



CITY OF SEGUIN
Purchasing Department
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November 1, 2011

ADDENDUM #1

City of Seguin RFQ Package #24-2012-07

Engineering Services

Seguin Walnut Branch Linear Park Hike and Bike Trail

Project CSJ#0915-46-039

Proposal Due Date: November 29, 2011

Proposal Due Time: 2:30 P.M.

This addendum modifies, supplements, and is hereby made a part of the Request for Proposal and Qualifications documents for City of Seguin RFQ Package #24-2012-07.

1. Reference Section 2, page 3, paragraph 2.4:

Paragraph 2.4 is hereby rescinded and replaced in its entirety with the following paragraph:

2.4 Proposal Organization and Format

Proposal should be submitted on 8.5 by 11-inch paper bound securely. Proposals must be organized with the following headings and subheadings. Each heading and subheading should be separated by tabs or otherwise clearly marked.

The RFP must contain:

1. *Request for Proposal Signature Cover Page*
2. *Introduction*
3. *Response to General Proposal Requirements*
4. *Organizational Qualifications*
5. *Staff Qualifications*
6. *Project Schedule*
7. *Technical Specifications*
8. *Proposer Data Sheet (ATTACHMENT A)*
9. *Reference Data Sheet (ATTACHMENT B)*

2. Reference Section 3, page 4, paragraph 3.2.1:

Paragraph 3.2.1 is hereby rescinded and replaced in its entirety with the following paragraph:

3.2.1 Proposals

All proposals submitted in response to this RFP will be evaluated based on the following criteria:

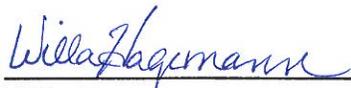
<u>Criteria</u>	<u>Weight</u>
<ul style="list-style-type: none"> ▪ General Quality and Adequacy of Response <ul style="list-style-type: none"> ○ Completeness and Thoroughness ○ Understanding of the Project ○ Responsiveness to Terms and Conditions 	15%
<ul style="list-style-type: none"> ▪ Organization, Personnel, and Experience <ul style="list-style-type: none"> ○ Qualifications of Personnel ○ Experience of Personnel ○ Experience of Firm ○ Familiarity with City of Seguin and TxDOT policies and procedures 	45%
<ul style="list-style-type: none"> ▪ Technical Approach - Quality of Package Provided <ul style="list-style-type: none"> ○ Approach to Problem Analysis ○ Clarity and Organization in Concept Development ○ Quality and Quantity of Services to be Rendered ○ Proposed Schedule 	40%
MAXIMUM SCORE	100%

3. Reference Section 6, page 6:

Section 6, Cost Proposal, is hereby deleted in its entirety.

4. End this Addendum No. 1, November 1, 2011.

City of Seguin



 Willa Hagemann
 Assistant Director of Finance

The vendor shall acknowledge receipt of this Addendum on the face of the sealed envelope in which he submits his proposal, and by signing this Addendum and attaching it to his proposal.

Receipt is hereby acknowledged of the following addenda to the specifications to RFQ #24-2012-07:

Addendum No. 1 Dated _____ Received _____

 Name and Title

 Date