

**SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION**

**ADDENDUM NO. 1**

**to**

**REQUEST FOR PROPOSALS (RFP)**

**DEMOGRAPHICS & MODEL DATA DEVELOPMENT AND ON-CALL**

**TRANSPORTATION PLANNING ASSISTANCE**

**RFP ISSUE DATE: DECEMBER 8, 2025**

**CLARIFICATIONS**

A. QUESTION: Are roadway network updates part of the Scope of Work for this RFP?

RESPONSE: Roadway network updates are not part of the Scope of Work in this RFP.

B. QUESTION: Could you please confirm whether offerors are permitted to submit proposed exceptions or modifications to the terms and conditions outlined in the RFP? If so, is it acceptable to include those proposed exceptions in an appendix to our proposal?

RESPONSE: Offerors are not permitted to submit proposed exceptions or modifications outlined in their proposal submission.

C. QUESTION: The RFP does not explicitly list a requirement to include a proposed cost of services in the submission checklist; however, "Cost of Services (20 points)" is identified as an evaluation factor under the "Evaluation of Proposals: Selection Factors" section. Could you please confirm whether we should include our proposed cost within the initial proposal response? If so, are there any specific details or requirements you would like us to provide (e.g., fee schedule, hourly rates, estimated total cost)?

RESPONSE: Proposal submissions need to include the final proposed cost. The cost proposal should include hourly rates, fee schedule and the estimated total cost to complete the project as outlined in the RFP.