

ADDENDUM NUMBER 3

RFLOI for Downtown Hillsborough Parking Study Consulting Services

Addendum Issue Date: June 3, 2024

Purpose: The purpose of this Addendum is to make available answers to questions received about the RFLOI and scope of work.

Acknowledgement: The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization will not be held liable if a particular Firm did not receive this addendum.

QUESTIONS AND ANSWERS

Question #1: In the RFLOI, under Project Phase 2: Public Outreach Strategy Development, the request is to create a webpage and project logo. Is the webpage and logo project-specific and hosted separately from any governmental body website. They are not a Town website or logo?

Answer: The expectation is that the website and logo are project specific. A basic logo will need to be designed to distinguish the study from other town plans, ordinances, and studies, although a shared color palette may be employed. The 'website' can be a page or pages hosted within the town's site (eg. www.townofhillsborough.gov/2024parkingstudy) or it could be a standalone page or site that the consultant obtains a URL for and develops (eg. www.Hillsborough2024ParkingStudy.com hosted on Wordpress or some such CMS).

Question #2: Are firms allowed to propose an expedited schedule? Or would the CPRC prefer this project to be completed in 8 months?

Answer: An expedited schedule is fine as long as the necessary data and public input can be gathered. The 8-month timeline is a maximum, not concrete.

Question #3: The links on page 2 for the "Town of Hillsborough Downtown Parking Study (2010)" and the "Downtown Parking Study Maps" go to the City's website. Can you please send new links to those documents?

Answer: The parking study and referenced maps have been included on this RFP webpage.

Question #4: Does the Town have the ability to build their website or does the consultant need to write the script?

Answer: The expectation is that the consultant will build the website – see reference to question #1 regarding hosting options.

Question #5: Does the Town have existing GIS files for parking?

Answer: Yes.

Question #6: Does the Town have any historical parking data between 2010 and now?

Answer: No.

Question #7: Does the Town maintain a listing of community complaints/issues received related to parking?

Answer: There is no official list, though there are comments in the 2023 community survey results, and feedback from merchants meetings.