add/clarify verbiage in the Request for Proposal.

**Pricing / Not to Exceed (NTE) / Cost Proposal**

1. **QUESTION:** Does the school prefer a quote based on a **Day Rate** or a **Square Footage (SQ Ft)** rate?

**ANSWER:** HCPS is not requesting pricing based on a day rate or square footage rate. This solicitation is structured as a Request for Proposal (RFP) with a defined not-to-exceed (NTE) amount tied to grant funding.

Respondents should propose a scope of work and associated costs that maximize deliverables within the available funding. Rather than using a prescribed unit-based pricing model, HCPS is seeking each respondent's recommended approach to achieve the project objectives within the NTE amount, consistent with the intent of the RFP.

2. **QUESTION:** In my experience leading the **Detroit School Mapping Initiative**, I found that buildings often vary significantly in complexity. Schools with intricate layouts, tunnels, or hazardous conditions require different resource allocations than standard facilities. How would the school like these variables accounted for in the bid?

**ANSWER:** Respondents are expected to account for variations in building conditions, layouts, and overall complexity within their proposed methodology, resource allocation, and cost. Refer to Pages 49–90 of the RFP, where HCPS provides general facility information in the appendices, including building size, number of stories, and site plans, to support proposal development.

Using this information, along with their professional expertise, respondents should develop a comprehensive scope of work and pricing approach that maximizes project outcomes within the Not-To-Exceed (NTE) funding amount.

3. **QUESTION:** Can you explain a bit more about what you mean by work completed within NTE in the Cost Proposal Form?

**ANSWER:** “Work completed within the not-to-exceed (NTE) amount” refers to the scope of work that the consultant is proposing to complete within the available grant funding of \$104,489.00. The proposed scope should clearly identify the tasks, objectives, and level of completion that can be achieved within this funding.

Any portions of the overall scope outlined in the RFP that are not included within the proposed NTE work plan represent remaining work. Consultants are required to provide pricing to complete this remaining work, including:

- Cost to complete the remaining work by July 2027
- Cost to complete the remaining work by July 2028

The initial proposal shall include all costs through the grant timeframe of May 30, 2027. Pricing should reflect amounts that the consultant is comfortable maintaining for the duration of the contract and their proposed approach to completing the full scope within each timeframe.

4. **QUESTION:** Are consultants expected to apply specific labor or cost escalation assumptions for optional services pricing through 2028?

**ANSWER:** Refer to Question #3 of this addendum.

## **CAD Data / Existing Data**

5. **QUESTION:** Are the DWGs consistent in terms of formatting/standards building to building? Or were they created by separate vendors?

**ANSWER:** All DWG files were developed by the same architectural firm and follow a consistent set of formatting and standards across all school buildings.

To request access to a sample of the data, please email Missy Valentino at [missy.valentino@hcps.org](mailto:missy.valentino@hcps.org). Access will be provided through the HCPS file share. Please include your name, firm name, and email address with your request.

Please note that file share emails may occasionally be routed to junk or spam folders. If you do not see the email, we recommend checking those folders.

6. **QUESTION:** Is there a consistent CAD data standard applied to all the CAD files?

**ANSWER:** No formal CAD data standard has been applied. The files were generated using standard Revit export settings.

7. **QUESTION:** Are all rooms in the CAD polylined?

**ANSWER:** Yes. All rooms are represented with polylines that define their boundaries.

8. **QUESTION:** Are all the CAD files georeferenced?

**ANSWER:** No. The CAD files are not georeferenced.

9. **QUESTION:** Do the CAD files contain room numbers, room use type descriptions, hallway and stairwell name labels, door numbers which will be verified in the field, or should we anticipate identifying and labeling this information in the field?

**ANSWER:** The CAD files include room numbers, but all information should be verified in the field. Door numbers are not in the CAD data, however, will be provided via PDF documents. The consultant should expect to supplement and label missing or inconsistent elements.

10. **QUESTION:** Would you be able to share a sample school AutoCAD file or layer? This would help us better understand the level of effort and time commitment required across all 52 schools.

**ANSWER:** Refer to Question #5 of this Addendum.

11. **QUESTION:** Are there any schools that are currently scheduled, or expected within the next year, to undergo updates that would result in new or revised AutoCAD data?

**ANSWER:** No, there are currently no schools scheduled, or expected within the next year, to undergo updates that would result in new or revised AutoCAD data.

12. **QUESTION:** Are all CAD plans standardized across all facilities?

**ANSWER:** Refer to Question #5 of this Addendum.

13. **QUESTION:** Do the CAD drawings include critical safety and access features, as well as additional emergency and safety elements (Priorities 3 and 5)?

**ANSWER:** No, the CAD drawings only include the building layout.

14. **QUESTION:** In Priority 3, you refer to "using existing HCPS documentation for key building safety features". How are those currently documented?

