



<input checked="" type="checkbox"/> AMENDMENT OF SOLICITATION
<input type="checkbox"/> MODIFICATION OF CONTRACT

City of New Braunfels
Purchasing
551 Landa Street
New Braunfels, Texas 78130

1. Solicitation No. RFQ 21-012 Preliminary Design of South Castell Avenue	2. Contract No.	3a. Addendum No. 1	4. Effective Date of this Action April 19, 2021
		3b. Modification No.	
5. Name and Address of Offeror or Contractor		7. Amount of Contract/Order is: Increased by: Decreased by: New Total: <input type="checkbox"/> Unchanged	

6. For Information Call:
(No collect calls or Fax offers accepted)
Purchasing: **Barbara Coleman**
Phone No.: **830-221-4389**
Fax No.: **830-608-2112**

8. THIS BLOCK APPLIES TO AMENDMENTS OF SOLICITATIONS ONLY:
The above numbered solicitation is amended as set forth in Block 10 below.
 The date and time specified for receipt of offers IS NOT extended.
 THE DATE AND TIME SPECIFIED FOR RECEIPT OF OFFERS IS CHANGED TO:
Offerors must acknowledge receipt of this amendment prior to the date and time specified in the solicitation or as amended, by one of the following methods:
(i) By completing Blocks 5 and 11 and returning this Addendum in the number of copies specified for the solicitation;
(ii) By acknowledging receipt of this Addendum on each copy of the bid submitted; or,
(iii) By separate letter, telegram, or fax referencing the solicitation and addendum.
If by virtue of this Addendum offeror desires to change an offer already submitted, such change may be made by letter, telegram, or fax, provided each such notice makes reference to the solicitation AND this Addendum, and is received prior to the date and time specified.
NOTICE: NON-RECEIPT OF YOUR OFFER AND THIS ADDENDUM AT THE DESIGNATED PLACE WITHIN THE DATE AND TIME SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.

9. THIS BLOCK APPLIES TO MODIFICATIONS TO CONTRACTS, DELIVERY OR PURCHASE ORDERS ONLY.
The above numbered Contract, Delivery, or Purchase order is modified as set forth in block 10 below.
 This Change Order is issued in accordance with authority granted by instrument referenced in block 2.
 The instrument in Block 2 is modified to reflect administrative changes.
 This Supplemental Agreement is entered into pursuant to the Authority of:
 Other (Specify type of modification and authority): _____
 CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ONE ORIGINAL.
 Contractor is not required to sign this document but is requested to acknowledge receipt.

10. DESCRIPTION OF CHANGES -

This Addendum No. 1 is being issued to support:
A. Minutes from the Informational Meeting hosted on April 14, 2021
B. Questions and Answers submitted through April 15, 2021
C. Updated Submission Instructions: 4.5.5 - Page limits are modified. See attached Questions and Answers for detailed update.

Except as provided herein, all terms and conditions of the document referenced above remain unchanged and in full force and effect.

11a. SIGNATURE OF OFFEROR OR CONTRACTOR	CITY OF NEW BRAUNFELS, TEXAS	
	<i>"Barbara Coleman"</i>	April 19, 2021
11b. PRINTED NAME AND TITLE	11c. DATE	
Barbara Coleman		Date
Purchasing Manager		



RFQ Preliminary Design of South Castell Avenue
Informational Meeting Minutes
April 14, 2021, 2:00 P.M. (Central Time)

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_XUGeiwwRSICvOefVuJzhcQ

After registering, you will receive a confirmation email containing information about joining the webinar.

1. Announcement of Solicitation for RFQ 21-012 Preliminary Design of South Castell Avenue

A. Solicitation Schedule:

DATE	STEP 1 - MILESTONES
March 30, 2021	RFQ issued on http://www.bidnetdirect.com/texas and www.nbtexas.org/
April 14, 2021	Pre-Submittal Meeting
April 16, 2021	Deadline for questions and request for clarification
April 29, 2021	Statement of Qualifications ("SOQ") submission deadline
April – May 2021	City evaluation of SOQs submitted by firms

DATE	STEP 2 - MILESTONES
May 2021	Scoping meeting and negotiations with City and top-ranked firm
May/June 2021	Anticipated timeframe for City Council to consider award of contract

Note: All questions must be submitted to **Barbara Coleman** no later than **April 16, 2021 by 5:00 P.M. (Central Time)** via email with a subject line that references the associated solicitation number(s).

