

CITY OF LAKEWAY
REQUEST FOR PROPOSAL NO. 510
PLANNING SERVICES FOR 620
OVERLAY ZONING DISTRICT
ADDENDUM NO. 1

April 11, 2022

To All Prospective Proposers:

The information below shall be made a part of the Request for Proposal No. 510 – Planning Services for RM 620 Overlay Zoning District:

1. Changes in Evaluation Criteria:

Under Part 1 – General Requirements, Section 4.0 Procedures, and Criteria for Proposal Evaluation and Selection, Step 2 Review and Evaluation of the Proposal, Subsection C:

Replace Page 13 with the Attached Addendum No. 1 – April 11, 2022 - Page 13. Changes are in Bold.

Tab	Evaluation Criteria	Points	Page Limits
2	Project understanding and management	15	4
3	Team qualifications	30	6
4	Approach and technical methodology	30	6
5	Past performance and precedents	15	5
6	Budget	10	1

4.0 Procedures and Criteria for Proposal Evaluation and Selection

Evaluation of proposals will follow a four-step process:

- 1 Verification that the proposal is administratively complete.
- 2 Review and evaluation of the proposal.
- 3 Optional interviews with the proposer and final evaluation and ranking.
- 4 Contract negotiations.

The four steps are described as follows:

Step 1 Verification That the Proposal is Administratively Complete

- A The city will verify that the proposer has complied with the provisions of this RFP and has completed all required documents in the required formats.
- B Proposals which are not verified as administratively complete will not be eligible for further consideration.

Step 2 Review and Evaluation of the Proposal

- A Proposals which have been verified as administratively complete will be reviewed and evaluated by the proposal evaluation committee according to the criteria defined in the evaluation matrix.
- B Proposals will be evaluated separately by each proposal evaluation committee member. City staff will collate all members' scores for each proposal and determine the average scores. Each proposal's average score will be used to determine its ranking.
- C The evaluation matrix with categories and points for each criteria is as shown. The tab designations correspond to the tabs specified for the proposal format.

Tab	Evaluation Criteria	Points	Page Limits
2	Project understanding and management	15	4
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Step 3 Optional Interviews with the Proposer and Final Evaluation and Ranking

- A City staff will review the ranking of all proposals to determine if there is one which is clearly superior. If so, negotiations will commence with that proposer. If not, then interviews will be scheduled with the top tier of proposers.
- B Interviews will be structured to provide additional detail to the proposals to allow the proposal evaluation committee to determine the best proposer for the project.