**ANSWER:** Existing documentation is primarily maintained in PDF format identifying feature locations. However, these documents do not meet the required data standards and will require field verification to ensure accuracy and completeness.

15. **QUESTION:** Can you break down what effort has already been done for each school to date in terms of floor plan creation, room validations, asset collection and validation, etc.?

**ANSWER:** HCPS previously completed a space study for all elementary schools. As part of that effort, the selected consultant updated floor plan layouts using existing drawings for **ALL** schools including elementary, middle, middle/high, high, and specialty schools. This work focused solely on building layout and did not include collection of GIS point data or safety features. During the space study, all elementary schools were physically walked to confirm building layouts. Room numbering should also be verified as part of this project. However, room usage is subject to change annually and will be managed and updated by HCPS, with coordination from school administration as needed.

Middle schools, middle/high schools, high schools, and specialty schools have not undergone field verification and will require full validation.

16. **QUESTION:** What CADD software was used to create the school plans and what software version(s) were used?

**ANSWER:** School facility plans were developed using Revit 2025, with settings to export to file format AutoCAD 2013. Drawings are available in AutoCAD (DWG) format to support compatibility with GIS conversion workflows.

17. **QUESTION:** Were the CADD drawings developed to comply with CADD drafting standards/data standards, and if so, was their compliance with the standards verified?

**ANSWER:** Refer to Question #6 of this Addendum.

18. **QUESTION:** Are all Drawings - CAD / GIS projected to a known coordinate system?

**ANSWER:** No. None of the CAD or GIS drawings are currently projected to a known coordinate system. The existing CAD files are based on local or assumed coordinate systems and will require alignment and georeferencing as part of the GIS conversion process.

19. **QUESTION:** Are CAD Files available for all buildings, The RFP states that “HCPS own existing floorplans information in CAD for **most** buildings”, How many building are not well documented?

**ANSWER:** Refer to Question #15 of this Addendum.

20. **QUESTION:** Does the district have existing GIS or CAD data available for review?

**ANSWER:** Refer to Question #5 of this Addendum.

21. **QUESTION:** Re Section 2, pg. 17: “HCPS owns existing floorplan information in CAD (DWG) format for most school buildings.” Please confirm which of the 52 school buildings have floorplan information available in CAD (DWG) format. If floorplan information is not available in DWG format, please confirm what format the floorplan information will be provided in for those remaining buildings.

**ANSWER:** Refer to Question #15 of this Addendum.

22. **QUESTION:** The RFP indicates that CAD floor plans exist for most schools, while discussion during the pre-proposal meeting suggested that CAD files may exist for all facilities. Can HCPS confirm whether CAD floor plans are available for all school buildings? Have the CAD drawings been recently updated and standardized across facilities? Can HCPS provide a sample CAD file as part of an addendum to help inform the approach and level of effort? Can HCPS share the name of the firm(s) that compiled the CAD files?

**ANSWER:** Please refer to the referenced addendum responses for detailed information regarding CAD file availability, consistency, and sample data (see Addendum responses #5, #6, and #15). CAD drawings were developed by GWWO Architects.

23. **QUESTION:** Are safety assets (AEDs, extinguishers, hazmat, alarms, etc.) recorded in the CAD files or supporting documentation/asset inventories, or will these have to be collected and mapped during walkthroughs/sensors?

**ANSWER:** Refer to Question #13 of this Addendum.

## **Field Verification**

24. **QUESTION:** Is your staff open to and available for on-site collection of assets and room validations, or is that 100% required of the vendor?

**ANSWER:** Field verification is 100% the responsibility of the selected vendor. HCPS staff will support coordination but will not perform data collection.

25. **QUESTION:** The Maryland School Mapping Data Standard mentions a 'sub-meter accuracy minimum expected' for spatial accuracy. Does HCPS expect the consultant to utilize high-precision GPS/GNSS equipment to collect outdoor assets (like hydrants and shut-offs), or is digitizing from existing high-resolution county imagery coupled with visual field-verification sufficient?

**ANSWER:** Digitizing from existing high-resolution County imagery, combined with visual field verification, is sufficient to meet HCPS expectations for this project.

26. **QUESTION:** Given that field verification and 911 usability are grant requirements, should verification be limited to grant-funded priority features, or is comprehensive interior validation expected where data exists?

**ANSWER:** The grant requires that all data developed under this project be field verified. Verification is not limited to select priority features. Where data exists, interior validation is expected to ensure accuracy and usability for emergency response. For building layout, the consultant shall verify existing conditions against the floor plan data. This includes identifying and correcting changes that may have occurred over time, such as added or removed walls, reconfigured spaces, or new offices. This is especially important in secondary schools where plans may not be fully up to date.

In addition, all critical attributes must be field verified, including room numbers and door numbers. Any data that will be integrated into Harford County 911 systems must be accurate and fully validated to support emergency response.