2. Introductions (Staff):

A. Barbara Coleman, Purchasing – **primary point of contact until the contract is awarded.**

Phone: (830) 221-4389 Email: Bcoleman@nbtexas.org

B. Jennifer Cain, Capital Programs Manager

Email: JCain@nbtexas.org

C. Jeff Jewell, Director of Economic and Community Development

Email: JJewell@nbtexas.org

3. Description of Work:

- The City of New Braunfels is seeking statements of qualifications from landscape architects/planning/engineering firms to prepare a preliminary design and streetscape plan for Castell Avenue in downtown New Braunfels.
- The City intends to plan, design and construct improvements that enhance the pedestrian environment and support the goals of promoting the continued redevelopment and infill of the downtown New Braunfels area.
- This effort will build on the visioning and input efforts garnered during the Downtown Implementation and South Castell Master Plan processes, as well as those relevant goals from Envision New Braunfels (the City's comprehensive plan).



RFQ Preliminary Design of South Castell Avenue
Informational Meeting Minutes
April 14, 2021, 2:00 P.M. (Central Time)

• Additional Resources:

- South Castell Plan: https://www.nbtexas.org/DocumentCenter/View/21223/17_09-11-South-Castell-MP-Final-Report?bidId=
- Ash and Lime Report: https://newbraunfelstx-my.sharepoint.com/:b:/r/personal/jjewell_nbtexas_org/Documents/SOUTH%20CASTELL%20PER/New%20Braunfels%20Downtown%20Action%20Plan%20Final%20-%201-7-2021.pdf?csf=1&web=1&e=CFs5vb
- 2010 Downtown Implementation Plan: <https://newbraunfelstx.sharepoint.com/:b:/s/ECD/ERF94R1WDL1HttDqT5vrlidwBMdWBJCFSCsn174HovGuaLQ?e=cYzhTa>
- 2017 Economic Development Strategic Plan: <https://www.nbtexas.org/DocumentCenter/View/11153/NBEDSP-Final?bidId=>
- Comp Plan: <https://www.nbtexas.org/DocumentCenter/View/16593/Envision-New-Braunfels-Final>

4. Review of Procedures:

A. Solicitation documents may be obtained at:

- the Purchasing Office from a Purchasing Representative
- online to <http://www.bidnetdirect.com/texas>, click on Bid Opportunities, then City of New Braunfels
- at the City of New Braunfels Web site, <http://www.nbtexas.org/2694/Active-Solicitations>

B. Addendum - An addendum will be issued after the close of the question period. The addendum will include the minutes from the pre-submittal meeting and answers to questions.

C. Submission: Respondents must follow solicitation instructions notated within Sections 1 through 5 of the solicitation documents to provide consistency for the evaluation committee.

- 1) All Statements of Qualifications (SOQ) are due to New Braunfels City Hall, City Secretary Office - Attention: Purchasing, **no later than 3:00 P.M. (Central Time) on April 29, 2021.**
- 2) All SOQs must be time stamped by the City Secretary's Office at the New Braunfels City Hall.
- 3) SOQs received after the time and date set for submission will be returned, unopened, upon request.

4) **Delivery Address**

City of New Braunfels - City Secretary's Office
ATTN: Purchasing
550 Landa Street
New Braunfels, TX 78130

Labeled

RFQ 21-012
Project Name: PER S Castell Ave.
Due: April 29, 2021 at 3:00 P.M.



RFQ Preliminary Design of South Castell Avenue
Informational Meeting Minutes
April 14, 2021, 2:00 P.M. (Central Time)

D. RFQ parts: SECTION 1 – SOLICITATION AND OFFER FORM	1
SECTION 2 – TABLE OF CONTENTS	2
SECTION 3 – PROJECT DESCRIPTION AND SCOPE	3
SECTION 4 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS	6
SECTION 5 – SELECTION INFORMATION	10
SECTION 6 – CONTRACT TERMS AND CONDITIONS	14
ATTACHMENT A – VENDOR CERTIFICATIONS	22
ATTACHMENT B – DRAFT PROFESSIONAL SERVICES AGREEMENT	25
ATTACHMENT C – SAMPLE PER SCOPE OF WORK	32

E. Required SOQ Documents: *(The page limitation is modified from the original posting)*

Cover/Title Page: Including, but not limited to, the firm's name and address; and information for firm's primary point-of-contact.

