



ADDENDA OF SOLICITATION

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

1. Solicitation No. and Title RFQ 25-034 Traffic Signal Optimization	2. Addendum No. 1	3. Effective Date of this Action 9/2/2025
4. Name and Address of Offeror or Contractor	5. For Information Call: (No collect calls or Fax offers accepted) Purchasing: Greg Gutierrez Phone No.: 830-221-4398 Email:	6. Amount of Contract/Order is: Increased by: Decreased by: New Total: <input checked="" type="checkbox"/> Unchanged

7. THIS BLOCK APPLIES TO AMENDMENTS OF SOLICITATIONS ONLY:

The above numbered solicitation is amended as set forth in Block 8 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: September 12, 2025 at 3PM CT

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 4 and 9.a,b,c 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.

8. DESCRIPTION OF CHANGES -

Addendum 1 supports the following:

1. Deadline Extension to September 12, 2025 at 3PM CT
2. Minutes - Pre-Proposal Meeting
3. Sign In Sheet
4. Questions and Answers
5. Modified Scope
6. Additional Scope Information

7. Modified Response Content/Statement of Qualifications

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

9a. SIGNATURE OF OFFEROR OR CONTRACTOR	10. CITY OF NEW BRAUNFELS, TEXAS	
9b. PRINTED NAME AND TITLE	9c. DATE	Date

Greg Gutierrez
Buyer



RFQ 25-034 Traffic Signal Optimization PRE-
PROPOSAL CONFERENCE MINUTES
August 26 at 10 a.m.

A. Announcement of Solicitation: RFQ 25-034 Traffic Signal Optimization

1. Solicitation Schedule:
 - a. Date issued: August 12, 2025
 - b. Non-mandatory Pre-Proposal Conference: August 26, 2025 at 10:00 A.M. (Central Time)
 - c. Sign-in – Please provide your company name, contact person, email, and phone # in the chat window of this Teams meeting.
[Join the meeting now](#)
Meeting ID: 263 265 923 417 4
Passcode: Eq7oj9E2
 - d. All questions must be submitted to Greg Gutierrez no later than **August 28, 2025, by 5:00 P.M. (Central Time)**.
 - e. All proposals are due to New Braunfels City Hall, City Secretary Office - Attention: Purchasing, **no later than 3:00 P.M. (Central Time) on September 10, 2025**.
 - f. **Notice of Award:** It is the City's intent to make its recommendation to City Council for approval in September/October 2025

B. Introductions (Staff)

1. Greg Gutierrez, Buyer – ***primary point of contact until the contract is awarded.***
Phone: (830) 221-4398 Email: ggutierrez@newbraunfels.gov
2. Nathan Garza, City Project Manager – Project Contact
Phone: (830) 221-4082 Email: ngarza@newbraunfels.gov

C. Description of Work:

Technical description will be discussed during this meeting.

The City of New Braunfels is seeking Professional Planning, Design, and Engineering expertise for the collection of data and implementation of updated traffic signal timing plans along the City's top 100 corridors. Improvements in signal timing can reduce stops, travel time, and emissions, and have been shown to typically have very high benefit to cost ratios. Specific locations to analyze and specific tasks will be provided on a task order basis.

D. Review of Bidding Procedures

1. Solicitation documents may be obtained at:
 - The BidNet Direct website, <https://www.bidnetdirect.com/texas/city-of-new-braunfels>
 - The City of New Braunfels' website, <https://www.newbraunfels.gov/2694/Solicitations>
2. **Submission:** Proposer must follow proposal instructions notated within Sections 1 through 5 of the solicitation documents to provide consistency for the evaluation committee.
 - a. Deadline for submittal of Questions and Requests for clarifications will be **August 28, 2025, at 5:00 p.m.**



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PRE-PROPOSAL CONFERENCE MINUTES
August 26 at 10 a.m.

