

1. Solicitation No. <b>RFP 24-023</b> <b>IDIQ for Professional Services</b>		2. Contract No.		3a. Amendment No. 1		4. Effective Date of this Action	
				3b. Modification No.		12-Jul-24	
5. Name and Address of Offeror or Contractor			6. For Information Call: <b>Greg Guierrez</b> <b>Buyer</b> Phone No.: <b>830-221-4389</b> Email: <a href="mailto:ggutierrez@newbraunfels.gov">ggutierrez@newbraunfels.gov</a>			7. Amount of Contract/Order is: Increased by: Decreased by: \$ _____ New Total: <input checked="" 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. <input type="checkbox"/> The date and time specified for receipt of offers IS NOT extended. <input checked="" type="checkbox"/> <b>THE DATE AND TIME SPECIFIED FOR RECEIPT OF OFFERS IS CHANGED TO:</b> 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 Amendment in the number of copies specified for the solicitation; (ii) By acknowledging receipt of this Amendment on each copy of the bid submitted; or, (iii) By separate letter, telegram, or fax referencing the solicitation and amendment. If by virtue of this Amendment 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 AMENDMENT AT THE DESIGNATED PLACE WITHIN THE DATE AND TIME SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.</b>							
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. <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"/> CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT. <input type="checkbox"/> Contractor is not required to sign this document but is requested to acknowledge receipt.							
10. DESCRIPTION OF CHANGES:  a. Addendum 1 supports clarifications and updates. Attached are questions and answers, and an updated Attachement A-Category Form							
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>			
11b. PRINTED NAME AND TITLE		11c. DATE		SIGNED <b>Barbara Coleman</b> <b>Purchasing Manager</b>  <b>Date</b> July 12 2024			

Multiple questions have been asked in regard to the Response TABS. The City has modified the TABS as follows to support the corrections and to support additional information.

#### MODIFIED TABS – Section 3.5 RESPONSE CONTENT

**Note:** Tabs are allowed between the categories. No other information shall be included on the tabs for evaluations purposes.

#### **TAB 1: Cover Page (1 Page-single sided)**

*Note: The Cover Page will not be counted in the page limitation for company background and experience and will not be included in the evaluation.*

- The Cover Page may include:
  - Title Information and table of contents,
  - Include your firm's name; address, email, and telephone number of the contact person; and the date of the response.

**Solicitation and Offer Form:** Complete and sign form located on Page 1. Failure to include a signed copy of the Solicitation Offer and all addenda issued (if applicable) will result in the removal of the SOQ from consideration.

**Acknowledgment of Addenda, if applicable.**

#### **TAB 2: Company Relevant Background and Experience:** *Limited to 4 pages and minimum of 10-pt font.*

- Relevant Background and Experience (2 Pages)
  - Description of the Company's history and overall Company qualifications and experience
  - Highlight your firm's experience with New Braunfels issues, as may be evidenced by work in New Braunfels and/or the surrounding area during the past five (5) years.
- Include your Firms Organizational Chart (1 Page-8.5 x 11)

#### **TAB 3: Category's applying for:** *Limited to the category form plus 4 pages for qualifications and Experience and minimum of 10-pt font.*

- Category Form – Attachment A – check the categories your firm is applying for.  
*Note: The category form is NOT included in the page count for TAB 3*
- Category Qualifications:
  - For each category you are applying for you are limited to 4 pages. Each side is counted as a page. (A two-sided page counts as two pages.)
  - This section should include a support of the respondent's **qualifications** and experience that the City of New Braunfels can use as a basis for performance evaluation. This section should include:

#### **Qualifications and Experience**

- **Qualifications and Experience** in providing similar services for the City of New Braunfels and other similar agencies, and success in performing this **service during the past five (5) years. This experience can be completed and on-going projects.**
- Sample projects may be included.

**Personnel**

- Proposed personnel including relevant experience and background. Include resumes for category specific personnel only.