27. **QUESTION:** How accurately shall the CAD plan layouts be verified to? Such as +/- 24 inches, +/- 0.5 inches?

**ANSWER:** Please refer to the [Maryland School Mapping Data Program standards](#) for specific accuracy requirements. In general, all data should meet a minimum of sub-meter accuracy. The consultant is responsible for ensuring that all mapping data, including the floor plan layout and associated features, is field verified and aligned with these standards to support reliable use by Harford County 911 and the Harford County Sheriff's Department.

28. **QUESTION:** Is the district open to the development of a field verification mobile application and the training of district staff to use the application for current verification and future updates?

**ANSWER:** HCPS is not seeking the development of a field verification mobile application as part of this project. The selected consultant will be responsible for completing all required field verification. For future updates, HCPS anticipates that consultants on future capital or renovation projects will provide updated floor plans as part of their deliverables when building layouts are modified. In addition, HCPS will coordinate with Harford County GIS to field verify and update a portion of facilities on an annual basis. HCPS will also work with school administration to review and update space use information annually.

29. **QUESTION:** Is field verification expected to take place in summer 2026 (after July 13), or would there be opportunities to conduct it during the school year, such as after hours or on weekends?

**ANSWER:** HCPS will coordinate with the selected firm to conduct walk throughs. Since our buildings are deep cleaned and undergoing annual maintenance during the summer months when students are not in the building, walk throughs during summer months would not depict real operational setup. However, HCPS can coordinate with the selected firm for ½ days and days when only staff are in the building or to conduct walk throughs in early morning and after dismissal.

30. **QUESTION:** Please provide details regarding those school campuses and structures that have been field verified by other entities and which do not require subsequent verification following creation of the GIS features.

**ANSWER:** Refer to Question #15 of this Addendum.

31. **QUESTION:** Section 3.1.5 states that existing documents and records shall be used to identify and map critical safety and access features within each school facility. Can you confirm whether these assets and their locations can generally be derived from existing documentation and digitized through a desktop workflow with subsequent field verification? Or – more than just field verification, should the selected consultant assume that a full on-site survey of all spaces will be required to ensure a complete inventory?

**ANSWER:** On-site verification is required for all facilities. While HCPS has some existing documentation, including PDF drawings, this information is not sufficient to fully identify and accurately locate all required safety and access features.

The selected consultant should assume that field verification and additional on-site data collection will be necessary to confirm existing information and develop a complete and reliable inventory of these features.

32. **QUESTION:** Similar to the previous question in regard to 3.1.5, for 3.1.6. – does HCPS maintain a comprehensive inventory of these assets today? Or should the consultant assume that a full field survey will be required to develop a complete and accurate inventory?

**ANSWER:** HCPS assets are not currently cataloged centrally, so any inventory data available is not comprehensive or standardized. The relevant data will be provided to the awarded firm.

33. **QUESTION:** In general, for field verification of details and assets listed in 3.1.5 and 3.1.6, can HCPS clarify the expected level of effort for field verification (e.g., validation of known features vs. comprehensive identification of all applicable features within each facility)?

**ANSWER:** Field verification is expected to be comprehensive. The selected consultant should not assume that all features are fully identified in existing documentation.

While available records may be used as a starting point, the consultant is responsible for confirming the accuracy of known features and identifying any missing items to develop a complete and reliable inventory of all applicable safety and emergency features within each facility.

34. **QUESTION:** What constraints should be assumed for field verification (e.g., during school hours vs. after hours, weekends, non-student days, etc.)?

**ANSWER:** Refer to Question #29 of this Addendum.

35. **QUESTION:** Should missing assets be captured during walkthroughs or deferred?

**ANSWER:** Refer to Question #33 of this Addendum.

36. **QUESTION:** What level of positional accuracy is required for these assets (room-level vs exact placement)?

**ANSWER:** Refer to Question #27 of this Addendum.

## **Floor Plan / DWG Discrepancies**

37. **QUESTION:** If large scale discrepancies are found between the CAD floor plans and the on-site verification, requiring significant re-surveying or building scanning, our costs will increase significantly. We understand the CAD data is recent, was completed by one vendor, and that the elementary school floor plans have been field verified. If significant discrepancies exist for the non-field verified schools can you provide a statement limiting the vendor's risk if significant re-surveying or floor plan updates are required (for example not greater than 10% (or #%) of the school's square footage)?

**ANSWER:** HCPS understands there may be concerns regarding discrepancies between the CAD data and field conditions. If significant discrepancies greater than 10% of the building square footage are identified, HCPS will engage the consultant who prepared the existing DWG files to update the data and provide revised floor plans.

38. **QUESTION:** To confirm our understanding: HCPS has a mix of DWG and PDF floorplans, with verified elementary schools and unverified secondary schools. Can HCPS confirm whether floorplan creation or remediation for missing or outdated plans should be included within the NTE scope?

