Chicago Metropolitan Agency for Planning

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ADDENDUM NUMBER_01

March 16th, 2026
REQUEST FOR Qualifications ("RFQ") No. 341
Project Consulting Services
PROPOSAL DEADLINE: Wednesday, March 25th, 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. 341: Project Consulting Services includes the following revisions, additions, clarifications, and/or modifications, all of which must be fully incorporated into the Respondent's Proposal:

1. **Proposal submission deadline change**. The new deadline for submission is Wednesday, March 25th, 2026, at 3:00 P.M. CST.

2. **Attachment 2B fillable form**. Attachment 2B fillable form is included in this addendum for those choosing to not use a wet signature, but a secure digital signature instead.

3. **Firm's Capability evaluation factor weight and max points change.** "Firm's Capability" is listed in RFQ No. 341 with a weight of 15% and having max points listed as 15. The updated weight for "Firm's Capability" has been updated to 20% with max points of 20. The update applies to service areas 1 ,2, 3, 4, 5, 6, 8, 12, & 14.

4. **Page 6: There is an error in Section 3.1: Submission Instructions.** Under sub-section v, the second sentence reads: "**Required information that must be submitted, as detailed in Section 4.3 (about firm capability, project approach, public engagement approach, working with agencies similar to CMAP, and project examples), must directly address the specific bullet points provided in the Service Area description**."

   The sentence should read**: "Required information that must be submitted, as detailed in Section 4.2 (about firm capability, project approach, public engagement approach, working with agencies similar to CMAP, and project examples), must directly address the specific bullet points provided in the Service Area description."**

Questions and Answers

A "Guidance on submitted PDF documents" has been included with this addendum to serve as a reference and provide clarification answers to some of the questions submitted prior to the questions deadline. The sheet does not include all answers to all questions. Some questions have individual responses.

1. **What is meant by "links" meant by team resumes?**
   ANSWER: The RFQ Proposal Form has a place to include a link to the location of the team's resumes. CMAP should not need security permissions to access the file storage location of the resumes. Alternatively, if the firm is unable to provide such a link to the resumes, the resumes can be included in the proposal as part of the PDF document.

2. **Would CMAP consider providing a non-protected RFQ pdf file? We cannot copy text from the document since it is password protected.**
   ANSWER: We will not be able to provide a non-protected RFQ 341 document. We will provide appendices that need to be filled out as separate files as part of the addendum.

3. **Can you confirm that the RFQ Proposal Form should be saved as PDF pages that are inserted into the complete response package we submit per service area? Should we export the two tabs in the excel to a pdf file?**
   ANSWER: That is correct. Put your information into the RFQ Proposal Form. Then export the RFQ Proposal form as a PDF file and include it as part of the single compiled application PDF document.

4. **Where will these slides be posted?**
   ANSWER: We will post the presentation as well as answers to the questions asked over email or on this call at the same time.

5. **Is there a page limit for the response or each section?**
   ANSWER: Please follow the word count listed under each section. Additional clarification is provided as an attachment to this Addendum under “Guidance on submitted PDF documents”.

6. **Just to confirm what was said at the beginning of this meeting, the RFQ states that we are not to form full teams for this RFQ. Are we only to submit on Service Areas where we can provide all services listed, or will we have an opportunity to bring on subcontractors on a particular PAO to address any components of that project where a sub might be needed?**
   ANSWER: We are not evaluating subcontractors. We are looking at your qualifications alone. You will be permitted to add subcontractors when we put out PAOs for specific projects at a later date. Additional clarification is provided in the attachment to this Addendum under “Subconsultants/partners”

7. **Are proposals for green infrastructure planning part of the 14 water area?**
   ANSWER: During the meeting, CMAP responded by advising the question will be put forward to the program manager and provide an answer. CMAP’s official response: it is possible that green infrastructure planning and/or preliminary designs could be an aspect of work as part of water quality technical assistance-related tasks.

8. **If we are applying primarily for community engagement, should we apply separately for each area that has community engagement, in addition to Service Area 4? For example, Service Area 2 describes community outreach and engagement and convening of local expertise through a steering or advisory committee. Would you prefer that we submit applications for those service areas, or will those departments look to Service Area 4 applicants for those needs?**
   ANSWER: CMAP will look to Service Area 4 for those needs. However, if your firm can cover any other individual service area and you have expertise in community engagement, then that is something you are going to want to make clear to us in your application for that service area.

9. ***Is Attachment 2B: Contractor Certification of Specific Provisions required to be submitted with the RFQ?***
   ANSWER: Yes, that must be signed and submitted with your proposal.

10. **Can you share the incumbent firms by service area?**

ANSWER: This is not relevant to the current recertification. All previously qualified firms are also required to go through the RFQ process. Could you share a little about what you are looking for?

11. **We want to be aware of who was previously qualified so we can be competitive in our submission.**
    ANSWER: Unfortunately, knowing the previously approved vendors would not help you to be competitive. Anybody looking to be a vendor under this cycle will need to reapply.

12. **This is about what the baseline is. Understanding who qualified previously and the quality of work, and format would help me understand if the solution I am going to offer would be a good fit for you.**
    ANSWER: CMAP staff have taken into consideration the type of work that has been completed by previously prequalified vendors, requirements that have been requested in the past, as well as the anticipated needs of each service area going forward. If you stick to those, you will have a good chance at becoming a prequalified vendor.

13. **Can we include a subconsultant firm on our team, for a specific Service Area requirement /qualification as part of this Submittal? I understand that we can do that later/if selected.**
    ANSWER: We will need to take this question back. However, we are looking to evaluate you as a consultant and the services you are able to provide. We are looking for submissions for the prime. If you think you can do the work with the assistance of a sub-consultant. All you have to do is submit the requirements for each service area. If you are selected as a prequalified vendor, when a PAO comes up later, you can solicit a sub-consultant if you choose to bid on the PAO. Additional clarification is provided as an attachment to this Addendum under "Subconsultants/partners".