- b. All proposals are due to New Braunfels City Hall, City Secretary Office - Attention: Purchasing, **no later than 3:00 P.M. (Central Time) on September 10, 2025.**
- c. All proposals must be time stamped by the City Secretary's Office at the New Braunfels City Hall.
- d. Proposals received after the time and date set for submission will be returned, unopened, upon request.
- e. Label as follows:

<u>Delivery Address</u>	<u>Labeled:</u>
Purchasing Department	RFQ 25-034
City of New Braunfels	Traffic Signal Optimization
550 Landa Street	Due: September 10, 2025 – 3pm
New Braunfels, TX 78130	

E. Required Proposal Documents:

TAB 1 – Solicitation and Offer Form; completed and signed.

TAB 1 – Acknowledgment of Addenda, if applicable.

TAB 2 – Documents: Name and Address of the Proposer, as well as a brief description of the firm and its history.

TAB 3 – Statement of Qualifications: A brief summary highlighting the most important points of the proposal.

TAB 4 – Understanding of the Project

TAB 5 – Relative Experience

TAB 6 – Other Required Documents

- One copy of Certificate of Insurability completed and signed
- Attachments A-

TAB 7 – Deviations from RFQ

F. General Information

1. **Project Funding:**

- a. Federal Highway Administration (FHWA) supported by TxDOT
- b. Alamo Area Metropolitan Planning Organization (AAMPO)

G. Other Instructions

Evaluation Criteria –

Score	Description
40	Background
30	Understanding of the Project
30	Relative Experience



**RFQ 25-034 Traffic Signal Optimization
PRE-PROPOSAL CONFERENCE MINUTES
August 26 at 10 a.m.**

H. Technical Discussion – Project Managers and Engineers:

Contractor shall complete all work as specified or indicated in the plans, specifications, and contract documents. The work is generally described as follows:

Statement of Work:

1. Data collection

This task involves the collection of traffic volume and intersection data. This task contains the following subtasks:

- 7-day traffic counts/24-hour traffic counts
- Intersection turning movement counts
- Travel time/delay information
- Intersection parameters and photos to include:
 - Number of lanes on each approach
 - Lane assignments
 - Type and number of signal displays
 - Type and location of controller cabinet
 - Type of vehicle and pedestrian detection used
 - Posted speed limits and traffic signs at the intersection
 - Width of travel lanes and each pedestrian crossing
 - Location and Americans with Disabilities Act (ADA) compliance of pedestrian ramps

2. Timing Plan Development and Implementation

Developing and implementing optimal traffic signal timing plans is a very crucial aspect of the project. The operation of the traffic signals is the most visible of all the project components and will most likely be the component by which citizens measure the overall success of the project. Due to this, it is imperative that due diligence is exercised in establishing optimal timing plans.

This task contains the following subtasks:

- Assessment of Existing Conditions
 - Field Observations
 - Synchro Models of Existing Conditions
- Development of short-term operational improvement recommendations including, but not limited to:
 - Signal head replacements (i.e. changing from protected/permitted left turns to protected only, and vice-versa, Right Turn (RT) overlaps);
 - Phasing changes (i.e. addition or removal of split phasing, changing the wiring and phasing scheme of the intersection);
 - Detector replacements or additions; and,
 - Other low-cost improvements such as signing and striping modifications.
- Timing plan development, including:
 - Basic Signal Controller Interval Timing
 - Coordinated Timing Plan Development
- Review of Existing Conditions and Recommended Timing with the City Staff
- Timing file/phase layout development



**RFQ 25-034 Traffic Signal Optimization
PRE-PROPOSAL CONFERENCE MINUTES
August 26 at 10 a.m.**

- Timing plan implementation

This project shall require expertise in the following design areas:

- Traffic Engineering
- Traffic Operational Analysis
- Traffic Safety Analysis
- Traffic Control Systems Design

I. Questions and Answers:

The City's official response(s) will be provided in an Addendum released after the final date for questions.

