



**ADDENDUM 1**  
**FOR**  
**CONSTRUCTION PROJECT MANAGEMENT SERVICES**

**RFQ:** A/E 26-005

**TO:** All Prospective Bidders

**FROM:** Lenore Bishop, Purchasing & Contracts Manager

**SUBJECT:** Addendum 1 – Construction Project Management Services

**DATE:** January 21<sup>st</sup>, 2026

This Addendum is issued to answer the questions received from prospective Companies regarding the above-referenced Request for Qualifications (RFQ). All other terms and conditions remain unchanged.

For more project information, please visit the Town website [here](#):

Listed below are the questions received and our responses

**QUESTION:**

**Architectural Structures Representative: The RFQ identifies Architectural Structures Representatives as part of the required construction-phase staffing. Please clarify the anticipated role and level of responsibility for these positions, including whether they are expected to perform design review, submittal and shop drawing review, periodic site visits, or daily on-site construction support? Additionally, please confirm whether these positions are anticipated to be dedicated exclusively to station construction activities, or if their responsibilities extend beyond the stations?**

**ANSWER:**

The Architectural Structures Representative is expected to provide comprehensive oversight specific to the 17 Bus Rapid Transit (BRT) stations. This includes:

- Pre-Construction: Design and constructability reviews, including value engineering.
- Construction: Daily on-site support, submittal/shop drawing review, and specialized inspections for station-specific architectural elements.

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- Exclusivity: While primarily dedicated to the stations, these staff members may assist with related transit infrastructure (e.g., pedestrian improvements immediately adjacent to stations) as needed, but their core focus remains the station facilities. All contracted activities will be exclusive to the BRT project.

QUESTION:

**Special Inspection Requirements: Please clarify whether any special inspections are anticipated by the Town for elements such as retaining walls, handrails, transit stations, traffic signals/ITS, or similar features that would fall outside the scope of standard roadway or structure inspection staff?**

ANSWER:

Yes. Special inspections are required for:

- Retaining Walls: Specifically, those exceeding four (4) feet in height or with complex surcharge loads.
- Station Canopies: Structural steel and specialized glazing inspections.
- Professional American with Disabilities Act (PROADA) Elements: Stringent slope and clearance verification for all station platforms.

QUESTION:

**As-Built Deliverable Format: Upon project completion, please clarify which agency's requirements will govern the record drawing and as-built documentation process for this project. Specifically, please confirm whether record drawings and as-built deliverables are to be prepared in accordance with NCDOT requirements, the Town of Chapel Hill record drawing and as-built standards, or a combination of both? Additionally, please confirm the required deliverable formats for record drawings and as-built documents, including whether submittals are to be provided in CAD format, PDF format, and/or as hard-copy paper plans?**

ANSWER:

This project uses a hybrid approach for record drawing and as-built documentation.

- NCDOT Standards: Govern all work within the NC 86 (MLK Jr. Blvd) right-of-way and any bridge/structural elements interfacing with state-maintained assets.
- Town Standards: The Town of Chapel Hill's *Design Manual and Standard Details* govern station architecture, town-owned streetscapes, and local roadway segments.
- Conflict Resolution: Where standards overlap, the more stringent requirement—or the specific standard dictated by the right-of-way owner—will apply.

Additionally, the Town requires a digital-first delivery. This includes:

1. CAD Files: Fully georeferenced (.dwg or .gnv format).
2. PDFs: Digitally signed and sealed "As-Built" sets.
3. GIS Data: Shapefiles or Geodatabase entries for new utility assets and station locations.

QUESTION:

**Can you clarify what scope the environmental consultant will be responsible for?**

ANSWER:

The Environmental Consultant within the Construction, Engineering and Inspections (CEI) team will be responsible for ensuring strict adherence to the environmental assessment issued for this project. Their specific duties include:

- NEPA Compliance: Monitoring and documenting compliance with federal mitigation measures required by the FTA.
- Permit Oversight: Monitoring adherence to Section 401/404 Clean Water Act permits and any NCG01 construction stormwater permits.
- Hazardous Materials: Providing "on-call" support if unanticipated contaminated soils or underground storage tanks (USTs) are encountered during excavation for station foundations.
- Noise and Vibration: Periodic monitoring during high-impact construction phases to ensure compliance with the project's mitigation commitments to adjacent residential areas.
- Tree Protection: Coordinating with the Town Arborist to ensure the survival of protected trees along the MLK Jr. Blvd corridor during utility and sidewalk work.

