

QUESTIONS & ANSWERS #1 (5 pages)

DATE: June 11, 2025

TO: Prospective Proposers

FROM: Jennifer Stafford

PROJECT: Request for Qualifications (RFQ) #CRTPO SS4A1
Charlotte Regional Transportation Planning Organization (CRTPO)
Comprehensive Safety Action Plan, “Safety is Everyone’s Business”
Data Analysis and Plan Development

The following questions and answers are presented solely for information purposes.

Question No.	Questions	Responses
1	Will the Pre-Submittal Meeting materials be available after the meeting?	<p>Yes...</p> <ul style="list-style-type: none"> • A copy of the Pre-Submittal presentation is available here • The Pre-Submittal recording is available here • Please refer to the City of Charlotte’s Procurement webpage for the full solicitation, addendums, and required forms
2	Section 1.7: Are the required forms only required by the prime or by the subs as well?	Yes, subs are required to only complete Form C, as noted in Addendum #2.

3	Section 2.8, 2.9: Is registration required for out of state consultants?	<p>There are three minimum registration requirements:</p> <ol style="list-style-type: none"> 1. The prime must be registered with the North Carolina Secretary of State's Office. This is where our payment will be sent. 2. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors or the North Carolina Board of Architecture, as applicable. The prime firm will be responsible for verifying the registration of any corporate subsidiary or subcontractor before submitting a SOQ. For detailed licensing requirements, refer to North Carolina General Statutes (http://www.ncbels.org/rulesandlaws.html). 3. The selected firm and subcontractors must be registered in the City's Vendor Registration System in order to receive payment for services and/or supplies provided under any City contract.
4	Do you have any anticipation of how much of the federal grant award is going to be split out to the Public Education and Outreach RFP and this Data and SAP Development RFQ?	Not at this point, however we know that the majority of project funds will be allocated to the technical side (RFQ), and the remaining funds to public involvement (RFP).
5	Section 1.1, 1.3, 2.3: Will you answer questions as they come in or just send out a comprehensive response after the deadline for questions?	<p>This is the only Q&A document issued.</p> <p>Any revisions to the RFQ will be immediately issued via an addendum.</p>

6	Section 1.1, 1.3: What are you viewing as your overall project schedule?	<p>We want to reaffirm the disclaimer in Section 1.1 of the RFQ for transparency around the anticipated schedule and funding availability.</p> <p>Regarding procurement, we anticipate submittal evaluation meetings in July, candidate interviews in August, and a selection announcement in September. The contract then needs to go to Charlotte City Council (as the CRTPO's lead planning agency) around September or October, with a notice to proceed by the end of the year.</p> <p>Regarding the project timeline, our draft federal agreement has a total period of performance from the agreement execution date until August 1, 2028. The final plan publicly available date is April 1, 2028. The planned final report date is November 29, 2028.</p>
7	Task 2.1: Can you share a bit more about Task 2.1's statement, "The consultant is encouraged to adopt innovative technologies to create or procure new data insights that serve for the data interface and file transfer"?	This is a task where the CRTPO would expect the prospective firm(s) to use innovative technologies and best practices to gather demographic, crash, or other traffic data and produce unique insights and data connections to our current transportation safety condition.
8	Section 1.7: The RFQ gives clear guidance on the number of pages for each portion, are those requirements as opposed to suggestions? i.e. a page on the Innovation section cannot be swapped for a page on the Approach section.	Yes, those are requirements as stated in the RFQ.
9	Section 1.7: Is a cover page a part of the 20-page maximum page count?	A cover letter or cover page does not count towards the overall page count.

10	Section 1.7: Can we submit both a cover and a cover letter?	Yes, you can have both a cover and a cover letter that does not count towards the page count.
11	Section 1.3: Are you able to share who is on the evaluation committee?	We have a broad group of transportation staff from our member jurisdictions, NCDOT, and NC Vision Zero.
12	Section 1.1: Are you intending to select a single firm or multiple?	The CRTPO is seeking a firm or team of firms whose combination of experience and expertise will provide timely, professional services to deliver an innovative Safety Action Plan for the Charlotte urban area.
13	Task 1.1: Are Project Managers expected to attend all meetings outlined in Task 1 in-person, virtually, or hybrid?	Hybrid would be the expectation. Project management meetings can be anticipated both at our offices in Uptown Charlotte and across our planning area, and may vary from “lighter” status check-ins to local coordination meetings per Task 3.5.
14	Task 3.5: Is the expectation for this project (Task 3.5 Local Jurisdictional Safety Action Plans and Supplemental Support) to create an individual Safety Action Plan for the 16 jurisdictions currently without an existing plan or plans in-progress?	<p>Correct. This task contains multiple core deliverables:</p> <ul style="list-style-type: none"> • A Comprehensive Safety Action Plan to guide the CRTPO in its regional policy and funding priorities • Local Safety Action Plans for each member currently without one, including localized recommendations based on regional findings from the HIN, Systemic Safety Analysis, etc. • Coordination with members administering local SS4A funding or implementing an adopted Safety Action Plan <p>The CRTPO expects the Consultant to engage with each of its members throughout this process to ensure visibility on</p>

		the development of local plans, including during regular project management meetings.
15	<p>FORMS: Are there specific codes that we should list or should we attach a copy of our NCDOT Prequalification Letter (as firms within our team may have more codes than can fit in the space allotted)?</p> <p>Should this include CRTPO SS4A Project Tasks listed in the Scope of Work?</p>	<p>The fillable Microsoft Word format forms on the City of Charlotte's Procurement webpage are correct.</p> <p>The PDF format forms packaged in the full RFQ have been corrected per Addendum #3.</p>

NOTES

Submit all questions, request-for-interpretations, or request-for-clarifications by email immediately upon receipt to Jennifer Stafford, Jennifer.stafford@charlottenc.gov.

End of Questions and Answers #1