TAB 1: Solicitation and Offer Form; completed and signed *(not included in the page limit)*

TAB 1: Acknowledgment of Addenda, if applicable *(not included in the page limit)*

TAB 2: Statement of Interest: *(1 page – not included in the 8 single page limit)*

- Concisely state your understanding of the services required and availability of the firm, its principals (s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the City of New Braunfels project manager.

Tabs 3, 4, 5 have a combined limited to 8 single-sided pages. However, a one-page resume per person may be included in addition to the 8 pages for Tabs 3, 4, 5.

TAB 3: Information and Qualifications of Firm and Sub-Consultants

TAB 4: Project Experience of the Firm and Sub-Consultants

- Tab 4 A – Team's Project Experience: Prime Firm and Sub-Consultants
- Tab 4 B – Team's Experience with New Braunfels Issues: Prime Firm and Sub-Consultant
- Tab 4 C - City of New Braunfels Experience with Team: Prime Firm and Sub-Consultants

TAB 5: Project Approach

TAB 6: Other Support and Attachments *(not included in the page limit)*

- Prime Consultant: Vendor Certifications – Attachment A
(Failure to submit Attachment A will deem your proposal non-responsive)
- Prime and Sub-Consultants: Conflict of Interest Form (per Section 6.15)
- Prime Consultant: Certificate of Interested Parties – Form 1295 (per Section 6.16)
- Prime Consultant: Proof of Insurance: One copy completed and signed. A "for information purposes only" copy is acceptable. The awarded Contractor will be required to provide their certificate of insurance prior to contract award.



RFQ Preliminary Design of South Castell Avenue
Informational Meeting Minutes
April 14, 2021, 2:00 P.M. (Central Time)

5. General Information

- A. Two Step Process: **Step 1** - Review, analyze, and evaluate Statement of Qualifications.
Step 2 - Fee proposal and contract negotiations with top ranked firm.

B. Evaluation Criteria –

- **30 Points: Qualifications – Tab 3**
- **40 Points: Previous Performance – Tab 4**
- **30 Points: Recommended Approach – Tab 5**
- **15 Points: Optional Interview**

Pass/Fail: *(Any Proposer receiving a score of “Fail” will be automatically disqualified.)*

- **Availability** – The firm must be able to start the project immediately and complete all work as specified. Please include availability and ability to commit to successful and expeditious completion of the management and administrative work.
- **Vendors Certification** – Attachment A

- **TOTAL POSSIBLE POINTS: 115**

- C. **Anti-Lobbying:** there shall be no direct or indirect communication with City Council members or other City staff during the solicitation period. All communication shall be with the Purchasing Department.
- D. **Notice of Award:** It is the City’s intent to request approval from City Council Trustees in June 2021.

6. Technical Review of Project –

- A. Jennifer Cain – General Overview
- B. Jeff Jewell – Review of South Castell Plan

7. Questions and Answers:

Questions Prior to Meeting:

1. RFQ 3.1 Additional Information Links
Question: The links for Ash and Lime Report and 2010 Downtown Implementation Plan are not accessible, will you provide accessible links or the documents?
 - I have posted link on the City website and they will be listed in the agenda and minutes for the Pre-submittal meeting being hosted Wednesday April 14, 2021 at 2pm.
 - **Ash and Lime Report :** https://newbraunfelstx-my.sharepoint.com/:b:/r/personal/jjewell_nbtexas_org/Documents/SOUTH%20CASTELL%20PER/New%20Braunfels%20Downtown%20Action%20Plan%20Final%20-%201-7-2021.pdf?csf=1&web=1&e=CFs5vb
 - **2010 Downtown Implementation Plan:** <https://newbraunfelstx.sharepoint.com/:b:/s/ECD/ERF94R1WDL1HttDqT5vrlDwBMdWBJCFSCsn174HovGuaLQ?e=cYzhTa>



RFQ Preliminary Design of South Castell Avenue
Informational Meeting Minutes
April 14, 2021, 2:00 P.M. (Central Time)

2. RFQ 4.5.5.7 Tab 6

Question: Please confirm Tab 6, Certificate of Interested Parties – Form 1296 is not required in the response but will be required prior to award.

