



Addendum

Addendum Number:	1
Addendum Date:	4/24/2024
Project Name:	Transportation Engineering Services
Project Number:	n/a
Prepared By:	Abby Zielinski
To:	All bidders of record

This addendum amends the original RFQ. Where any part of the RFQ is amended, the unaltered provisions are to remain in effect.

Proposers must acknowledge receipt of any and all addenda as required by the General Requirements of the RFQ and in Section 4 of this document. The acknowledgement page should be signed and included in the proposal document and does not count toward the 30-page limit. Failure to include the addendum acknowledgement will result in rejection of the proposal.

All requirements of the Contract Documents remain unchanged, except as cited herein.

Part 1 – Amendments to the RFQ

1. Change to the “Presentations” section: replace “interviews will be held on May 16-17, 2024” with “interviews will be held on May 20-21, 2024”.
2. Change to the “Scope of Services” section: The first bullet point on page 2 of the RFQ shall be revised to “Special Studies – Signal Coordination & Timing (SCAT), Traffic Studies, and Safety”. Note – this is only a clarification that “SCAT” is not separate from “Signal Coordination & Timing”.

Part 2 – Attachments

1. None

Part 3 – Questions & Answers

- 1) For the part-time embedded staff, is there a certain range of experience or licensure that is preferred?

ANSWER: Professional Traffic Operations Engineer (PTOE) certification is preferred, but not required. Equivalent experience in place of the certification is acceptable.

- 2) Does the embedded staff need to be limited to a single-person or could multiple people help fill the role? For example, Project Manager for 1 day/week and Project Engineer for 2 days/week.

ANSWER: The embedded staff can be more than one person, but it should be limited to as few people as possible. The intent is for the embedded staff to develop long-term familiarity with the Village’s transportation work.

3) Will the IDOT Prequalification Letter count against the 30-page limit?

ANSWER: The IDOT prequalification letter will count towards the 30-page limit.

4) Will resumes included in the appendix count toward the 30-page limit?

ANSWER: Resumes will count towards the 30-page limit.

5) We have prequalification in all areas except for one. Should we submit a proposal?

ANSWER: Consultants can use subconsultants as long as the prime firm self-performs at least 65% of the work.

6) How can we identify other firms that may apply for this RFQ?

ANSWER: Firms with prequalification are listed on IDOT's website here: <https://idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/prequalification.html>

7) Was there a pre-bid meeting for this RFQ?

ANSWER: There is no pre-bid meeting for this RFQ.

Part 4 – Acknowledgement

I acknowledge the receipt of this addendum for the referenced project by signing the acknowledgement and returning it with the bid. This acknowledgement must be signed and included with bid. Failure to properly acknowledge this addendum as noted above may result in disqualification of the associated bid.

Addendum Number:	
Date:	
Name:	
Signature:	
Company:	

End of Addendum