14. **If we are pre-qualified for a service area, does it prevent us from joining another team as a subcontractor if a PAO also includes that service area?**
    ANSWER: Yes, that will be allowed. As long as your team as a sub has the capacity to perform both tasks efficiently then you may join another team as a sub-consultant. Capacity to perform the task effectively will be taken into consideration when evaluating the PAO bid.

    Example: If 3 ADA Transition Plans are identified by CMAP, will the solicitation for proposals be for each individual Transition Plan and the possibility of 3 separate firms awarded contracts or would all 3 be grouped and only 1 firm selected?
    ANSWER: In this example, all pre-qualified consultants will be considered for each of the three Transition Plans. The outcome could potentially be a different consultant for each project.

15. ***Can proposals include graphics?*** *Does text in a graphic count towards the word count?*
    ANSWER: There are no page limits, but there are word count limits. Graphics are allowed but please don't send us a book.

16. ***Does heading text count towards the word count?***
    ANSWER: Heading text as long as it is not unreasonable, and not excessive, will not count towards the word count. We will be counting the main text in your submission.

17. ***To confirm, will there be 3-8 firms in total selected or per category?*** *If selected for more than one category, would this be all under one contract or multiple?*
    ANSWER: During pre-submittal conference, the following answer was provided: "While we are seeking 3-8 per category/service area, we have no minimum or maximum number of firms that we are required to prequalify. There will be one master contract for all firms and then there will be an individual contract for each individual project after the PAO process." After internal deliberation, CMAP'S official and final answer is while we are seeking 3-8 per category/service area, we have no minimum or maximum number of firms that we are required to prequalify per service area. Vendors will enter into contracts for each of the service areas in which they are prequalified. Subsequent work in the service area will be covered by an amendment to the vendor's contract covering the

relevant service area."

18. **I didn't see a MBE/DBE goal - Does this PAO request have MBE/DBE goals?**
    ANSWER: It does not.

19. **Do the selecting teams need to be experts in more than one area?**
20. ANSWER: Submissions will be evaluated by staff who have worked within the service area, or program managers. Some staff are evaluating more than one service area.

21. **Are there advantages/disadvantages to bid on multiple Service Areas? E.g. would you limit the number of Service Areas that a single firm can be qualified for? Or, conversely, would CMAP prefer firms that can meet multiple Service Areas?**
    ANSWER: You can apply to more than one service area. We will not be limiting the number of service areas that a team can qualify for. We will not be considering if you applied to other service areas when evaluating your submission for a service area.

22. ***Comment: Scoresheets were made publicly available for the last RFQ. The information was available last year.***
    ANSWER: Awardees of the last RFQ were presented to the CMAP Board in a memo. This memo included total scores. This is publicly available information that is made available as part of the CMAP Board packets.

23. **It was mentioned that resume links should be included in the "additional form" but I'm not seeing the form linked in the RFQ doc? Is it posted on the CMAP website along with the RFQ document?**
    ANSWER: The additional form referred to is the RFQ Proposal Form excel document. You can add a file share link to a single PDF document with all the combined resumes into the form. Then, the RFQ Proposal Form needs to be exported to a PDF and included in the compiled application PDF document. Alternatively, you can combine all resumes for a service area and include them as part of your submitted PDF document. Additional clarification is provided in the attachment to this Addendum under "Project team resumes"

24. ***Does our official address have to be within the CMAP region, even if we do a lot of work in the region?***
    ANSWER: There is no requirement for your official address to be in the CMAP region. If location is a requirement for a project, it will be in the PAO bid that goes out.

25. ***Comment: Thank you for not requiring subconsultants and instead allowing us to assemble PAO-specific teams!***

26. **Does CMAP have a preference on what service is used to host resume links?**
    ANSWER: CMAP does not have a preference on what service is used to host resume links.

27. **Is this RFQ offered annually?**
28. ANSWER: CMAP does not have a firm schedule. In the past, we have had RFQ go out roughly every three years.

29. **Please confirm pages can be extracted from the CMAP solicitation document with the password protected format.**
    ANSWER: We are unable to remove the password protection from the RFQ 341 document. But if the concern is regarding the verification documents that need to be signed and submitted, we can share those as separate files as part of the addendum that we post.

30. **How many communities/sites are included in Service Area 7?**
    ANSWER: We are not currently answering questions on specific service areas. However, we don't

know how many sites there will be in any of the service areas since we do not know the specific projects at this time.

31. **Is there a preference for hosting the resumes? SharePoint? drive?**
    ANSWER: We would prefer resumes to be shared through file share. If you are unable to provide the link, you can provide the compiled resumes as part of your submitted PDF document. Additional clarification is provided in the attachment to this Addendum under "Project team resumes"

32. **Is any pricing/rate card information required with submission?**
    ANSWER: We will be looking at costs when we evaluate individual PAO bids from pre-qualified firms for specific projects at a later date.

33. ***Is the physical location of our past experience part of the scoring? For example, would similar work completed for MPOs in other areas score lower than work within Chicagoland?***
    ANSWER: The only thing we are looking for is experience in the specific type of work that we are asking to complete, and experience working with MPOs or other government agencies doing similar work. These types of experiences will be judged the same.

34. **I've found that external cloud storage often requires a sign in to access links - Do we need to confirm that CMAP is able to log in to their own account on those sites?**
    ANSWER: Any link should be open access or public such that CMAP does not require permission or security to download the link. You can work with your IT teams to set that up. Alternatively, you can combine all resumes into a single document and include them as part of your submitted PDF document. Additional clarification is provided in the attachment to this Addendum under "Project team resumes".

