



AMENDMENT OF SOLICITATION  
 MODIFICATION OF CONTRACT

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

1. Solicitation No.  RFQ 21-011 Creation of Unified Development Code for City of New Braunfels	2. Contract No.	3a. Addendum No. 1  3b. Modification No.	4. Effective Date of this Action  April 9, 2021
5. Name and Address of Offeror or Contractor	6. For Information Call: (No collect calls or Fax offers accepted) Purchasing: Debbie Kimball Phone No.: 830-221-4081 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 COPY WITH PROPOSAL.**  
 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 answer vendor questions received during the inquiry period.

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>Debbie Kimball</i> April 9, 2021	
11b. PRINTED NAME AND TITLE	11c. DATE	Debbie Kimball Contract Administrator	Date

**BELOW ARE QUESTIONS RECEIVED DURING INQUIRY PERIOD AND CITY'S RESPONSES:**

**QUESTION 1:** In Tab 4 are all the subconsultants also required to submit the documents required herein or only prime?

**ANSWER 1:** RFQ Pages 12 & 13, TAB 4: The prime vendor is to submit the forms requested under TAB 4. If awarded a contract through this RFQ, subsequent documents may be required from the subcontractors.

**QUESTION 2A:** In Tab 5 Attachment A has space for only one subcontractor can we attach additional sheets in the back for additional subcontractors?

**QUESTION 2B:** Do the subcontractors have to complete Attachment B?

**ANSWER 2A:** RFQ Page 13, TAB 5 and Attachment A: Additional Sheets can be submitted if additional subcontractors are be utilized on your response.

**ANSWER 2B:** Page 13, TAB 5 and Attachment B: The prime vendor is to submit the forms requested under TAB 5. If awarded a contract through this RFQ, subsequent documents may be required from the subcontractors.

**QUESTION 3:** RFP p. 12: Our intention is to submit our proposal for the UDO via BidNet Direct, so we assume that a hyperlinked table of contents will suffice to link to the various “tabs” within the PDF of the proposal?

**ANSWER 3:** RFP Pages, 11-12, Electronic Bid Submittal through BidNet Direct is to be in PDF format.

**QUESTION 4:** Pages 12-13: For TABS 4 and 5, could you please specify which forms or documents [CIQ, Form 1295, Certificate of Insurance, Attachment B, etc.] are required from subconsultants, and which ones are only required of the prime contractors?

**ANSWER 4:** RFQ Pages 12 and 13, TABs 4 and 5: The prime vendor is to submit the forms requested under TABs 4 and 5. If awarded a contract through this RFQ, subsequent documents may be required from the subcontractors.

**QUESTION 5:** RFP p. 12, TAB 4: Would you like copies of insurance certificates “for information purposes only,” conflict of interest questionnaires, and certificate of interested parties from our proposed subconsultants? Or just from the prime consultant?

**ANSWER 5:** RFQ Pages 12 & 13, TAB 4: Refer to our Answer 1 above.

**QUESTION 5:** RFP p. 12, TAB 4: Would you like copies of insurance certificates “for information purposes only,” conflict of interest questionnaires, and certificate of interested parties from our proposed subconsultants? Or just from the prime consultant?

**ANSWER 5:** RFQ Pages 12 & 13, TAB 4: Refer to our Answer 1 above.

**QUESTION 6:** Page 27: Could you please explain the background or context of the stipulation that “any GIS-oriented web applications to assist with public outreach will be developed by the consultant using the ArcGIS Online platform provided by ESRI.” If we have a proprietary GIS-oriented web app to assist with public outreach already, does the City object to its use? Or is the City saying they would like the results to be documented in their own AGOL data?

**ANSWER 6:** RFQ Page 27: If offering your own web app for public outreach (which is limited-time process for the UDC project) the data collected from the outreach must be delivered to the City in a geodatabase at end of project. The City must have access to the data during and after the project. Please confirm this transition in your RFQ submittal.

**QUESTION 7A:** Page 11: If we are not required to have a State Contractor License to do business in Texas, could you please suggest what constitutes evidence of authority and qualification to do business in State of Texas? Can we just state our Texas office locations and how many years we have been doing business in Texas?

**ANSWER 7A:** RFQ Page 1 and 11: Yes, submit information as you have suggested. A state contractor’s license is not required for this RFQ.

**QUESTION 7B:** Pages 12-13: For TABS 4 and 5, could you please specify which forms or documents [CIQ, Form 1295, Certificate of Insurance, Attachment B, etc.] are required from subconsultants, and which ones are only required of the prime contractors?

**ANSWER 7B:** Refer to our Answer 4 above.

**QUESTION 8:** Page 13: For requirements under TAB 6, for planners, engineers and other related professional on the team, would a typical list of their registration or certification numbers suffice? If not, could you please be specific about the documents or documentation you are requesting for these professionals? The typical list is fine. Tab 6 mentions any other documentation opening the opportunity for a firm to share additional documentation if they so desire that might advance their qualifications beyond others.

**ANSWER 8:** RFQ Page 13, TAB 6: The typical list is fine. Tab 6 mentions any other documentation opening the opportunity for a firm to share additional documentation if they so desire that might advance their qualifications beyond others.