



TRINITY METRO®

September 19, 2025

**ADDENDUM #2**

**THIS ADDENDUM IS ISSUED TO:**

**TITLE: General Planning Consultant (GPC)**

**RFP Number: 25-T056**

**Purpose: To provide answers to proposal questions and provide information**

**\*\*\* ANSWER IS IN RED \*\*\***

1. Can you confirm that the submittal to bonfire is all that is needed to be considered for the contract if we do not plan to send a physical copy?
  - a. Yes, submitting on Bonfire is all that is required.
  
2. Section D. Workload of the Firm requires *“all completed and active projects that the Vendor has managed within the past five years. In addition, list all projected projects that Vendor will be working on in the near future”* with a two-page limit. Is the expectation to provide a list of active projects for the **entire** firm, or for the workload of the proposed key staff who will be participating in this contract? Please advise.
  - a. The expectation is to provide the workload of the **proposed key staff** who will be assigned to this contract. The intent is to assess their current and projected availability to ensure they can adequately support the anticipated task orders under this GPC.
  
3. Is there an expectation to submit our rates for services AND the cost of services provided in Section E. Price and Cost Effectiveness? ***Or are just our rates for services acceptable?***
  - a. Rates must be included with the proposal submission. If pricing appears too high we may have a negotiation time frame. Since this is an Request For Proposal (RFP), rate information is required upfront.
  
4. Is the same information being requested for Section E. Price and Cost Effectiveness and form F15 Base Price proposal? Please advise if they need to be different.
  - a. Please see above
  
5. The Total Points & Pages line item at the bottom of the evaluation criteria states resumes are not included in page count, but Section A. Ability of Proposed Staff requires *“all resumes of proposed staff”* within the 12 page limit in that section. Can you please clarify

where resumes are to be located, and what the requirements are for each (key staff, full page, in the appendix, etc)?

a. Resumes will not be counted against the page requirements. We are just asking for it to be placed in that section.

6. Can you clarify if specific content is needed for Section G. DBE Utilization in the evaluation criteria, or is it completed within the forms in Section H?

a. The required DBE paperwork is under Section 10-forms F2, F3, F4, F5 and F6. F2 is required for you to state if you did or did not meet the DBE Goal. If you did meet the goal, fill out form F3, parts one and two and form F6 with who intend to subcontract with.

If you choose on from F2 that you did not meet the goal, you will need to fill out forms F4 and F5 providing sufficient documentation that you made a good faith effort to subcontract with a DBE firm. The burden will lay on you to provide convincing evidence that you made adequate effort to meet the goal but to no avail.

7. Is a cover letter allowed before section A? If so, please confirm the page limit for it.

a. Yes, it will not count toward the page limit.

8. Are 11x17 pages allowed for large graphics (organizational chart, map, etc.)? If so, please confirm if this will count as 1 or 2 pages.

a. Yes, that is fine. Only 1 page.

9. How would Trinity Metro like the information for section E. Pricing and Cost Effectiveness provided (i.e. should we just include labor rates or does Trinity Metro want more detailed information)?

a. Rates must be included with the proposal submission. If pricing appears too high we may have a negotiation time frame. Since this is an Request For Proposal (RFP), rate information is required upfront.

10. We understand that Trinity Metro would like the qualifications submitted in the order outlined in the RFQ, but within the individual categories are we able to move the order of content to help with the flow and clarity of the proposal (i.e. put the organizational chart at the beginning of Section A vs. at the end as outlined in the Evaluation Criteria table.)

a. Yes, that is acceptable. You may adjust the internal order of content within each section to enhance **flow and clarity**, as long as **all required categories and elements are clearly labeled** and easy to locate during the review process.

11. Please confirm that resumes in Section A and references in Section C do not count towards the page limits per section. The bottom of the evaluation criteria table (page 13) says they do not count, but it is not mentioned in the individual section.
  - a. They do not count against the page count.
12. The evaluation criteria table skips the lettering for F. Should sections G, H, and I be renamed to F, G, and H in our submission?
  - a. That is just a formatting error. If you would like to correct in your submission you may.
13. Are resumes required for all staff on the organizational chart or only key personnel from the prime and subconsultants?
  - a. Resumes **do not count toward the page limit**. You are encouraged to submit resumes for **key personnel** from both the prime and subconsultants. However, you may include additional resumes if you believe they strengthen your proposal. Please use your discretion to present what best supports your team's qualifications.
14. Does Trinity Metro have a preference between submitting the proposal only online or in-person?
  - a. You are allowed to submit either way, please keep in mind when submitting through mail if it is not received by the deadline we do not accept late arrivals
15. Is the DBE goal per task order or for the overall contract?
  - a. The DBE Goal is Overall project
16. Please clarify which forms subconsultants need to complete.
  - a. F7, F8, F9, F12, F17 (if sub is coming onto Trinity Metro Properties),
17. For Form F3, is a percentage of work okay for the "Amount of Subcontract (Dollars)" line item since there is no set project/task order budget? ,
  - a. You will need to fill out Form F3 (parts 1 and 2). If you are not using any subcontractors other than the DBE firm, just put n/a for part 2.
18. Do Forms F4 and F5 need to be submitted if the firm is meeting the DBE goal?
  - a. If you do meet the goal, you don't have to fill out form F4. I urge you to confirm that the firm you are using is DBE certified. You can send me the company and I can confirm for you or you can look it up yourself here: <https://txdot.txdotcms.com/>. Let me know if you have any further questions related to DBE.