**ANSWER:** HCPS maintains DWG files representing the floor plan layout for all schools. Elementary school floor plans have generally been verified, while secondary school floor plans may not be fully verified. The consultant is expected to use the existing DWG files as the basis for GIS development and to field verify conditions as part of the project scope. Minor discrepancies between the DWG files and field conditions should be addressed and corrected by the consultant during this process. If significant discrepancies are identified, defined as greater than 10% of the building square footage, HCPS will coordinate with the original consultant who prepared the DWG files to update the source drawings and provide revised floor plans. Full floor plan creation or major remediation of base drawings is not intended to be included within the not-to-exceed (NTE) scope.

39. **QUESTION:** Can HCPD provide the number of schools with missing, incomplete or outdated plans?

**ANSWER:** All schools have existing DWG files representing the floor plan layout. A total of 19 school facilities have not been field verified and may contain outdated or incomplete information. The consultant is expected to field verify all data as part of the project. Minor discrepancies should be addressed and corrected during this process. If significant discrepancies are identified, defined as greater than 10% of the building square footage, HCPS will coordinate with the original consultant who prepared the DWG files to update the source drawings and provide revised floor plans.

40. **QUESTION:** Are all renovations and additions documented in the CAD files?

**ANSWER:** Yes. Current floor plans are intended to reflect all renovations and additions. However, HCPS recognizes that discrepancies may exist between the CAD data and actual field conditions. If significant discrepancies are identified, defined as greater than 10% of the building square footage, HCPS will coordinate with the consultant who prepared the existing DWG files to update the data and provide revised floor plans.

41. **QUESTION:** What percentage of schools/facilities have up to date CAD floorplans, and how current are they?

**ANSWER:** Refer to Question #39 of this Addendum.

## **Site / Building Scope**

42. **QUESTION:** For Priority 4, are all barns, sheds, and other non-main buildings in CAD or do they need to be created? Are you looking for floorplans of these buildings?

**ANSWER:** Floor plans are not required for these structures. Detached structures such as barns, sheds, and storage buildings are generally not included in the CAD files. These features should be identified, located, and labeled within the site plan as part of the GIS mapping effort.

43. **QUESTION:** How many buildings and or campuses are there?

**ANSWER:** Please refer to Attachment J (pages 49–50) of the RFP for a complete list of school facilities, including total square footage, and Attachment K (pages 51–90) for site maps and acreage. These attachments provide the most accurate representation of the number of campuses, buildings, and overall project scope, including sites with multiple buildings or co-located schools.

Since some schools consist of multiple buildings and some sites include multiple schools, Attachments J and K provide the best understanding of the full scope. Portable classroom buildings and small outbuildings are not required to be included in the detailed floor plan mapping, as they are typically single-room structures. However, they should be represented on the site plans. Kindergarten and annex buildings should be included in the floor plan mapping.

44. **QUESTION:** Re Section 3.2.4, pg. 19: “Create GIS-based site plans for each school location to include the following elements: 3.2.4.1 Buildings, including the main school building, temporary classrooms or portables, sheds or barns, and team rooms and concession stands. 3.2.4.2 Pavement footprints, including parking areas, driveways, bus drop-off areas, and walkways. 3.2.4.3 Athletic fields and sport courts. 3.2.4.4 Playgrounds. 3.2.4.5 Fire hydrants. 3.2.4.6 Fences, walls, and retaining walls.” What deliverable format is expected for the site plans?

**ANSWER:** Site plans shall be delivered as part of the overall GIS dataset in an Esri File Geodatabase format. In addition, the data must be configured and published as part of a map service that will support integration with RapidSOS and be used by 911 dispatchers and public safety personnel.

45. **QUESTION:** Section 3.1.2 states that all available inspection and inventory data shall be incorporated. Can you provide more information on what types of inspection and inventory data are available, and in what format that data would be provided to the selected consultant?

**ANSWER:** The intent of this requirement is to document the processes used to collect, verify, and update the GIS data. The selected consultant should incorporate relevant data where appropriate while clearly documenting data sources, collection methods, and updating procedures for metadata purposes.

46. **QUESTION:** It was noted that the County has recently updated site plan data—will this data be provided as a baseline? What level of verification is expected for site plans? Yes, one the county has finished processing the data it will be publicly available and available for this project.

**ANSWER:** Yes. HCPS is partnering with Harford County GIS on this project, and the County's updated data is being finalized and should be available for this project. The selected consultant should use this data as a starting point; however, field verification will still be required to confirm accuracy and ensure the data reflects current site conditions.

## **Prioritization / Phasing / NTE**

47. **QUESTION:** If after pricing the project out, the \$104,489 grant does not cover all 52 schools, does HCPS have a preferred prioritization order? For example, would you prefer we tackle High Schools first, the largest facilities, or Schools with the highest emergency call-out rate? It was mentioned on the call that high schools were initially the priority, however, elementary schools are also seeing a higher number of emergency calls. Because square footage affects the pricing, should we prioritize certain schools by type or by location? With the aim to complete as many priority schools as possible within this year's NTE amount. Or just list the total number of schools (any type) that we'll be able to complete.