**TAB 4: Other Support and Attachments**

- **Company Information- Attachment B and Vendor Certifications – Attachment 4–C**
- Conflict of Interest Form (per Section 7.315)
- Certificate of Interested Parties – Form 1295 (per Section 73.16)

**TAB 5: Deviations from RFQ:**

Reference Attachment **C-D** – Exceptions and Alternatives Form. Respondent is to indicate any deviations being offered in lieu of specified language referenced in the solicitation.

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**Questions and Answers**

1. When submitting online, the pricing tab has a field titled "Total Bid Price," which is required (marked by a red asterisk). Will the City please remove the requirement or provide instructions on completing this field?

**Answer:**

**The system will not allow us to change the requirement for a pricing tab. Please put \$1.00 in the Total Bid Price and make sure you upload your supporting documents.**

2. Attachment A is not included in the 4-page limit for Tab 3, correct?

**Answer:**

**Attachment A is not included in the 4-page limit for Tab 3.**

3. About **Page 6 of RFP - TAB 4: Other Support and Attachments** – this section asks for a Conflict-of-Interest Form (per Section 7.15) and Certificate of Interested Parties and Form 1295 (per Section 7.16). The RFQ does not have a Section 7.15 or 7.16. Do we need to include these forms?

**Answer:**

**Yes, include the Forms in TAB 4: Other Support and Attachments  
Refer to the modified TAB instructions.**

4. If the submitting firm does not have a business relationship as defined by Section 176.001 (1-a) with the City and does not meet the requirements under Section 176.006(a), is the Conflict of Interest Form to be excluded from the proposal submission or should the submitting firm still include the form and put "not applicable" on it?

Answer:

We request that a CIQ form be submitted with or without a relationship. Please indicate "NA" on the form if no relationship exists.

5. Are we allowed to include TAB covers within our proposal?

Answer:

Yes, you can include tab covers.

6. Are we permitted to include tab dividers between sections that are excluded from the page limits?

Answer:

Page dividers are acceptable as title descriptions only. No images or other evaluating information shall be included on the tab dividers.

7. Can a Cover Letter, Table of Contents, and Title/Cover page be excluded from the page count?

Answer:

A "Cover Page" can be included and will not be included in the page count. The cover page can include title, table of contents, contact information. The cover page and its content will not be included in the evaluation.

A "Cover Page" may be included before TAB 1 or the beginning of TAB 1.

The cover page is single sided.

8. Are tabs allowed between categories submitted on, and if so, do they count toward the 4-page limit?

Answer: Yes, Tabs are allowed between the categories. Note: no other information shall be included on the tabs for evaluations purposes.

9. In Section 4.1 on page 9, it mentions a "letter of interest." However, that is the only reference of this letter in the RFQ. Can the City clarify if firms applying are to include a letter of interest with the submission or not? If it is to be included, can you please detail what needs to be included in it and how many pages it should be?

Answer:

Section 4.1, paragraph 2 is modified to remove the letter of interest and replace with "Attachment A – Categories Form."

"Firms may apply in any and all categories but must clearly ~~state in their letter of interest~~ identify with Attachment A - Categories form which categories they wish to be considered. The successful firm(s) may be awarded a multi-discipline contract. "

10. On the Solicitation and Offer form it states to "manually sign original document." Will a digital copy of a signature be permitted for digital submissions?

Answer:

Yes, a digital copy of the signature page is permitted.

11. Page 10 states that for the On-Call category of Construction Management that "no work can be civil or vertical." Can you please clarify what is meant by "civil" in this case?

Answer:

This note is removed.

12. Page 10 shows an On-Call category of "Plan Reviews – Residential" while the Attachment A Categories Form shows an On-Call category of "Building Plan Reviews – Residential." Which is correct and would you be able to elaborate more on what that category entails?

Answer:

The Category form is modified and will clarify this information.

