

**RFQ #2025 -03**  
**Addendum #1**  
**Program Manager – Transportation Sales Tax Program**  
**Inquiries and Answers**  
**4/15/25**

1. Question: Section C missing between pages 19 and 20, or does Section D: Scope of Work Approach need to be relabeled Section C?  
Answer: It was just miss labeled. C is nonexistent and will not be added.
  
2. Question: With the size of this program, would you allow us to use an 11x17 sheet of paper for the organizational chart?  
Answer: No. Use only 8.5"x11".
  
3. Question: How will final design services for the projects be procured? Will there be RFP/Qs for each project or will there be an on-call procurement? And when is this procurement likely to happen?  
Answer: RFQ will be issued for individual projects or combinations of projects. Timing of RFQs will go out based on advice from program manager and County Council priority.
  
4. Question: Will firms who are involved in Program Management teams be precluded from the final design opportunities?  
Answer: Program Manager will not be allowed to do individual project design.
  
5. Question: Is final design for the Greenbelt initiatives included in this RFQ or simply preliminary design?  
Answer: Greenbelt involvement will be limited to managing civil engineering hard scape improvements like installation of a boat ramp.
  
6. Question: Will the program management consultants be tasked with leading public engagement for projects?  
Answer: Yes.
  
7. Question: Costs, item 1. on page 21 of the RFQ states: "The Offeror shall submit a Billable Costs Document for their firm and all other firms listed in the RFQ. At a minimum the document shall have the following: a. An Hourly Rate Schedule for each billable title within the firm. b. Mark Up Costs for subconsultants, vendors, and suppliers, etc. c. A schedule of reimbursable costs and rates. (i.e. travel, copies, mailing, etc.)"

Question:

- a. Our firm has hundreds of different billable titles. Does the County want an hourly rate schedule for each billable title within our firm, or just the billable titles of those listed on our organization chart?

Answer: List billable titles used in organizational chart

Question:

- b. Can you clarify if one Billable Costs Document is being requested that covers the prime and all subconsultants, or is there a separate Billable Costs Document for each subconsultant?

Answer: Separate documents for each different company is acceptable.

Question:

- c. Will the selected firm have the opportunity to add a billable title or reimbursable expense if it is determined during negotiations that one is needed that was not provided with the with the response?

Answer: Yes.

8. Question: 13. Forms, Alternates, Variances on page 6 of the RFQ states "Proposals must be submitted on the attached REQUEST FOR QUALIFICATIONS forms, although additional information may be attached." These forms are not provided in the RFQ. If consultants are required to utilize these forms, please provide.

Answer: The only form that needs to be submitted is the document Titled *AFFIDAVIT OF COMPLIANCE* ON Pages 22 and 23 of the RFQ. No other forms are provided.

9. Question: Submittals on page 3 states "SUBMITTALS SHALL NOT EXCEED A TOTAL OF 75 PAGES" Will the County consider adding resumes and litigation history to the list of items not to be counted as pages?

Answer: No.

10. Question: 3. Submittals on page 3 states" Print size shall be 12 pt. font minimum,..." Will the County consider allowing a smaller point font for tables, charts, and graphics?

Answer: Yes, small point can be used for tables, charts, graphics and photo lables, ect.

11. Question: On Page 2 General Information it states "RFQ MUST BE PHYSICALLY RECEIVED, AS INDICATED BELOW, BY 3:00PM ON Wednesday, April 30, 2025" but in the table under it states "Deadline for Submitting Proposal April 30, 2025, 1 pm." On 2. Proposal Opening Location it states "Proposals will be opened on the due date, Wednesday, April 30, 2025 at 1:00 pm." What is the actual due date time?

Answer: Change all times for proposals to **RFQ MUST BE PHYSICALLY RECEIVED, AS INDICATED BELOW, BY 3:00PM ON Wednesday, April 30.**