**ANSWER:** HCPS has confirmed the priorities with the Harford County Sheriff's Department. High schools are the highest priority. Respondents should follow the priorities outlined in the RFP; within each priority, work should begin with high schools, followed by middle schools, and then elementary schools.

Prioritization is not based on square footage, geographic location, or emergency call volume. The intent is to follow a consistent, systemwide approach based on school level and data priorities. HCPS has not established a minimum number of schools or minimum objective coverage required within the not-to-exceed (NTE) budget. Respondents should focus on defining the scope of work that can be completed within the NTE amount, rather than identifying a specific number of schools.

The goal is to build complete datasets by priority across all schools within the NTE amount. Each priority level should be completed to the greatest extent possible across schools before moving to the next, in the following order:

- Floor plans
- Interior features and zones
- Site features
- Safety and critical response features
- Additional point features, as applicable

HCPS is providing the priority framework. The consultant is expected to formalize and implement a phased approach that maximizes the NTE amount and overall project value.

All data developed under the proposal must be field verified. Field verification may occur in phases as work progresses and does not need to follow completion of all desktop mapping. Data must be structured for hosting by Harford County Government and be compatible with RapidSOS and Next Generation 911 requirements. The intent is to ensure all completed work is accurate, fully functional, and usable for emergency response, even if only a portion of the total scope is achieved within the NTE amount.

48. **QUESTION:** Based on a responder-driven prioritization (e.g., elementary schools) and a building-by-building approach, will HCPS provide an initial priority framework, or should the consultant formalize this approach as part of the technical methodology?

**ANSWER:** Refer to Question #47 of this Addendum.

49. **QUESTION:** Is there an expected minimum number of schools or minimum objective coverage HCPS hopes to achieve within the NTE budget?

**ANSWER:** Refer to Question #47 of this Addendum.

50. **QUESTION:** We would like to confirm our understanding of the project phasing. Is the HCPS goal to convert all 52 schools from AutoCAD to GIS for Priority 1 before moving on to Priority Levels 2, 3, 4, and 5? Additionally, will the field verification stage occur only after all prior desktop mapping is completed?

**ANSWER:** Refer to Question #47 of this Addendum.

51. **QUESTION:** Is it fair to assume that the highest priority for each school campus are the principal structures that students occupy? If so, would a strategy to digitize these principal structures across the universe of locations prior to addressing other structures on each campus be acceptable to maximize the proportion of priority assets captured using the existing grant funding? Would you be open to considering methods along this line of thinking?

**ANSWER:** Yes, the main school buildings are the priority. Refer to Question #47 of this Addendum for more details on priorities.

52. **QUESTION:** Are there schools the district would like to prioritize for indoor mapping in 2026? (e.g., Elementary schools, older buildings with known renovations and additions)

**ANSWER:** Refer to Question #47 of this Addendum.

53. **QUESTION:** Given the available budget and the requirement that all delivered data be fully functional for emergency response, does HCPS have a preference for how the work is phased? For example, would HCPS prefer Priority 1 deliverables to be completed across all schools before moving on to Priority 2, etc.? Or is it HCPS's preference for a subset of schools to be completed end-to-end (Priorities 1–5), while potentially leaving some schools untouched?

**ANSWER:** Refer to Question #47 of this Addendum.

## **GIS / Rapid SOS / 911 Integration**

54. **QUESTION:** The RFP states on page 18 that "The selected consultant must plan and execute the project to ensure that every completed task produces reliable, validated GIS data that can be immediately integrated into 911 dispatch and first responder workflows." Can you please clarify with which specific dispatch formats HCPS wants the selected consultant to integrate?

**ANSWER:** The consultant will be responsible for preparing and structuring GIS data and associated services so they can be hosted within Harford County Government's enterprise GIS environment and are compatible with RapidSOS and Next Generation 911 requirements.

The consultant is expected to coordinate with Harford County GIS and Harford County 911 to ensure the data supports use within the 911 call center. Harford County 911 and County GIS will be responsible for the final ingestion and publishing of the data into the RapidSOS platform and Next Generation 911 systems.

55. **QUESTION:** We are very familiar with the RapidSOS and Next-Gen 911 CAD systems and integrating ArcGIS Online GIS services into those systems. Will the County provide the vendor with publisher access to its ArcGIS Online organization so we can publish and configure those services within its environment?

**ANSWER:** Yes, the County can provide the selected consultant with an account that includes the appropriate level of access. However, how services are published, who is responsible for publishing them, and where the source data will be hosted will be determined during project coordination with the selected firm and County GIS.

