



ADDENDUM NUMBER_01

April 22, 2026

REQUEST FOR QUOTES ("RFQ") No. 395

Policy Support Services

PROPOSAL DEADLINE: Monday, May 11th, 2026, at 3:00 P.M. (Central)

Chicago Metropolitan Agency for Planning Procurement

procurements@cmap.illinois.gov

The Contractor must acknowledge receipt of this Addendum by signing, dating, and submitting it along with the Proposal. Failure to do so may result in the Proposal being considered non-responsive.

This Addendum to RFQ No. 395: Policy Support Services includes the following revisions, additions, clarifications, and/or modifications, all of which must be fully incorporated into the Respondent's Quote:

1. **Pre-Submittal Conference Attendee List:** Included in this addendum is a list of all attendees who provided contact information.
2. **Questions:** All questions submitted as a result of this solicitation have been copied and answered below.

Questions and Answers:

1. **Will the presentation be shared on the CMAP website?**
ANSWER: Yes. The presentation will be posted.
2. **Are submissions intended to be a single firm or team submissions?**
ANSWER: That is up to the proposer. We are interested in single team or groups, depending on the value proposition. We are not necessarily expecting sub-vendors.
3. **If a firm is selected for an in-person interview, can part of the team be virtual?**
ANSWER: Part of the team can be virtual, but we expect at least the Project Manager to be present in-person.
4. **When will firms be notified if they are selected for the interview?**
ANSWER: We hope to notify firms that are selected for interviews by the morning of Wednesday, May 13.
5. **Should firms respond to the subject matter expertise for both transportation policy analysis and transportation technical analysis?**

ANSWER: Yes. We expect firms to respond to and have experience in both core areas identified in the scope of work.

6. **Are there any word count or page limit requirements for this submittal?**

ANSWER: No. However, we encourage proposals to demonstrate the approach, capabilities, and experience of the firm in a concise manner.

7. **Can CMAP provide additional detail on the anticipated not-to-exceed (NTE) amount of \$350,000 with respect to the period of performance? Specifically, is this amount tied exclusively to the initial two-year period of performance? If the contract is extended, does CMAP anticipate a corresponding increase in the NTE amount?**

ANSWER: The not-to-exceed amount of \$350,000 applies to the entire 5-year period. Extending the contract beyond the initial 24-month term does not mean there is an increase to the budget. Cost extensions could be considered under certain circumstances.

8. **Can CMAP provide additional context on the rationale for structuring this RFP apart from the recent Planning OnCall RFP, which included a Policy category? In particular, is this RFP intended to focus more on federal and state policy questions and their impacts on the region, including how CMAP can inform, advocate, and influence policy at the state and federal levels, such as through informing discourse within CMAP's committees?**

ANSWER: RFQ 395 establishes a relationship with a single vendor providing oncall transportation policy and technical analysis support to augment staff capacity across multiple transportation projects or topics.

In contrast, RFQ 341 pre-qualifies multiple vendors by service area, and selected firms typically work on one defined project from start to finish. The examples in the RFQ 395 scope illustrate the range of regional policy and planning topics relevant to this solicitation.

9. **Can you please clarify how this RFQ differs from Service Area 10 of the recent RFQ 341: Project consulting services. There appears to be significant overlap in the scope of services.**

ANSWER: RFQ 395 has a more focused scope, centered specifically on transportation policy and technical analysis. For additional context on how RFQ 395 differs in structure and working relationship from RFQ 341, please see the response to Question 8.

10. **Attachment 2A (General Terms and Conditions) appears to be missing. Can you provide a copy of this?**

ANSWER: The list of attachments as stated contained erroneous print. Attachment 2A General Terms and Conditions will be attached to awarded contract. Please complete and sign attachment 2B to be submitted with proposal.

11. **Under Pricing/Invoicing the RFQ states, "Prices proposed shall reflect only the required project deliverables resulting from above-described Scope of Work... All labor, roles, rates and every other associated cost for project completion must be provided by Respondent and are to be included in pricing." This is consistent with the Proposal submittal form spreadsheet, however as an on-call with scopes defined in later task orders there are not specific tasks and deliverables for which to budget.**

Could you indicate specifically what you are looking for pricing, with an example if possible?

ANSWER: Please provide hourly rates for the key personnel and other team members included in your proposed project team, consistent with your project approach narrative. These rates will be used for future task-order development.

12. Should the rates proposed in the pricing sheet cover the 24 month base term or the 24-month base term plus all potential renewals?

ANSWER: The rates should cover the 24-month base term.

Pre-Submittal Conference Attendee List:

Name	Email
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Respondent acknowledges receipt of Addendum:

Date

Respondent's Signature

***** END OF ADDENDUM NO. 1 *****

Procurement Officer

Chicago Metropolitan Agency for Planning