Date: November 9, 2026

To: All VENDORS, BIDDERS, and RESPONDENTS

Addendum Number #1

Questions/Answers

****THIS ADDENDUM SHALL BE RETURNED WITH THE RFP SUBMISSION****

Interior Architecture Design Services – Home Office
RFQ #27-002

This Addendum forms part of Alliance's RFQ #27-002. All other requirements of the original specifications remain in effect.

- **The last day for receiving questions regarding this project was November 9, 2026**
- **Qualifications are due by: November 16, 2026 by 3:00 p.m. ET.**
- **Qualifications must be emailed to:** admcontracts@alliancehealthplan.org
- **All Addenda to be posted on the Alliance website** https://www.alliancehealthplan.org/about/rfps/

- **The following questions have been received, and are answered herein:**

ITEM #	VENDORS, BIDDERS OR RESPONDENTS QUESTION	ALLIANCE HEALTH RESPONSE
1	Can you please confirm if this project is public? Or if this is private?	Alliance is quasi-government. We are mandated by the State and must follow purchasing guidelines, but we are our own entity.
2	Is it possible to receive the current Alliance Health Home Office floor plan in order to evaluate the current office layout and square footage?	Yes, we have posted the floor plans with this addendum.
3	Please provide the approximate current square footage of the existing Alliance Health Office in Morrisville and, if possible, current floor plans or other existing facility documentation.	125,226 rentable square feet of space
4	What percentage of reduction does the 55-65k SF target represent?	Approximately 45% to 52%
5	The RFQ identifies daily attendance information as available. Can Alliance provide anticipated employee headcount, current peak daily occupancy, and/or other available utilization data to assist in our understanding the scale and objectives of the hybrid workplace strategy?	Yes. We have daily data going back to 2020. Peak days are Tuesday and Wednesday. Using monthly data, we average 70 staff per day.
6	Does Alliance anticipate that construction cost estimating and comparative cost analysis between the renovation and relocation alternatives will be included in the selected Designer's scope?	Yes, provide preliminary construction cost estimates and a comparative cost analysis evaluating the renovation and relocation alternatives as part of the project scope

7	Please confirm the maximum allowable attachment size per email for electronic submissions	35MB
8	Will the design team be able to conduct an employee survey for programming analysis?	We can schedule time with department heads if needed.
9	Is there other relevant/current programming data available to share?	If needed, we can cross reference attendance with departments.
10	Is there a construction budget that can be shared?	Not currently.
11	Tab 4 references a test fit provided by others. Has a previous study been completed and can this be shared?	Yes.
12	Are tours of the current building available?	A tour is set for Thursday Nov. 12th at 11:00am (See addendum #2). Attendance confirmation must be sent to Facilities Manager, Jeanna Berry at jberry@alliancehealthplan.org by Wednesday, November 11, 2026 at 5pm.
13	Are there any specific properties that have been identified for potential relocation and can information be provided?	Specific properties have not been identified at this time.
14	Can Alliance provide its preferred form of professional services agreement and any minimum insurance requirements for respondents' review during the RFQ period?	Contractor shall maintain, at its expense, the following minimum insurance coverage from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina: $1,000,000 per occurrence and $2,000,000 aggregate – General Liability. Upon execution of a Contract, Contractor shall furnish to Alliance a Certificate of Insurance reflecting the minimum limits stated above. The Contractor shall provide for thirty (30) days' advance written notice in the event of a decrease, termination or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor. All such insurance shall meet all laws, rules, regulations and requirements of the State of North Carolina. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the Contract. Our draft PSA for this project will be posted by Thursday, November 12, 2026

EXECUTE ADDENDUM:

VENDOR, BIDDER, RESPONDENT: _____

ADDRESS (CITY & STATE): _____

AUTHORIZED SIGNATURE: _____ DATE: _____

NAME AND TITLE (PRINT): _____