

January 12, 2026

TO: All Bidders

RE: RFQ 2026-04

ADDENDUM NO. 1

This **ADDENDUM #1** forms part of Moore County's RFQ 2026-04 Consulting Services – County of Moore Unified Development Ordinance Updates for the County of Moore Planning Department. All requirements of the original specifications remain in effect in their respective order. **Receipt of this Addendum must be acknowledged by its inclusion with the response and noted as an inclusion on the sealed envelope.**

1. Question: The County's RFQ states that the Firm's Statement of Qualifications must be limited to no more than 15 pages, including the cover page. Could you please clarify whether this page limit applies to the entire proposal submission, including resumes and the table of contents?
Answer: The limit of 15 pages has been removed.
2. Question: Would the County like references to include any specific details?
Answer: Please include name, address, phone number, email address, and brief description of the work done for the reference.
3. Question: Could the County please confirm whether a digital submission of the proposal is required? If so, does the County prefer that the electronic submission be provided on a USB drive or submitted via email?
Answer: Digital submission in not required. Please submit one original and five copies of response.
4. Question: The current UDO appears to cover zoning, subdivision, and flood damage prevention. Are there other development regulations that the County would like to evaluate for inclusion in the UDO?
Answer: The current UDO also covers watershed. The County does not desire inclusion of any other development regulations at this time.
5. Question: Does the County foresee a need to make significant changes to regulations for telecommunications uses, signs, or adult uses?
Answer: No
6. Question: Does the County have a preferred timeline for the UDO update project, or should applicants propose a reasonable timeline for the project?
Answer: Please propose a reasonable timeline for the project.
7. Question: Who will provide the direction for the UDO update? Staff? The Planning Board? Will there be a steering committee that will also participate in decisions?
Answer: Primarily the Board of Commissioners with input from Staff and the Planning Board.
8. Question: What public engagement, including presentations to the Planning Board, Board of Commissioners, stakeholder groups, and the general public, does the County foresee, or should the applicants outline their preferred engagement strategy?
Answer: There will be presentations to the Planning Board and Board of Commissioners at work sessions as needed and at the public hearings required for adoption.
9. Question: Public engagement has a major influence on the necessary budget, so will the County share an approximate range to help applicants respond to the level and format of engagement the County anticipates the project to entail?

Answer: The County does not foresee public engagement being a significant part of the project at this time. Further guidance will be provided by the Board of Commissioners.

10. **Question:** Page one of the RFQ indicates that a copy of the proposal should be provided by email, while page six indicates that a printed copy of the proposal should be provided to the County. Does the County want an electronic version in addition to the printed version?

Answer: Please submit one original and five copies to the address below; either hand delivered or FedEx/UPS. No digital copy is necessary.

**County of Moore
Attn: Terra Vuncannon
1 Courthouse Square
3rd Floor Attorney Office
Carthage, NC 28327**

11. **Question:** Does the County want a signed copy of the acknowledgement at the bottom of page one of the RFQ?

Answer: Yes, please complete page one of the RFQ document and return with response.

12. **Question:** Does the page limit count include: (Cover letter, Signed Acknowledgement on page one of RFQ, Non-collusion Affidavit, E-Verify affidavit, or W-9 Form)

Answer: The page limit has been removed. Please submit one original and five copies of response.

Sealed responses are due by 4:00:00 PM EST Thursday, January 22, 2026 to Terra Vuncannon at 1 Courthouse Square, Carthage, NC 28327. For your convenience, a Bid Drop-Off Box is located in the lobby at 1 Courthouse Square (Historic Courthouse).

END OF ADDENDUM NO. 1

Sincerely,

Terra Vuncannon
Purchasing Manager
County of Moore