

Wake Transit On-Call Professional Services RFQ

Questions & Answers

1. **QUESTION:** Graphic design is listed under both Category 3 and Category 4. Is it preferred that a firm specializing in branding and graphic design submit one SOQ covering both, or choose the single most relevant category?

ANSWER: A firm should submit for the most relevant category (or categories) that reflect the services they can provide. Selection will be made based on the firm's ability to provide services within each category.

2. **QUESTION:** Does the Evaluation Committee consider large-scale regional real estate branding (e.g., Hub RTP) as "comparable" experience under the Professional Qualifications and Familiarity criteria?

ANSWER: Yes.

3. **QUESTION:** To respect the 30-page limit while providing a comprehensive view of our branding portfolio, will the Evaluation Committee review external case studies and digital galleries accessed via these links as part of the formal evaluation?

ANSWER: Yes.

4. **QUESTION:** Will Category 3 tasks primarily involve maintaining existing partner brands or developing new identities for future projects, such as BRT?

ANSWER: Many of the larger projects in Wake Transit have existing, distinct brands, but there may be opportunities to create new branding for the Program itself and/or specific program components or projects.

5. **QUESTION:** Based on the 2023–2026 cycle, what is the typical frequency or scale of graphic design-specific task orders?

ANSWER: The Marketing, Communication and Engagement category is new to this on-call program, and the graphic design services outlined under the Technology category have not previously been used. There has been a change in the agency responsible for program-level marketing, communications and engagement work, so this category has been added to provide resources that were available within the agency previously assigned to this work.

6. **QUESTION:** Would you prefer that we include resumes only for key personnel, or should we provide resumes for all team members identified in the organizational chart?

ANSWER: Resumes for all team members are not required, and abbreviated resumes to accommodate page constraints are allowed.

7. **QUESTION:** Is there a preferred placement within the proposal for the elements listed under “Required SOQ Content,” or may these items be integrated into sections where they best support the overall narrative?

ANSWER: The items can be integrated into sections where they best support the overall narrative.

8. **QUESTION:** Please confirm whether the Table of Contents will count toward the 30-page maximum page limit.

ANSWER: SOQs shall not exceed thirty (30) pages in length, numbered 1 through 30, plus a one (1)-page letter of interest. All other pages will count toward the 30 page limit.

9. **QUESTION:** For the requested work samples, may we provide links to publicly accessible project webpages, or would links to our internal project repository also be acceptable?

ANSWER: Links to publicly accessible project webpages are preferred to avoid any potential access issues.

10. **QUESTION:** Should the firm’s availability be presented as a stand-alone section, or may this information be incorporated within another related section of the submittal?

ANSWER: The availability information may be incorporated within another related section of the submittal.

11. **QUESTION:** RFQ Section 9 requests information on the participation of DBE-certified firms in the performance of services. In light of the U.S. DOT’s October 3, 2025, Interim Final Rule, which suspends DBE goal-setting, participation counting, and related reporting requirements until the Unified Certification Program (UCP) completes its reevaluation process, please clarify whether respondents are still required under Section 9 of this RFQ to identify and include certified DBE firms to demonstrate compliance with DBE participation requirements. If required, please clarify how CAMPO would like respondents to accurately describe their proposed subcontractors in this section:

- a. Should respondents reference NC Department of Administration (NCDOA) Historically Underutilized Business (HUB) certifications when describing subcontractors?
- b. Is it acceptable to reference prior DBE certification status, recognizing that certification status may change after the UCP completes its reevaluation process?
- c. Is CAMPO’s intent for this section to be informational, focused on transparently describing team composition and capabilities, rather than establishing DBE commitments or goals for future task orders for each party in the joint procurement?

ANSWER: It is requested that respondents include information requested in Section 9. It is acceptable for respondents to reference NCDOA HUB or prior DBE certification status, due

to the current Interim Final Rule. The intent of this section is to be informational, as each party to this procurement will establish any potential DBE goals during future task orders, dependent on local, state and federal rules and regulations in place at the time of contracting.

- 12. QUESTION:** If after being selected, and a technical need may arise from CAMPO, can subconsultants be added or modified after the on-call list is established if a specific task order requires niche expertise?

ANSWER: Yes, subconsultants may be added or modified after this procurement during contracting for specific tasks. The contracting will be with the firm that has responded to this procurement and that is included in the On-Call program.

- 13. QUESTION:** Since contracts are negotiated individually with each of the four agencies, will there be a 'Master' set of terms and conditions, or should firms expect entirely different contract templates?

ANSWER: Each procuring party has a standard contract template, and specific terms and conditions that may vary depending on the source of funding used for any particular task order. The most common terms and conditions are those outlined by NC General Statutes and those required when utilizing FHWA and/or FTA funding.

- 14. QUESTION:** Does CAMPO or its partners have a preferred project management information system or specific GIS/modeling platforms that consultants will be required to use for deliverables?

ANSWER: No, however ArcGIS is the preferred GIS platform.

- 15. QUESTION:** If a firm is selected in multiple categories (e.g., planning and technology), can they utilize the same Project Manager across categories, or does CAMPO prefer distinct leads for each?