13. Page 5 states that Tab 2 is limited to two (2) pages. Is the organizational chart included in the two-page limit?

Answer:

Tab 2 is Modified - The modification will include an additional page (1-page) for the organizational chart and 1-page for a cover page. The cover page will include: title, table of contents, firm's name, address, email, and telephone number of the contact person, and date of response.

14. In response to Tab 3, regarding page limits & category qualifications, are personnel resumes a part of the category page limits? Or are resumes not counted in the category page limits? And if applying for multiple categories, can one group of applicable resumes be submitted or are they a part of each category of relevant experience?

Answer:

The City has limited each category response to 4 pages. Each category your firm is applying to will need to include the qualifications and resumes that represent their relevant experience. The resumes will be brief and highlight only the necessary qualifications and experience to support that category.

15. Will the form "Attachment B – Company Information" need to be filled out and submitted with our response? If so, which tabbed section would you like it to be under?

Answer:

Attachment B - Other Support and Attachments, is required to be returned in TAB 4.

16. If we are applying for 12 categories, do we need have all the categories on one org chart? If so, can we use a 11x17 page to do so?

Answer:

Tab 2 is modified to include the Organizational Chart. Please refer to the modified instructions for the TABS.

17. Tab 2 requires Proposers to submit an organizational chart. Is the City requesting a company-wide organizational chart or an organizational chart that depicts the key personnel associated with each category for which Proposers are responding to?

Answer:

The organizational chart is provided in Tab 2 for the overall firm. Any information related to the categories is at your discretion.

18. Would you further define "Real Estate Services" in the Other Specialized Services category? For example, do Right of Way Acquisition Services fall under the Real Estate Services?

Answer:

ROW acquisition services fall under this category. The category is left broad to capture range of needs.

Note: This clarification is noted on the Updated Attachment A – Category Form

19. Do we need to include subconsultant information or just experience and qualifications from the prime firm?

Answer:

The city is not requesting subconsultant information/qualifications or experience. Only the prime firm should submit qualifications and experience.

20. Would this include subconsultants such as MEP or structural engineers, landscape architects, and civil engineers, even though a particular project with a defined scope is not being considered as part of this RFQ? Or, would there be an opportunity to include subconsultants once a contract is in place and a Task Order is then issued?

Answer:

In this solicitation, we are **not** looking for subconsultant qualifications, only those of those services offered by your firm. The selected vendors will have the opportunity to represent their subcontractors and subconsultants for particular projects in the future.

21. Full service Architectural firms will often provide consultants such as Civil, MEP, Landscaping and Structural. Some answers seem to indicate that we are to just submit our firms qualifications and the consultants qualifications will come later for specific projects. Please confirm.

Answer:

The Category for Architecture will be evaluated based on Architectural qualifications and not those for Civil, MEP, etc. The consultant's qualifications will come later.

You could share under TAB 2 for Company Background and Experience, that you are full-service firm and the Civil, MEP, Landscaping, etc. are services provided by your firm. These services will not take away from firms who are not full service. Firms should not submit their consultant qualifications with this response.

22. Are Proposers required to demonstrate qualifications in each sub-category listed for a specific category or will Proposers be considered for selection if they demonstrate qualifications according to their firm's strengths which may not demonstrate all sub-categories?

Answer:

Proposers will be considered for selection if they demonstrate qualifications according to their firm's strengths which may not demonstrate all sub-categories.

23. Are proposed subcontractors required to be submitted at this time?

Answer:

The City is not requesting subcontracts qualifications at this time. The city will request that information from an awarded vendor for a specific project.

24. What percentage (%) of the total contract does the City intend to see since the scope is yet to be defined?

Answer:

This is an Indefinite quantity solicitation. The city does not have a percentage of the total contracts for any scope currently. The MPSA awards are for specific categories of work and work assignments will be issued. The Pool of Per-Qualified vendors will be issued task orders for specific work as it is needed.