56. **QUESTION:** Regarding the RapidSOS and 911 integration (Objective 8), will the consultant be responsible for the actual final ingestion and publishing into the RapidSOS clearinghouse/portal, or will Harford County 911/County GIS handle the final upload utilizing the data services we provide?

**ANSWER:** The consultant will be responsible for preparing and structuring the data so it can be hosted as a service by Harford County Government and is compatible with RapidSOS and Next Gen 9-1-1 requirements. Harford County 911 and County GIS, in coordination with HCPS, will be responsible for the final ingestion and publishing of the data into the RapidSOS portal and Next Gen 9-1-1 platforms.

57. **QUESTION:** Is RapidSOS already configured for HCPS facilities, or is initial onboarding/configuration expected as part of this scope?

**ANSWER:** HCPS has not completed any work with its facilities in RapidSOS. The consultant will be responsible for preparing, structuring, and configuring the data and associated services so they can be hosted by Harford County GIS and are compatible with RapidSOS and Next Gen 9-1-1 requirements. This includes completing the work and resolving any technical challenges necessary to meet these requirements. HCPS, Harford County GIS, and Harford County 911 will work with the consultant throughout the project to provide input, review, and support. Harford County 911 and County GIS, in coordination with HCPS, will be responsible for the final ingestion, configuration, and publishing of the data within the RapidSOS platform and Next Gen 9-1-1 systems.

58. **QUESTION:** Are we responsible for creating feature services on the client side within your Esri organization/enterprise server? Will we be provided credentials to load and configure the features or will we provide a data delivery to someone for them to load?

**ANSWER:** Refer to Question #54 & #55 of this Addendum.

59. **QUESTION:** Re Section 3.1.8, pg. 19: "Data must also be configured for use as ArcGIS Online feature services through ArcGIS Pro and be structured to participate in web maps and applications as editable layers. All services must be designed for secure access, reliable performance, and long-term maintenance by HCPS and County GIS staff." Will HCPS require the AGOL feature services to be configured by the consultant in existing HCPS and/or Harford County GIS systems or will the consultant be expected to provide a platform for configuration?

**ANSWER:** Refer to Question #54 of this Addendum.

60. **QUESTION:** The RFP states that final mapping products must be compatible with systems used by the Harford County Emergency Operations Center, RapidSOS, and NextGen 911 platforms. Is it sufficient for the end product to be delivered in standard Esri formats (e.g., enterprise/file geodatabase, feature services and/or map services, and/or other Esri formats), or are there additional requirements to ensure compatibility with these systems?

**ANSWER:** Refer to Question #54 & #55 of this Addendum.

61. **QUESTION:** Beyond delivering data in a compatible format, is the selected consultant expected to support or configure integration with RapidSOS or NG911 systems, or will HCPS / the County handle those integrations?

**ANSWER:** Refer to Question #54 & #55 of this Addendum.

62. **QUESTION:** Understanding that the selected consultant will work with Harford County to publish the data, can you provide details in regard to the County's GIS infrastructure and/or if there are any constraints or requirements related to hosting, access, or publishing?

**ANSWER:** The selected consultant will prepare and structure GIS data so it can be hosted within Harford County Government's enterprise GIS environment. The County will provide the selected consultant with an ArcGIS Online account with appropriate access. There are no special infrastructure constraints. Deliverables must follow standard Esri formats and be ready for County ingestion and publishing.

63. **QUESTION:** Is there an existing ArcGIS Online or ArcGIS Enterprise to deploy feature services and data into?

**ANSWER:** Refer to Question #54 & #55 of this Addendum.

64. **QUESTION:** Has HCPS or the County previously integrated GIS data with RapidSOS? Are there existing workflows, schemas, or templates for integration?

**ANSWER:** Harford County integrates GIS data for RapidSOS based off of existing spatial datasets and schemas within the county's enterprise GIS databases and environment that follow the standards set forth by NENA for NG9-1-1 GIS data modeling.

## **Data Schema / Attributes**

65. **QUESTION:** Given HCPS does not currently maintain a GIS and is open to responder-driven standards, should the consultant propose a baseline schema and symbology aligned with emergency responder preferences for review and approval? Will HCPS coordinate contact with County Emergency Responders?

**ANSWER:** Yes, the consultant should propose a baseline data schema and symbology as part of their technical approach. This should be informed by industry standards and tailored to support emergency response needs. The consultant will be expected to work collaboratively with HCPS and County partners, including Harford County 911, the Harford County Sheriff's Department, and Harford County GIS, to refine and finalize the schema so it meets operational needs. HCPS will

coordinate meetings with County partners to support this process and ensure alignment with responder preferences and system requirements.

66. **QUESTION:** Are there required attributes beyond those explicitly listed (e.g., room use types, occupancy limits, responder notes)?

