

# ADDENDUM No. 1

## RFP No. 26-32

### As Needed Transportation Engineering and Planning Services

**Due: Due Date: June 8, 2026 by 2:00p.m. (local time)**

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes two (2) pages.**

**The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.**

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment B – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment C - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form of the RFP Document**

**Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.**

#### I. QUESTIONS AND ANSWERS

The following Questions have been received by the city. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.

Question 1: Is the City looking for a single firm to deliver the scope outlined in the RFP, or is a lead firm with subconsultants acceptable?

Answer 1: No. The city is looking for multiple firms that can deliver all or a range of the services noted.

Question 2: Is the City looking to select multiple firms to hold this As Needed contract? If so, can a firm submit qualifications for only certain portions of the scope?

Answer 2: Yes, and yes. The city currently has multiple firms selected to complete our On-Call Engineering Services Contract. We recognize different firms specialize in different service areas and are seeking a range of on-call consultants to assist completing the varied tasks the Transportation Unit may require assistance.

- Question 3: Can respondents use a preferred vendor list to cover tasks?  
Answer 3: Yes, if you want to provide a list of tasks that would be performed by each consultant or subconsultant that information would be helpful
- Question 4: Are respondents required to cover all tasks?  
Answer 4: No.
- Question 5: Which of the attachments (B, C, D) need to be completed by subconsultants/subcontractors?  
Answer 5: The compliance forms provided in the RFP Document only need to be completed by the primary offeror.
- Question 6: Are respondents required to cover all potential tasks listed in the scope of services?  
Answer 6: See response to Question 3.
- Question 7: For the fee proposal, is a classification rate table sufficient or do you need specific names and rates?  
Answer 7: Please include a rate table by position or job title with the hourly rate.
- Question 8: Are covers and tabs included in the page count for the proposal?  
Answer 8: No, they are not.
- Question 9: With multiple firms anticipated, how are task order assignments anticipated to be assigned/awarded?  
Answer 9: The team will review the qualifications of the team, we select the providers that are best matched for the task, and we will request availability of the team, ask for scope of work and required budget from those providers.
- Question 10: Will funding be programmatic (CIP, grants) or general fund?  
Answer 10: Yes, the Transportation Unit utilizes funds from multiple sources including Capital Improvement Program sources, Federal and State grants, general funds, and University of Michigan.

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