



298 W Washington St, Stephenville, TX 76401

ADDENDUM NUMBER ONE

RFQ 1012 - Consultant Services for Update to the City's Land Use Regulations to Align with Recently Adopted Comprehensive Plan & Thoroughfare Plans

Vendors have emailed questions for clarification on the Consultant Services for Update to the City's Land Use Regulations. We are making the responses available for all bidders below.

- 1) **Question :** Page 1 of the RFQ lists submittal quantity as one (1) original + an electronic copy; while pages 3 and 6 list one (1) original, five copies and an electronic copy. Could you please clarify the number of hard copies required?
Answer : Five copies.
- 2) **Question :** On page 5, the last bullet of minimum required contents under 4.0 SCOPE OF WORK lists "Implementation Plan". Could you please elaborate on tasks that the City expects to be scoped here? Post-Adoption tasks?
Answer : Please provide, based on your experiences with other projects, any recommended actions the city should take for the successful adoption of the updated regulations.
- 3) **Question :** Page 6 under 5.3 TEAM STAFFING AND EXPERIENCE REQUIREMENTS, "5.3.3 Solicitation response shall include on flash drive a minimum of three (3) similar project documents that were completed by the Project Manager for other municipalities." For a document that resides online, may we provide a URL instead of a .pdf of the document?
Answer : Due to record retention requirements, please submit a PDF.
- 4) **Question :** On page 8, the description regarding the PROJECT SCHEDULE says "respondent must review the proposed schedule in Section 2.1 of this RFQ and agree to or make suggestions for schedule adjustments." Section 2.1 concerns the schedule up to Award of Contract. Was it the intent of the City to solicit suggestions for the project schedule beyond the Award of Contract? Could the City please share details of the anticipated project timeline from Notice to Proceed to a final public hearing draft?
Answer : No defined timeline has been established by the city – we are hopeful that the proposal will provide an estimated timeline based on prior and similar projects.
- 5) **Question :** Must the submittal sections be separated by actual tabs (that stick out from the letter-sized pages), or will letter-sized page dividers suffice?
Answer : Tabs preferred.
- 6) **Question :** Is Tab 1 intended to be the Table of Contents as specified on page 7, or the Cover Letter AND the Table of Contents, as specified on page 8?
Answer : Please use the recommendation on Pg 8.
- 7) **Question :** Can the City please share the anticipated total consultant budget for this project?
Answer : No budget has been established.
- 8) **Question :** Is the City interested in re-mapping (including the state-mandated public notification) as part of this project?
Answer : No remapping was anticipated within the scope of this RFQ.