25. What is the difference between projects for the On-Call and Master Professional Service Agreements? Could the projects be selected on an on-call basis and contracted afterward?

Answer: The City has defined two processes for selecting vendors for Professional Services.

**On-Call Pool:** Vendors selected to be place on the On-Call Pre-qualified list for the identified categories. These vendors are in a pool and will be issued task orders for specific work. Task Orders will be evaluated, and most qualified vendor selected for that specific task.

**Master Professional Services Agreement:** For those categories identified, these Vendors selected as the most qualified during this initial review process will receive Professional Master Service Agreements for the specific categories of work. These selected vendors will receive agreements for on-call work, with-out a task order process.

Refer to the solicitation: Section 4.2 SCOPE OF WORK.

26. The RFQ states, "For each category you are applying for you are limited to 4 pages". If a firm is submitting on two categories under On-Call and two categories under Master Professional Service Agreement, would the total allowed page count be 16 pages (four pages for each category) or 8 (four pages for each type of selection process)?

Answer: 4 pages per Category. For your example if you are submitting for 2 categories you can have "4" category pages for each category in TAB 3 which is a total of eight (8) pages in Tab 3.

27. Will the utility engineering listed under the Categories for Master Professional Service Agreement be line work, or will it also include facilities?

Answer:

The category is intended to be broad to include any required water and wastewater utility analysis or design that might need to be addressed by the City of New Braunfels. The city does not have internal utilities so there will not be standalone utility projects.

28. What is the Contract ID we should use to fill out Form 1295?

Answer: Please use the solicitation number.

29. Why are we submitting the 1295 form with our RFQ package, before we know who is being awarded a contract/if we are being awarded a contract?

Answer:

The City is requesting this as a convenience to our contract management.

30. For the project examples requested in Tab 3 is there specific information the City is wanting us to include? Also, is there a time limit for how old these projects can be?

Answer:

Your project examples should be associated with the category you are applying for. The time-limit for sample or similar services is five (5) years. It is your firm's discretion to provide its support that will best represent your qualifications and experience for each category.

31. Can the project examples in Tab 3 be ongoing projects? If we can only submit completed projects, do they have to be within a certain limit (completed within the last 5 years, etc.)?

Answer:

The project examples can be ongoing projects. Provide qualifications and experience limited to the last 5-years.

32. We only need to submit for the disciplines our firm provides such as architecture, correct? And not as a full team?

Answer:



You can submit for the disciplines your firm provides. You can submit your full team for on-call pre-qualifications or particular teams/staff for Contract opportunities.

33. On the categories form, there are two sections for Architectural (Design and Planning & Building and Property Assessment and Programming). Would we need to submit two separate sections for Architectural in TAB 3 or was this a typo?

Answer:

This is an error. I will correct the form and post with the addendum that will be issued after the close of the question period. There is only one Architecture category which is listed for On-Call.

34. Can building envelope consultants submit to this RFQ?

Answer:

The building envelope consultants who would be providing a building envelop "assessment" will be considered under the category of Architecture.

Note: This clarification is noted on the Updated Attachment A – Category Form

35. If a firm provides services such as HVAC testing and building envelope commissioning, should these services be included under the Building Commissioning category or added as an "Other" category?

Answer:

These commissioning services will go under "Building Commissioning."

Note: question and answer # 34. We have separated "building envelope consultants" who are performing an assessment and placing them under "Architecture."

Note: This clarification is noted on the Updated Attachment A – Category Form

36. On Question 5 you answered: You can submit for the disciplines your firm provides. You can submit your full team for on-call pre-qualifications or particular teams/staff for Contract opportunities. To what extent would we include full team info? Org Chart seems viable. Since each section has tight page limits and we would not know what disciplines we might need until we were assigned a project, it is hard to predict. Would we exclude the services listed under On-Call on page 10 of the RFQ? Please clarify if those services should be excluded or included as part of the Full team.

