

ADDENDUM NO. 3

Request for Qualifications: Parks, Recreation and Open Space Master Plan

Owner: City of Dripping Springs

Date: 04/05/2024

Bidders are hereby notified of the following revisions and/or clarifications to the Request for Qualifications. This Addendum forms a part of the RFQ and clarifies, corrects, or modifies original Bid Documents.

BEGIN REVISIONS

Question: Please confirm the RFQ submission instructions?

- A. Sealed Statements of Qualifications marked “City of Dripping Springs Parks, Recreation, and Open Space Master Plan” must be submitted in one (1) original, five (5) copies, and one (1) electronic copy (in PDF format) by flash drive and shall be delivered to:

City of Dripping Springs, Texas
Attn: Andrew Binz, Parks and Community Services Director
abinz@cityofdrippingsprings.com
511 Mercer Street or P.O. Box 384
Dripping Springs, Texas 78620

The sealed STATEMENTS must be in a standard statement of qualifications format, and each statement must include a response to each item in the RFQ in the order given.

Qualifications are due on April 23, 2024, at 3 p.m. RFQs will be opened by City Staff at that time. Submittals will become public, as required by the Public Information Act, after the contract is awarded and executed. This Request for Qualifications includes the proposed contract terms/conditions, and a detailed scope-of-work.

Question: Do we submit a CIQ and Form 1295, or are these submitted only by the awarded firm?

- A. As stated on Page 7 of the Request for Qualifications, the City will follow Federal and State law including Chapters 171 and 176 of the Texas Local Government Code and Article 2.02 of the City of Dripping Springs Code of Ordinances. As noted on page 8 of the Request for Qualifications, this includes a Conflict of Interest Affidavit as required by Chapter 176 and a Certificate of Interested Parties (1295) as required by Section 2252.908 of the Texas Government Code.

A statement indicating the Applicant has no conflict of interest with the City of Dripping Springs, including any past or present employees or past or present elected officials of the City. THE CIQ FORM MUST BE SUBMITTED WITH THE SEALED BID PROPOSAL. THE FORM IS AVAILABLE HERE:
[HTTPS://WWW.ETHICS.STATE.TX.US/FORMS/CIQ.PDF](https://www.ethics.state.tx.us/forms/ciq.pdf)

Applicants will also be required to complete a 1295 form from the Texas Ethics Commission available at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

Question: Will the Q&A be published as an Addendum that we are to acknowledge and submit with our SOQ?

- A. Yes, the Q&A will be published as an Addendum on the City of Dripping Springs website on the Request for Bids, Proposals, and Qualifications page: [Requests for Bids, Proposals, and Qualifications | Dripping Springs, TX \(cityofdrippingsprings.com\)](https://www.cityofdrippingsprings.com/Requests-for-Bids-Proposals-and-Qualifications) .

Question: How would the City like for the bidders to acknowledge the addenda?

- A. A simple acknowledgement of each addendum (by numbers) in the cover letter or a signed copy of the addenda is sufficient.

END REVISIONS

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THEIR BID PROPOSAL TO HAVE THEIR BIDS RECOGNIZED.

Revised By:

Andrew Binz

Parks and Community Services Director