

FACILITIES MANAGEMENT REQUEST FOR PROPOSALS

Addendum No. I

Issued November 7, 2025

This is an addendum to the Facilities Management Request for Proposals (RFP) offered by the North Carolina Turnpike Authority.

Prospective Respondents: You are hereby notified of the following information in regard to the referenced RFP:

- Section A - Official log of Proposers' questions and NCTA's responses
- Section B – Official revisions to the Facilities Management RFP

All other terms, conditions and requirements of the original RFP dated October 22, 2025, remain unchanged unless modified by this Addendum.

Section A: Official Log of Proposers' questions and NCTA's responses

Below are the answers to questions submitted in response to the above referenced RFP.

Note: The below list includes all formal questions received from 10/22/25 – 11/5/25.

#	Page	Section	Section Description	Proposer Question	NCTA Response
1.	IV-5	D	Proposal Section 2: Key Team Qualifications	Please provide the referenced position descriptions as they were not found in Part III, Section 2.2 Key Personnel as described.	Per this Addendum 01, NCTA has added language to Requirement #3 in RFP Part III, Section 2.2 Key Personnel. <u>Note:</u> Reference the latest version of the RFP on the NCTA Connect Site .
2.	I-12	3, Table I-I	Schedule	Will NCTA allow proposers to physically visit the sites prior to Proposal submission?	No.
3.	IV-6	F.I.d. Exhibit B	Proposal Section 2: Admin & Tech Plan, Financials; and Pricing Form & Instructions	Does Exhibit B meet the requirements outlined in 2.F.I.d. or does the NCTA want additional line-item pricing?	Per this Addendum 01, NCTA has removed language from RFP Part IV, Section 2.1 (Item F). See RFP Part IV, Section 3 for pricing submission instructions. <u>Note:</u> Reference the latest version of the RFP on the NCTA Connect Site .
4.	C-5	Non-Collusion (Corporation)	Signature	There is no placeholder for a signature on the form. Can you please add one and update the form?	Page 1 of 3 of the Non-Collusion (Corporation) Form does contain signature lines. If these are not fillable, please print the document to manually sign and then scan the signed version back into a PDF file.

Section B: Official revisions to the Facilities Management RFP

REVISIONS: Following are the revisions to the RFP documents (Deletions are shown in red text strikeout mode and additions are in red underlined text).

1) RFP cover page has been modified as follows:

Virtual Site Tours Meeting (Optional)
~~November 12, 2025, from 1 p.m. – 2 p.m.~~
November 19, 2025, from 10 a.m. – 11 a.m. EDT

Proposal Due Date
December 17, 2025 (4:00 p.m. EDT)

Physical Delivery Address
North Carolina Turnpike Authority
2501 Aerial Center Pkwy, Suite 200
Morrisville, NC 27560
Attn: Eliza Davis

Issue Date: October 22, 2025

Updated through Addendum 1 (November 7, 2025)

2) Part I Administrative, Section 1.4 NCTA Contact Person, has been modified as follows:

- a. **NOTE:** The original email address misspelled ‘facilities’; the last ‘i’ was missing. A new email address has been created which spells ‘facilities’ correctly.

1.4. NCTA Contact Person

Eliza Davis is the contact person on this RFP. Any questions in regard to this RFP shall be directed in writing to ncta_facilities_rfp@ncdot.gov~~ncta_facilites_rfp@ncdot.gov~~.

3) Part I Administrative, Section 3 Schedule, *Table I-1: Procurement Schedule* has been modified as follows:

Table I-1: Procurement Schedule		
Milestone	Responsibility	Date
RFP Issued	NCTA	October 22, 2025
Virtual Site Tours Meeting (Optional)	NCTA & Proposers	<u>November 19, 2025</u> <u>10:00 AM – 11:00 AM EST</u> November 12, 2025 1:00 PM – 2:00 PM EST The meeting will be held online via web conference.
Proposer Questions Due	Proposers	November 25 <u>19</u> , 2025, by 4:00 PM EST

Section B: Official revisions to the Facilities Management RFP

- 4) Requirement #3 in Part III Scope of Work and Requirements, Section 2.2 Key Personnel has been modified as follows:

2.2. Key Personnel	
3.	The Contractor is required to provide sufficient staff to meet the Project Requirements and Contract. The following roles are expected to be needed for the duration of the Project. <u>These roles may be consolidated or maintained as individual positions as determined by the Proposer. The Proposer shall ensure that the proposed Project team possesses the necessary qualifications and capacity to fulfill all Project Requirements. The Proposer will form a team that meets is able to perform all the Project Requirements.</u>
	a) Contract Manager – <u>Responsible for managing all Project risks and ensuring satisfactory compliance with all scope of work Requirements.</u>
	b) Facilities Manager – <u>Management of various facilities and interactions with landlords.</u>
	c) Vendor Manager – <u>Management of any Subcontractors and others performing work on the Project.</u>
	d) Administrative Coordinator/Dispatcher – <u>The single point of contact for Service Requests and responsible for the reporting as outlined in Part III, Section 2.4.</u>

- 5) Part IV Proposal Content, Section 2.1 Content of Technical Proposal, Item F. has been removed.
- a. **NOTE:** See RFP Part IV, Section 3 for pricing submission instructions.

F. Proposal Section 4: Administrative & Technical Plan
Provide the following information regarding the Proposer's approach to reporting on the Scope of Work. Number and provide the information in the specific format provided below.
1) Outline approach to each of the following items:
a. Work Order Management System: A description of <u>the Proposer's</u> proposed work order management system, including its capabilities for tracking and reporting.
b. Reporting: A sample of the monthly work order and financial reports that will be provided to NCTA.
c. Staffing Plan: An organizational chart and a description of the team that will perform all required duties, including qualifications and roles.
d. Financials: A detailed cost proposal, clearly broken down by each part of the SOW, and an explanation of the pricing model (e.g., fixed fee for oversight, hourly rates or cost-plus for full-service work).