Answer:

Tab 2 - "Company" Relevant Background and Experience (submitted one time) Modified from 2 pages to 4 pages which includes: -Added - Cover Page (1 page) - Title information and table of contents, may include firms name, address, email, and phone of the contact person and date of response -Added - Organizational Chart (1 page - 8x10) Relevant Background and Experience (2 pages) Tab 3 - "Category: Submittal - (submit for each category you are applying for- limit of 4 for each category) -Qualifications and Experience -Personnel - Proposed personnel including relevant experience and background. Include brief resumes or highlights for category specific personnel.

37. Will the selection committee review submissions on a screen or in print?

Answer:

The selection committee will review the submissions on screen. Responses will be saved digitally and share with selection committee.

38. Does the city prefer submissions by hardcopy & USB or electronic submission through Bidnet Direct?

Answer:

A hard copy with a USB can be manually submitted or an electronic submission through BidNet Direct is acceptable.

39. If submitting on multiple categories with the same team, do the resumes have to be repeated in each category?

Answer:

Yes, resumes are required with each category. The City will have different staff evaluating the various categories. Each category should support itself.

40. On Attachment A Categories Form, MPSA categories, "Structural Engineering – Design and Analysis" is listed as a category. Can you elaborate more on what that category entails? Is it transportation bridges/culverts or vertical buildings?

Answer:

"Structural Engineering" is expected to involve mostly vertical structures. "Bridge" is expected to cover bridges and other transportation related structures. Both categories are expected to include the design, review, and inspection of the respective structural categories.

41. On Attachment A Categories Form, MPSA categories, "Utility Engineering" is listed as a category. Can you elaborate more on what that category entails? Is it utility site work (private) water and wastewater utility analysis and design, coordination with NBU or public utility water and wastewater analysis and design?

Answer:

This category is intended to broadly include any required water and wastewater utility analysis and design that might need to be address by the City of New Braunfels. This could include analysis and design of onsite private utilities or public utilities in the right-of-way.

42. How many firms will be prequalified per category?

Answer:

The City has not predetermined how many firms will be prequalified or assigned MPSAs per category.

43. Can the City please clarify the scope of work entailed by each of the three plan review categories (Plan Review - Engineering, Plan Review - Commercial, and Plan Review - Residential)? For example, do they cover engineering reviews, building code compliance, etc.?

Answer:

These two categories support the Planning Department –The selected contractors will support the Planning Department in augmenting staff for plan reviews that support permit applications.

- Building Permit Plan Review – Residential
- Building Permit Plan Review - Commercial

This category will support the Engineering Department for requested development permits and their associated plan reviews including public improvement plans, drainage reports, etc.

Plan Review - Engineering, Plan Review

Note: This clarification is noted on the Updated Attachment A – Category Form

44. What does the Category for Master Professional Service Commercial entail?

Answer:

Refer to question/answer 42.

45. Can you clarify the anticipated Landscape Architecture projects this contract will be used for? Section 4.2 Scope of Work refers to design and planning and streetscape design and planning. Is the city also planning on utilizing this contract for parks, master planning, sport field / court designs?

Answer:

The City does not have specific projects anticipated. We have the description very broad to support a variety of needs in both parks and the public right of way.

46. Say we are submitting under Category A "Architectural - Design and Planning" and then "Architectural - Building and Property Assessment and Programming" and some others listed.... Is there a 4-page limit for each service and "sub-service" bulleted item? In other words, do we need to provide the same resumes and firm information for each of those services, as in the example above, four pages with our resumes and information for "Architectural - Design and Planning" and then the same for "Architectural - Building and Property Assessment and Programming" and so on? As other people have commented, 4 pages is really tight for all of that information and would be somewhat repetitive.

Answer:

Each Category should be limited to 4 pages and should be prepared to standalone from other Categories being submitted.

