ADDENDUM NO. 1 TO FMT REQUEST FOR PROPOSAL

Flooding Dynamic Modeling Tools (FMT) for Optimized CORE MPO Planning of Transportation Infrastructure Systems

Addendum No:	1	Date of Addendum:	November 22, 2022

Notice to all Potential Proposers

The following changes to the RFP and clarifications are provided based on questions received and shall be considered when completing your submittal. Acknowledgement of receipt of this Addendum is required. Please include a signed copy of this Addendum in the proposal package.

Item 1.0	**Section:** Project Description, after Scope of Work

Description of Change:
The blue text is new language that has been added. Add a section titled "Project Management & Coordination" with the following language: The MPC/CORE MPO staff will work with the successful Institution to identify specific milestones and deliverables for the resulting contract. The general management approach and project coordination for this project shall include: 1. Project Management Plan: A Project Management Plan (PMP) needs to be prepared at the start of the project to identify work organization, responsibilities, coordination and communication procedures, team meetings, outreach plan, technical memorandum schedule, and other important operational information pertaining to the team activities. 2. Project Schedule: The Institution's project team needs to develop a detailed project schedule. The schedule will indicate tasks, subtasks, critical dates, milestones, and review requirements. 3. Progress Reports: Monthly progress reports at a minimum will include: » Status report of ongoing and completed activities during the reporting period. » Planned activities for the following month. » Problems encountered and actions to remedy them » Overall progress includes a tabulation of percent complete by task 4. Project Meetings: The Institution's project team needs to outline the timing of meeting with the CORE MPO Project Manager. One (1) kick-off meeting with the Proposal Review Committee and Executive Director is required at the commencement of the awarded contract. Support materials for meetings, meeting notes, discussion summaries, and outlines of decisions and action items will be the responsibility of the Institutions' project team.

Item	1.1	**Section:**	Proposal Content & Requirements / Requirements for Proposals: Notice of Non-Discrimination & Proposed Schedule of M/WBE Participation

Description of Change:
The blue text is new language that has been added.
Section 7: Notice of Non-Discrimination & Proposed Schedule of M/WBE Participation (2 page)   The Institution shall submit the Notice of Non-Discrimination found in Appendix II with their proposal. A Proposed Schedule of M/WBE Participation found in Appendix III shall be submitted for all non-academic subconsultants.

Item	1.2	**Section:**	Proposal Content & Requirements / General Requirements: Insurance

Description of Change:
The blue text is new language that has been added.

The Institution shall provide a Certificate of Insurance for each category listed below and carry each in force if awarded this contract for the duration of the project or provide evidence of self-insurance:
     o General liability property damage insurance
     o General liability bodily injury insurance
     o Automotive/truck insurance covering all owned, hired and non-owned vehicles used in the project
     o Workman's compensation insurance
     o Employer's liability insurance
     o Errors and Omissions (E&O) coverage or Professional Liability Insurance ($1,500,000 per occurrence)

Item	1.3	**Section:**	Project Description / Eligibility

Description of Change:
Add a bullet under Academic Institutions, the blue text is new language that has been added.
- Academic Institutions (public and private)   *o* Universities   *o* Colleges   *o* Community Colleges   - Non-academic entities eligible as subconsultants   - Direct association/ experience with research and analysis activities

Institution Name:

Authorized Representative Print Name & Title

Authorized Representative Signature   **Date**