



SOLICITATION ADDENDUM  
 MODIFICATION OF CONTRACT

City of New Braunfels  
 Purchasing  
 424 S. Castell Avenue  
 New Braunfels, Texas 78130

<b>1. Solicitation No.</b> NB 22-029	<b>2. Contract No.</b>	<b>3a. Addendum No.</b> 2 <b>3b. Modification No.</b>	<b>4. Effective Date of this Action</b> 13-Jul-22
<b>5. Name and Address of Offeror or Contractor</b>		<b>6. For Information Call:</b> (No collect calls or Fax offers accepted) <b>Paige McDonald</b> Phone No.: <b>830-221-4081</b> Fax No.: <b>830-608-2112</b>	<b>7. Amount of Contract/Order is:</b> Increased by: _____ Decreased by: \$ _____ New Total: <input checked="" type="checkbox"/> Unchanged
<b>8. THIS BLOCK APPLIES TO SOLICITATION ADDENDA ONLY:</b> The above numbered solicitation is amended as set forth in Block 10 below. <input checked="" type="checkbox"/> The date and time specified for receipt of offers IS NOT extended. <input type="checkbox"/> <b>THE DATE AND TIME SPECIFIED FOR RECEIPT OF OFFERS IS CHANGED TO:</b>  Offerors must acknowledge receipt of this addendum 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 Amendment in the number of copies specified for the solicitation; or (ii) By acknowledging receipt of this Amendment on each copy of the proposal submitted If by virtue of this Addendum offeror desires to change an offer already submitted, such change may be made by letter or email, provided each such notice makes reference to the solicitation AND this Amendment, and is received prior to the date and time specified. <b>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.</b>			
<b>9. THIS BLOCK APPLIES TO MODIFICATIONS TO CONTRACTS, DELIVERY OR PURCHASE ORDERS ONLY.</b> The above numbered Contract, Delivery, or Purchase order is modified as set forth in block 10 below. <input type="checkbox"/> This Change Order is issued in accordance with authority granted by instrument referenced in block 2. <input type="checkbox"/> The instrument in Block 2 is modified to reflect administrative changes. <input type="checkbox"/> This Supplemental Agreement is entered into pursuant to the Authority of: General Provision #2 Changes. <input type="checkbox"/> Other (Specify type of modification and authority): _____ <input type="checkbox"/> <b>CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN TWO ORIGINALS.</b> <input type="checkbox"/> Contractor is not required to sign this document but is requested to acknowledge receipt.			
<b>10. DESCRIPTION OF CHANGES:</b>  a. This addendum incorporates the questions and answers attached in the following pages.			
<small>Except as provided herein, all terms and conditions of the document referenced above remain unchanged and in full force and effect.</small>			
<b>11a. SIGNATURE OF OFFEROR OR CONTRACTOR</b>		<b>CITY OF NEW BRAUNFELS, TEXAS</b>  <div style="text-align: center;"><i>Paige McDonald</i></div> <div style="text-align: right;">7/13/2022</div>	
<b>11b. PRINTED NAME AND TITLE</b>	<b>11c. DATE</b>	<b>SIGNED</b> <b>Paige McDonald</b> <b>Assistant Purchasing Manager</b>	
		- <b>Date</b>	

**1. Tab 2 asks for acknowledgement of addenda. Does this refer to Attachment A?**

*Tab 2 asks for an acknowledgement of addenda, which is only necessary if addenda exist. Attachment A is a certification document. Please include it with your proposal. Signature on the solicitation offer form will cover this form.*

**2. Is form 1295 being required now or are we to submit it when awarded the project?**

*Tab 4 - the 1295 should be included here if your firm chooses to include with the solicitation. We prefer each company fill one out as it addresses this item on the punch list ahead of award.*

**3. In Tab 7, can you elaborate on what is being requested regarding the Financial Stability? Also, Tab 7: Cost of Services –Would you like TAB 7 to include both the Financial Stability and Cost of Services? Or break out into two separate Tabs?**

*Tab 7 – please disregard the term “financial stability.” It was a clerical error.*

**4. Do the forms count toward the 30-page limit?**

*The forms do not count toward the 30-page limit.*

**5. For TAB 8: Deviations from Request for Proposals, there was no Attachment E included in the RFP. Will this be provided?**

*Tab 8 – Attachment E is a clerical error. The form is in Attachment D.*

**6. Does the City have a budget in mind for the requested services?**

*The City has not established a budget for these services at this time.*

**7. Is the awarded consultant restricted on bidding on any future parking technology or parking operation that is needed based on the consultants’ initial review and / or recommendations?**

*The City desires to award to an independent consultant familiar with several parking solutions. Consultants should disclose any relationships that could be deemed a conflict of interest and/or result in a commission/payout/compensation to the consultant for recommending a certain product.*

**8. How many ParkMobile transactions were there in the last 12 months?**

*There were 27,476 ParkMobile transactions from June 30, 2021- June 30, 2022.*

**9. How many parking violations were issued in the last 12 months?**

*3,659 parking violations were issued by Park Rangers in the paid parking lots, and 849 from Police on River Duty. These citations are not normally issued in the parking lots but in illegal street parking areas.*

**10. What is the current staffing plan and schedule for enforcement personnel?**

*There is not a comprehensive staffing plan at this point. Currently, parking enforcement duties are staffed by various departments and staffing levels fluctuate depending on seasonal demands, competing job duties, and other factors.*

**11. Will City of New Braunfels staff be made available for meetings to discuss the current operation?**

*Yes, City staff will be available to discuss current operation with the selected consultant after contract award.*

**12. Does the City of New Braunfels have a required DBE, HUB or MWBE participation requirement for this solicitation?**

*No, the City does not have mandatory DBE, HUB, or MWBE goal at this time.*