1. Summary		
Meeting title	Pre-Proposal Meeting - Traffic Signal Optimization	
Attended participants		43
Unidentified participants		4
Start time	8/26/25, 9:53:01 AM	
End time	8/26/25, 10:47:12 AM	
Meeting duration	54m 11s	
Average attendance time	27m 55s	
2. Participants		
Name	Email	
Matarage, Imalka	Imalka.Matarage@jacobs.com	
Phillips, Jordan	Jordan.Phillips@jacobs.com	
Punar Bhakta (Unverified)		
Ankit Jhamb (External)	AJhamb@civtech.com	
Hartmann, Tom	tom.hartmann@kimley-horn.com	
Stephenson, Allie	Allie.Stephenson@kimley-horn.com	
Squier, Ellorie	Ellorie.Squier@hdrinc.com	
Ali Mozdbar (External)	amozdbar@lja.com	
Rivas, Jose	Jose.Rivas@stvinc.com	
Obeng-Boampong, Kwaku	Kwaku.ObengBoampong@jacobs.com	
Bhakta, Punar (External)	punar.bhakta@aecom.com	
Ram Maddali (External)	RMaddali@THON.COM	
Mahmood Shehata (External)	mshehata@rkk.com	
Kale, Amanda	Amanda.Kale@hdrinc.com	
Canestrari, Colleen (US)	Colleen.Canestrari@cubic.com	
Michael Erlund (External)	merlund@lee-eng.com	
Jill Potutschnig (External)	JPotutschnig@pape-dawson.com	
Rhodes, Kelly	Kelly.Rhodes@stvinc.com	
Jayla Simms (External)	jsimms@lja.com	
Ewart, Rollin (External)	Rollin.Ewart@aecom.com	
SampathKumar, Deepak	Deepak.SampathKumar@jacobs.com	
Linhua Li	lli@iteris.com	
Tipton, Lauren	Lauren.Tipton@jacobs.com	
Julie Richey (External)	jrichey@lja.com	
Ryan Hindle (External)	rhindle@othon.com	
Grant Wuebben (External)	GWuebben@pape-dawson.com	
Mike Miranda (External)	mmiranda@rkk.com	
Duane Hartmann	deh@iteris.com	
Michelle Cazares (External)	mcazares@rkk.com	
Allison Nagelberg (External)	ANagelberg@pape-dawson.com	
Marsh, Kevin	Kevin.Marsh@hdrinc.com	
Ortiz, Josue	Josue.Ortiz@stvinc.com	
Silvana Puchoc Jimenez	spjimenez@iteris.com	
Justin Clark (External)	JClark@pape-dawson.com	
Raghu Veturi (Ardurra) (Unverified)		
Aldo Fritz-TJKM (Unverified)		

Byron Sanderfer (External)
15122412210 (Unverified)
Choubey, Neetu

bsanderfer@ardurra.com
Neetu.Choubey@jacobs.com

RFQ 25-034 Traffic Signal Optimization –

Answers to Questions Received at the Pre-Proposal Meeting hosted on 8-26-2025 and through the Question Period of 8-27-2025.

1. Page 9 states "Respondents shall limit Responses for Tab 3-5 to ten (10) pages," but the subsequent breakdown of tabs on pages 12-13 shows different page limits for individual sections. Can you confirm the total page limit for the technical proposal as well as the page limits for each section?

Answer: TABs are modified and published in whole at be back of this document

- TAB 3 – Statement of Qualifications (not to exceed 6 pages)
- TAB 4 – Understanding the Project and Proposed Management Plan and Schedule (not to exceed 3 pages)
- TAB 5- Relative Experience (Not to exceed 6 pages)

2. Will sign in sheet be made available?

Answer: Attached to the Minutes from the Pre-Proposal Meeting is a list of participants that signed into the Chat.

3. Can we add for ease of review/navigation - Front/Back Covers? Dividers for Tabbed Sections? Table of Contents? Will any of these affect the page count in any way?

Answer: A cover page, cover letter (is added to TAB 2), a table of contents, and dividers may be included. All cover pages, cover letters, table of contents, and dividers may not be considered for scoring. This will not affect page count.

