



Finance

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ADDENDUM NUMBER 1

On-Call Professional Engineering Design Services

RLOI-S6-0326

March 12, 2026

To all holders of RLOI-S6-0326, please be advised of the following responses to the questions received.

Questions:

From Kristina Shaw, RKK

1. The RFQ mentions prequalification code 028, which has historically been used for complex traffic microsimulation modeling. Codes 026 and 027 cover more than 95% of the NCDOT projects. Was code 028 listed by mistake? **Thanks for your question. We did not list Code 028 by mistake. We do realize this would be a rarity for us to utilize but we do want to be clear that we may need all levels of capacity analysis at some point in the future.**

From Grant Meacci, Bolton-Menk

1. How comprehensive do you want the team submittals to be? For instance, we can handle most if not all the services listed in-house, however the list of Codes is more extensive and includes a couple (like 28 and 536) that only have 4-6 firms prequalified statewide. We have plenty of partners to round out a complete team, but also didnt want to create an unnecessarily large one if you all prefer to keep them on the smaller side. **While being able to perform all of the needs listed is part of the rating, we don't usually expect (or see) firms to be able to fulfill every task. This is one of our reasons for selecting multiple firms for our on-call contracts. I obviously can't give you any direction on what to include, but our number one concern is getting the best technical expertise possible.**
2. How many teams do you all typically select for these? I remember the Park & Rec On-Call selected 5. **On average we select between 4-6 teams depending on how we view our needs over the next 3-year period. We selected 4 firms for the structural on-call contract.**

Melanie Carriker, Timmons

1. Can you please forward me the City's MBE/DBE Policy, in regard to RFQ S6-0326.

Minority Business Enterprise (MBE)

The CITY desires that minority business enterprises have the maximum opportunity to participate in the performance of this contract and will:

1. Promote affirmatively (where feasible) in accordance with N.C.G.S. 143-129, together with all other applicable laws, statutes and constitutional provisions, the procurement of goods, services in connection with construction projects for minority owned business enterprises.
2. Ensure that competitive and equitable bidding opportunities are followed to afford minority business enterprises participation. Strive to obtain contract and subcontract awards to minority business enterprises.
3. Identify and communicate to the minority business enterprises community procedures and contract requirements necessary for procurement of goods and services for construction projects and subcontracts.
4. Provide technical assistance as needed.
5. Promulgate and enforce contractual requirements that the general ENGINEER or all construction projects shall exercise all necessary and reasonable steps to ensure that minority business enterprises participate in the work required in such construction contracts.

The ENGINEER shall ensure that minority business enterprises have the maximum opportunity to compete for and perform portions of the work included in this contract and shall not discriminate on the basis of race, color, national origin or sex. The ENGINEER shall include this special provision, Minority Business Enterprise (MBE), in all subcontracts for this contract. Failure on the part of the ENGINEER to carry out the requirements set forth in this special provision may constitute a breach of contract and after proper notification may result in termination of the contract or other appropriate remedy.

A minority business enterprise is defined as a business, with at least fifty-one (51%) percent owned and controlled by minority group members. The minority ownership must exercise actual day-to-day management. Minority group members may consist of Black Americans (an individual of the Black race of African origin), Hispanic Americans (an individual of a Spanish speaking culture and origin at parentage), Asian Americans (an individual of a culture, origin or parentage traceable to the areas of the Far East, Southeast Asia, the Indian subcontinent and the Pacific Islands), Indian Americans (an individual who is an enrolled member of a Federally recognized Indian tribe, or recognized by the tribe as being an Indian, as evidenced by a certification of a tribal leader), American Aleuts or any recognized minority group approved by the CITY.

A Woman Business Enterprise is a business with at least fifty-one (51%) percent owned and controlled by women who exercise actual day-to-day management.

The ENGINEER shall exercise all necessary and reasonable steps to ensure that Minority Business Enterprises and Woman Business Enterprises participate in the work required in this

contract. The ENGINEER agrees by executing this contract that he will exercise all necessary and reasonable steps to ensure that this special provision contained herein on Minority Business Enterprise is complied with.

Madeline Shearer, McAdams

1. Prequal Code 028 is a traffic analysis prequalification code that is rarely needed for project analysis or delivery, we also noticed only 4 firms are prequalified for this code. Is it necessary to include a team member specifically for this code? While being able to perform all of the needs listed is part of the rating, we don't usually expect (or see) firms to be able to fulfill every task. This is one of our reasons for selecting multiple firms for our on-call contracts. I obviously can't give you any direction on what to include, but our number one concern is getting the best technical expertise possible.
2. Prequal Code 536 Hydraulic Conductivity Investigation is rarely utilized, we also noticed only 6 firms are prequalified for this code. Is this code necessary? Yes, we believe this code is necessary. While being able to perform all of the needs listed is part of the rating, we don't usually expect (or see) firms to be able to fulfill every task. This is one of our reasons for selecting multiple firms for our on-call contracts. I obviously can't give you any direction on what to include, but our number one concern is getting the best technical expertise possible.
3. For Code 359 Special Inspections, since this is related to building systems, is this code necessary? Yes, we believe this code is necessary. With this contract being a Professional Design Services and not exclusively limited to a specific engineering discipline we want to make sure we can utilize this on-call for a variety of engineering needs.