- The Certificate of Interested Parties is not “required” with your response. It is helpful if it is provided but not required.

3. RFQ 4.5.8 Additional Information

Question: RFQ 4.5.8 Additional Information, is this information to be included under Tab 6?

- If you want to provide additional information as referenced in section 4.5.8 “Additional Information,” please provide this information with Tab 3 “Information and Qualifications of Firm and Sub-Consultants”

4. RFQ 5.2.1-page limits

There were several questions needing clarification to the require page submittal limits.

Question: What information is included in the 8 single-sided page limit?

- Tabs 3, 4, 5 have a combined limit of 8 single-sided pages and minimum 10 font.
- However, a one-page resume per person may be included in addition to the 8 pages for Tabs 3, 4, 5.
- Note that Tab 2 has a 1-page limit
- Please refer to the attached questions and answers for further information.

Question: Are tabs 1, 2, and 6 excluded from the 8 single-sided page limit?

- Yes.

Questions Received During the Meeting:

5. Tab references in the Agenda do not follow the RFQ 5.2.1-page limits.

- Correct, the page limits have changed. Please refer to question #4 and the attached questions and answers for complete details.

6. Does the City anticipate this project to be landscape architect, architect lead or engineer or other?

- The City does not have a preference in the discipline as the project prime. The City is interested in the team that will get us the best outcome. The City identified a set of discipline we thought would be part of the project list when let. The prime will need to be able to support multiple disciplines. It depends on the makeup of the team and who the team members are.

7. Will the Recording and Agenda from the Pre-submittal Meeting be posted or included in the Addendum?

- The Agenda from the Pre-submittal Meeting will be included in the Addendum as the minutes along with questions and answers received. A recording will not be included.

8. Section 3.3, page 5 – Outcome Desired, Is the portion regarding the “form-based code” something that the City will want written as part of this project or is it a potential next step from this master plan?



RFQ Preliminary Design of South Castell Avenue
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- This will be part of the discussion and scoping process. The intent is that this will be part of the whole plan but may not be finalized as part of the preliminary design.
- Noted that while the City is going through this process the City may be pursuing a process of rewriting the unified development code. Therefore, there may be an opportunity to address code in that effort. We are probably looking for some next steps as apposed to drafting the code itself.

**SEE ATTACHED QUESTIONS AND ANSWERS FOR ALL QUESTIONS RECEIVED ON THIS PROJECT
UP TO APRIL 15, 2021**

Attendees RFQ 21-012

Webinar ID	Actual Start Time	Actual Duration (min)	# Registered
876 9369 8351	4/14/2021 13:27	63	55

Panelist Details

User Name (Origin)	Email	Join Time	Leave Time
Debbie Kimball	dkimball@nbtexas	4/14/2021 13:38	4/14/2021 14:30
Jeff Jewell	jjewell@nbtexas.o	4/14/2021 14:00	4/14/2021 14:30
Barbara Coleman	bcoleman@nbtexa	4/14/2021 13:41	4/14/2021 14:30
Jennifer Cain	jcain@nbtexas.org	4/14/2021 13:53	4/14/2021 14:30

