# ADDENDUM No. 1

**TO:** Prospective Bidders

**FROM:** Gregory Gordos, Town Planner

**DATE:** May 23, 2025 (amended May 28, 2025)

**PROJECT:** Town Engineering Services RFQ

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**Purpose of this Addendum: The Town of Weddington is issuing this Addendum to the above Request for Qualifications to respond to questions received concerning the RFQ. This Addendum should be acknowledged in all submissions.**

The Town of Weddington Planning Department responses to questions received are noted in **bold** text. Proposers should note that some questions have been reworded.

## QUESTIONS & ANSWERS

*(Complete below)*

1. We are planning to go after all 5 categories indicated on pages 5 & 6. Can you confirm that would mean we are allotted 20 pages for Section C (Statement of Quals) and 15 pages for Section D (Project Team & Management)? **Yes, max 4 pages per category/max 3 pages per category.**
2. Do you anticipate the planner needing to be on-site for planning work? If so, how many hours or days per week would be expected? **Yes. Up to twelve (12) hours, three days per week on-site.**
3. Could we add a Table of Contents? **Yes.** If so, would this count towards the page count? **No.**
4. Is there a page limit for EEO /HUB Policy?  **No.**
5. Is there a page limit for the RS-2 forms?  **No.**
6. Can you clarify what you are referring to when it mentions including an individual seal of the person signing the cover letter. Is it their PE stamp if they area PE?**If the individual doesn’t have any certifications/registrations what would suffice for their individual seal? Proposal should be signed under seal (demonstrating legal authority to sign on behalf of company and personal signature, not PE stamp).**
7. Should one of the 5 requested copies to be submitted, be an original with a wet signature and original seal stamps? **Yes.**
8. In section 3 you reference the potential for Federal Funding for this contract and in a couple of places reference NCDOT RS-2 forms,  however in section 5 you mention MWBE and HUB participation, but omit SPSF consideration.  Would SPSF firms be taken into consideration in an effort to work with the Town on your goal of utilizing HUB firms.  **Yes.**
9. How many firms does the Town anticipate selecting per category? **Undecided – will be determined by the Town after review of submissions.**

## END OF ADDENDUM