4. Page 13 of RFQ... should it say Tab 5 for Relative Experience?

Answer: Yes, Tab 5 is for Relative Experience.

5. 11x17 page size okay to use?

Answer: No 11 x 17 is not acceptable page size; 8.5x11 is the required page size.

6. RFQ - Page 9, stated under TAB 3 –" Resumes (*3 page per resume*)."
Page 12 states: "*2. Resumes (indexed and labeled as "Tab 3") - Respondent shall submit three (1) page resumes for all its key team members.*"

Is it the intent of the Respondent to provide resumes of all key personnel, limit that section to three pages, and not provide only three one-page resumes? Please clarify.

Answer: It is the City's intent to require 3 pages for all resumes. Total pages for all key personnel resumes cannot exceed 3 pages.

7. Can resumes be placed in the Appendix? Reason is RFQ statement Tabs 3 thru 5 has 10 page limit.

Answer: Resumes shall be included in TAB 3. The number of pages has been modified. Please refer to the attached clarification for Response Content.

8. Page 9 says "Relative Experience" should be 3 pages total, but page 13's breakdown of pages could be interpreted as 4 pages total: "(2) pages for Respondent" and "(1) page for Subconsultants" + "a narrative on (1) page." Please clarify what the City is wanting in this experience section and the page counts for each. Additionally, do we need to have separate project sheets for our subconsultants, or can their project experience be combined with our project sheets as the prime firm?

Answer: Refer to question 1 and the attached clarification for Response Content

9. RFQ – Page 10 at the top of the page – TAB 7: Deviations from RFQ: section states "ATTACHMENT C: Exceptions and Alternative Form." However, Attachment C in the documents section is labeled "Receipt of Federal Clauses". On Page 41, Attachment I is labeled "Attachment I-Exceptions and Alternatives Form" – is this correct? We are assuming we complete Attachments C and I separately

Answer: All exceptions will be submitted as Attachment I and included in Tab 7.

10. In the RFQ – Page 41 – Attachment I – Exceptions and Alternatives Form. The form states "Exceptions Taken – *See attached (Include in Tab 10)
**Note that if any exceptions are taken, all required information must be submitted as an attachment.*" There is no Tab 10 listed in the RFQ. If we do have Exceptions, where would that listing/document be placed?

Answer: All exceptions will be submitted as Attachment I and included in Tab 7.

11. Attachment A & C - Do you want them in Tab 2 or Tab 6? Or both?

Answer: Attachment A & C will be submitted in Tab 6.

12. Attachment B - Should Subs fill out and submit as well? Any other forms subs should also fill out?

Answer: Subs do not have to submit Attachment B as part of the Statement of Qualifications (SOQ) submission. Attachment B will be required from all subs after scoping and prior to award.

13. Can we reformat your forms or do they have to be submitted as-is?

Answer: The DBE form part 2 will be allowed to be reformatted. See Question 28. All other forms are to remain unchanged.

14. What is the Schedule/Duration of contract?

Answer: Per the TxDOT Advanced Funding Agreement (AFA) the project final deliverable will need to be submitted prior to September 1, 2026.

15. Will this be a master/task order contract?

Answer: This will be a Professional Service Agreement for this specific task. This is not an on-call master task order contract.

The City is looking for the collection of data and implementation of updated traffic signal timing plans along the City's top 100 corridors. The data collection is defined in the scope of work along with the timing plan.

16. Will all corridors be completed concurrently?

Answer: Yes, there will be a final report and overall implementation of items to be submitted. See project deliverables tables from the AFA.

17. When addenda are issued, will the City release a form with each addendum so that we can satisfy the requirement to acknowledge addenda within our SOQ?

Answer: Yes, an Addendum Form is included with this packet.

18. Should we include Letters of Reference?

Answer: No, Letter of references can be submitted if requested by the City.

19. Will the consultant be expected to directly upload and test controller timing files, or just provide timing sheets for City?