47. If we don't need to submit our standard project team with consultant information, firm profiles, resumes and project experience, do Architectural firms who are not large A/E firms with those services in house, just ignore those categories on Page 19 and not submit on them?

Answer:

Firms that only provide Architectural services in house should only submit on Architectural Categories. The City is not wanting Architecture firms to submit on the MEP Category by partnering with an MEP firm. The firm can let us know in the company information that they have relationships to support such services but the City wants your firm's qualifications.

48. If we submit for a primary category (e.g. Environmental Services), are we required to perform all sub-services listed (e.g. archaeology, etc.), whether self-performing or through a subcontractor?

Answer:

You are not required to perform all subcategories to be selected for that category.

49. Does Attachment E need to be included in the submittal, and if yes, under which tab?

Answer:

No. Attachment "E" is for reference only.

50. Does the Prime on the submittal need to fulfill each bullet point on the selected Categories for On-Call in Attachment A?

Answer:

No. The Prime Firm does not have to fulfill each bullet point on the selected category.

51. Is environmental consulting related to TxDOT projects covered under Environmental Services (e.g. planning/permitting) or would we need to select "Other Specialized Services not defined by ...." and include separate qualifications for that category? Can we select only select sub-categories under Environmental Services?

Answer:

The sub-categories are not all inclusive, so environmental services related to TxDOT projects should be submitted under the "Environmental Services" category. The firm's response should indicate what services they can provide under the category, because it is not a requirement to be able to provide services on each sub-category listed.

52. Do we need to provide qualifications information on the Project Manager on all categories or just task leads for categories we are pursuing?

Answer:

You will need to provide as much information as you can to represent your qualifications for categories you are applying for.

Note: The City will distribute the categories to different staff for evaluations.

53. Is there a DBE Goal?

Answer:

No DBE Goal is assessed.

54. May we use the City of New Braunfels logo and images from the City's website in our proposal and presentation?

Answer:

Yes. However, please note question/answer 5.

55. Is there a file size limit for electronic submissions uploaded via BidNet?

Answer:

File size is limited to 500 MB. If your document exceeds the 500MB limit you will need to submit multiple files.

56. When will an interview agenda be provided to shortlisted firms?

Answer:

If an interview is necessary, the shortlisted vendors will be contacted. There is not schedule developed at this time.

57. Does the 10-point font requirement apply to graphics?

Answer:

No. The 10-point font requirement does NOT apply to graphics.

58. Attachment B, Item 2 refers to subcontractor participation. If subcontractors are being used for this on-call and tasks are not yet identified, can we state "to be determined" on the line identifying the percentage of the total contract?

Answer:

Item 2 in Attachment B is not required.

59. Is the Contract Manager required to be a licensed Professional Engineer?

Answer:

There is no reference to a "contract manager", some of the categories do not require a professional engineer or architect.

60. When does the City plan to announce what teams have been selected for award?

Answer:

The city does not have a timeline for awards. It is anticipated that it will take staff a few months to evaluate the responses.

61. Is the category “Consulting and/or Administration for Local Government TxDOT Related Projects” intended to be for design-stage work or construction-stage work?

Answer:

This category will support the contract administration for TxDOT projects that are locally managed by the City. It is not for design-stage or construction-stage work and does not require an engineer.

62. Are the category submissions being scored individually or being scored all together? On page 13 of 41 in section 5.2.1 it states that “Category Qualifications and Experience” is worth 50 points. Is that 50 points PER category submitted on or 50 points for all categories submitted on combined?

Answer:

The categories will be scored separately. The Company’s relevant background and Experience will be added to each category score and Proposed Personnel score to build a score for each category application.

Example:

Company XYZ –

• Company Score (max 20 Pts)	18	Company Score	18
• Category Roadway (max of 50 Pts)	40	Category Traffic Engineering	45
• Proposed Personnel (max 30 Points)	25	Proposed Personnel	28
*TOTAL Category SCORE	83	* TOTAL Category Score	91