



City of Raleigh

Request for Proposals #: 274- PLANDEV-Western BRT

Title: Western BRT Station Area Planning

Proposal Due Date and Time: *Friday February 14, 2025, no later than 4:00 P.M.*

ADDENDUM NO. 1

Issue Date: *January 28, 2025*

Issuing Department: Planning and Development
Direct all inquiries concerning this RFP to:

Matthew Klem

Email: matthew.klem@raleighnc.gov

City of Raleigh
Addendum 1 to RFP 274- PLANDEV- Western BRT

Issue Date: January 28, 2025

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposal packages and does hereby become part of the original RFP documents and supersedes the original RFP documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFP as listed below and **sign and return this addendum with your proposal package.**

RFP Questions and Responses

1. Is there a proposed budget for this project?
 - a. Approximately \$68,000 from the original project budget is available, with the potential for an additional of up to \$100,000 depending on the proposal.
2. Is the proposer bound to the upward limit of our proposed cost?
 - a. The Proposer will be bound to the contracted amount. If anticipated scope exceeds the contracted amount, city staff and the Proposer will work to adjust scope expectations to meet the budgeted amount.
3. What was the dollar amount previously rewarded for this service?
 - a. Approximately \$482,000 was awarded for previous planning work.
4. Subconsultants – is the city looking for a new team with fresh ideas or is it applicable and appropriate to potentially partner with some of the subconsultants that have been working on this file?
 - a. It is appropriate for project teams to comprise subconsultants that have been involved in the project to-date. Additionally, fresh ideas and perspectives are always welcome and encouraged.
5. Is the city looking for a particular goal for MWBE participation in this file? It doesn't seem to be stated in the RFQ.
 - a. The City has an aspirational goal of 15 percent of the total contract amount to be performed by MWBE businesses on construction and repair projects of \$300,000 or more, and contracts of \$100,000 or more that include any State funding. For projects with budgets less than \$300,000, the MWBE Participation Form is for the purpose of capturing information

regarding the utilization of MWBEs and other subcontractors and suppliers on City Contracts. MWBE participation is encouraged for all City of Raleigh contracting opportunities.

6. Is there a hard deadline or preferred date to get the work completed?
 - a. A six-month deadline is preferable, though flexibility is warranted for well-justified and high-quality work. We would appreciate advance notice if you know you won't meet the deadline.
7. Our firm intends to respond to both RFPs (Western and Southern BRT). In an effort to minimize the demands on our references' valuable time, would it be permissible to submit one set of reference forms (three forms total) to cover both RFQs, rather than having our clients fill out the same forms twice for each pursuit?
 - a. Yes, submitting one set of reference forms (three forms total) in response to both RFPs would satisfy the reference requirement. If a reference is for both Western and Southern projects, please indicate in the reference form that it is for both projects.
8. Please confirm that this RFP (related to bid/scoring) is not subject to NC G.S. 143-64.31 (Mini-Brooks Act).
 - a. This RFP is not subject to NC G.S. 143-64.31 (Mini-Brooks Act). This RFP is not requesting services that the Mini-Brooks Act applies to.
9. Do you anticipate using previous policy and programming recommendations, or can changes be proposed after the completed audit?
 - a. Changes to previous policy and programming recommendations are appropriate where necessary. If major changes or redirection is needed after the audit, the project team will work with staff on course correction.
10. Will graphic styles have to match the previous graphic styles?
 - a. No, graphic styles do not have to match previous work.
11. Per RFP 1.6 A – Should the signed original printed proposal be “wet ink,” or would DocuSign/e-signature be acceptable?
 - a. Yes, DocuSign or Adobe Signature are the only acceptable digital signatures. Provide certificate of completion to verify authenticity of signatures.

12. Would the city be open to extending the deadline since two coinciding RFPs (this one and RFP # 274-PLANDEV-Southern SAP) have the same deadlines?
- a. To allow for ample time for interested parties to prepare project proposals for both solicitations, all subsequent deadlines for both Southern SAP and Western SAP have been extended by one week. See below for the revised schedule.

RFP Process	Date and Time
RFP Advertisement Date	<i>January 10, 2025</i>
Pre-Proposal Conference (if required)	<i>N/A</i>
Deadline for Written Questions	<i>January 17, 2025</i>
City Response to Questions (anticipated)	<i>January 24, 2025</i>
Proposal Due Date and Time	<i>February 14, 2025; 4:00 P.M.</i>
Evaluation Meeting (anticipated)	<i>February 17, 2025</i>
Interviews (if required)	<i>Week of February 24, 2025</i>
Selection Announced (tentative)	<i>Week of March 3, 2025</i>

13. Are there any proposal layout restrictions like font size, page count, etc.?
- a. No, there are not any layout restrictions for the proposal.
14. Do you currently have an incumbent providing Stakeholder Management services? If so, who is the incumbent?
- a. No, there are no consultants currently providing Stakeholder Management services at this time.
15. Regarding the financial requirements, we are a newly registered business and do not yet have business taxes to produce. Is there an alternative process to demonstrate financial stability?
- a. If a Proposer does not have businesses taxes to provide, it may provide internally prepared financial statements and other evidence of financial stability as identified above. See RFP Table 3: Financial Information for additional guidance.

Sign below and return this addendum with your proposal.

Proposer Name & Company: _____ **Date:** _____

Signature: _____ **Title:** _____