Answer: We will be able to answer and include this during scope development with the selected Consultant.

20. Does the city have TMC?

Answer: No, the City does not have a Traffic Management Center (TMC).

21. Do you have signal technicians making changes to cabinets if needed or need to be provided?

Answer: The City will have technicians but please provide availability for your own technicians.

22. How much is the total budget for this contract?

Answer: Total available funds for this task are \$450,000

23. Do you plan to hold interviews for the respondents that are shortlisted?

Answer: The City *may* host interviews based on shortlisted respondents.

24. On the form “Attachment A: Company Information,” do the prime firm and all subconsultants need to answer #3 (“If applicable, provide a list of officers of the company who, while in the employ of the company or the employ of previous companies, were associated with contracts which resulted in lawsuits, contracts defaulted or filed for bankruptcy.”)? Or does only the prime firm submitting the SOQ need to submit this list, if applicable?

Answer: Only the Prime will submit Attachment A and B with the response. Any consultant supporting the contract scope with the selected Prime will submit Attachment A before award.

25. Regarding Page 6 of 76, Task 1: Can Perdue High-Resolution Data be used as method for task 1 data collection?

Answer: Data collection methods will be up to the selected consultant but is recommended that the methods be able to create the correct reports, information, etc., needed for the deliverable.

26. What is the period of performance?

Answer: Refer to question #14

27. What type of contract is it?

Answer: This is a professional services agreement for a specific scope of work to be further developed with the recommended respondent.

28. Since the RFQ states that there is a 0% DBE goal for this pursuit, does a DBE subconsultant still need to complete Attachment D – Part 2? If so, can the table located on the form at the bottom of page 32 be updated so that the proper information may be entered into each section of the table?

Answer: Yes, respondent can reformat the DBE form to support providing the requested information. Part 1 represents that the respondent understands the DBE requirements and Part 2 represents the respondent’s letter of intent.

- ATTACHMENT D – DBE – PART 1 - REQUIREMENTS
- ATTACHMENT D – DBE – PART 2 - CONTRACTOR’S LETTER OF INTENT

29. Is a Certificate of Insurance required to be included with the proposal?

Answer: Proof of insurability is require with your response.

30. The Scope of Work includes development and implementation of timing plans. Are the plans for AM/Midday/PM or would weekend peak periods be included?

Answer: This specific information will be developed during the scope development with the recommended respondent.

31. Section 3.1 indicates “to collect data and implement updated traffic signal timing plans at the City’s 60 traffic signals, including 6 synchronized corridors.” How many of the 60 signals are in the 6 synchronized corridors?

Answer: This specific information will be developed during the scope development with the recommended respondent.

32. Since this appears to be an On-Call contract per Task Order basis, are we supposed to submit a budget or LOE per intersection basis or none at this time?

Answer: This is not an on-call contract. This is a professional services agreement for a specific scope of work to be further developed with the recommended respondent.

33. Please confirm our submittal will be uploaded to the site and no hard copies are required.

Answer: No hard copies are required but are allowed.

34. Please confirm that when you refer to ATTACHMENT B: Respondent Certifications you mean ATTACHMENT B – VENDOR CERTIFICATIONS

Answer: Yes, ATTACHMENT B: Respondent Certifications is the same as the Vendor Certifications. ATTACHMENT B is moved to TAB 6. This is clarified in the updated copy of the “Response Content” attached in this Addendum.

35. Please clarify if you want ATTACHMENT A – COMPANY INFORMATION and ATTACHMENT B – VENDOR CERTIFICATIONS in Tab 2 or Tab 6

Answer: ATTACHMENTS A AND B shall be included in TAB 6.

36. The RFQ states, “TAB 6: Other Required Documents: - One copy of Certificate of Insurability completed and signed”.

Answer: Proof of insurability is required with your response.

37. Do you want a cover letter before the tabs? If so, who do we address the letter to?

Answer: A cover letter is added to TAB 2 and may be addressed to the City of New Braunfels.