**ANSWER:** At this time, HCPS has not defined additional required attributes beyond those identified in the RFP. The primary focus is on attributes that support building navigation and clear communication of location for emergency response. As part of the scope, the consultant will work with HCPS and County partners, including Harford County 911, the Harford County Sheriff's Department, and Harford County GIS, to develop or refine a data schema. Through this process, additional attributes may be identified and incorporated based on operational needs. Within the not-to-exceed scope, the priority should remain on developing core attributes necessary for emergency response, such as room numbers, stairwell identifications, and similar location-based features.

67. **QUESTION:** Would there be an opportunity to engage with the Emergency Response staff to configure services, symbology, attribution to reflect their needs/desires for Harford County specifically?

**ANSWER:** Yes, HCPS is partnering with Harford County 911, the Harford County Sheriff's Department, and Harford County GIS for this project. The consultant will have the opportunity to engage with these partners to help configure services, symbology, and attribution to meet local emergency response needs. HCPS will coordinate meetings with these agencies to support collaboration and ensure the final deliverables meet operational expectations.

68. **QUESTION:** Will there be definitions provided for the various elements that comprise the school and sub-units such as pods? Are there nesting or adjacent elements that combined make up a larger element?

**ANSWER:** School buildings, particularly at the elementary level, are typically organized around grade-level groupings. A "pod" generally refers to a cluster of classrooms arranged around a shared central space that serves that group of students. HCPS will work with the selected consultant to further define these elements, including how individual spaces relate to larger groupings, to ensure consistent classification and support clear building navigation and communication.

69. **QUESTION:** Will there be an opportunity to engage with the Emergency Response staff to configure services, symbology, and attribution to reflect their needs/desires for Harford County specifically?

**ANSWER:** Refer to Question #67 of this Addendum.

## **Software / Technology**

70. **QUESTION:** I utilize the **Leica RTC360 Laser Scanner**, which offers a high accuracy of **1-3mm**. This level of precision significantly exceeds lower-accuracy alternatives like Matterport (~1') or Navvis (~6"). Does the RFP specify a minimum accuracy requirement for tooling and equipment?

**ANSWER:** Refer to Page 20 for Data Standards - The RFP does not prescribe a specific tool or technology platform. However, all data collected and deliverables must meet the requirements of the [Maryland School Mapping Data Standards](#).

71. **QUESTION:** Is software licensing separate from the services to be provided?

**ANSWER:** Yes, software licensing is separate from the services to be provided. HCPS is partnering with Harford County GIS to utilize the County's enterprise license agreement for this

project and for future updates. As a result, the consultant is not expected to include software licensing costs as part of their proposal.

72. **QUESTION:** Does Harford County Public Schools currently have an ArcGIS Indoors license? If not, are there plans to purchase one in the near future?

**ANSWER:** HCPS does not have an ArcGIS Indoor license nor do they have plans to purchase one in the near future. HCPS is utilizing the Harford County GIS enterprise agreement for the GIS work associated with this project. Harford County GIS also does not currently have an ArcGIS Indoor license.

73. **QUESTION:** Are there any security cameras in the schools that are accessible via web services that can be hyperlinked within the attribution of those features?

**ANSWER:** Yes. Security cameras are in place and include associated hyperlinks managed by the camera vendor, Skyline. Camera locations have been mapped for school buildings, and links to camera feeds may be available. Due to the sensitive nature of this information, access to camera data is restricted. HCPS will lead and coordinate the integration of this information and manage any access provided to the selected consultant.

74. **QUESTION:** Upon completion will the data be used in web or mobile apps for operations?

**ANSWER:** The selected consultant is responsible for meeting the requirements outlined in the scope of this project, including developing GIS data and associated services compatible with public safety systems.

## **Security / Access Control**

75. **QUESTION:** Are there specific security or access control requirements for published services beyond standard ArcGIS Online/RapidSOS practices?

**ANSWER:** All school facility data is considered sensitive and must be handled securely. At this time, HCPS does not have requirements beyond standard practices. However, the final contract will include provisions requiring that all data be used only for the specific, authorized purpose and that the consultant comply with all applicable security and data protection standards.

76. **QUESTION:** Which datasets, if any, are expected to be restricted to public safety users only?

**ANSWER:** All datasets developed under this project will be considered sensitive and will be secured with controlled access. Data will be accessible only to Harford County 911, the Harford County Sheriff's Department, and authorized Harford County Government and HCPS personnel. No data collected as part of this project will be made publicly available.

## **Project Execution / Future**

77. **QUESTION:** Does HCPS anticipate periodic updates during the contract term, and if so, should update workflows be included in the technical approach?

**ANSWER:** HCPS does not anticipate requiring periodic updates during the contract term. The focus of this project is the development of complete, field verified datasets. Ongoing updates after project completion will be managed by HCPS in coordination with Harford County GIS. Therefore, update workflows are not required to be included as part of the consultant's technical approach.