19. Will the urban rail study be included as a task order from this GPC contract or released as a separate RFQ?
- The urban study will be part of this GPC, however it will likely be broken apart in phases to be consistent with the not to exceed annual spend limit.
20. The Past Performance Section mentions including an organizational chart for relevant experience projects. Will a list of names and roles suffice?
- An organizational chart is required, but you are encouraged to be creative in how it is presented. While a list of names and roles may support the chart, a visual representation, however simple or stylized, will help convey team structure and relationships more clearly.**
21. Please clarify if the organizational chart should be included at the beginning of Section A or within the “evidence of knowledge and experience with transit-related based GPC’s and related transit industry planning experience” portion?
- Please see response to question 10.
22. Are divider tabs for the categories allowed? If so, please confirm that they will not count towards the page limit.
- (They are allowed and will not count as page count)
23. What level of detail would Trinity Metro like provided for discussing completing the scope of work in Category B. Project Approach? Can multiple similar scopes of work be grouped together where it makes sense to consolidate given the 10 page limit?
- (If pages need to be distributed or more pages need to be allowed we can increase the page count)
24. If awarded the contract, can additional subconsultant firms be added as task order needs arise?
- (Yes, we will just ask that any of the federal forms be filled out at that time)
25. Under Section C.2, the RFP requests examples of past experience and includes a requirement to provide an organizational chart along with the name and contact information of the client representative. Given the size and complexity of some of the organizations we’ve worked with, a full agency org chart could span an entire page. Would Trinity Metro accept either an organizational chart of the key agency staff or perhaps just the name and contact information of the client representative to satisfy this requirement?
- An organizational chart is required, but you are encouraged to be creative in how it is presented. While a list of names and roles may support the chart, a visual representation, however simple or stylized, will help convey team structure and relationships more clearly.**

26. Under Section E: Pricing and Cost Effectiveness, please confirm how cost information the proposing team (prime and subs) should be submitted? Should it be:  
Included in Appendix B using Forms F3, F6, and F16,  
Submitted in a separate sealed envelope with the proposal, or  
Submitted separately after the proposal due date upon request from Trinity Metro.

a. Thank you for your question. Forms F3 and F6 should be completed for DBE tracking purposes only and are not evaluated under Section E: Pricing and Cost Effectiveness. Form F16 must be signed and completed, and as stated in the instructions, a rate sheet and cost for services provided should be attached. Therefore, **all financials—including Form F16 and the rate sheet—must be submitted with the proposal at the time of submission** in order to be considered for the contract.

27. The proposal outline in the RFP transitions from Section E: Pricing and Cost Effectiveness directly to Section G: DBE Utilization. Could you please confirm whether there is a Section F that requires a response, or if it was intentionally omitted?

a. The table just did not update properly so there is no Section F. Sorry for any confusion.

28. To support clarity and continuity in the proposal narrative, can you confirm that resumes for key personnel and subconsultants may be included in Appendix A, rather than within the main body of the proposal? This would help ensure that the core content is not interrupted or displaced by lengthy resumes, while still providing the required detail for evaluation.

a. Yes, you may place the resumes in Appendix A. Resumes are not counted in the page count.

29. Can you please confirm that oversized pages (e.g., 11x17 foldouts) used for visual elements such as organizational charts will be counted as a single page within the page limits outlined in Section 4?

a. Pages still count as 1 page.

**ALL TERMS OF THE REQUEST FOR PROPOSAL REMAIN THE SAME UNLESS CHANGED THROUGH A WRITTEN AMENDMENT TO THE REQUEST FOR PROPOSAL. NO ORAL CHANGES ARE BINDING. CHANGE REQUESTS MUST BE IN THE FORM OF A WRITTEN REQUEST TO BE ANSWERED IN A WRITTEN ADDENDUM.**

**RESPONDANTS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE FORM 1 IN THEIR PROPOSAL. FAILURE TO DO SO MAY INVALIDATE THE PROPOSAL.**

End of Addendum # 2