User Name (Origin)	First Name	Last Name	Email
Kristen Kinne	Kristen	Kinne	kkinne@modstreet.co
Kristen Roberts	Kristen	Roberts	kroberts@doucetengineers.com
Kristen Roberts	Kristen	Roberts	kroberts@doucetengineers.com
Kristen Roberts	Kristen	Roberts	kroberts@doucetengineers.com
Kristen Roberts	Kristen	Roberts	kroberts@doucetengineers.com
Jason Vreeland	Jason	Vreeland	jvreeland@trihydro.com
Rachel Gandy	Rachel	Gandy	rgandy@cobbfindley.com
Jean Drew	Jean	Drew	jean.drew@morningsideconsulting.com
Amy McWhorter	Amy	McWhorter	amcwhorter@nbtexas.org
Jill Potutschnig	Jill	Potutschnig	jpotutschnig@pape-dawson.com
Cullen Coltrane	Cullen	Coltrane	Ccoltrane@vickreyinc.com
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Aldo Fritz	Aldo	Fritz	afritz@tjkm.com
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Rebecca Chavez	Rebecca	Chavez	rchavez@pozcam.com
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Margaret Robinso	Margaret	Robinson	margaret@asakurarobinson.com
Margaret Robinso	Margaret	Robinson	margaret@asakurarobinson.com
Sam Lundquist	Sam	Lundquist	sam.lundquist@kimley-horn.com
Stephen Hanz	Stephen	Hanz	stephenh@hmtnb.com
Natalie Raper	Natalie	Raper	natalie@lionheartplaces.com
Beth Wells	Beth	Wells	bwells@bwcdesign.com
Gerry Tompkins	Gerry	Tompkins	gerryt@idcus.com
James Robertson	James	Robertson	jrobertson@lee-eng.com
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Pamela Canales	Pamela	Canales	pcanales@pape-dawson.com
Jocelyn Perez	Jocelyn	Perez	JPerez@Pape-Dawson.com
Lori Dullnig-Warlen	Lori	Dullnig-Warlen	ldullnig@bmbi.com
Matthew Taylor	Matthew	Taylor	taylor@norris-design.com
Matthew Taylor	Matthew	Taylor	taylor@norris-design.com
Alaina Parker	Alaina	Parker	alaina@mpstud.io
Alaina Parker	Alaina	Parker	alaina@mpstud.io
Allison Nagelberg	Allison	Nagelberg	anagelberg@pape-dawson.com
Tyler Richburg	Tyler	Richburg	trichburg@coveylandscape.com

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Tyler Richburg	Tyler	Richburg	trichburg@coveylandscape.com
Hernan Jaramillo	Hernan	Jaramillo	Hernanj@bmbi.com
Meagan Hall	Meagan	Hall	meaganh@hmtnb.com
Lars Erickson	Lars	Erickson	lars.erickson@ibigroup.com
Samantha Whitne	Samantha	Whitney Schwarze	samanthas@overlandpartners.com
Megan Lowry	Megan	Lowry	megan@lionheartplaces.com
Jeff Whitacre	Jeff	Whitacre	jeff.whitacre@kimley-horn.com
John Tyler	John	Tyler	jtyler@pape-dawson.com
Lance Parisher	Lance	Parisher	lance.parisher@kimley-horn.com
Bradley Cowan	Bradley	Cowan	bradley.cowan@stantec.com
Selina Sanchez	Selina	Sanchez	ssanchez@pape-dawson.com
Paul Purpura	Paul	Purpura	ppurpura@vickreyinc.com
Dawn Vernon	Dawn	Vernon	dvernon@bmbi.com
Russell Rincon	Russell	Rincon	rrincon@bmbi.com
Martin Palacios	Martin	Palacios	mpalacios@bmbi.com
Claire Hempel	Claire	Hempel	chempel@designworkshop.com
Garry Ford	Garry	Ford	gford@nbtexas.org
Lorena Carter	Lorena	Carter	Lcarter@bmbi.com
Kenneth	Kenneth	Rogers	krogers@vickreyinc.com
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Cory	Cory	Peterson	cpeterson@tjkm.com
Rob	Rob	Clark	rclark@vickreyinc.com
Todd	Todd	Blackmon	tblackmon@pape-dawson.com
Kim	Kim	Wolf	kim.wolf@rvk-architects.com
Julie	Julie	Hastings	jhastings@cobbendley.com
Kenita	Kenita	Hood	khood@designworkshop.com

Join Time	Leave Time	Time in Session (min)	Country/Region Name
4/14/2021 14:01	4/14/2021 14:30	29	United States
4/14/2021 14:07	4/14/2021 14:30	24	United States
4/14/2021 14:01	4/14/2021 14:30	30	United States
4/14/2021 14:03	4/14/2021 14:04	1	United States
4/14/2021 14:00	4/14/2021 14:30	30	United States
4/14/2021 14:08	4/14/2021 14:30	22	United States
4/14/2021 14:02	4/14/2021 14:30	29	United States
4/14/2021 14:02	4/14/2021 14:30	28	United States



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- Noted that while the City is going through this process the City may be pursuing a process of rewriting the unified development code. Therefore, there may be an opportunity to address code in that effort. We are probably looking for some next steps as opposed to drafting the code itself.

