



**ADDENDUM  
CITY OF AUSTIN, TEXAS**

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**Solicitation: RFQ APC0464    Addendum No: 1    Date of Addendum: September 20, 2016**

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This addendum is to incorporate the following changes to the above referenced solicitation:  
**Answer to the following Questions.**

1.     **Question:** Is there any budget in mind for this project?  
      **Answer:** We have budgeted approximately \$25,000 for this project.
  
2.     **Question:** In the scope, how many staff members do you feel would be involved in meetings (3.A.)?  
      **Answer:** Initial meeting would likely include about 12 people. Subsequent conversations would be a smaller group of about three.
  
3.     **Question:** Do you have an estimate of how many communications materials will be provided for review and assessment (3.C.)?  
      **Answer:** Not yet. We are still gathering all the materials. We would like the Contractor to review each type of communications material. We will ask the Contractor to recommend the ideal methodology/quantity of each type of material to review, which will allow for effective assessment. This will be discussed at the initial kick-off meeting.
  
4.     **Question:** To what degree would we provide the services in 3.F?  
      **Answer:** There is software that can be applied to this task to provide the best results with an investment of thousands of dollars. Instead, a less formal analysis could be done using only staff time. You may submit multiple options for consideration.
  
5.     **Question:** Can you provide any weights for the evaluation criteria? That is, how much does cost weigh vs. experience and qualifications?  
      **Answer:**
  - a) Completeness of the response and responders' understanding of the requirements (40)
  - b) Applicable experience (25)
  - c) Qualifications of staff to be assigned to the engagement (10)
  - d) Fees (25)
  
6.     **Question:** Do you have a target date for the project to begin?  
      **Answer:** We would like to schedule the kick-off meeting within 2 weeks of the contract being awarded.

Revised 8/4/2014

7. **Question:** Are the insurance requirements outlined in Section 0400 a “must-have” or are there other ways for us to satisfy this requirement?

**Answer:** The standard insurance requirements will apply to this contract (General Liability, Workers Compensation & Auto)

8. **Question:** In Section 5 – Task III states that the proposer will provide a comprehensive report.

**Answer:** It should include a written report of findings and a presentation to Austin Energy.

I. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:



Annie Atwood, Buyer I  
Purchasing Office, 512-322-6472

September 20, 2016

ACKNOWLEDGED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.**