



*CITY OF SEGUIN*  
*Purchasing Department*  
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**February 7, 2014**

**ADDENDUM NO. 2**

**CITY OF SEGUIN RFP # 24-2014-20  
REQUEST FOR QUALIFICATIONS: ENGINEERING & DESIGN SERVICES  
TRANSPORTATION ENHANCEMENT PROGRAM**

Proposal Due Date: March 4, 2014  
Proposal Due Time: 2:30 P.M.  
Location: City Hall, 205 N. River, Seguin, TX 78155

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This addendum modifies, supplements, and is hereby made a part of the bid documents for City of Seguin Request for Proposal Package #**24-2014-20**.

1. Multiple requests for clarification have been received regarding **Section 2.4, Page 3**  
**“Proposal Organization and Format”**.

Q1: What is the “Request for Proposal Signature Cover Page”?

A1: Cover letter and principal’s signatures.

Q2: What information should be included in the “Introduction” and “Response to General Proposal Requirements”?

A2: To be determined by the firm.

Q3: Does the City want resumes for members of the project team or an organizational chart?

A3: To be determined by the firm.

Q4: Clarify “Project Schedule” requirements.

A4: **Delete “Project Schedule” and replace with “Design Schedule.”** Submit a tentative schedule which takes into account designing similar projects with TxDOT.

Q5: What information should be included in the "Technical Specifications" section?

A5: **Delete Item 2.4.7 "Technical Specifications".**

Q6: Are there page limits for any section?

A6: No.

**Section 4.2, Page 5 "Staff Qualifications"**

Q8: Request for clarification of the sentence "Document their charges relative to this project, and the number of hours to be committed."

A8: Include which team members will be working on what portion of the design, and what percentage of their normal work week will be dedicated to this project. Also include the team member that will be a single-point correspondent.

2. The City of Seguin does not have an approved minimum DBE requirement.



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Twila Wood  
Purchasing Manager  
City of Seguin