ADDENDUM #1 RESPONSES TO QUESTIONS

September 23, 2026

https://beltline.bonfirehub.com/portal/?tab=openOpportunities

1. **Question:**
   Principal and Key Personnel Experience

   For a firm submitting qualifications to the Urban Fellows Qualified Consultant Registry, can Sections D, Relevant Experience, and E, Representative Work, include comparable experience performed by the firm's proposed principal or key personnel prior to the firm's formation, provided that such experience is clearly identified as individual or key-person experience and is not represented as corporate past performance?
   Response: Yes

2. **Question:**
   DBE Goal Application to Urban Fellows Assignments
   Please confirm whether the 30% DBE participation goal is evaluated at the project-specific proposal and contract stage rather than as a condition of Step 1 qualification for the Qualified Consultant Registry. Additionally, for an individual consultant or small professional services firm performing an assignment that does not reasonably provide subcontracting opportunities, how will ABI evaluate compliance with the DBE goal and any applicable good-faith-effort requirements?
   Response: The DBE goal is not an evaluation factor.

3. **Question:**
   Insurance Requirements for Professional Services Assignments
   For project-specific assignments under the Urban Fellows Registry, will the insurance requirements in Exhibit A be applied uniformly to all consultants and assignments, or may required coverages, limits, and endorsements be adjusted based on the scope, risk profile, and structure of the specific engagement? In particular, please clarify whether: 1. The stated $2 million per claim / $4 million aggregate professional liability requirement may be adjusted for lower-risk professional advisory assignments; 2. A workers' compensation exemption or documentation of non-applicability may be accepted for a firm or individual consultant with no employees, where permitted by law; and 3. Automobile liability may be considered not applicable for a remote professional-services assignment that does not require vehicle use in performance of the work.
   Response: At the time of the posting of this request, ABI standard insurance requirements are listed in the RFQP for firms to review. ABI strongly encourages qualified firms and individuals to participate in the submission process.

4. **Question:**

   Step 2 Proposal Requests from Qualified Registry

   When ABI identifies a project-specific need within a Registry area of expertise, does ABI generally request proposals from all qualified Registry participants within the applicable category, or may ABI select a subset of qualified Registry participants to receive the Step 2 proposal request?

   Response: ABI will evaluate all Qualification submissions in Step 1. Those firms that are selected from Step 1 will become part of a qualified pool of firms that ABI will request Proposals from in Step 2 based on an immediate or future need during a specified time frame within the term listed in the RFP. However, there is no guarantee for any work at any specified timeframe. This is an on-call and as needed Project.

5. **Question:**

   Updating Qualifications During Registry Term

   During the three-year Qualified Consultant Registry term, may an already-qualified individual or firm update its qualifications to reflect new relevant experience, representative work, personnel, certifications, capabilities, or additional areas of expertise? If updates are permitted, please advise on the appropriate process for submitting revised qualification information after initial qualification.

   Response: Firms can update their submission anytime in the Bonfire Portal while the procurement remains open in the Bonfire Portal. However, if the submission has been opened and evaluated, firms cannot make updates to the submissions. However, ABI has the right to request additional information during the evaluation process to request clarifications, additional information, and/or interviews if needed.

6. **Question:**

   Areas of Expertise

   Do proposers need to be qualified to complete all "potential expertise" listed under the eight areas of expertise detailed in the RFP?

   Response:

   ABI strongly encourages qualified firms and individuals to participate in this open Procurement opportunity. ABI may establish additional Registry categories when an emerging or specialized need is identified. ABI is not limited to the categories listed in this solicitation. Respondents are encouraged to submit other consultant categories not limited to categories listed herein. ABI has the right to select, award or reject firms based on partial need or whole needs according to qualifications meeting the requirements and needs of the RFQP.

7. **Question:**

   DBE Utilization

   Question: We noted that there is a 30% DBE goal for this RFP. Are proposers required to form teams with DBE-certified firms at the proposal stage, or are we able to form teams after being pre-qualified?

   Response: No. 30% DBE utilization is a goal.