



FACILITIES,  
CONSTRUCTION,  
& FIELD SERVICES  
DEPARTMENT

## ADDENDUM ONE

**DATE**                **March 28, 2024**


**RE:**                    **2024 RFQ – Master Agreement for On-Call Architectural Services  
NC IPS #354-FCFS24-33**

**FROM:**              **Reid Saunders, AIA  
Facilities, Construction & Field Services**

**Below are the questions received regarding Cary's 2024 RFQ Master Agreement for On-Call Architectural Services which are followed by my response to each:**

- 1) I noticed the architectural on-call RFQ come back through the vendor portal. We submitted for this on Feb. 20th. This appears to be a readvertisement. Were the original submissions disqualified for some reason?  
Response: We are not sure why we did not receive any responses from the website so we are re-advertising the solicitation.
- 2) Is it possible to submit qualifications for a portion of the Scope of Services requested by this RFQ such as comprehensive planning, cost estimating, and value engineering?  
Response: We are looking for architectural firms or teams that can provide the professional services described in the RFQ. You may also submit additional qualifications.
- 3) We submitted for the ToC On-Call. Any update you can offer?  
Response: See #1 above. We are re-advertising the past RFQ under a new number (#354-FCFS24-33) and hope the responses/submittals will be received on the website. Please notify me by email if you experience any issues uploading your responses.
- 4) We would like to inquire for more information about the types of architectural studies that would be covered under this on-call services.  
Response: At this time, I do not know - especially since any of the services listed can be requested by any Cary department.
- 5) Would you clarify if RFQ #354-FCFS24-33–On-Call Architectural Services is the same RFQ as previously released as RFQ #354-FCFS24-30 On-Call Architectural Services, posted on 1/23/2024 and due 2/20/24?  
Response: Yes, it is the same solicitation.
- 6) Would you explain why RFQ #354-FCFS24-30 On-Call Architectural Services was not awarded?  
Response: See response #1 above.
- 7) What is the difference between these two RFQs?  
Response: The RFQ submittal number and dates.
- 8) Is there a ceiling for design fees for the on-call projects?  
Response: Task orders will be issued under this master agreement for small, informal type projects. Fees will be negotiated based upon the project scope of work.

- 9) Does the town have any specific projects that you anticipate awarding through this contract?  
Response: Project types vary and determine by annual budget.
- 10) As for proposal requirements, you state that we need to follow the exact outline (tabbed sections), however it states that Section 3 (financial Info) is not applicable. Can we remove this section from our submission and just change Section 4 to Section 3, and Section 5 to Section 4?  
Response: It is your choice to revise the requested format.
- 11) Section 4 for the proposal requirements states to provide a schedule. As there is no specific task outlined in this RFP for the contract, is this simply a carry-over from a previous opportunity, or are you looking for us to put together a sample schedule for an architectural building project?  
Response: This is not a "carry-over." Provide an example of your choice.
- 12) What do you mean by "Program Management"? Is this the creation/updating of a physical space program?  
Response: Yes.
- 13) Please clarify the allowable number of pages. A 20 page pdf? Or 40 page (since you mentioned front and back)?  
Response: We are looking for a maximum 40 page pdf (20 page, front & back layout if submittals need to be printed for review). The hourly rates nor the Appendix I will count toward the maximum page count.
- 14) Does Cary require potential sub-consultants to be listed with resumes for the RFQ response or only the respondent as the primary consultant?  
Response: Yes, especially past projects that demonstrate experience working together.
- 15) Does the execution of proposal count towards the page max?  
Response: Yes.
- 16) Do we need to include Appendix I or can we just include references in Section 2 as requested. If Appendix I is required, does it count towards the page max?  
Response: Include Appendix I in your proposal. It will **not** count toward the maximum pages submitted.
- 17) Are the section tabs, front and back covers, execution, and Appendix I included in the page count?  
Response: The execution, front and back covers, and the section tabs **will be counted** as pages in the submittal. Appendix I form **will not be counted** as pages in the submittal.

DocuSigned by:  
  
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3/28/2024

Reid Saunders, AIA  
Project Manager

Date