Request for Qualifications (RFQ)
Materials Testing & Special Inspection
Rolesville Town Campus
Date Issued: November 3, 2026

ADDENDUM #2

Please see below clarifications in response to questions received in writing prior to the deadline posted in the RFQ.

1. Item D: Will you allow to include an Org Chart and/or a Staff Matrix to show complete resources available locally and their chain of command on the project, so the resumes of only key staff members can go into Appendix. (This may add a page for clarity).
   Response: Yes. Respondents may include an organizational chart and/or staffing matrix within the Project Approach section to clearly communicate available local resources, key personnel, and reporting structure. Any such information should be incorporated within the applicable page limit for that section. Resumes of key personnel may continue to be provided separately, as resumes are not subject to a page limit.

2. Item E: How many similar projects should we try to fit into the 2-pages. The details will be adjusted accordingly.
   Response: The RFQ does not prescribe a minimum or maximum number of projects to be included. Respondents should use their judgment to present the projects that best demonstrate experience relevant to the requested Construction Materials Testing and Special Inspection services, while remaining within the two-page limit identified for this section.

3. Item-F: References. We assume this will be a stand-alone page #9.
   Response: Correct. The list of three owner references may be provided as a stand-alone section. As clarified in Addendum No. 1, the requested owner references may be provided in addition to the eight pages allocated to the sections with specified page limits.

4. Reference Letters in the Appendix. How many letters will be adequate (EG: we don't want to give 10 or 20 if you only want to see 5)
   Response: Reference letters are not required.

5. Will the Unit prices be allowed as a separate page in the Appendix. Do you need only hourly rates for labor or also want to see pricing for materials testing? If yes, it may go to 2-pages. Can we mark it as Confidential, so it does not become public record?
   Response: Yes. Unit pricing may be submitted as a separate attachment or appendix. As stated in the RFQ, respondents should provide unit quantity pricing lists that demonstrate their understanding of the requested scope of services. Pricing should include applicable testing and inspection services anticipated for the project. Respondents may clearly mark pricing information as Confidential; however, treatment of submitted records will be subject to applicable North Carolina public records laws and procurement requirements. Responses are not subject to public inspection until a contract is awarded.

6. In your RFQ, you have requested to include evidence of team's lab accreditations. Will that be an Appendix item outside the page limit? Do you also need copy of NC Professional Engineering License for the company?
   Response: Evidence of laboratory accreditation may be included as an appendix and will not count against the specified page limits. The RFQ requires that respondents be properly licensed and certified to perform the proposed services in North Carolina and that evidence of current laboratory accreditation be included in the submittal. While a copy of the firm's North Carolina Professional Engineering license is not specifically required, respondents are welcome to include applicable licensing documentation to demonstrate qualifications.

7. Are all the requested services administered by the Town or also by Wake County or someone else; and whose standards and codes will be followed.
   Response: The selected CMT/SI consultant will primarily coordinate with and report to the Town of Rolesville and will work collaboratively with the Owner, Engineer of Record, Architect, CMAR, and applicable regulatory agencies. The civil Engineer of Record is CLH Design and the structural Engineer of Record is Stewart. Services shall be performed in accordance with the construction documents, the Statement of Special Inspections, the North Carolina Building Code (including Chapter 17), applicable ASTM, ACI, AASHTO, ICC, and NCDOT standards, and the requirements of the applicable Authorities Having Jurisdiction (AHJ).

- END OF ADDENDUM #2 -