35. **Can technical questions concerning completing the form and submitting it be asked after 3/4?**
    ANSWER: All questions should be submitted before March 4. We will be providing answers to all questions asked over this call and over email in a single document so that everyone has access to the responses at the same time and can incorporate the responses in their proposals.

36. **How can we complete Attachment 2B if it's password protected?**
    ANSWER: We can share those as separate files as part of the addendum that we post. A fillable version is attached to this addendum.

37. **Will this recording be available prior to 3/4, in case there are additional questions**
    ANSWER: This recording, and answers to the questions we got on this call and any questions we get over email will be made available at the same time.

38. **A response is being prepared primarily for service are 4: Consensus-based stakeholder communication and engagement strategy development and management. Please answer if there are community engagement elements in other service area descriptions, should we apply separately for those areas? For example, Service Area 2 describes community outreach and engagement and convening of local expertise through a steering or advisory committee. Service Area 6 describes engaging local stakeholders and a steering committee with a focus on engaging hard-to-reach residents. Would you prefer that we submit applications for those service areas, or will those departments look to Service Area 4 applicants for those needs?**
    ANSWER: While multiple service areas require a public engagement approach, CMAP will evaluate responses for each service area by the firm's demonstrated qualifications to provide the services and complete the tasks described in the applicable Service Area description. Firms providing public engagement services but not the primary services and tasks of other service areas should submit their qualifications only for Service Area 4: Consensus-based stakeholder communications and engagement strategy development and management.

39. **Does "Attachment 2B Contractor Certification of Specific Provisions" need to be signed and returned as part of the response to RFQ 341 Project Consulting Services***?*
ANSWER: Yes.

40. **Does "Attachment 2B Contractor Certification of Specific Provisions" need to be signed and returned as part of the response to RFQ 341 Project Consulting Services?**
ANSWER: Yes.

41. **If you are submitting multiple Service Areas, do you prefer that all resumes be provided in one consolidated location via link, or that resumes be organized separately by Service Area via link? For example, would you prefer one folder containing all resumes for all Service Areas, or separate folders for each Service Area (e.g., Service Area 1 with five resumes in one location, and Service Area 2 in another)?**
ANSWER: Resumes should be organized separately by service area via links.

42. **If you are proposing on multiple service areas does each Service Area PDF need their own email or can you put all Service Area PDFs in one email?**
ANSWER: If a firm is submitting responses for multiple service areas, the firm must submit a separate PDF document for each service area, each submitted as a separate email to procurements@cmap.illinois.gov.

43. **Can one (or more) of the 3 three project examples included in the submittal be on call/task order contracts covering multiple tasks/sub-projects, or would these be considered separate projects?**
ANSWER: One (or more) of the three project examples can be an on call/task order contract, covering multiple tasks/sub-projects for a single client (such as a municipality).

44. **In the past when PAO's have been issued, the time frame between issue and due date is typically 2 weeks, with Q&A occurring close to the submittal deadline. Does CMAP intend to follow that same protocol when issuing PAOs to the next round of prequalified firms?**
ANSWER: This has not been decided at this time.

45. **We are preparing our submission for RFQ No. 391 and have realized that some required documents are missing. How can we retrieve the following for a complete submission?**
    a. **Attachment 1: Price Proposal Form**
    b. **Certification One: Workers' Compensation Insurance**
    c. **Certification Two: Professional Liability Insurance**
    d. **Certification Three: Contract Amendment and Concurrence Policy**
    e. **Certification Four: FTA Certification Regarding Lobbying**
    f. **Certification for Federally Funded Agreements**

    ANSWER: This question pertains to a different RFQ.

46. **"Client list of services rendered currently and/or in the recent past:" Is this referring to past/current CMAP project authorizations or a simplified list of the project references in the service areas.**
ANSWER: This is up to the responder's discretion.

47. **We understand that we have to submit separate "RFQ proposal Forms" for each service area we are responding to, do we need to submit separate "Responder Information forms" for each service area as well?**
ANSWER: Yes.

48. **RFQ Proposal Form (and if so, what is the proposal form? Would you like us to return the**

entire RFQ document with page 34 signed? Or is there a separate form to fill out?)
ANSWER: Submittal of entire document is not required. Please Sign Attachment 2 and submit with proposal.

49. **Service Area descriptions with firm capability, project approach, public engagement approach, work with agencies similar to CMAP, links to project team resumes, project examples**
ANSWER: Question is unclear.

50. *CAGE code report*.
ANSWER: Must be included with each response.

51. **I understand that we are not able to apply to this RFQ partnering with other companies. Our company is a small and works with professional colleagues on a project by project basis. For example, we provide GIS services with a colleague but he is not a full time employee. In this case, I was thinking of providing his resume as part of my team. Is this a valid assumption? Otherwise my company is reduced to my services and my administrative support. Would my company be considered or we don't have a chance compared to large companies that provide all types of services in all areas? Please clarify.**
ANSWER: Please see clarification provided at the beginning of this Addendum under "Subconsultants/partners"

52. **Resume Link Format and Platform: Section [page 9] requires "Links to project team resumes (5 resumes maximum)" . Since the overall response must be submitted as a single PDF document , could you please clarify:**
    a. **Should resume links be embedded hyperlinks within the PDF pointing to external URLs?**
    ANSWER: Please see clarification provided at the beginning of this Addendum under "Project team resumes"
    b. **Is there a preferred platform or hosting location for these resume links?**
    ANSWER: No.
    c. **Are there any restrictions on link accessibility (e.g., must links be publicly accessible vs. password-protected, longevity requirement for the links to be active)?**
    ANSWER: Please see clarification provided at the beginning of this Addendum under "Project team resumes"

53. **Word Count Calculation: The RFQ specifies word maximums for various sections (e.g., "Firm capability (300 words maximum)", "Project approach (600 words maximum)"), and states that "Submissions that exceed stated word limits will be considered incomplete and will not be evaluated". For clarity on compliance, please confirm:**
    a. **Do word counts include only body text, or do they also encompass headers, footers, photo captions, callout boxes, and figure/table labels?**
    ANSWER: Word counts do not apply to headers, footers, photo captions, callout boxes, and figure/table labels.
    b. **Are there any standard exclusions from word counts that CMAP applies (e.g., cover pages, tables of contents, headers/footers)?**
    ANSWER: Word counts do not apply to cover pages (which are optional), cover letters (which are optional), or tables of contents (which are optional).
    c. **For sections with page limits rather than word limits (e.g., "Project examples (3 examples, 1 page maximum for each project)") , are there any word count restrictions within those pages?**
    ANSWER: No.