7. Will any firms involved with previous work related to the Subject RFQ be precluded from pursuing this RFQ?

- No



8. Does the city have a set budget for this project?

- There is no set budget for this project.

9. Does the city have a set schedule for this project?

- The City is projecting the Preliminary Engineering Design to be completed in December of 2021. If it is decided that the project move forward to 100% design the completion goal is September 2022.

10. Is there funding currently available for the design of the improvements once the preliminary engineering is complete?

- Part of the intent of this process is to identify cost estimates so we can secure funding. We have worked with the board of the Economic Development Corporation to prioritize a range of projects and they have identified the final design and construction of the Castell Avenue improvements as their 2nd highest priority out of 16 projects.

If so, will the firm who performs the preliminary engineering be asked to negotiate a scope and fee for the design of the improvements, or will the City advertise an RFQ for the design of the improvements?

- It will be determined based on the performance of the selected firm if we continue to work with them or advertise for the next phase of the work. Ideally, we would like to move from prelim into final design relatively quickly once the overall project costs are understood and the final funding is committed.

11. RFQ 5.2.1-page limits

There were several questions needing clarification to the require page submittal limits.

Question: What information is included in the 8 single-sided page limit?

- Tabs 3, 4, 5 have a combined limit of 8 single-sided pages and minimum 10 font.
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Question: Are tabs 1, 2, and 6 excluded from the 8 single-sided page limit?

- Yes, they are excluded. Note that Tab 2 has a 1-page limit)

The following is the clarifications and changes to the page limits:

Tab 1	Solicitation and Offer Form and Addenda	No Page Limit
Tab 2	Statement of Interest	Limited to 1 Page
Tab 3	Information and Qualifications of Firm and Sub-Consultants	Tabs 3, 4, 5 have a combined page limited to 8 single-sided pages. However, a one-page resume per person may be included in addition to the 8 pages for Tabs 3, 4, 5.
Tab 4	Project Experience of the Firm and Sub-Consultants	
Tab 5	Project Approach	
Tab 6	Other Support and Attachments	No Page Limit



Section.4.5.5 has modified Page limits as follows:

THE FOLLOWING ITEMS MUST BE INCLUDED IN YOUR STATEMENT OF QUALIFICATIONS IN THE FOLLOWING ORDER.

1. Cover/Title Page: showing the Request for Qualifications subject; the firm's name; the name, address, email and telephone number of the contact person; and the date of the response.
2. **TAB 1**: Solicitation and Offer Form and Addenda:
 - Failure to include a signed copy of the Solicitation Offer and all addenda issued will result in the removal of the SOQ from consideration, if any.
3. **TAB 2**: Statement of Interest; *please limit response to 1 page and minimum 10-pt font*.
 - Concisely state your understanding of the services required and availability of the firm, its principals (s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the City of New Braunfels project manager.

Tabs 3, 4, 5 have a combined page limited to 8 single-sided pages. However, a one-page resume per person may be included in addition to the 8 pages for Tabs 3, 4, 5.

4. **TAB 3**: Information and Qualifications of Firm and Sub-Consultants
 - **Resumes of Key personnel to work on this Contract – 1-page limit per resume not included in the 8-page limit for Tabs 3, 4, & 5. (minimum 10-pt font)**
5. **TAB 4**: Project Experience of the Firm and Sub-Consultants
 - Tab 4 A – Team's Project Experience: Prime Firm and Sub-Consultants
 - Tab 4 B – Team's Experience with New Braunfels Issues: Prime Firm and Sub-Consultant
 - Tab 4 C - City of New Braunfels Experience with Team: Prime Firm and Sub-Consultants
6. **TAB 5**: Project Approach
7. **TAB 6**: Other Support and Attachments
 - Prime Consultant: Vendor Certifications – Attachment A
(Failure to submit Attachment A will deem your proposal non-responsive)
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