



**ADMINISTRATIVE OFFICE OF THE COURTS  
PROCUREMENT AND CONTRACT ADMINISTRATION  
2003 C COMMERCE PARK DRIVE  
ANNAPOLIS, MARYLAND 21401**

**Addendum No. 2 to the Request for Proposals (RFP)  
Architectural Services for Cecil County Circuit Court**

**FRANK BROCCOLINA**  
STATE COURT ADMINISTRATOR  
(410) 260-1295 Fax: (410) 974-2066  
[frank.broccolina@mdcourts.gov](mailto:frank.broccolina@mdcourts.gov)

**FAYE D. MATTHEWS**  
DEPUTY STATE COURT  
ADMINISTRATOR  
(410) 260-1257 Fax: (410) 974-2066  
[faye.matthews@mdcourts.gov](mailto:faye.matthews@mdcourts.gov)

**SHARON SAMPSON BALL**, Director  
Human Resources  
(410) 260-1283 Fax: (410) 974-2849  
[sharon.ball@mdcourts.gov](mailto:sharon.ball@mdcourts.gov)

**GRAY BARTON**, Director  
Office of Problem-Solving Courts  
(410) 260-3617 Fax: (410) 841-9850  
[gray.barton@mdcourts.gov](mailto:gray.barton@mdcourts.gov)

**MARK BITTNER**, Director  
Judicial Information Systems  
(410) 260-1001 Fax: (410) 974-7170  
[mark.bittner@mdcourts.gov](mailto:mark.bittner@mdcourts.gov)

**ALLEN C. CLARK, III**, Director  
Budget & Finance  
(410) 260-1579 Fax: (410) 260-1290  
[allen.clark@mdcourts.gov](mailto:allen.clark@mdcourts.gov)

**DAVID R. DURFEE JR.**, Director  
Legal Affairs  
(410) 260-1405 Fax: (410) 974-2066  
[david.durfee@mdcourts.gov](mailto:david.durfee@mdcourts.gov)

**SUSAN HOWELLS**, Director  
Procurement & Contract Admin.  
(410) 260-1410 Fax: (410) 260-2520  
[susan.howells@mdcourts.gov](mailto:susan.howells@mdcourts.gov)

**CONNIE KRATOVIL-LAVELLE**, Director  
Family Administration  
(410) 260-1296 Fax: (410) 974-5577  
[connie.kratovil-lavelle@mdcourts.gov](mailto:connie.kratovil-lavelle@mdcourts.gov)

**PAMELA C. ORTIZ**, Director  
Access to Justice Commission  
(410) 260-1258 Fax: (410) 260-2504  
[pamela.ortiz@mdcourts.gov](mailto:pamela.ortiz@mdcourts.gov)

**DIANE S. PAWLOWICZ**, Director  
Court Research & Development  
(410) 260-1725 Fax: (410) 260-2503  
[diane.pawlowicz@mdcourts.gov](mailto:diane.pawlowicz@mdcourts.gov)

**JESSICA PITTS**, Director  
Emergency Preparedness & Court Security  
(410) 260-3515 Fax: (410) 260-2505  
[jessica.pitts@mdcourts.gov](mailto:jessica.pitts@mdcourts.gov)

**CARLA F. JONES**, Director  
Court Business Office  
(410) 260-3526 Fax: (410) 260-2504  
[carla.jones@mdcourts.gov](mailto:carla.jones@mdcourts.gov)

**ROXANNE P. MCKAGAN**  
Director, Administrative Services  
(410) 260-1407 Fax: (410) 974-2066  
[rocky.mckagan@mdcourts.gov](mailto:rocky.mckagan@mdcourts.gov)

**DEBORAH A. UNITUS**  
Director, Program Services  
(410) 260-1291 Fax: (410) 260-3570  
[deborah.unitus@mdcourts.gov](mailto:deborah.unitus@mdcourts.gov)

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~).

Revise Section 1.7 Form of Response –Attachment A - Price Proposal Form as follows:

**REVISED  
ATTACHMENT A – PRICE PROPOSAL FORM**

\$ \_\_\_\_\_ Fully loaded, all inclusive fixed price for Cecil County Circuit Court project.

\$ \_\_\_\_\_ Hourly Rate for Optional Services

\*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.

Submitted by Authorized Signature:
Date:
Print Name and Title:
Company Name:
Company Address:
Telephone:
Federal Tax Identification #: