

## ADDENDUM NO. 1 to Request for Proposal (RFP) #2020-21

### Comprehensive Plan

#### Questions and Answers

1. Is the page limit for the Core Content accurate? Right now it is at 6 pages, which seems like a lot of information to convey with so little space. *Yes, it is intended for brief statements that can be expanded upon if selected for oral interviews.*
2. How do you define a page? Single sided or front and back? *Each side of a page constitutes 1 page.*
3. Is there a PE requirement for the plan? *No, not for the plan.*
4. Due to the current circumstances, do you anticipate this submittal being changed to an electronic only submittal or, will you be accepting electronic only submittals? *Electronic only submittals will not be accepted as complete. Ten (10) hardcopies and one (1) flash drive of the proposal can be dropped off at City Hall, 105 East Eggleston Street, Manor, TX 78653 by 2:00 PM Friday October 23, 2020.*
5. Can the Cover and Title Page be one in the same, so long as the correct information is present? *Yes.*
6. Page 11, Section 5 states “Provide the names, addresses, current telephone numbers, and brief project description of three past or current clients” does this also mean there is a limit of three past projects to feature in this section? *Three is the minimum, you may include more.*
7. If yes to the above question, can we feature more projects in the Supporting Attachments? *Yes, if the projects featured are relevant to the Scope of Work of this RFP*
8. The order of Section 5 Core Content (a-e) listed on page 9 differs from the order listed on pages 10-11, which order should be followed when preparing the proposal? *The Details of Core Content section on pages 10 – 11 should be followed.*
9. The scope of work described in Section II, beginning on page 5, includes services likely to involve professional engineering or professional landscape architecture services. Section IV, beginning on page 11, indicates consideration of rates and expenses as a selection factor. This appears to conflict with Texas Government Code Section 2254.004, prohibiting fee-based selection involving such services. Will the City of Manor consider eliminating this criteria? Will the City of Manor instead consider disclosing a budget and then ask proposers to prepare their response with that knowledge? *The intent is for the City of Manor to obtain services from a consultant for services requested and is not specifically seeking engineering or professional landscape architecture services as provided in Texas Government Code Section 2254.004. The criteria will not be eliminated. The City will consider RFPs based on the information requested and will not disclose a budget.*

10. What does the City mean by “administrative fee” on page 11, number 4? What would you expect to be included in that fee? *An administrative fee would include overall administrative costs generated by consultant’s entire organization. If an administrative fee is applicable it may include overall tasks such as record keeping for consultant.*
  
11. On page 8, is the City’s intent for the Parks, Trails and Open Space component to fully meet standards for consideration by the Texas Parks and Wildlife Department in local grant funding requests? *Ideally yes, but if time and funding constraints prevent that a general plan that can be expanded upon later is sufficient.*
  
12. On page 7, the scope makes reference to updating the 2014 Thoroughfare Plan, while later referencing desires for a TOD overlay plan and a corridor plan. Is the City’s intent for the transportation element to address roadways, or all modes of transportation? *Section 2 of the Project Scope Traffic/Transportation addresses roadways. The TOD Overlay section is meant for policies and code modifications to implement Capital Metro’s TOD plan for the City. The 290 Corridor Plan is not required address the right-of-way as that is a State roadway, but as a plan for cohesive development along the corridor that supports the vision and goals of the community.*
  
13. The Core Content section of the RFP submittal – displayed on pages 9 and 10 of the RFP document – changes slightly from one page to the next. On page 9, Core Content includes: (a) Consultant Project Approach, (b) Key Project Personnel, (c) Past Project Performance, (d) Rates and Expenses, and (e) References. On the other hand, on page 10, Details of Core Content includes: (1) Recent Comprehensive Planning Experience, (2) Consultant Work Approach, (3) Key Project Personnel, (4) Rates and Expenses, and (5) Past Project Performances. Could you clarify what the correct order and subheaders are for the Core Content section of the proposal submission? *The Details of Core Content section on pages 10 – 11 should be followed.*
  
14. Is a laminated cover necessary and/or desired for all ten hardbound copies of the proposal submission? *It is not necessary.*
  
15. Are there any existing economic development plans/efforts that are important to incorporate or use for this comprehensive plan? *There is not currently an adopted economic development plan and the City desires through this Comprehensive Plan to establish one.*
  
16. Are there new technologies or innovations the City is currently exploring or would like to see addressed in these updated plans? *Nothing at this time.*

17. Are there other major projects that will be funded out of the money that is reserved in the planning consulting line item, or is most of that money reserved for this project? *This Comprehensive Plan is a dedicated line item in the 20-21 budget and money allocated to that line item will only be spent on the Comprehensive Plan.*
  
18. Does the City of Manor have a specific housing component, or housing survey, that they want incorporated into the comprehensive plan? *A housing component or survey is not a required part of the Scope of Work of this Comprehensive Plan.*