

Date: 6/24/2026

Town of Wendell

On-Call Professional Services: Geotechnical, Materials Testing & Special Inspections, and Surveying Services
RFQ #677-TM26-08
Addendum No. 1

The purpose of this addendum is to answer questions received during the open question and answer period and to revise Appendix A – On-Call Professional Services Application Form to allow firms to submit one Statement of Qualifications for consideration in one or more service categories. All other terms and conditions given in this Request for Qualifications are in full force and effect.

QUESTIONS & ANSWERS

1. Proposer Question: Could you provide additional clarity on the “special inspections” scope, including the types of services and tasks anticipated?

Answer: The “special inspections” scope is intended to align with typical requirements outlined in the North Carolina Building Code and/or other applicable standards. Services may include, but are not limited to, structural steel inspections, reinforced concrete placement and testing, masonry inspections, soils and foundation inspections including bearing capacity verification, fireproofing and fire-resistive materials inspections, welding inspections and nondestructive testing as required, and other code-mandated special inspections based on project-specific conditions. The exact scope will be further defined on a task order basis depending on the needs of each individual project.

2. Proposer Question: Since this contract includes both design and construction-phase services, can the lead consultant use subconsultants for drilling, lab testing, materials testing, and special inspections?

Answer: The lead consultant may utilize qualified subconsultants to perform specialized services. However, respondents are reminded that the discipline area(s) identified in their submission must be performed directly by the consultant, with subconsultants supporting but not substituting for the core service offering. Respondents should clearly identify in their proposal which services will be performed in-house, and which will be supported by subconsultants. The lead consultant will remain fully responsible for coordination, management, quality, and deliverables.

3. Proposer Question: Does the Town have a list of proposed Capital Improvement Projects (CIP) or current projects that are being evaluated?

Answer: The Town manages a program that includes a range of planned and ongoing projects. While specific assignments under this contract cannot be guaranteed, anticipated scope may include work supporting parks and recreation improvements,

infrastructure improvements, and other municipal initiatives. Respondents should assume a variety of project types and sizes. To better understand the types of projects currently being undertaken by the Town, respondents are encouraged to view the Town's current projects page at

https://townofwendellinc.gov/community/current_projects.php.

4. Proposer Question: Where can we locate a Professional Master Services Application (PMSA) form for this contract? It was not included in the RFP package, but is requested as the first page of the proposal.

Answer: Professional Master Services Application is included in the RFQ package as the "On-Call Professional Services Application Form," located in Appendix A on page 12 of 12 of the advertisement. It has since been updated and is being reissued as part of this addenda.

5. Proposer Question: Does the page limit apply for section 5, "Identifications of Lawsuits and Administrative Claims or Fines"?

Answer: The page limit will not apply to Section 5, "Identification of Lawsuits and Administrative Claims or Fines." Respondents are encouraged to be concise while providing sufficient detail to address the intent of the requirement.

6. Proposer Question: Since the Addendum will be issued the week before Independence Day, and proposals are due two days before most firms observe the holiday, could an extension be granted to the following week or the week after?

Answer: At this time, the Town does not anticipate extending the proposal due date. Any changes will be communicated through an addendum.

7. Proposer Question: Could the Town kindly clarify whether experience in parks, facilities, and greenway design is a factor for evaluating these geotechnical and surveying services, or if this might be a clerical error?

Answer: The reference on Page 6 to parks, facilities, and greenway design is intended to reflect experience in providing supporting services for those types of projects, and such experience will be considered as part of the evaluation.

8. Proposer Question: If a firm wants to apply for both categories, should they submit two separate proposal packages on the NC eVP website, or is it okay to submit just one combined proposal?

Answer: Firms may submit one proposal for consideration in multiple categories, provided the submission clearly indicates the category (or categories) for which they

wish to be considered. The application form has been modified to reflect the selected category or categories within a single submission.

9. Proposer Question: Page 6, Cost Proposal, mentions that the solicitation follows NCGS 143-64.31 (the Mini-Brooks Act), which states that price shouldn't influence the selection, but it also asks for unit rates to be uploaded with the Statement of Qualifications as a separate PDF. Could the Town kindly clarify how these rates will be handled? Specifically, we'd appreciate confirmation that the rates will not be reviewed or opened by the selection committee until after the qualification-based ranking is finalized.

Answer: The Town will comply with the requirements of the Mini Brooks Act per N.C. General Statute 143-64.31

10. Proposer Question: Is there a specific project that this RFQ is being issued for?

Answer: No, there is no specific project that this RFQ is being issued for. The Town reserves the right to issue any future RFQ for a specific project or exempt a project as permissible under the Mini Brooks Act.

11. Proposer Question: Will a firm that is already on the Town's on-call have to utilize one of the selected survey firms if they are doing design work for the Town?

Answer: No, an existing on-call firm can utilize their internal surveying staff or their identified subconsultant for surveying from their original RFQ submittal for on-call services.

12. Proposer Question: Under which of the 6 sections outlined under the Proposal Content on pg 5 of the RFQ should firms share Project Understanding and Project Management Approach information?

Answer: Firms may include this information wherever it best fits within their proposal. Since this is an on-call contract without a defined project, respondents should focus on their overall experience and approach to delivering similar types of services.

13. Proposer Question: Can you clarify what survey services will be needed for this contract?

Answer: Survey services may include land surveying and Subsurface Utility Engineering (SUE). Respondents should anticipate providing a range of survey services to support planning, design, and construction activities.

14. Proposer Question: What is the anticipated annual contract value for Survey Services?

Answer: The Town does not guarantee a specific annual contract value for these services. Work will be assigned on an as-needed basis, and the total value will depend on the number of task orders issued during the contract term.

15. Proposer Question: Does the Town of Wendell anticipate awarding the contract to more than one firm?

Answer: The Town reserves the right to award contracts to one or more firms.

Appendix A

On- Call Professional Services Application Form

(**ATTACH** THIS FORM AS TOP PAGE TO YOUR STATEMENT OF QUALIFICATIONS SUBMITTAL)

Firms may submit one Statement of Qualifications for consideration in one or more service categories. Please indicate the category or categories for which your firm wishes to be considered:

1. Geotechnical, Material Testing, and Special Inspections
2. Surveying Services

Check all that apply

Important: Attach this document as the top page to the completed Statement of Qualifications