Julia Garland, VIAS

1. In the request for LOIs outline, #3 asks for: "Statement of specific areas for which firm has received prequalification by NCDOT." How would the City like us to provide this information? Would you like us to list every code our team is prequalified for, show a table of the codes our team is proposing on that relate to/are listed in this request for LOIs, attach prequal letters for all firms on our team, or something different? It is up to the firm to determine the best way to present the information and meet the page requirements for the RFQ. The City requests that the data presented is as clear as possible in determining and outline the teams qualifications.
2. Would the City consider accepting electronic copies only, or is it City preference to have the hard copy/pdf combo. It is the City's preference to have a hard copy/pdf combo.

Claudia Risner, Kimley-Horn

1. Would the City consider removing the following codes? In our experience, these services are rarely necessary. If they become necessary, a firm with the necessary prequalification could be added later.

- 028 – Capacity Analysis (Intersections and Corridors, Level 3, Advanced) – This is for advanced modeling (only 4 firms hold this) and it is exceptionally unlikely it will be needed on City projects.
- 364 – MSE Segmental Wall Design – This is typically done by delegated design with the successful contractor hiring these firms and submitting for shop drawing review. Requiring this code could mean a specialty firm is necessary.
- 536 – Hydraulic Conductivity Investigation – This is for infiltration basins only (only 6 firms hold this) and may require specialty firms be added.

The City will not be removing these codes at this time. These codes are left in place to make sure the City can utilize the on-call contract for these services should the need arise. Firms are evaluated on all of the categories and their technical experience in each of those categories. We understand that firms likely won't meet all codes, which is one of the reason multiple firms are selected.

Kimberly Abrams, Michael Baker

1. Michael Baker had a question about whether our team needs to have coverage for all prequal codes required by the City. Could you please clarify if it's necessary for us to have all prequal codes covered, or if there is flexibility in the requirements? Firms are evaluated on all of the categories and their technical experience in each of those categories. We understand that firms likely won't meet all codes, which is one of the reason multiple firms are selected. We do seek firms that can fulfill a breadth of categories with an understanding though that there are a lot of categories there. You will NOT be excluded from evaluation if you don't cover all codes.

Karrine Olsen, HDR

1. Does the proposing firm's team need to pre-qualify for every listed job code without exception? Firms do not need to be pre-qualified in every listed job code to be considered. We don't not expect firms to be qualified in every code which is one of the reasons we expect to select multiple firms for this on-call.
2. Is the City expecting that Code 028 (Capacity Analysis – Level 3) will be needed during this contract? The City does not have any expectations with regards to codes at this time. Codes are listed to allow use of this on-call to meet future demands if needed.
3. If two codes address closely related services and a firm is only prequalified under one of them (e.g., Code 152 but not 149), would the City consider allowing the related work to be performed under the firm's existing prequalification? The firm would need to get qualified under the needed code or subcontract the work to a firm qualified in the needed work codes.
4. What is the forecasted commitment level for CEI staffing dedication (i.e., sporadically, part time, full time?) The majority of CEI staffing dedication is driven by projects that receive state and federal assistance. When required this dedication varies from part-time to full-time.

With the current volatility of state and federal fund assistance it is difficult to forecast commitment levels for staffing dedication at this time. The City does not currently have an expectation for these services in the 6 month window, but that is always subject to change.

Angie Chiatello, NV5

1. Work code 168 is Project Management in the context of right-of-way management. Would the City consider removing this code? **The City does not plan to remove this code. The City plans to maintain the flexibility in this on-call to perform all of the work codes listed.**
2. Work code 541 – Traffic Management Plans – Level 1 & 2 is listed. Should work code 247 – Traffic Management Plans – Level 3 & 4 also be included on this RFLOI? **Thank you for bringing this to our attention. We will be adding work code 247 under an addendum to be included.**
3. Given the scope of work outlined in the RFLOI, it is very unlikely that TransModeler-based analysis will be utilized. Would the City consider removing work code 28 – Capacity Analysis, Level 3? **We do realize this would be a rarity for us to utilize but we do want to be clear that we may need all levels of capacity analysis at some point in the future.**

Acknowledge receipt of this Addendum.

Daryle L. Parker, Purchasing Manager
Purchasing Division
END OF ADDENDUM ONE