

Mobility Forward: Electronic Database

Addendum Issue Date: August 14, 2026

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

Acknowledgement: The Triangle West Transportation Planning Organization will not be held liable if a particular Firm does not receive this addendum.

Questions and Answers

1. Page 14 of the RFP mentions a cover sheet that is counted in the 15-page limit, but this cover sheet is not mentioned in the Submission Organization section. Is there any specific formatting or content requirement for this cover sheet, or could it be a one-page cover letter/executive summary that precedes a response to chapters 1-4 with the remaining 14 pages allocated (chapter 5, the cost proposal, being described as outside the 15-page limit)?

There is no specific formatting for the cover letter. It may include an executive summary.

2. Are a trademarks page and a table of contents permitted, and would they be excluded from the page limit?

Yes, both the trademarks page and table of contents may be excluded from the page limit.

3. If TWTPPO wishes us to submit team member resumes, should they be in an appendix and outside the 15-page limit for sections 1-4?

Yes, resumes may be in the appendix and outside the 15-page limit.

4. As a software as a service provider with no engineering/surveying requirements for the proposed services, can we be exempted from the following requirements?
 - a. Registration with the North Carolina Board of Examiners for Engineers and Surveyors
 - b. Submitting Prime Form RS-2
 - c. Prequalification, as described on page 15

Yes to all three.

5. The description of Chapter 3 of the submission, "Team Experience", says, "This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work."

Is this required of a vendor where the majority of services are provided remotely and employees can travel on-site as needed?

Yes, we would like to see the experience of all employees even if they are not in North Carolina.

6. Is a signature required on the response, and if so, where should we provide it?

A signature is not required.

7. The RFP describes the contract as being for 18 months and the budget as being \$200,000 for the full contract term. Is 18 months the full contract term or is TWTPPO expecting a license duration beyond the 18 months? If so, how long? Is the \$200,000 budget for only the 18 months period or for the entire extended duration?

The 18 months corresponds to the performance period of the grant that we have been awarded with. We would like to explore contract renewal options following the 18 months. The budget can be used for the entire extended duration of the contract.

8. Requirement 2.3: Is in-person attendance at committee and board meetings required or is remote attendance allowed?

Remote attendance will be allowed.

9. Page 8: "All training materials and documentation become the property of the TWTPPO and shall be delivered in editable formats."

Can this be clarified to say that only training materials and documentation customized for TWTPPO become the property of TWTPPO? Most materials we would use to implement TWTPPO are our intellectual property, and we provide them standard for all of our licensees.

Yes, we accept this clarification.

10. Requirement 7.4 "Multilingual and Translation Support" requires that the platform interface be available in both English and Spanish. Is the Spanish language a mandatory requirement, or can it be considered as a potential future enhancement?

Spanish language may be considered as a potential future enhancement.

11. Will firms be disqualified if their solutions are generally accessible, but cannot yet confirm full WCAG 2.1 AA-level compliance?

Firms will not be disqualified solely for being unable to confirm full WCAG 2.1 Level AA conformance at submittal.

12. If a respondent requires exceptions to terms expressed in the RFI, 1) where should we list these exceptions in the response, and 2) can these exceptions be excluded from the 15-page limitation?

They can be listed in the appendix and may be excluded from the 15-page limitation.

13. Can you please confirm if firms who are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors and require a licensed P.E.?

That is correct.

14. Can TW TPO provide additional information regarding NCDOT's cloud-based TIP system, including current API availability, data structure, authentication method, and any available integration documentation?

We do not currently have those details on NCDOT's cloud-based TIP system.

15. Approximately how many current and historical TIP project records will need to be migrated?

There are approximately 600 current and historical TIP project records.

16. How many prior Call for Projects cycles should be migrated, and how complete is the historical scoring, award, and attachment data?

We would recommend including information from the past five Call for Project cycles. There are some gaps in the scoring and attachments for the earliest cycles. The awards are complete.

17. Should the platform support prioritization frameworks that combine objective, data-driven scoring with manual reviewer scoring?

Yes, that is correct.

18. What level of public comment functionality is expected for the public-facing portal? Specifically, will comments require moderation, export, reporting, or linkage to individual projects, and are there existing TW TPO branding, accessibility, or public communication standards that the selected consultant should follow?

Yes. The exact level will be open to negotiation, but moderation, exporting, reporting, and linkage to individual projects are all features that we would like to have. We do have already existing branding materials. Accessibility should adhere to section 7.3 of the RFLOI and other questions from this addendum.

19. Regarding Requirement 7.4, is multilingual functionality required for the internal staff-only platform, or only for the public-facing portal?

We have revised the mandatory requirement per question 10 of this addendum. If one is available, it would only be required for the public facing portal.

20. Are resumes included within the 15-page proposal limit, or may they be included as an appendix?

Resumes may be included in the appendix and will be excluded from the 15-page proposal.

21. Can you please confirm that all firms not providing engineering services are still required to be registered with the Office of the Secretary of State?

That is correct.

22. Page 3 states “It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest.” Can you please confirm if we’re required to reach out via email to provide this information prior to the LOI submission date?

For this endeavor where engineering services will not be provided, firms may be excused from this.

23. Can you please confirm if a table of contents and dividers count towards the page limit?

A table of contents and dividers will not count towards the page limit.

24. Does the single spaced font requirement apply to the cover, table of contents, and figures such as the org chart and capacity chart?

The single spaced font requirement does not apply to the cover, table of contents, or figures.