54. **Resumes and Projects if submitting on multiple Service Areas: If a firm is submitting for multiple Service Areas are we to provide 5 resumes and 3 projects per service area submittal?**
    a. **For resumes, can the same resume link be used across multiple Service Area submissions?**
    ANSWER: Please see clarification provided at the beginning of this Addendum under "Project team resumes"
    b. **For project examples, would the requirement be 6 different project examples?**
    ANSWER: The requirement is to provide 3 project examples for each service area.

55. **The RFQ is a password protected file and therefore we cannot extract Attachment 2B to fill out and sign. Can you please send this as an additional attachment?**
    ANSWER: Fillable form has been included as part of this addendum.

56. **Are we allowed to include a cover letter?**
    ANSWER: Yes (doing so is optional and will not affect scoring).

57. **Is there a certain site you recommend to host the resumes? We cannot host them in our company's SharePoint site without inputting an email address from someone outside the company.**
    ANSWER: Please see clarification provided at the beginning of this Addendum under "Project team resumes"

58. **If you deem a firm pre-qualified, how will you select firms for specific projects? Will it be a rebid (proposal) or based off a rotation of firms?**
    ANSWER: For each PAO, all firms prequalified for the applicable service area will have equal opportunity to bid

59. **Can CMAP share a typical budget range for their comprehensive plan projects?**
    ANSWER: No.

60. **Can the following be included in the PDF for each service area:**
    a. **a cover letter**
    ANSWER: Yes (doing so is optional and will not affect scoring).
    b. **front cover and section dividers (for items in 4.3), which do not include additional qualifications or approach information**
    ANSWER: Yes (for items in Section 4.2 of RFQ 341 document) (doing so is optional and will not affect scoring).

61. **The RFQ document is password-protected. Can you provide an unprotected PDF or the password to unlock the original RFQ document? This impacts consultants' ability to extract and complete the required form included in the RFQ document (Attachment 2B: Contractor Certification of Specific Provisions).**
    ANSWER: Security will not be removed from the solicitation document. Attachment 2B: "Contractor Certification of Specific Provisions" has been attached to this addendum as a fillable form.

62. **The RFQ requests contract modifications be stated "in the Proposal Submittal Form." As this form is provided in Excel, can we provide an attachment to the Proposal Submittal form with further detail on the exceptions requested?**
    ANSWER: All required tabs in the RFQ Proposal Form must be completed as described. Additional supporting details or complementary information regarding any requested modifications or exceptions to the General Terms and Conditions may be included as part of the PDF document.

63. **Can you confirm that the requirements listed under "PAO bids: Submission requirements" (Section 2 – Scope of Services – p. 5) are not required in our initial prequalification submittals?**
ANSWER: Correct. This information was provided in the RFQ 341 document to inform potential RFQ responders what pre-qualified firms will be required to provide for PAO bids.

64. **If the requirements listed under "PAO bids: Submission requirements" (Section 2 – Scope of Services – p. 5) are required in our initial prequalification submittals, can you clarify which of the sections under "Service Area Required Information" (beginning on p. 8) should include this information?**
ANSWER: Please see answer to the previous question.

65. *P. 7 of the RFQ states, "Submissions without Unique Entity Identifier (UEI) will be deemed unresponsive and will not be evaluated." Can you confirm whether the UEI refers to SAM.gov UEIs or a unique identifier issued through a different agency?*
ANSWER: Unique Entity Identification refers to SAMs.

66. **Can you confirm that "Firm Capability" will receive 20% of the total points out of 100 for services areas not requiring a public engagement approach? (The second table on p. 8 lists 20 points out of 100 in the "Max Points" column but also states 15% in the "Evaluation Factor" column.)**
ANSWER: Yes, that is correct. Additional clarification is provided in the attachment to this Addendum under "Errors in RFQ 341 document".

67. **The RFQ requests "links to resumes of project team members who would work on projects and tasks as listed in the specific Service Area description"—can consultants provide resumes in the PDF document with the rest of the submittal instead?**
ANSWER: Yes. Additional clarification is provided at the beginning of this Addendum under "Project team resumes"

68. **Is there a page limit for the resumes provided?**
ANSWER: No.

69. **The RFQ states, "Required information that must be submitted, as detailed in Section 4.3 (about firm capability, project approach, public engagement approach, working with agencies similar to CMAP, and project examples)…" Section 4.3 refers to "Analysis and Verification" process with FAR requirements and the Illinois Procurements Code. Can you confirm that the quoted statement refers to Section 4.2 and that consultants are not required to address "Analysis and Verification" in our prequalification submittals?**
ANSWER: Yes, that is correct. Additional clarification is provided at the beginning of this Addendum under "Errors in RFQ 341 document"

70. **Are consultants permitted to include a graphic cover in their submittals?**
ANSWER: Yes (doing so is optional and will not affect scoring).

71. **Are consultants permitted to include a brief cover letter in their submittals?**
ANSWER: Yes (doing so is optional and will not affect scoring).

72. **Are consultants permitted to include a Table of Contents in their submittals?**
ANSWER: Yes (doing so is optional and will not affect scoring).

73. **Regarding the Responder Information Form, can you provide guidance/parameters on how many clients to include in this list? We have provided services to hundreds of clients and cannot realistically provide all current/recent clients on this form.**

ANSWER: The Responder Information form has space for up to 5 clients.

74. **Please confirm that rates/cost proposals are not required in our initial prequalification submittals.**
ANSWER: Cost proposals are not required submission.

75. **Can proposers include hyperlinks to relevant work samples or graphics within the proposal response?**
ANSWER: No.

76. **If we are submitting under the Regional Policy Analysis service area, but specifically/only in transportation policy, will our proposal response still be considered?**
ANSWER: Yes, your response will still be considered.

77. **If we are submitting under the Regional Policy Analysis service area, but specifically/only in transportation policy, can we still provide up to 3 projects and 5 staff in our submittal?**
ANSWER: Yes.

78. **Can our 3 projects include key staff experience from previous firms?**
ANSWER: Yes.

79. **Could you please confirm whether projects included in the Project Examples section can be either completed or in progress?**
ANSWER: Projects included should be completed.

80. **Should these be included as a hyperlink to a shared space/folder/etc within the RFQ response? Is there a page limit to each resume?**
ANSWER: Please see clarification provided at the beginning of this Addendum under "Project team resumes." There is no page limit for resumes.

81. **What type of "demand" is most important? Is this transit ridership, congestion, fuel related, other?**
ANSWER: The agency is interested in various components of overall travel demand, including (but not limited to) vehicle trips and transit trips. Shifts in travel demand, with corresponding impacts on system performance, in both the short run and long run under different kinds of policies and investments are also of interest. Work is anticipated to be at the level of policy analysis, as opposed to finer-grained adjustments to the agency's modeling tools.

82. **What data on travel/transit/transportation is available through CMAP?**
ANSWER: Transportation data is available on CMAP's Data Hub.

83. **For the links to the resumes, since this is personal identifiable information, is it acceptable to include copies as an attachment with the RFQ Proposal Form (Excel Spreadsheet)? Are two page resumes acceptable?**
ANSWER: Please see clarification provided at the beginning of this Addendum under "Project team resumes." There is no page limit for resumes.

84. **For Service Area 11: Transportation modeling and technical analyses - What, if any, is the interest in freight traffic through the region specifically?**
ANSWER: Freight is an area of interest for the agency, including both existing freight traffic in, out, though, and within the region, and potential shifts in freight demand in the future.

85. ***Is Attachment 2B: Contact Certification form required in our proposal(s)? If so, can you***

please provide this file as a standalone document? The RFQ is a password-protected PDF file and doesn't allow for use, placement, etc.
ANSWER: A fillable form has been included as part of this addendum.

86. **Please clarify the table of contents for each single PDF response per Service Area. Would the following order of contents be acceptable?**
    a. **Cover letter**
    b. **Firm Capability**
    c. **Project Approach**
    d. **Public Engagement Approach (if applicable)**
    e. **Working with agencies similar to CMAP or completing similar scopes of work**
    f. **Links to project team resumes (up to 5)**
    g. **Project examples (3)**
    h. **SAMS.gov CAGE Code Report**
    i. **RFQ Proposal Form (from Excel sheet)**
    j. **Responder Information (from Excel sheet)**
    k. **Attachment 2B (from RFQ document, which is currently inaccessible due to locked PDF)**

    ANSWER: Please see clarification provided at the beginning of this Addendum under "Guidance on submitted PDF documents"

87. **Is it acceptable to provide "links to resumes" as publicly accessible links to PDFs saved on SharePoint?**
    ANSWER: Yes. Additional clarification is provided at the beginning of this Addendum under "Project team resumes"

88. **If we are submitting for multiple Service Areas, is it acceptable to attach all qualification PDFs to one email?**
    ANSWER: No. Additional clarification is provided in the attachment to this Addendum under "Submitting responses for multiple service areas".

89. **Is there a contact for questions that may arise during attempts to send responses to this RFQ, such as email delivery issues?**
    ANSWER: Question period ends March 4th, 2026. All responses must be sent to the same address as this question: procurements@cmap.illinois.gov

90. **3.1.ii states that all responses should be submitted as a single pdf document. 3.1.iii states that a separate pdf response should be submitted for each service area. What is the single pdf in 3.1.ii referring to? How does this relate to the separate pdfs in 3.1.iii? Is there a single pdf that covers all the separate pdfs? Or is 3.1.ii superseded by the separate pdfs in 3.1.iii? Please clarify what is in the single pdf and what is in the separate pdfs.**
    ANSWER: As stated in RFQ 341, "a separate PDF document is required for each service area for which you are applying." Therefore, if applying for two service areas, you should submit two separate PDF documents, each submitted as a separate email to procurements@cmap.illinois.gov. Each PDF document should be a single PDF document/file.

91. **Is a copy of the RFQ proposal form and responder information form to be included in each separate service area pdf?**
    ANSWER: Yes.

92. **For these forms, is there a word limit and can the spaces be expanded to accommodate the requested information (i.e., addresses do not fit in the small).**
    ANSWER: There is no word limit in the forms. Fields are formatted to accommodate data and

cannot be expanded. Please do not alter the form.

93. **Is a cover letter included in the word count for each service area?**
ANSWER: No.

94. **On the pre-proposal call, CMAP stated the Agency is not ranking firms based on our home location, and that they are interested in the Project Manager's background. Is CMAP seeking projects only completed by the firm, or can we include projects from specific team members that were completed while at a previous firm?**
ANSWER: It is acceptable to include projects from specific team members that were completed while at a previous firm.

95. **Will a cover page and table of contents count toward any of the submission word counts?**
ANSWER: No.

96. **Could you please confirm whether the prime consultant is required to demonstrate capability in all skills and technical areas listed in the RFP bullet points per service area? Additionally, if certain skills may be fulfilled by subconsultants within a service area, should the proposal explicitly identify which skills we anticipate assigning to a subconsultant?**
ANSWER: Please see clarification provided at the beginning of this Addendum under "Subconsultants/partners"

97. **Service Area 8: Can consultant use DGI or other Chinese drones on CMAP projects?**
ANSWER: CMAP has not used this method of data capture to complete previous pavement management plan data collection. This question requires further investigation that we cannot provide at this time.

98. **Service Area 8: Is collecting data by vehicle scanning expected to be in consultant's scope of work?**
ANSWER: Yes, data collection by vehicle scanning is expected to be in the consultant's scope of work; since it typically is performed by a subcontractor, this can be attributed to generic "subcontractor" or specified contractor entity.

99. **Service Area 8: Can other means of data collection be used other than vehicle scanning?**
ANSWER: Yes, there have been stakeholders in the region that have used drones (for example), so we are not restricting data collection to vehicular mounted methods.

100. **Is the consultant to use predetermined scoring system or will they be expected to develop their own?**
ANSWER: Yes, the consultant is expected to use the Pavement Condition Index (PCI) scoring system for adherence to ASTM standard D6433 with regard to roads, highways, and runways.

101. **Is ArcGIS considered Pavement management software systems?**
ANSWER: In and of itself, no. A distinct pavement management software system is expected to be used to build pavement databases for municipal partners and be used in multiyear budgeting and preservation and maintenance analysis and recommendations. PAVER has been used for the entirety of the municipal pavement management plan program since 2018. For this RFQ, CMAP does not necessarily have to use PAVER specifically, but shall require a distinct pavement management software system with ability to use the Pavement Condition Index (PCI) as its primary condition assessment measure.

102. **Service Area 8: Pavement Management Planning?**
In the past, it is our understanding that CMAP has retained a firm to act as the Program Manager of CMAP's pavement management program. The Program Manager has hired subconsultants to

perform pavement management system implementation tasks (including field data collection, data processing, reporting, and software implementation). Can CMAP clarify if the prequalified firm(s) for the current RFQ will be expected to serve as Program Managers, or would CMAP expect the firm(s) to self-perform the tasks listed under Service Area 8?
ANSWER: The prequalified firm will be expected to serve as program manager with ability to hire subconsultants to perform any of the mentioned work tasks. This does not preclude a program manager entity from assigning specific work tasks to the same firm in-house if there is adequate past experience with a specific arrangement and it results in a cost-effective program cost.

103. **Pricing Requirements**
Please confirm that no pricing information (e.g., hourly rates, rate cards, or cost proposals) is required at the RFQ/prequalification stage and that pricing will be requested later as part of task order solicitations.
ANSWER: Yes, that is correct.

104. **Pricing Structure at Task Order Stage**
When task orders are issued, does CMAP typically request fully burdened hourly rates, project-based pricing, or a combination of both?
ANSWER: Proposal requirements are established according to required services, and determined individually for each task.

105. **Typical Scope and Duration**
For Service Area 4 (Public Affairs and Outreach), what is the typical duration and scale of a project (e.g., short-term engagement efforts vs. longer multi-month initiatives)?
ANSWER: Timelines vary by project.

106. **Integration with Broader Planning Work**
Are Service Area 4 engagements typically stand-alone communications/outreach efforts, or are they more commonly embedded within broader planning or transportation initiatives?
ANSWER: Projects may be either stand-alone or part of a larger project.

107. **Stakeholder Engagement Infrastructure**
Does CMAP maintain existing stakeholder databases, mailing lists, or community networks that selected consultants may leverage for engagement activities?
ANSWER: Yes, CMAP maintains email lists through GovDelivery (subscribed to by topic area) that consultants may be able to leverage as deemed pertinent. CMAP also convenes several topic area committees and cohorts with which consultants might engage.

108. **Engagement Format Expectations**
For Service Area 4 projects, does CMAP generally anticipate in-person, virtual, or hybrid engagement formats, or does this vary by task order?
ANSWER: It varies by project. Regardless of format, all public engagements must be fully accessible and compliant with the ADA.

109. **Preferred Engagement Platforms**
Does CMAP maintain preferred or agency-supported digital engagement platforms that consultants are expected to use (e.g., ArcGIS StoryMaps, EngagementHQ), or should consultants propose appropriate tools as part of task order responses?
ANSWER: Yes, consultants are expected to use CMAP's digital engagement platform, EngagementHQ, though additional or complementary tools may be proposed.

110. **Please clarify what CMAPS means by creating "links" to resumes. The resume link should appear on the RFQ proposal form, and then link to the corresponding page within that same service area PDF?**

ANSWER: Please see clarification provided at the beginning of this Addendum under “Project team resumes”

111. **Please confirm that each service area PDF should comprise the two tabs from the excel sheet and then the materials listed in Section 4.2. Please confirm that the PDFs should be organized in that order.**
ANSWER: Please see clarification provided at the beginning of this Addendum under “Guidance on submitted PDF documents”

112. **Please confirm that the RFQ does not call for any cost information (rate schedule, hourly rates, etc.)**
ANSWER: Yes, that is correct.

113. **Please confirm that each service area will be its own PDF submission, and that a general firm PDF should not be submitted.**
ANSWER: Yes, that is correct (a separate PDF document should be submitted for each service area).

114. **Page 3, Section 1.4 states: “No teams or subcontractors to a prime contractor should be proposed as part of this RFQ.” Are we still permitted to include an organizational chart for the prime firm?**
ANSWER: Yes. But its inclusion is optional and will not affect scoring.