QUESTION:

**What is the updated proposal timeline? When are they due?**

ANSWER:

The current schedule is as follows:

- January 9<sup>th</sup>, 2026 – Distribution of RFQ
- January 16<sup>th</sup>, 2026 – Questions Due
- January 21<sup>st</sup>, 2026 – Addendum posted
- January 30<sup>th</sup>, 2026 – Proposals due by 2:00 PM
- February 9<sup>th</sup> – 20<sup>th</sup>, 2026 – Interviews with Short-Listed Firms
- February 27<sup>th</sup>, 2026 – Selection and Notification

QUESTION:

**What is the new projected award date?**

ANSWER:

We anticipate selecting and notifying the firm on February 27<sup>th</sup>, 2026.

QUESTION:

**Is this effort expected to utilize a full and open (unrestricted) competition type?**

ANSWER:

This is a full and open (unrestricted) competition. While there are no formal Disadvantaged Business Enterprise (DBE) goals per the October 2025 (Department of Transportation) DOT interim rule, the Town strongly encourages participation from small, minority, and women-owned businesses.

QUESTION:

**In addition, what NAICS or other identifier will this use?**

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ANSWER:

This project is being procured as a direct, project-specific contract through the Town of Chapel Hill's standard procurement process. Because this is a Full and Open competition and not a federal or state 'set-aside,' a specific North American Industry Classification System (NAICS) code has not been designated as a restrictive identifier for this effort. Furthermore, this is a stand-alone procurement and is not being issued through a pre-existing contract vehicle. Selection will be based on qualifications and the firm's ability to meet the Scope of Work as outlined in the RFQ.

QUESTION:

**Will this be procured through a state or federal vehicle? If so, which one?**

ANSWER:

No, this is a direct, stand-alone procurement by the Town of Chapel Hill. While there is federal funding involved, the Town is the lead contracting agency.

QUESTION:

**It didn't say if this is a new requirement or a recompet, is there an incumbent?**

ANSWER:

There is not currently an incumbent firm in place.

QUESTION:

**What is the award value and has it already been allocated/budgeted for?**

ANSWER:

Our budget is currently under Federal Transit Administration (FTA) review and will not be finalized until that review is complete. Our most recent construction estimate came in at \$93,974,000. Funding is through a combination of local funds and a federal grant through FTA's Capital Improvement Grant program.

QUESTION:

**What is the period of performance/length of this project?**

ANSWER:

Our schedule is currently under FTA review and will not be finalized until that review is complete. Here is the tentative schedule:

- Pre-Construction – Current
  - 90% Design – May 2026
  - Final Design – November 2026
- Procurement – December 2026 – June 2027
- Construction – July 2027 – November 2029
- Post-Construction – November 2029 – February 2030

QUESTION:

**Other than Lenore and Katy, who else is involved with this project?**

ANSWER:

Beyond Lenore Bishop (Purchasing and Contracts Manager) and Katy Fontaine (Transit Development Manager), the North-South Bus Rapid Transit (NSBRT) project involves a multi-departmental team and external partners. This includes partnerships with NCDOT, AECOM and Hearn Real Estate Solutions.

QUESTION:

**Please provide schematic drawings for the project so the required level of effort of the staff can be better quantified.**

ANSWER:

The roadway plans can be found at our website <https://engage.chapelhillnc.gov/nsbrt> under 'Rapid Transit Design Plans.

We appreciate your understanding and cooperation. If you have any questions or require further clarification, please reach out to the contact provided in the solicitation documents.

Thank you for your continued interest in this project.

**Lenore Bishop  
Purchasing and Contracts Manager  
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