38. Can we get the attendee list for the Pre-submittal Conference?

Answer: Refer to question #2

39. The RFQ states, “5.2.1 STATEMENT OF QUALIFICATIONS - 2. Resumes (Indexed and Labeled as “Tab 3”) – Respondent shall submit three (1) page resumes for all its key team members. Resumes should link to project sheets and also may include additional previously-completed relevant projects not highlighted in the project

sheets.” Please confirm that you only want the top three resumes, even if we have more key team members than three?

Answer: The City is requesting Resumes for Key Personnel with a total of 3 pages. You may include as much information on those three pages to support your Key Personnel from the Prime and/or a consultant as applicable.

40. The RFQ states, “5.2.1 STATEMENT OF QUALIFICATIONS - 2. Resumes (Indexed and Labeled as “Tab 3”) – Respondent shall submit three (1) page resumes for all its key team members. Resumes should link to project sheets and also may include additional previously completed relevant projects not highlighted in the project sheets”. Can you please clarify what you mean by Resumes should link to project sheets? Do you mean that the resumes should show the persons experience on the projects listed in TAB 5: Relative Experience?

Answer: The reference to project sheets has been removed. Refer to the updated “Statement of Qualification” included in this Addendum.

41. Can we place a summarized scope in B. Understanding of the Project and Proposed Management Plan and then the full scope of work for the project in an Appendix, not part of the page count?

Answer: Respondent shall include its understanding of the scope and their support in TAB 4 on not to exceed two (2) pages. Also, included in TAB 4 is the Proposed Management Plan not to exceed one page.

42. Do you want the Conflict-of-Interest Questionnaire (Form CIQ) and Certificate of Interested Parties Form 1295 included in our submittal? If so, where should we place them?

Answer: Provide both the CIQ Form and Form 1295 in TAB 6

MODIFIED SCOPE OF WORK

SCOPE OF WORK

The City of New Braunfels is seeking Professional Planning, Design, and Engineering expertise for the collection of data and implementation of updated traffic signal timing plans along the City's top 100 corridors. Improvements in signal timing can reduce stops, travel time, and emissions, and have been shown to typically have very high benefit to cost ratios. ~~Specific locations to analyze and specific tasks will be provided on a task order basis. However,~~ It is anticipated that, in general, the following tasks will be performed:

1. Data collection

This task involves the collection of traffic volume and intersection data. This task contains the following subtasks:

- 7-day traffic counts/24-hour traffic counts
- Intersection turning movement counts
- Travel time/delay information
- Intersection parameters and photos to include:
 - Number of lanes on each approach
 - Lane assignments
 - Type and number of signal displays
 - Type and location of controller cabinet
 - Type of vehicle and pedestrian detection used
 - Posted speed limits and traffic signs at the intersection
 - Width of travel lanes and each pedestrian crossing
 - Location and Americans with Disabilities Act (ADA) compliance of pedestrian ramps

2. Timing Plan Development and Implementation

Developing and implementing optimal traffic signal timing plans is a very crucial aspect of the project. The operation of the traffic signals is the most visible of all the project components and will most likely be the component by which citizens measure the overall success of the project. Due to this, it is imperative that due diligence is exercised in establishing optimal timing plans.

This task contains the following subtasks:

- Assessment of Existing Conditions

- o Field Observations
- o Synchro Models of Existing Conditions
- Development of short-term operational improvement recommendations including, but not limited to:
 - o Signal head replacements (i.e. changing from protected/permitted left turns to protected only, and vice-versa, Right Turn (RT) overlaps);
 - o Phasing changes (i.e. addition or removal of split phasing, changing the wiring and phasing scheme of the intersection);
 - o Detector replacements or additions; and,
 - o Other low-cost improvements such as signing and striping modifications.
- Timing plan development, including:
 - o Basic Signal Controller Interval Timing
 - o Coordinated Timing Plan Development
- Review of Existing Conditions and Recommended Timing with the City Staff
- Timing file/phase layout development
- Timing plan implementation

