



ADDENDUM # 1

Date: January 13, 2020

Project Name: Windy Hill Road Improvements at Richmond Branch

To: Prospective Grant Administrator Submitters

Subject: Pre submission Clarifications

This Addendum 1 includes additional clarification on the information that is needed from providers. Acknowledge receipt of this addendum via cover letter.

Background Information: This project is being developed by the City of Kyle in coordination with and direction of the General Land Office, (GLO). Preliminary project information can be found on the City's website. Request for qualification dates are: deadline for questions/clarification January 10, 2020, submittals due January 15, 2020 no later than 10 a.m., City Council Approval February 3, 2020.

QUESTIONS/CLARIFICATIONS:

1) Form CIQ or Form 1295 is required with submittal?

Forms, Conflict of Interest Questionnaire, etc. are needed with the proposal and are excluded from the 20 page submittal limit.

Disclosure of certain business/family relationships with:

City Council Members

- a. Mayor Travis Mitchell
- b. Council Member – Tracey Scheel
- c. Council Member – Alex Villalobos
- d. Council Member – Daphne Tenorio
- e. Mayor Pro-Tem – Dex Ellison
- f. Council Member – Robert Rizo
- g. Council Member – Rick Koch

City Manager – Scott Sellers

Engineering Department:

- a. City Engineer – Leon Barba, P.E.
- b. Project Manager – Jo Ann Garcia, P.E
- c. Engineer 1 – Keshav Gnawali, P.E
- d. Engineer 1 – Jeff Prato
- e. Stormwater Management Plan Administrator – Kathy Roecker

Public Works Department:

- a. Director – Harper Wilder
- b. Assistant Director – Brian Lillibridge
- c. Street Division Manager – Scott Egbert



Subject: Pre submission Questions and Answers

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Finance Department:

- a. Director – Pervez A. Moheet, CPA
- b. Senior Accountant – Andy Alejandro

Form 1295 would need to be submitted at the time the successful business entity submits a signed contract.

- 2) **A “SAM” verification printout or certificate of insurance is required with the submittal packet.**
- 3) **The Cost of Services table(s) have been updated for a more descriptive breakdown of services and to be used in submittal packet.**

Cost of Services: Grant Administrator Services (General)
AND
Grant Administrator Services (Infrastructure)

Complete Price Schedule below based upon respondents proposed staffing plan. Hourly rate shall be for the duration of the contract, estimated to be 24 months from time of execution. Respondent can add additional staff as necessary, phases of work deemed necessary to fulfill contract obligations. The proposal must include an all exclusive maximum not to exceed fee amount for the services requested under this RFP.

Grant Administration Services (General) & Grant Administration Services (Infrastructure)	
Grant Award - \$1,847,862.05; Estimated Overall Project Development Amount - \$3,497,686.18	
Cost of Services Amount -	
% of Profit Amount -	

Hourly Rates & Costs by Activity/Phase:

1. General - Grant Administration

Ref.	Description of Tasks	Employee	Hours	Hourly Rate	Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
Sub-Totals					

2. Grant Administrator Services Infrastructure (Environmental)

Ref.	Description of Tasks	Employee	Hours	Hourly Rate	Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
Sub-Totals					

3. Grant Administrator Services Infrastructure (ROW Services - 4 parcels)

Ref.	Description of Tasks	Employee	Hours	Hourly Rate	Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
	Sub-Totals				

4. Grant Administrator Services Infrastructure (Administration Duties)

Ref.	Description of Tasks	Employee	Hours	Hourly Rate	Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
	Sub-Totals				

5. Grant Administrator Services Infrastructure (Environmental Special Services)

Ref.	Description of Tasks	Employee	Hours	Hourly Rate	Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
	Sub-Totals				

Insert System for Award Management (SAM) record search for company name and company principal.