



ADDENDUM No. 1

TO: Prospective Submitters
FROM: Randi Gates, Director of Transportation
DATE: June 15, 2026
PROJECT: Project CHANGE Feasibility and Connectivity Study

Q#1 Regarding the digital PDF copy to be included with the SOQ package, is there a specific file-naming convention to use?

A#1 No specific file-naming convention is required. However, proposers are encouraged to use the format "FirmName_ProjectCHANGE_SOQ.pdf" for ease of identification and recordkeeping.

Q#2 Can a cover for the SOQ be included, and if so, would it count toward the page limit?

A#2 Yes. A cover page may be included and will not count toward the 20-page limit.

Q#3 Are "wet-ink" signatures required on the forms, or are e-signatures/DocuSign acceptable?

A#3 Electronic signatures, including DocuSign or similar authenticated electronic signatures, are acceptable for all required forms and certifications.

Q#4 Regarding the minimum font size of 12 points, can a smaller font size be used for tables, charts, or captions?

A#4 Yes. The minimum 12-point font requirement applies to the main narrative text. Font sizes smaller than 12-point may be used in tables, charts, graphics, organizational charts, and figure captions provided the information remains legible and readable.

Q#5 Page 8, Section 8 – Statements of Qualifications should include: E. DBE/MWBE Participation Plan. Does a separate DBE/MWBE Participation Plan text need to be included as a discussion point in the SOQ, or does the required DBE/MWBE Participation Plan fulfill this requirement?

A#5 The required DBE/MWBE Participation Plan fulfills the requirements of Section 8(E). Proposers are not required to provide a separate narrative discussion elsewhere in the

SOQ unless they choose to do so. The completed Participation Plan should contain all information requested in Section 8(E) and Exhibit C.

Q#6 Page 8, Section 8 lists submission requirements labeled A, B, C, D, E, G, and H. Was a Section F unintentionally omitted? If so, what information is required for Section F?

A#6 Yes. Section F was inadvertently omitted during formatting of the RFQ. No additional submission requirement was intended. Sections A, B, C, D, E, G, and H constitute the complete submission requirements. Proposers should disregard the missing Section F reference.

Q#7 Page 9, Section 8 – Please confirm if the H. Project Schedule & Availability section counts toward the page limit.

A#7 Yes. The Project Schedule & Availability section is part of the Statement of Qualifications and therefore counts toward the 20-page limit. Only the cover letter, key personnel resumes, DBE/MWBE Participation Plan, and required attachments are excluded from the page limit.

Q#8 Page 11, Section 14 – Regarding the Required Attachment: Certification Regarding Debarment, Suspension, and Other Responsibility Matters. Is this a form that the City will provide, or shall the proposer create verbiage addressing the certification on company letterhead and have it signed by a corporate signatory?

A#8 The City will accept either:

1. A completed standard federal debarment certification form utilized by the proposer; or
2. A signed certification on company letterhead stating that the firm and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions pursuant to 2 CFR Part 180.

The certification must be signed by an individual authorized to bind the firm.

Q#9 Could the City please provide a copy of the intended Professional Services Agreement, if available?

A#9 The City is currently developing the Professional Services Agreement that will be used for this project. The selected consultant will be required to execute an agreement that incorporates the federal requirements identified in the RFQ, including the provisions contained in Exhibit B. At this time, a draft agreement is not available.