



AMENDMENT OF SOLICITATION
 MODIFICATION OF CONTRACT

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

1. Solicitation No. RFP 23-001 Consultant for Strategic Plan Development	2. Contract No.	3a. Addendum No. 1	4. Effective Date of this Action November 22, 2022
		3b. Modification No.	
5. Name and Address of Offeror or Contractor	6. For Information Call: (No collect calls or Fax offers accepted) Purchasing: Barbara Coleman Phone No.: 830-221-4389 Fax No.: 830-608-2112		7. Amount of Contract/Order is: Increased by: Decreased by: New Total: <input type="checkbox"/> Unchanged

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 provides the answers to questions received through the end November 17, 2022.

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	
		"Barbara Coleman"	November 22, 2022
11b. PRINTED NAME AND TITLE	11c. DATE	Barbara Coleman Purchasing Manager	Date

Addendum 1

Consultant for Strategic Plan Development
RFP 23-001
November 21, 2022

1. Does the City have a target approval date in mind, or will this be left to the process?

We would like to have a consultant selected by February.

2. Pg 8/33 (4.1(A)(2)) states: "*The methodology must also include a process to provide feedback, to measure progress in achieving the goals and to periodically update the plan.*"

QUESTION: Is the City open to considering a proprietary software solution for this, or would you prefer the "process" to utilize the City's existing software tools?

The city is open to both solutions and welcomes your solutions for consideration.

3. Can bidders submit the proposal response electronically if registered in Bidnet or is a hardcopy submission mandatory?

You can submit electronic via Bidnet Direct or manual

4. Should bidders submit to Attachment E - professional and services agreement as part of the response or at a later stage?

The professional services agreement is only for informational support. It will be executed with the awarded vendor.

5. Should bidders submit - Certificate of Interested Parties - Form 1295 at this point or at a later stage?

The 1295 is only required from the awarded vendor at a later stage.

6. In Section 4.3, can the government confirm that A, B, and C are three separate documents?

Attachments A, B, and C are separate documents.

7. Response Content – Work Samples. Do the Work Samples count against the 30-page limit?

Work samples will not count on the page limits.

8. When will responses to the questions be posted?

Response to questions will be posted as an addendum early next week.

9. Does the City have any existing partnerships with affinity groups?

Internally, we have developed several teams that we could identify as affinity groups. If you are referring to externally, we have worked with several agencies on leadership development and training topics, but I would not consider them affinity groups.

Addendum 1

Consultant for Strategic Plan Development
RFP 23-001
November 21. 2022

10. While the current plan has not been updated in some time, does the City currently track progress towards metrics?

Up until FY 2017 (approximate) the City used to go through a process annually to identify tasks that aligned to strategic objectives within the plan. For the last 5-6 years, we have identified strategic issues as a component of our five-year forecast, which is a more qualitative assessment.

11. Given the City's demographic, is it expected to provide the final Strategic Plan document in any language other than English?

More than likely yes, but we could likely handle this effort internally.

12. Regarding the City's 30-page limit, would the City allow exceptions for a cover page, cover letter, table of contents, resumes, and work samples?

The City will allow exception to the page counts for the following:

Cover page, table of contents and work samples, tabs and forms (conflict of interest and 1295).
The cover letter and resumes will be included in the page counts.

13. Page 9, under section 4.4 Budget, states, "A budget is not stated for this project." Is the client able to provide a project budget range? As a prospective bidder, we want to make good use of our time and the client's time. Understanding the project budget range helps us scope something feasible for both our team and the client team.

This project has a budget range of \$40K-\$75K. The City will evaluate proposals and gauge if the costs can be substantiated from a value add perspective.