



TOWN *of*
WAKE FOREST

REQUEST FOR QUALIFICATIONS (RFQ #21-0004)

TOWN OF WAKE FOREST STORMWATER INFRASTRUCTURE
ASSESSMENT & UTILITY FEE DEVELOPMENT

ADDENDUM # 1

This will be considered Addendum #1 for RFQ 21-0004 – Town of Wake Forest Stormwater Infrastructure Assessment & Utility Fee Development

1. Revised Deadline:

RESPONSES DUE: TUESDAY, JUNE 1, 2021 @ 3:00PM

2. Below Are Questions That Were Submitted For RFQ 21-0004

1. On page 4, the RFQ says “Submittals shall be on 8.5” x11” paper, side bound so they lay flat when opened. The submission shall be a maximum 6 pages front and back or 12 pages single-sided. All responses should be submitted electronically.” Does the Town want hard copies, electronic submittal, or both? If hard copies, how many?
 1. All electronic
2. Is there a target completion date for the approval of the utility fee?
 1. A target completion date will be developed as part of this RFQ in coordinate with the Town’s internal schedule.
3. The RFP states that “Firm(s) must have experience in the development of a municipal stormwater utility fee in the state of North Carolina”. Would the Town be willing to waive this requirement or allow teams to show experience in other states and/or in other utility fee development such as water and sewer fees?
 1. Yes, but a lower score may be given.
4. Regarding the requested work samples, the RFP states that “At least one work example should be within the state of North Carolina”. Would the Town be willing to waive this requirement for out of state work?
 1. Yes, but a lower score may be given.
5. If the Town is willing to waive the requirements listed above, our team would like to request an extension of the submittal deadline by at least a week in order to fully develop a compliant response to the RFQ.
 1. No. However, the Town of Wake Forest has extended the submittal deadline to June 1st due to late posting of the question responses.