

Addendum 2

November 19, 2025

Questions Received by November 17, 2025

(1) There were several questions about the page limit for the submittal:

- Are resumes included in the page count?
- Is the 12-page limit inclusive of covers, table of contents, dividers, and resumes?
- Does a cover page count toward the 12-page maximum, or may it be included in addition to the allowed page limit?

Response:

As described in Section 2 C, the submittal shall not exceed (12) twelve pages in length; the Town will not count a cover sheet in the page count.

(2) Is there a required page size for the statement of qualifications?

Response:

The page size shall be 8 ½" x 11".

(3) What is meant by "NCDOT certifications" in Section 6 Qualifications? If this pertains to NCDOT pre-qualifications can firms provide prequalification letters? If so, will prequalification letters count towards the page limit?

Response:

Yes, the NCDOT certifications would be the pre-qualifications. Provide this information in your list of qualifications as stated in Section 2.C.6-Qualifications. If you include the letter, it will be part of the (12) twelve-page limit.

(4) Can further elaboration please be provided regarding "Grant Administration"? Would this include Construction administration?

Response:

In section 1.A.-Scope of Services, "Preparation of grant applications and administration of grant projects" may include working on the Town's behalf to prepare and submit grant applications, gather required documentation to meet grant requirements, prepare and submit reports to grant agency, and any other requirements to ensure compliance with terms of the grant.

Construction administration for the construction of a grant project is a separate task, though it may be included in the task order depending on the firm's qualifications and Town needs.

- (5) I'm writing to inquire if we should include subconsultants on our team that we would frequently include for an on-call team such as a surveying, geotechnical firm, environmental firm, or if you would prefer to utilize a firm that you have selected under this on-call for those services.

Response:

Section 2.C.4 requires firms to indicate work or resources to be subcontracted.

- (6) Will there be an opportunity to discuss and consider revisions to the master consulting services agreement after firms are selected? If a consultant would like to suggest revisions to the agreement included in the RFQ as Exhibit A, should those be listed in the statement of qualifications?

Response:

There will be an opportunity for discussions of revisions to the master consultant services agreement with the selected firm(s). Please do not list them in your statement of qualifications.

- (7) Under "A. Scope of Services", can you clarify what modeling scenarios and studies are?

Response:

The Town may need firms to study and build models for existing conditions and potential scenarios that may include but are not limited to traffic volume, traffic impact analysis, hydraulics, hydrologics, building mechanical systems, or any other scenarios related to the services provided.

- (8) Will the selected firm be required to provide services across all disciplines listed in the RFP, or may firms submit qualifications to pursue only specific service areas?

Response:

Firms may submit for all services, a few services, or one individual service. Firms will be evaluated on the service(s) they submit to perform for the Town.

- (9) Do you have any MBE, DBE or SPSF requirements for this on-call?

Response:

This RFQ does not have MBE, DBE, or SPSF requirements.

- (10) How many firms do you anticipate selecting for the on-call?

Response:

The number of firms selected will be determined by the qualifications received by the Town for each of the work types.