



City of Brenham

Milton Y. Tate Jr.
Mayor

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City Manager

ADDENDUM #1 REQUEST FOR QUALIFICATIONS PROJECT NO. 2018-05 – COMPREHENSIVE PLAN

May 14, 2018

This is Addendum #1 for the Comprehensive Plan Request for Qualifications. This addendum address questions and responses/clarification sent to consultants and corrects a math error in the Evaluation Criteria.

Questions: Received between Release of RFQ through May 11, 2018

Regarding item 4 on page 3, can you please elaborate on the last sentence: “The Respondent shall include pricing for additional anticipated labor categories, including other non-labor related project costs.” Does the “additional” labor categories refer maybe to any other support staff we might involve on the project along with the Project Manager and lead professional personnel?

City Response: This is to cover any labor categories related to this project and to include a rate schedule for positions with billing rates for anticipated staffing.

Does the second phrase about “non-labor” costs just seek detail on how we bill for direct expenses (mileage, printing, etc.)?

City Response: Yes and to list any non-labor costs expected.

In response to the final specification item (number 17 at bottom of page 4), we would provide our current full rate schedule with hourly rates for all labor positions/classifications and the billing method for all applicable direct expense types. I assume this would satisfy the pricing item cited above?

City Response: Yes

Is there an anticipated budget for the comprehensive plan effort?

City Response: At this time we do not have an anticipated budget. The budget will be defined during the scoping process.

Will the planning effort be jointly funded by the City and other entities, such as the Brenham Community Development Corporation or the Brenham Economic Development Foundation?

City Response: This is funded by the City of Brenham

What are the target funding levels allocated for the Comprehensive Planning effort?

City Response: At this time we do not have an allocated funding level. The budget will be defined during the scoping process.

A quality Comprehensive Plan such as is being requested by the City may require input on certain aspects of the plan by professional engineers. State regulations governing engineering procurement in Texas typically exclude pricing for engineering services. Should engineers be excluded from the requested pricing for the plan?

City Response: We are not asking for an overall project price, just the rate schedule for the positions included.

Based on the language identified on the third paragraph on Page 1, does the City have an established official process for the use of subconsultants; or is subcontracting intended to be addressed once the prime firm is selected?

City Response: No the City does not have an official process. This process can be addressed once the prime has been selected, but should be considered prior to submitting.

On page 4, item 10 to be included in the response, at this juncture in the planning program are there any anticipated or known environmental issues which may warrant / trigger state or federal intervention?

City Response: Not at this time.

On page 4, item 17 to be included in the response, is the City requesting a proposed cost for the planning effort? If so, should this be broken down by estimated hours for each staffing type?

City Response: No, just the rate schedule for the positions.

Where is the other 20 percent of the evaluation criteria being allocated?

City Response: Public Involvement Experience should be 25%.

Since responses to questions may help clarify or influence the responses that the City receives, can the responses be posted or issued as they are received or in advance of the May 23rd timeframe?

City Response: Based on the number of questions submitted an addendum with the questions and response and corrections will be issued sooner than May 23rd.

Would it be possible to come visit Brenham and meet with you next week sometime?

City Response: We welcome you to come visit Brenham.

Correction:

EVALUATION CRITERIA:

<u>Criteria</u>	<u>Scoring value</u>
Experience / Qualifications	25%
Public Involvement Experience	25%
References	15%
Project Approach/Plan/Staffing	30%
Pricing	5%

Submittals should include a signed copy of this Addendum #1 as acknowledgement.

Signature