78. **QUESTION:** If additional funding becomes available, will HCPS issue task authorizations by school, by objective, or by geographic grouping?

**ANSWER:** If additional funding becomes available, HCPS will first need to comply with any requirements associated with that funding source. The structure of additional work will depend on the amount of funding, source of funding, funding requirements, and the work the selected firm is able to complete under the not-to-exceed amount. Until additional funding is identified, HCPS is unable to determine how additional work will be issued.

## **Procurement / Submission Requirements**

79. **QUESTION:** Per the instructions in the RFP, 20.2 Volume II: Cost Proposal should contain a cost proposal to include all costs. However, the instructions for Volume I: Technical Proposal direct us to complete and send Attachment I Cost Proposal Form with that volume as part of 20.1.7 Tab 7 – Required Documents. Does the School District want the cost proposal to be included in both volumes?

**ANSWER:** HCPS is requesting that the cost proposal be submitted separately from the technical proposal. The cost proposal shall be included only in Volume II: Cost Proposal and must utilize Attachment I – Cost Proposal Form.

The cost proposal should not be included in Volume I: Technical Proposal.

80. **QUESTION:** In 20.1.7 Tab 7 Required Documents (as part of Volume I: Technical Proposal), states that Attachment H Professional Services Agreement Sample, Attachment J Summary of Schools, and Attachment K School Sites should be returned with the proposal. Does the School District want its reference documents from the RFP included in the proposal we submit?

**ANSWER:** Attachment J and Attachment K are reference documents and are not required to be submitted with the proposal. Attachment H – Professional Services Agreement Sample should be reviewed but does not need to be returned.

81. **QUESTION:** For the insurance requirements, would it be acceptable to obtain/present the necessary policies after the project is awarded?

**ANSWER:** HCPS requires a sample Certificate of Insurance demonstrating that your firm can obtain the required insurance coverage limits. The actual insurance policies do not need to be issued in HCPS's name until after the project has been awarded.

82. **QUESTION:** RFP Page 23, Section 14 (Proposal Format: Two-Part Submission), Bullet 14.5 references redacted copies. Please confirm whether the redacted version of the Technical Proposal should be submitted in the same email as the Volume I - Technical Proposal, and the redacted version of the Cost Proposal should be submitted in the same email as the Volume II - Cost Proposal. Additionally, please confirm whether ZIP files are acceptable for each email submission.

**ANSWER:** Yes. Redacted copies should be submitted with the corresponding proposal volume. The redacted version of the Technical Proposal must be included in the same email as Volume I – Technical Proposal. The redacted version of the Cost Proposal must be included in the same email as Volume II – Cost Proposal.

All submissions must comply with the RFP requirements for electronic submission. Proposals are required to be submitted in PDF format, and ZIP files or other compressed file formats are not acceptable.

83. **QUESTION:** RFP Page 27, Section 20 (Submittal Requirements), Bullet 20.1.7 (Tab 7 – Required Documents) lists Attachment F References, Attachment H Professional Services Agreement Sample, Attachment I Cost Proposal Form, Attachment J Summary of Schools, and Attachment K School Sites. Please confirm the following:

- Attachment F should be included only in Tab 4 – References, not Tab 7
- Attachment H is for the awarded consultant and should not be included in this submission

- Attachment I should be included only in Volume II – Cost Proposal, not Tab 7
- Attachments J and K are for reference only and should not be included in the submission

**ANSWER:**

- Attachment F – References should be included in Tab 4 – References and does not need to be included again in Tab 7 – Required Documents.
- Attachment H – Professional Services Agreement Sample is provided for review purposes only. It does not need to be completed or submitted with the proposal.
- Attachment I – Cost Proposal Form must be included in Volume II – Cost Proposal only and should not be included in Tab 7 – Required Documents.
- Attachments J and K are provided for reference to support proposal development, particularly the cost proposal, and should not be included in the submission.

84. **QUESTION:** Page 25 of the solicitation indicates that no pricing information is to be included in Volume I: Technical Proposal. However, the instructions on page 27 for Volume I, Tab 7 state that Attachment I Cost Proposal Form should be included in Tab 7. Should this attachment be included in Volume II: Cost Proposal instead?

**ANSWER:** Refer to Question #83 of this Addendum.

85. **QUESTION:** Re Attachment G. Attachment G - Signature Sheet designates an “Authorized Representative” and a “Contract Administrator” - can this be the same person?

**ANSWER:** Yes.

I hereby acknowledge receipt of Addendum #1 dated April 15, 2026 to RFP #26-JH-013 School Facility Mapping Consulting.

\_\_\_\_\_

Company

\_\_\_\_\_

Name (Print or Type)

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date

**Note: Proposer shall sign and submit Addendum with RFP submission. The same person signing Addendum shall sign the Signature Sheet. Failure to submit the Addendum may deem your RFP as non-responsive.**