115. **If we include an organizational chart, will it count toward the proposal narrative word limits (300 words for firm capabilities; 600 for project approach; 300 for public engagement approach; 300 for similar CMAP experience)?**
ANSWER: No.

116. **Do graphics and their captions count toward the proposal narrative word limits (300 words for firm capabilities; 600 for project approach; 300 for public engagement approach; 300 for similar CMAP experience)?**
ANSWER: No. Please note that any included illustrations or graphics should directly pertain to the service area response.

117. **Page 7, Section 3.2: Please clarify if the SAM.gov CAGE Code report is required to be signed? Our company’s federal group only provided the attached SAM.gov report, generated from our SAM.gov online profile. Is this the report CMAP is requesting? It’s dated but doesn’t include a signature line. Please clarify what CAMP is looking for per the Section 3.2 requirement.**
ANSWER: CMAP is requiring an up to date, valid Cage Code report provided by the System for Award Management which can be printed and signed.

118. **Pages 33-34: Please post Attachment 2B as a separate file and as a fillable form so we can add the authorized signature. The form/RFQ is password protected.**
ANSWER: Please complete the fillable form attached to this addendum for Attachment 2B.

119. **When will CMAP post answers to questions?**
ANSWER: The date of the addendum is the official date of answers for questions relating to RFQ 341.

120. **Please confirm that CMAP will accept the resumes as additional pages within the PDF for each services area. (Note: Our IT department does not provide an open platform for us to share files that would not require special access permissions.)**
ANSWER: Yes, that is correct. Additional clarification is provided at the beginning of this

Addendum under “Project team resumes”

121. **Is it acceptable to include a cover page and cover letter with each service area submission?**
ANSWER: Yes (doing so is optional and will not affect scoring).

122. **We understand that we are not to include qualification information for any subconsultants. However, if we are aware of certain firms we would like to engage to support our team in a specific service area, can we indicate that firm name and the services they would provide?**
ANSWER: Please see clarification provided at the beginning of this Addendum under “Subconsultants/partners”

123. **If there is a specific component within a service area we cannot manage in-house, can we specify that we would engage a subconsultant? If we can indicate that a subconsultant would support for that service, would CMAP prefer that we name the subconsultant or not?**
ANSWER: Please see clarification provided at the beginning of this Addendum under “Subconsultants/partners”

124. **Is there a page limit to the resumes?**
ANSWER: No.

125. Can CMAP clarify the order the materials should be presented within the PDF for a service area:
   a. Firm Capability
   b. Project Approach
   c. Public Engagement Approach
   d. Working with agencies similar to CMAP
   e. Project Examples
   f. PDF of 341-Proposal-Form.xls
   g. **Resumes (5 resumes maximum)**

ANSWER: Please see additional clarification provided in the attachment to this Addendum under “Guidance on submitted PDF documents”

126. **Do the word limits apply strictly to narrative text, or do they also include section/paragraph headings, captions, tables, graphics, charts, and other visual elements included within the submission?**
ANSWER: Word count limits do not apply to section/paragraph headings, captions, tables, graphics, charts, and other visual elements. Please note that any included tables, graphics, charts, or other visual elements should directly pertain to the service area response.

127. **We would appreciate clarification regarding the RFQ Proposal Form/Responder Information required under Section 3.1 of RFQ 341. If our firm is applying for multiple Service Areas, should the completed RFQ Proposal Form be Included as part of each Service Area submission and incorporated into each respective PDF document, or submitted separately (for example, as a standalone Excel file)?**
ANSWER: It should be included as part of each service area submission and incorporated into each respective PDF document.

128. **If the form is to be included within each Service Area as a PDF, should it appear at the beginning of each Service Area response?**
ANSWER: Please see clarification provided at the beginning of this Addendum under “Guidance on submitted PDF documents”

129. **For Linked Resumes, is an accessible OneDrive Link acceptable? Additionally, is preference**

that resumes are placed within the appendix of the submission, an accessible OneDrive Link to each resume, or both?
ANSWER: For Linked Resumes, a fully accessible OneDrive Link is acceptable. Additional clarification is provided at the beginning of this Addendum under "Project team resumes"

130. **Is there a specific number of references you are requesting for this section?**
ANSWER: If the question is referring to "Client list of services rendered currently and/or in the recent past" in the Responder Information form, up to five clients may be listed.

131. **Should those references be the same clients we are listing on the projects we are submitting or should they be different references?**
ANSWER: This is up to the responder's discretion.

132. **Last week, CMAP hosted a webinar on RFQ 341. Could you let me know if there's a recording of it available online?**
ANSWER: Yes. The recording will be added online.

Respondent acknowledges receipt of Addendum:

_____ _____

Date Respondent s Signature

Instructions:

The following documents attached to this Addendum are to be incorporated into RFP submittal requirements.

1. Attachment 2B Fillable Form

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

Procurement Officer

_____

Chicago Metropolitan Agency for Planning

Addendum Attachment 1: Guidance on submitted PDF documents:

The following two tables provide clarification regarding submitted PDF documents:

Service Areas requiring a public engagement approach: (Service Areas 1, 2, 3, 4, 5, 6, 8, 12, 14)	
Submitted as a single PDF document	
Preferred order of contents:	**Document clarifications:**
RFQ Proposal Form (exported from Excel sheet and submitted here in PDF document) **(required)**	This form can include links to resumes. Links must be fully accessible to CMAP, not password protected, and not require CMAP to request permission to access. If this is not possible, please include resumes as part of overall PDF document (see "Project team resumes" below).
Responder Information (exported from Excel sheet and submitted here in PDF document) **(required)**	
Cover **(optional)**	
Cover letter **(optional)**	
Table of contents **(optional)**	
Firm capability **(required)**	Illustrations or graphics may be included but are completely optional. Any included illustrations or graphics should directly pertain to the service area response.
Project approach **(required)**	
Public engagement approach **(required)**	
Working with CMAP or similar agencies **(required)**	
Project team resumes **(required)**	If it is not possible to provide fully accessible links to resumes in the RFQ Proposal Form, please include resumes as part of the PDF document here.
Project examples **(required)**	Three (3) project examples required, one (1) page maximum for each project (1 page = 1 single-sided page). Illustrations or graphics may be included but are completely optional. Any included illustrations or graphics should directly pertain to the project example.
SAMS.gov CAGE Code Report **(required)**	
Attachment 2B (signed) **(required)**	A fillable form has been included as part of this addendum.