ANSWER: A firm can utilize the same project manager across categories, as long as that project manager is sufficiently qualified for the category/task.

- 16. QUESTION:** Can the header, footer, charts, and graphics be excluded from the font size limit as long as the main body text and required information adheres to the font size?

ANSWER: All printing, except the front cover of the SOQ, charts, graphics, and headers/footers, shall be in Times New Roman font with a size of no less than 11-point.

- 17. QUESTION:** Are the Table of Contents and Letter of Interest included in the page limit?

ANSWER: SOQs shall not exceed thirty (30) pages in length, numbered 1 through 30, plus a one (1)-page letter of interest. All other pages will count toward the 30 page limit.

18. QUESTION: Are there any forms required with the submittal?

ANSWER: No.

19. QUESTION: Could prime firms identify subconsultants on a task order basis, or do they need to be identified in this submittal?

ANSWER: Subconsultants can be identified on a task order basis.

20. QUESTION: Is the **expectation** that pre-qualified firms will be able to cover all potential scope items listed under individual service categories?

ANSWER: Selection will be made based on ability to provide services within each category.

21. QUESTION: Is it acceptable for Offerors to use fonts other than Times New Roman provided that text is no smaller than 11-point?

ANSWER: All printing, except the front cover of the SOQ, charts, graphics, and headers/footers, shall be in Times New Roman font with a size of no less than 11-point.

22. QUESTION: Do section divider pages and resumes count towards the 30-page page limit?

ANSWER: SOQs shall not exceed thirty (30) pages in length, numbered 1 through 30, plus a one (1)-page letter of interest. All other pages will count toward the 30 page limit.

23. QUESTION: Is it CAMPO's expectation that a bidder would provide all of the possible services listed within a given "category of services"?

ANSWER: Selection will be made based on ability to provide services within each category.

24. QUESTION: Please clarify what is meant by "embedded staff." Specifically, what is the anticipated "level of effort" (e.g., 40 hours/week)? What is the anticipated duration of such assignments? Would CAMPO and/or its project partners provide appropriate work space and technology to support "embedded staff"?

ANSWER: This service has not previously been used and will be dependent on the task order and contracting agency. If the contracting agency were to require embedded staff to work at an on-site office, it is expected that, at a minimum, an appropriate work space and necessary technology would be provided, but this would be determined through contracting for a specific task order.

25. QUESTION: Does the Table of Contents count toward the 30-page limit?

ANSWER: SOQs shall not exceed thirty (30) pages in length, numbered 1 through 30, plus a one (1)-page letter of interest. All other pages will count toward the 30 page limit.

26. QUESTION: Can additional sub-consultants be proposed at the time of a task order to meet specific requirements of that project? Or must all potential sub-consultants be included in the initial SOQ?

ANSWER: Subconsultants can be identified on a task order basis.

27. QUESTION: Can you give an example of the kinds of specific technical expertise CAMPO would seek from contractors to support development negotiations and public-private partnerships? Could support involve legal, financial, or other regulated advisory services beyond planning and engineering?

ANSWER: Support could include general legal and financial advice, such as providing advice on development pro-forma criteria, and general coordination and negotiation assistance, which could include assistance with developing recommended conditions requiring private development to fund or construct transit infrastructure.

28. QUESTION: With respect to debt planning, issuance, and management consulting service, do you anticipate needing a firm who is registered to provide these services, or is this more advisory?

ANSWER: It is expected that these services would be more advisory in nature.

29. QUESTION: Does the 30-page limit apply to each individual category, or to all six categories combined?

ANSWER: The 30-page limit applies to any and all categories that are included in the Statement of Qualifications. Only one Statement of Qualifications is necessary per firm, regardless of the number of categories the firm is submitting qualifications for.

30. QUESTION: Is there a DBE participation goal?

ANSWER: Not for this procurement. Each contracting party may have a DBE participation goal for specific task orders.

31. QUESTION: Will interviews be held in-person, or virtually?

ANSWER: Interviews will be offered in-person and virtually, depending on the preference(s) of the respondent.

32. QUESTION: Does the 11-point font size requirement apply to graphics, table contents, and photo/image captions?

ANSWER: All printing, except the front cover of the SOQ, charts, graphics, and headers/footers, shall be in Times New Roman font with a size of no less than 11-point.

33. QUESTION: Would you be seeking suppliers who supply Information Technology Staffing Services?

ANSWER: Embedded staff to support agency technology development, deployment, and integration activities is one of the services listed under the Technology Services category of the RFQ.

34. QUESTION: List of firms from 2022 On-Call Procurement?

ANSWER: See the table below.

Service Category	Firm 1	Firm 2	Firm 3
Planning Services	Nelson/Nygaard	WSP	HDR
Engineering/Environmental/ Land Acquisition Services	WSP	HDR	Kimley-Horn
Technology Services	AECOM	STV	VHB
Program and Project Oversight/Management Services	Cambridge Systematics	VHB	STV
Financial Services	STV	HDR	AECOM