



November 21, 2025

**Addendum No. 1**

**RFP Number: 26-T009**

**Title: Transit-Oriented Development (TOD) Planning Study**

**This Addendum is issued to answer the submitted questions. **\*\*Answers are in RED\*\*****

1. Would a Table of Contents inserted at the beginning of our document count against the 30-page limit? **No.**
2. Should resumes be included with A. Ability of Professional Personnel, G. Section 9 - Attachments and Forms, or a separate appendix? **You can include the resumés with Section A of the Evaluation Criteria. In general, RFPs, we normally do not count resumés as part of the page count. This will give you more pages for the other topics.**
3. Please clarify if all forms in Section 9 are to be completed by sub consultants, or only those specifically noted to be required of them. **The vendor submitting the proposal should submit the required compliance forms.**
4. Please confirm the information to be shown on sheet F10 - BASE PRICE PROPOSAL. We understand Trinity Metro is requesting an hourly billing rate sheet. In addition, what information is required for the "cost for services provided": is this a total overall cost (fee and expenses), cost by Task (**yes**), cost by team member firm cost by Federal and Local funding source, or other structure or format. **Trinity Metro needs to be able to separate costs to draw down on the original Federal grant. Task 1 – Project Management would be difficult if not impossible to separate, thus each invoice should be allocated hours between Federal and Local funded portion based on estimate of level of effort expended on the five Federal stations with Tasks 1- 7 vs the five added local stations with only Tasks 1, 3 & 6. Hours for Tasks 2, 4, 5 & 7 are strictly Federally funded. Hours for Tasks 3 & 6 should be easy to track by funding source because the work is performed on each station.**
5. Understanding there is an FTA funded scope of work with a budget of \$506,250, is there any further guidance that can be provided on the Local Funded Scope of Work to conduct TOD planning at the 5 additional locations focused on Task 3.0 Real Estate Market Analysis and Task 6.0 Station-Area TOD Development Plans. **We would simply expect that these would be billed at the same rate, i.e. the limited scope for the additional five stations should not double the cost of the project.**
6. Is the contractor required to use overhead rates prepared and audited in accordance with FAR Part 31 and/or forward pricing overhead rates submitted to DCMA (Defense Contract Management Agency)? **Yes, we'll need the rates and proposed number of hours for the subconsultants as well.**

7. Based on the presentation shared during the pre-proposal meeting, there is a limited scope for 5 of the 10 stations, and it indicates that these five will only include Task 1.0, Task 3.0 and Task 6.0. Please confirm that the stations with limited scope will NOT have any public engagement. **Correct, stations with limited scope will not have any public engagement.**
  
8. In the last bullet under Public Involvement Program (PIP) Component section of Task 2.0, it is mentioned that a digital project folder will be maintained for public transparency. Is it expected that this digital folder be accessible to the general public or be internally accessible to the project team (consultant and Trinity Metro) in case the public has questions? Please provide explanations of what is expected of a Digital Project Folder. **The Digital Project Folder is expected to be for internal use only with Trinity Metro staff.**
  
9. The second to last bullet under PIP section of Task 2.0, mentions mailers should be sent out to disseminate updates and invitations for project events. Is there more detail that can be provided on if there is an amount and frequency of the mailers required by the grant? Is the cost and frequency of the mailers expected to be covered by the project budget? **Once consultant has a list of stakeholders, nearby property owners, residents and interested citizens who've signed up to receive updates on study progress for a particular station(s), mailers could be used as needed and expense would be covered by the FTA grant. The consultant is free to recommend more innovative and cost-efficient ways to disseminate updates to station area-residents and businesses besides mailers.**
  
10. Knowing Trinity Metro has a robust internal communications team, what level of involvement does that team anticipate having in each Task 2.0 component? **Trinity Metro Marketing Department has limited resources but will provide historical background, brand assets (logos, images, etc.), and direction for graphic design. They will review and approve collateral material created by the consultant for content and voice. Note that any web/digital or print assets created for this study should be provided to Trinity Metro in native format upon completion so that they may continue to be used by the agency if needed.**
  
11. Is there any expectation of having any material translated and/or the need to have translation available during the public meetings that would be a project expense? **Consultant should anticipate having official public meeting notices translated to Spanish. Pursuant to FTA Limited-English Proficiency guidelines, Trinity Metro must provide free interpretation/translation to customers upon request. We post notice of public meetings in both English and Spanish, and request that if attendees wish interpretation service (in any language including American Sign Language), that they notify the agency in advance of**

the public meeting so that we can make arrangements. It has been extremely rare that someone requests interpretation, thus it is not anticipated for this project. If requested and it becomes necessary to provide interpretation or translate other documents, cost would be attributed to contingency.

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 # 1