ALSO REFER TO ADDITIONAL SCOPE SUPPORT

MODIFIED RESPONSE CONTENT (TABS are clarified)

4.5 RESPONSE CONTENT

Respondents shall limit Responses for Tab 3-5 to ten (10) pages . Each Response, completed and signed by person(s) authorized to bind individual or legal entity, shall include the following in one envelope/package:

- **TAB 1: Solicitation and Offer Form:** Respondent must complete, and sign form located on Page 2.
- **TAB 2: Documents:**
 - a. Cover Letter (not to exceed 1 page)
 - b. Acknowledgement of Addenda (if applicable)
 - c. ATTACHMENT A: Company Information (moved to TAB 6)
 - d. ATTACHMENT B: Respondent Certifications (moved to TAB 6)
- **TAB 3: Statement of Qualifications (not to exceed 6 pages)**
 - Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants
 - Narrative – (2 pages)
 - Proposed Key Personnel/Organizational Chart (1 pages)
 - Resumes for Key Personnel (3 page per resume) (3 pages total)
- **TAB 4: Understanding of the Project and Proposed Management Plan and Schedule (3 pages)**
- **TAB 5: Relative Experience (not to exceed 6 pages)**
 - Narrative – (2 pages)
 - Project List of similar projects performed within the last five (5) years for the Prime and a subconsultant (1-page)
 - General Experience for Prime (2 pages) and General experience for Subconsultant if applicable (1 page)
- **TAB 6: Other Required Documents:**
 - One copy of Certificate of Insurability completed and signed
 - ATTACHMENT A – COMPANY INFORMATION (From Prime Only)
 - ATTACHMENT B – VENDOR CERTIFICATIONS (From Prime Only)
 - ATTACHMENT C - RECEIPT OF FEDERAL CLAUSES
 - ATTACHMENT D – DBE – PART 1 - REQUIREMENTS
 - ATTACHMENT D – DBE – PART 2 - CONTRACTOR'S LETTER OF INTENT
 - ATTACHMENT E – CERTIFICATION AND RESTRICTIONS ON LOBBYING
 - ATTACHMENT F – DEBARMENT AND SUSPENSION CERTIFICATION
 - ATTACHMENT G – CONFLICT OF INTEREST STATEMENT

- ATTACHMENT H - 1295 FORM
- ~~ATTACHMENT I - EXCEPTIONS and ALTERNATIVES (Optional) Moved to TAB 7~~

- **TAB 7:Deviations from RFQ:**

ATTACHMENT G-I: Exceptions and Alternatives Form. Respondent is to indicate any deviations being offered in lieu of specified language referenced in the solicitation and/or sample agreement.

MODIFIED STATEMENT OF QUALIFICATIONS

5.2.1 STATEMENT OF QUALIFICATIONS

Respondent shall provide a narrative document, as outlined in the **Statement of Qualifications** below, addressing all evaluation criteria in **Section 5.2** of this RFQ considering the project defined in this solicitation. Sufficient information regarding Respondent's past projects and key personnel's experience shall be provided in Respondent's submittal to indicate its team has met or exceeded the minimum qualifications provided in **Section 5.2** of this RFQ in submittal.

A. Background, Qualifications of Firm, Key Personnel, and Key Sub-Consultants – TAB 3 - (40 Points)

Respondent shall respond to the following items, as they relate to Scope of Work:

1. **Narrative – Provide a 2-page narrative to include background and qualifications.**
2. **Proposed Key Personnel/Organizational Chart (Indexed and Labeled as “Tab 3”)** –Provide a detailed organizational chart of Respondent's proposed team, identifying key personnel who will be committed to work on the various tasks for this Contract (one (1) page).
Label assignments as:
 - a. Project Manager
 - b. Task Leader
3. **Resumes (Indexed and Labeled as “Tab 3”)** – Respondent shall submit resumes for its Key Personnel. A total of three (3) ~~(1)~~ pages for all resumes ~~of for all its key team members~~. Respondent may include as much information on those three pages to support your Key Personnel from the Prime and/or a consultant as applicable.

