

**CITY OF TYLER**  
**City Engineer's Office**  
511 West Locust  
Tyler, TX 75702  
(903) 531-1126

**REQUEST FOR QUALIFICATIONS**  
**Space Needs Assessment and Facilities Master Plan**  
**Addendum No. 2**

TO: Responding Professional Consulting Firms

DATE: April 16, 2024

PROJECT: Space Needs Assessment and Facilities Master Plan RFQ

The Request for Qualifications (RFQ) documents are modified as described below. All respondents shall acknowledge receipt of this and all other addenda on Attachment A (page 22) of the RFQ. This addendum becomes a part of the RFQ documents. All provisions of the RFQ documents shall remain in full force and effect, except as modified by this addendum.

Below are questions received before the deadline with responses.

- 1. Question:** Could you clarify something in the RFQ referenced above – The Pre-Proposal meeting is noted as March 28<sup>th</sup> at 10 a.m. (in person and virtual options) to be followed by “Tour and Staff Interviews” at 1:30 p.m. in person. What is intended for the staff interviews portion?

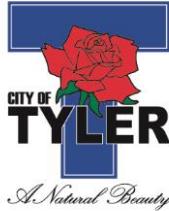
**City Response:** The “Staff Interviews” in the afternoon allowed the department leaders to briefly describe their current situation and needs from their perspective and allow those present to ask questions. The department questionnaires included in Addendum No. 1 also contains this information.

- 2. Question:** Will there be any sort of notes taken and be made available from the Interview portion of the meeting for those that could not attend?

**City Response:** Notes from the afternoon session of the Pre-Submittal Meeting were included in Addendum No. 1 issued March 28, 2024.

- 3. Question:** I didn’t see any MWBE requirements in the RFQ, can you confirm that?

**City Response:** The City of Tyler does not have MWBE requirements but encourages the use of Historically Underutilized Business (HUB) firms.



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4. **Question:** If there are any addendums, will they be posted in that same location on the website?

**City Response:** All documents related to this RFQ, including addendums, will be posted in the same location on the Engineering Services page of the City of Tyler website.

5. **Question:** We understand that this project consists of a three-part exercise:
  - a. Facilities/site assessment and POR
  - b. Master planning/concept development
  - c. Design of consolidated building(s)

We assume that the 20% design in the interview stage refers to the facilities/site assessment and POR, and master planning/concept development portions of the project. Please confirm if this assumption is correct. If not, please clarify expectations.

**City Response:** The 20% design in Phase 2 of the RFQ process will allow the shortlisted firms to take the City's needs and start the process of bringing it to fruition which will allow the City to make a final determination of the most qualified firm that understands the City's needs. The recommendations from this project will determine the size and scope of the city facilities which could be one consolidated building, several buildings on the same campus, or a combination of these. As stated in the RFQ, it is the intention of the City to use the selected firm for the design of at least the first building.

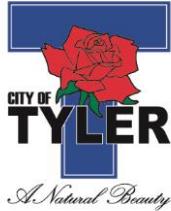
6. **Question:** Is there a local preference for a prime architect for this solicitation, or is the City looking for a broader national perspective on master planning and city design best practices?

**City Response:** The City is seeking the most qualified firm for this project and has no local preference. It is up to the Respondent to determine if a local architect with experience in the Tyler market is beneficial to have on their team.

7. **Question:** What is the budget for this project (see items 1.a, 1.b, 1.c)?

**City Response:** The space needs assessment and facilities master plan budget has not been set at this time. However, the City of Tyler is serious about wanting the most qualified firm with a broad perspective and will set the budget accordingly. The results of the facilities master plan will be used to set the budget for the design and construction of the first building(s).

8. **Question:** What is the construction budget for the new consolidated facilities?



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**City Response:** The results of the facilities master plan will be used to set the budget for the new consolidated facilities.

**ADDENDUM NO. 2 ISSUED BY:**

## THE CITY OF TYLER – CITY ENGINEER'S OFFICE

Darin Jennings, PE  
City Engineer

Receipt of Addenda No. 1 acknowledged:

### Signature

Date