



RFQ Preliminary Design of South Castell Avenue  
**Informational Meeting**  
April 14, 2021, 2:00 P.M. (Central Time)

**Register in advance for this webinar:**

[https://us02web.zoom.us/webinar/register/WN\\_XUGeiwwRSICvOefVuJzhcQ](https://us02web.zoom.us/webinar/register/WN_XUGeiwwRSICvOefVuJzhcQ)

After registering, you will receive a confirmation email containing information about joining the webinar.

**1. Announcement of Solicitation for RFQ 21-012 Preliminary Design of South Castell Avenue**

**A. Solicitation Schedule:**

DATE	STEP 1 - MILESTONES
March 30, 2021	RFQ issued on <a href="http://www.bidnetdirect.com/texas">http://www.bidnetdirect.com/texas</a> and <a href="http://www.nbtexas.org/">www.nbtexas.org/</a>
April 14, 2021	Pre-Submittal Meeting
April 16, 2021	Deadline for questions and request for clarification
April 29, 2021	Statement of Qualifications ("SOQ") submission deadline
April – May 2021	City evaluation of SOQs submitted by firms

DATE	STEP 2 - MILESTONES
May 2021	Scoping meeting and negotiations with City and top-ranked firm
May/June 2021	Anticipated timeframe for City Council to consider award of contract

**Note:** All questions must be submitted to **Barbara Coleman** no later than **April 16, 2021** by **5:00 P.M. (Central Time)** via email with a subject line that references the associated solicitation number(s).

**2. Introductions (Staff):**

**A. Barbara Coleman, Purchasing – *primary point of contact until the contract is awarded.***

Phone: (830) 221-4389 Email: [Bcoleman@nbtexas.org](mailto:Bcoleman@nbtexas.org)

**B. Jennifer Cain, Capital Programs Manager**

Email: [JCain@nbtexas.org](mailto:JCain@nbtexas.org)

**C. Jeff Jewell, Director of Economic and Community Development**

Email: [JJewell@nbtexas.org](mailto:JJewell@nbtexas.org)

**3. Description of Work:**

- The City of New Braunfels is seeking statements of qualifications from landscape architects/planning/engineering firms to prepare a preliminary design and streetscape plan for Castell Avenue in downtown New Braunfels.
- The City intends to plan, design and construct improvements that enhance the pedestrian environment and support the goals of promoting the continued redevelopment and infill of the downtown New Braunfels area.



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- This effort will build on the visioning and input efforts garnered during the Downtown Implementation and South Castell Master Plan processes, as well as those relevant goals from Envision New Braunfels (the City's comprehensive plan).
- Additional Resources:
  - South Castell Plan: [https://www.nbtexas.org/DocumentCenter/View/21223/17\\_09-11-South-Castell-MP-Final-Report?bidId=](https://www.nbtexas.org/DocumentCenter/View/21223/17_09-11-South-Castell-MP-Final-Report?bidId=)
  - Ash and Lime Report: [https://newbraunfelstx-my.sharepoint.com/:b/r/personal/jewell\\_nbtxas\\_org/Documents/SOUTH%20CASTELL%20PER/New%20Braunfels%20Downtown%20Action%20Plan%20Final%20-%202017-2021.pdf?csf=1&web=1&e=CFs5vb](https://newbraunfelstx-my.sharepoint.com/:b/r/personal/jewell_nbtxas_org/Documents/SOUTH%20CASTELL%20PER/New%20Braunfels%20Downtown%20Action%20Plan%20Final%20-%202017-2021.pdf?csf=1&web=1&e=CFs5vb)
  - 2010 Downtown Implementation Plan:  
<https://newbraunfelstx.sharepoint.com/:b/s/ECD/ERF94R1WDL1HttDqT5vrldwBMdWBJCFSCsn174HovGuaLQ?e=cYzhTa>
  - 2017 Economic Development Strategic Plan:  
<https://www.nbtexas.org/DocumentCenter/View/11153/NBEDSP-Final?bidId=>
  - Comp Plan: <https://www.nbtexas.org/DocumentCenter/View/16593/Envision-New-Braunfels-Final>

#### 4. Review of Procedures:

##### A. Solicitation documents may be obtained at:

- the Purchasing Office from a Purchasing Representative
- online to <http://www.bidnetdirect.com/texas>, click on Bid Opportunities, then City of New Braunfels
- at the City of New Braunfels Web site, <http://www.nbtexas.org/2694/Active-Solicitations>

##### B. Addendum - An addendum will be issued after the close of the question period. The addendum will include the minutes from the pre-submittal meeting and answers to questions.

##### C. Submission: Respondents must follow solicitation instructions notated within Sections 1 through 5 of the solicitation documents to provide consistency for the evaluation committee.

- 1) All Statements of Qualifications (SOQ) are due to New Braunfels City Hall, City Secretary Office - Attention: Purchasing, **no later than 3:00 P.M. (Central Time) on April 29, 2021.**
- 2) All SOQs must be time stamped by the City Secretary's Office at the New Braunfels City Hall.
- 3) SOQs received after the time and date set for submission will be returned, unopened, upon request.
- 4) **Delivery Address**

City of New Braunfels - City Secretary's Office  
ATTN: Purchasing  
550 Landa Street  
New Braunfels, TX 78130

##### **Labeled**

RFQ 21-012  
Project Name: PER S Castell Ave.  
Due: April 29, 2021 at 3:00 P.M.



