



Addendum #1

Update to the Town of Morrisville Comprehensive Transportation Plan - May 2, 2025

Pre-Qualifications Questions & Answers

1. The Table of Contents is required, but does it count toward the 20-page limit?

Answer: The required Table of Contents **shall** count toward the 20-page limit for statements of qualifications (SOQs) submitted in response to the request for qualifications (RFQ).

2. The Letter of Interest is required, but does it count toward the 20-page limit?

Answer: The required Letter of Interest **shall not** count toward the 20-page limit for SOQs submitted in response to the RFQ.

3. On page 11 of the RFQ, bullet 4 reads “Please include a proposed organizational chart (as described in the SOQ Format section of this RFQ) that clearly identifies task leads and clearly identifies any work schedule challenges with other competing client projects.” Does that need to be addressed on the organizational chart page, or can it be addressed in the Availability section?

Answer: The availability of the Respondent’s team and its demonstrated capability to perform the scope of work on the identified schedule, including any work schedule challenges with other competing client projects, may either be provided **with the team structure organizational chart or separately from the chart.**

4. On page 11, bullet 6 reads “Respondents may also submit samples of maps, graphics, analyses, or publications produced for similar projects or planning efforts, provided the submission of such samples are within the submission parameters set by this RFQ.” Are these samples also allowed to be shared with weblinks, or should these be included in the body of the proposal?

Answer: Yes, samples of maps, graphics, analyses, or publications produced for similar projects or planning efforts may be shared through weblinks provided in Respondents’ SOQ documents, or they may be included in the SOQ document itself.

5. CTPs are on a 5-10-year cycle based on the Town’s policies. We have a CTP project that was adopted in 2019 that is slightly beyond the 5-year deadline. There is personnel overlap between that project and this RFQ response.

On page 10 of the RFQ, bullet 6 reads “Provide a list of at least three (3) projects similar in scope and magnitude to the effort described in this RFQ that the proposing firm/organization/individual and/or its subcontractors have undertaken within the last five (5) years.” Beyond the required three (3) projects within the past five (5) years, are

we able to provide projects outside of the past five (5) years?

Answer: Yes. For demonstration of previous experience in engagements with similar scopes of services and project references, Respondents may provide this information for projects that were undertaken or completed more than five (5) years ago, provided the requirement to include this information for a minimum of three (3) projects undertaken or completed within the past five (5) years is still met.

6. Similar to the previous question, do all References from Previous Clients have to be from projects within the past five (5) years?

Answer: No. Not all references from previous clients provided by Respondents have to be for projects undertaken or completed within the past five (5) years. However, Respondents should provide references for a minimum of three (3) examples of similar work undertaken or completed within the past five (5) years and may include additional references for similar work undertaken or completed more than five (5) years ago.

7. If the answer to the questions above is no, can there be any mention of the projects anywhere else in the report that can be beyond the past 5 years?

Answer: See responses to the preceding questions. Respondents are welcome to mention and/or provide information about projects undertaken or completed more than five (5) years ago in their SOQs, provided the requirement to provide this information for a minimum of three (3) examples of similar work undertaken or completed within the past five (5) years is met.