



**ADDENDUM 1**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**for**  
**CONSULTATION SERVICES FOR APPLICATION INTO THE FEMA COMMUNITY RATING SYSTEM**

**RFQ:** A/E 26-004

**SUBJECT:** Addendum 1 – RFQ for Consultation Services for Application into the FEMA Community Rating System

**DATE:** January 29, 2026

This Addendum answers questions received related to the Notice of Request for Qualifications (RFQ) for Consultation Services for the Town of Chapel Hill’s application into the FEMA Community Rating System (CRS).

All submissions are due by 2:00 PM EST on February 6, 2026.

All documents for this solicitation can be found under Doing Business with Chapel Hill [here](#).

Listed below are the questions received and the responses:

- 1. Question: Will the government allow “Qualified Firms” in addition to “Professional Engineering Firms” to compete and be viable for the award?**

**Response:** Yes, qualified firms other than professional engineering firms would be considered for award, provided they demonstrate competence and familiarity with CRS coordination and floodplain regulation assistance.

- 2. Question: The last item under Section 4.0 of the RFQ (page 4) asks for "A listing of all services available as a result of the RFQ." Does this refer to the tasks to be performed as a result of the RFQ?**

**Response:** This item refers to the services requested under this RFQ, and any additional services the consultant may view as necessary or beneficial to support a CRS application.

3. **Question: For the fifth bullet, also under Section 4.0, are resumes for the key personal required or would a paragraph each about their roles for the project, qualifications with emphasis on related experience, their approximate percentage of time that would be dedicated to this project, and their office locations be sufficient?**

**Response:** Individual resumes are not required. Relevant qualifications, related experience, pertinent certifications, etc. for key project personnel should be provided.

4. **Question: Does the Town have a target CRS Class rating (e.g., Class 9, 8, or higher) it is seeking to achieve through this initial application?**

**Response:** At least Class 9. The selected firm will be expected to provide guidance to the Town regarding what rating may be most appropriate for the Town to pursue.

5. **Question: Has the Town conducted any prior CRS readiness assessments, self-evaluations, or preliminary credit screenings, formal or informal? Has the Town conducted any prior CRS readiness assessment or gap analysis, or will this be fully within the consultant's scope?**

**Response:** The Town has performed informal reviews of the CRS program but have not performed credit screening or gap analysis. A readiness assessment or gap analysis would be within the consultant's scope of work.

6. **Question: Has the Town received any recent NFIP compliance correspondence from FEMA that could affect CRS eligibility?**

**Response:** The Town has not received recent NFIP correspondence from FEMA. A community assistance visit (CAV) was conducted in 2015. A previous CAV was conducted in 2001 (and resolved in 2002).

7. **Question: Is there a preferred or target application submittal date the Town is working toward? Does the Town have a target timeframe or desired submission window for the CRS application once the consultant is selected?**

**Response:** The consultant will be expected to provide guidance on a realistic submission date. FEMA has not recently provided the Town with a letter stating the community complies with the NFIP – the selected consultant will need to complete the application submission within six months of this FEMA letter being received. The date of this FEMA visit/ confirmation will be coordinated with the selected consultant.

8. **Question: Can the Town please confirm that resumes are excluded from the page count?**

**Response:** No. Resumes would be included in the page count. Statements of Qualifications shall be 12 pages maximum, inclusive of all components of the responding firm's submission.

9. **Question: Does the Town intend to make a single consultant award, or does it anticipate qualifying multiple firms for task-order support under this RFQ?**

**Response:** The Town's preference is to make a single consultant award.

10. **Question: Is the anticipated not-to-exceed (NTE) contract amount intended to cover the entire CRS application through initial classification and verification, including any Community Assistance Visit?**

**Response:** The scope of the contract will be discussed with the qualified and responsive firm selected by the Town after Statements of Qualification are received and reviewed

11. **Question: Will the selected consultant serve as the primary liaison with FEMA and FEMA's CRS contractor throughout the application review and verification process?**

**Response:** The intent is for the selected consultant to be the primary liaison with FEMA and FEMA's CRS contractor; however, the Town does expect to have some direct correspondence with FEMA and their contractor throughout the application process.

12. **Question: Does the Town anticipate negotiating fees on a task-order basis (time and materials with NTE), or a lump-sum approach for the CRS application phase?**

**Response:** Fees are anticipated to be on a task-order, not-to-exceed basis.

**END OF ADDENDUM**