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<b>D. RFQ parts:</b> SECTION 1 – SOLICITATION AND OFFER FORM	1
SECTION 2 – TABLE OF CONTENTS	2
SECTION 3 – PROJECT DESCRIPTION AND SCOPE	3
SECTION 4 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS	6
SECTION 5 – SELECTION INFORMATION	10
SECTION 6 – CONTRACT TERMS AND CONDITIONS	14
ATTACHMENT A – VENDOR CERTIFICATIONS	22
ATTACHMENT B – DRAFT PROFESSIONAL SERVICES AGREEMENT	25
ATTACHMENT C – SAMPLE PER SCOPE OF WORK	32

**E. Required SOQ Documents:**

**Cover/Title Page:** Including, but not limited to, the firm's name and address; and information for firm's primary point-of-contact.

**TAB 1:** Solicitation and Offer Form; completed and signed

**TAB 1:** Acknowledgment of Addenda, if applicable

**TAB 2:** Statement of Interest: (1 page – not included in the 8 single page limit)

- Concisely state your understanding of the services required and availability of the firm, its principals (s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the City of New Braunfels project manager.

**Tabs 3, 4, 5 are limited to 8 single-sided pages. However, a one-page resume per person may be included in addition to the 8 pages for Tabs 3, 4, 5.**

**TAB 3:** Information and Qualifications of Firm and Sub-Consultants

**TAB 4:** Project Experience of the Firm and Sub-Consultants

- Tab 4 A – Team's Project Experience: Prime Firm and Sub-Consultants
- Tab 4 B – Team's Experience with New Braunfels Issues: Prime Firm and Sub-Consultant
- Tab 4 C - City of New Braunfels Experience with Team: Prime Firm and Sub-Consultants

**TAB 5:** Project Approach

**TAB 6:** Other Support and Attachments (not included in the 8 single-page limit)

- Prime Consultant: Vendor Certifications – Attachment A  
**(Failure to submit Attachment A will deem your proposal non-responsive)**
- Prime and Sub-Consultants: Conflict of Interest Form (per Section 6.15)
- Prime Consultant: Certificate of Interested Parties – Form 1295 (per Section 6.16)
- Prime Consultant: Proof of Insurance: One copy completed and signed. A "for information purposes only" copy is acceptable. The awarded Contractor will be required to provide their certificate of insurance prior to contract award.



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## 5. General Information

A. Two Step Process: **Step 1** - Review, analyze, and evaluate Statement of Qualifications.  
**Step 2** - Fee proposal and contract negotiations with top ranked firm.

B. Evaluation Criteria –

- **30 Points:** Qualifications – Tab 3
- **40 Points:** Previous Performance – Tab 4
- **30 Points:** Recommended Approach – Tab 5
- **15 Points:** Optional Interview

**Pass/Fail:** (Any Proposer receiving a score of "Fail" will be automatically disqualified.)

- **Availability** – The firm must be able to start the project immediately and complete all work as specified. Please include availability and ability to commit to successful and expeditious completion of the management and administrative work.
- **Vendors Certification** – Attachment A

- **TOTAL POSSIBLE POINTS: 115**

C. **Anti-Lobbying:** there shall be no direct or indirect communication with City Council members or other City staff during the solicitation period. All communication shall be with the Purchasing Department.

D. **Notice of Award:** It is the City's intent to request approval from City Council Trustees in June 2021.

## 6. Technical Review of Project –

A. Jennifer Cain – General Overview  
B. Jeff Jewell – Review of South Castell Plan

## 7. Questions and Answers:

### 1. RFQ 3.1 Additional Information Links

Question: The links for Ash and Lime Report and 2010 Downtown Implementation Plan are not accessible, will you provide accessible links or the documents?

- I have posted link on the City website and they will be listed in the agenda and minutes for the Pre-submittal meeting being hosted Wednesday April 14, 2021 at 2pm.
- **Ash and Lime Report :** [https://newbraunfelstx-my.sharepoint.com/:b/r/personal/jjewell\\_nbtxas.org/Documents/SOUTH%20CASTELL%20PER>New%20Braunfels%20Downtown%20Action%20Plan%20Final%20-%201-7-2021.pdf?csf=1&web=1&e=CFs5vb](https://newbraunfelstx-my.sharepoint.com/:b/r/personal/jjewell_nbtxas.org/Documents/SOUTH%20CASTELL%20PER>New%20Braunfels%20Downtown%20Action%20Plan%20Final%20-%201-7-2021.pdf?csf=1&web=1&e=CFs5vb)
- **2010 Downtown Implementation Plan:** <https://newbraunfelstx.sharepoint.com/:b/s/ECD/ERF94R1WDL1HttDqT5vrldwBMdWBJCFSCsn174HovGuaLQ?e=cYzhTa>



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2. RFQ 4.5.5.7 Tab 6

Question: Please confirm Tab 6, Certificate of Interested Parties – Form 1296 is not required in the response but will be required prior to award.

- The Certificate of Interested Parties is not “required” with your response. It is helpful if it is provided but not required.

3. RFQ 4.5.8 Additional Information

Question: RFQ 4.5.8 Additional Information, is this information to be included under Tab 6?

- If you want to provide additional information as referenced in section 4.5.8 “Additional Information,” please provide this information with Tab 3 “Information and Qualifications of Firm and Sub-Consultants”

4. RFQ 5.2.1-page limits

Question: What information is included in the 8 single-sided page limit?

- Tabs 3, 4, 5 are limited to 8 single-sided pages and minimum 10 font. However, a one-page resume per person may be included in addition to the 8 pages for Tabs 3, 4, 5.

Question: Are tabs 1, 2, and 6 excluded from the 8 single-sided page limit?

- Yes.