Service Areas <u>not</u> requiring a public engagement approach: (Service Areas 7, 9, 10, 11, 13)	
Submitted as a single PDF document	
Preferred order of contents:	**Document clarifications:**

RFQ Proposal Form (exported from Excel sheet and submitted here in PDF document) **(required)**	This form can include links to resumes. Links must be fully accessible to CMAP, not password protected, and not require CMAP to request permission to access. If this is not possible, please include resumes as part of overall PDF document (see "Project team resumes" below).
Responder Information (exported from Excel sheet and submitted here in PDF document) **(required)**	
Cover **(optional)**	
Cover letter **(optional)**	
Table of contents **(optional)**	
Firm capability **(required)**	Illustrations or graphics may be included but are completely optional. Any included illustrations or graphics should directly pertain to the service area response.
Project approach **(required)**	
Working with CMAP or similar agencies **(required)**	
Project team resumes **(required)**	If it is not possible to provide fully accessible links to resumes in the RFQ Proposal Form, please include resumes as part of the PDF document here.
Project examples **(required)**	Three (3) project examples required, one (1) page maximum for each project (1 page = 1 single-sided page). Illustrations or graphics may be included but are completely optional. Any included illustrations or graphics should directly pertain to the project example.
SAMS.gov CAGE Code Report **(required)**	
Attachment 2B (signed) **(required)**	A fillable form has been included as part of this addendum.

Project team resumes:

- 5 resumes maximum (per service area)
- Project team resumes for each service area can be included by either of the following methods:
    - As fileshare links in the RFQ Proposal Form. Links must be fully accessible to CMAP, not password protected, and not require CMAP to request permission to access.
    - If it is not possible to provide links to resumes that meet the above requirements in the RFQ Proposal Form, please include resumes as part of the PDF document.

Subconsultants/partners:

This RFQ is focused on prequalifying prime consultants. Therefore, while responders may include information about subconsultants and partners—such as in your 3 project examples—CMAP will evaluate responses by the demonstrated qualifications of the prime consultant.

Submitting responses for multiple service areas:

If a firm is submitting responses for multiple service areas, the firm must submit a separate PDF document for each service area, each submitted as a separate email to procurements@cmap.illinois.gov.

Chicago Metropolitan Agency for Planning

ATTACHMENT 2B: CONTRACTOR CERTIFICATION OF SPECIFIC PROVISIONS Certification One: Certificate

Regarding Workers' Compensation Insurance

The State of Illinois Worker's Compensation Code requires the securing of workers' compensation by all non-state employers. The Submitter shall attest to understanding and complying with the State of Illinois Workers' Compensation Code requirement.

In conformance with current statutory requirements of Section 820 ILCS 305/1 et. seq., of the Illinois Labor Code, the undersigned certifies as follows:

"I am aware of the provisions of Section 820 ILCS 305/1 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with such provisions before commencing the performance of the work of this contract."

Certification Two: Certificate Regarding Professional Liability Insurance

The CONTRACTOR agrees to purchase and maintain throughout the term of this Agreement professional liability/errors and omissions (if legal, accounting, consulting IT or similar professional services are provided). The limit of such coverage shall be no less than one million dollar ($1,000,000) per claim/occurrence.

Certification Three: Certificate Regarding Disadvantaged Business Enterprise (DBE)

Bidder hereby certifies that it (check one): ____ IS ____ IS NOT an eligible Disadvantaged Business Enterprise (DBE) as defined in 49 CFR 23. **If "IS" is checked, attach copy of document that certifies Bidder's status as a DBE.**

Certification Four: Certificate Regarding Contract Amendment and Concurrence Policy
This Applies to All Primary and Subcontractors

1. A Request for Concurrence will be required for the following:
    a. A change in a key person specified by the CMAP Project Manager when justifying the selection of the contracted vendor.
    b. If the Vendor Project Manager disengages from the project for more than 3-months, or reduced the number of hours working on the project by 20% or greater.
2. An Amendment and revised Price Proposal Form will be needed for the following:
    a. Any scope change – justification will be also be required

b. A staff title is added to the project – justification will also be required
c. The transfer of cost from any line item that exceeds 10% of that line item cost of $1,000, whichever is greater.
d. The addition of any subcontractor not originally listed on the Price Proposal Form. Note: CMAP will need to seek concurrence from any third-party grantors prior to executing the amendment.

Certification Five: FTA Certification Regarding Lobbying

The Federal Transportation Authority (FTA) a source of funds for this project requires the Certification for Contracts, Grants, Loans, and Cooperative Agreements to be submitted with each bid or offer exceeding $100,000. The Submitter shall attest to understanding and complying with the FTA Certification Regarding Lobbying (49 CRF PART 20) requirement and submit a completed "FTA Certification Regarding Lobbying" for any proposals which may or will exceed $100,000.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than

$10,000 and not more than $100,000 for each such expenditure or failure.]

The Contractor, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Acknowledged:

Authorized Signature: _____ Date: _____

Name/Title: _____

Company Name: _____