

**ADDENDUM #1 FOR RFP# 23-030
STRATEGIC PLANNING SERVICES
ADDENDUM #1 IS ISSUED: AUGUST 14, 2023**

QUESTIONS AND ANSWERS
The following questions were posed by firms that indicated an interest in this Request for Proposals (RFP) document from GoTriangle. The purpose of this Addendum No. 1 is to answer those questions.

REQUEST FOR PROPOSALS SUBMITTAL DEADLINE
The Request for Proposals Submittal Deadline has not changed and will be received until August 25, 2023 at 3:00 pm. EDT.

QUESTIONS AND ANSWERS	
Item	Questions and Answers
1	<p>Question: Section 5.6 Changes references task orders and an on-call A&E agreement. Would GoTriangle confirm that this is a planning services only project and no engineering or architectural services are requested?</p> <p>Answer: Replace section 5.6 with the following language:</p> <p>Any proposed changes or modifications to the Contract, initiated by GoTriangle or the Contractor, that will result in a change to the scope of work, price, schedule, or any other element of the Contract shall require an executed Amendment agreed to by both parties. GoTriangle and the Contractor may agree to amend the contract to correct errors, omissions, or discrepancies; to expand or reduce the scope of work; or to direct the changes in contract execution. GoTriangle and the Contractor will negotiate such changes and amend the contract and/or other provisions and exhibits of the contract between GoTriangle and the Contractor through a written amendment executed by the Contractor and GoTriangle.</p>
2	<p>Question: Additionally, would GoTriangle confirm that the general intent of the “Changes” section would apply to the final contract which is assumed to not be an on-call agreement?</p> <p>Answer: Please refer to Answer 1. This is not an on-call contract.</p>

3	<p>Question: Would you please clarify which department will be leading this project/contract?</p> <p>Answer: Staff from the Planning and Capital Development Department will serve as the project manager.</p>
4	<p>Question: What is the budget for this project?</p> <p>Answer: It is GoTriangle’s policy not to disclose budget information.</p>
5	<p>Question: How much of the project work do you anticipate being in-person vs virtual?</p> <p>Answer: Approximately 20% will be in person.</p>
6	<p>Question: Please confirm that cover sheets (front & back), cover letter, table of contents, and section dividers do not count toward the 10-page limit.</p> <p>Answer: Correct. Coversheets front and back, cover letter, table of contents and section dividers do not count towards the 10-page limit.</p>
7	<p>Question: Section d. Qualifications/e. Statement of recent relevant experience of each member of the team with similar projects of comparable size and scope for similar facilities. Is it acceptable to include one-page team resumes in an appendix excluded from the 10-page limit?</p> <p>Answer: Yes.</p>
8	<p>Question: Can you please confirm if the price proposal section is included in the 10 page limit and that you are only requesting rates (i.e., completion of Attachment D) and not a full price proposal. Also, how should we show direct costs such as items like travel costs? Is reimbursement compliant with General Service Administration current rates acceptable?</p> <p>Answer: The proposed rate must encompass the fully burdened labor cost. In the event of travel requirements, the permissible expenses should adhere to Reference A Travel and Business Related Expense.</p>

9	<p>Question: For the development of the requested Work Plan – Does Go Triangle have a desired completion date for adoption of the Strategic Plan?</p> <p>Answer: This project is expected to be completed in twelve months from notice to proceed to adoption by Board.</p>
10	<p>Question: Will task work orders be issued under this contract?</p> <p>Answer: No. This is a Cost Reimbursement contract-not to exceed negotiated amount.</p>
11	<p>Question: Does the Table of Contents and Cover Sheet count against the page count?</p> <p>Answer: No.</p>
12	<p>Question: Would the inclusion of a divider for the required forms count against the page limit?</p> <p>Answer: No.</p>
13	<p>Question: Would it be acceptable to use a font smaller than 12 points in figures and tables?</p> <p>Answer: Yes.</p>
14	<p>Question: Is the price proposal included in the 10-page limit?</p> <p>Answer: No.</p>
15	<p>Question: Is there a limit on the number of pages for the cover letter (excluded from page count)?</p> <p>Answer: No.</p>