~~Resumes should link to project sheets and also may include additional previously completed relevant projects not highlighted in the project sheets.~~

Resumes also shall include:

- a. The license type (if applicable) and number of years licensed,
- b. Number of years employed with the firm
- c. Number of years' experience in proposed role corresponding to the assignments included in the organizational chart

B. Understanding of the Project and Proposed Management Plan (30 Points)

Respondent shall describe its understanding of the Project and specific issues and challenges Respondent likely sees shall be involved, as well as the availability of labor resources (Respondent's capacity to perform) in executing the scope of work required. Respondent shall submit information in a brief narrative plan clearly and concisely describing the challenges it foresees and its approach to managing the Project.

1. Project Understanding (Indexed and Labeled as "Tab 4")

Respondent shall limit its response to the following items, ~~on not to exceed~~ two (2) pages:

- a. Describe Respondent's understanding of the primary objectives of the Project; and
- b. Describe the constraints and technical challenges related to the evaluation and implementation Respondent foresees and Respondent's approach to addressing each.

2. Proposed Management Plan (Indexed and Labeled as "Tab 4")

Respondent shall limit its response to the following items to a total of one (1) page:

- a. Describe Respondent's project management approach and team organization, for the provision of the services outlined in this solicitation;
- b. Describe Respondent's Quality Control/Quality Assurance process, approach and capabilities to maintain quality control of all documents;
- c. Describe Respondent's approach to managing the quality of Subcontractors and Subconsultants;
- d. Describe Respondent's ability to coordinate work with all Project stakeholders;
- e. Describe Respondent's approach to assuring

timely completion of projects, including methods for schedule recovery, if necessary.

C. Relative Experience (30 Points)
(Indexed and Labeled as “Tab 6 5”)

The City is interested in evaluating Respondent's team (including Sub-consultant(s), if applicable) experience with local processes and practices, as may be evidenced by working through federal funded projects. ~~In narrative form, using a maximum of two (2) pages for Respondent's response and one (1) page for Sub-consultant(s) response, if applicable, briefly describe Respondent's team experience in the following areas, referencing projects related to that experience.~~

1. Narrative (Indexed and Labeled as “Tab 5”) – City shall consider the relevance of past experience of Respondent. Respondent shall provide a narrative, not to exceed two (2) pages, describing the Respondent's qualifications, as they relate to the referenced scope of services in this solicitation. If the Prime is teaming with a consultant, the consultants experience can be included in the narrative. The two page limit still applies.

2. Project Experience (Indexed and Labeled as “Tab 6 5”) – Respondent's submittal shall include a maximum of ~~two (2) project sheets, limited to~~ one (1) page ~~for each project included~~, which shall describe similar projects Respondent has completed within the last five (5) years. Each project ~~sheet shall~~ may include the following **content**:

- Name and Description of the completed project, including any similarity to the Project defined in this solicitation;
- Year(s) of work on the cited project;
- Respondent's role in the cited project;
- Project Manager;
- Superintendent;
- Cited project's original and final contract amounts (explain inconsistencies);
- Cited project's proposed completion date and the actual completion date achieved (explain inconsistencies);
- Cited project's owner's name and the name of the representative (if different) who served as the day-to-day liaison for the cited project, in the following format: a. Name of Owner: _____
- b. Name of Owner's representative:
 - Representative's Phone Number:
 - Representative's E-mail:

2. **General Experience (Indexed and Labeled as “Tab 6 5”)** – City shall consider the relevance of past experience of Respondent. Respondent shall provide a narrative, on (2) pages, describing the Respondent's qualifications, as they relate to the referenced scope of services in this solicitation. **General experience for subconsultant can be include if applicable, not to exceed one (1) Page.**

The City reserves the right to request additional information or clarifications from all Respondents and to allow corrections of errors or omissions.