



COME AND TAKE IT

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Addendum #1

Issue Date: 03/15/26

Project Name: City of Gonzales 2026 Resilient Communities Program Comprehensive Plan

Bid Notification Number: 2026-RCP

TO: Prospective Applicants

This addendum forms a part of the Request for Proposals and modifies the original Project Number 2026-RCP only to the extent specifically noted below. Failure to acknowledge this Addendum in the submittal may subject the submitter to be deemed non-responsive. This Addendum is posting the City of Gonzales procurement website at [www.gonzales.texas.gov](http://www.gonzales.texas.gov). This is the final source of this addendum. All addenda and attachments shall be published in the same location. This Addendum consists of four (4) pages in total. This Addendum is to address responses to questions.

Question #1:

The RFP mentions building code adoption and a flood prevention ordinance. However, the application excerpt lists the grant as having been for a Comprehensive Plan only. Is the building code and flood prevention ordinance intended to be included in the response? If so, are they intended to be covered under the grant funding or in addition to the grant?

**The components below are to be included in the response:**

**Comprehensive Plan**

**Subrecipient shall develop and adopt a Comprehensive Plan that must include, at a minimum, the following elements for all base studies.**

- Identification of local hazard risk(s), aligning with Subrecipient's local hazard mitigation plan, if one exists.**
- Population study providing an estimate of the current population and projection for population increase over the next 20 years.**
- Housing study describing the composition of the existing housing stock (including total number of units,**

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number of single family and multifamily units, and vacancy rates) and a projection for the number of future housing units needed ten (10) years from the date of the plan, including the composition of said units (e.g., single family, multifamily).

Land Use Plan or study that formalizes long-term community goals into governing policies describing the land use of every parcel within the jurisdiction and including a future land use map that accounts for future population changes. The Land Use Plan shall describe the location and types of structures that may be built within a given jurisdictional area and may serve as guidance document for the development of local codes and zoning ordinances or equivalent enforcement mechanisms. The Land Use Plan shall contain, at a minimum, the following:

- 1) An integration of relevant portions of an applicable local hazard mitigation plan, if one exists;
  - 2) Identification of local hazard risks;
  - 3) Explanation of how the plan mitigates the identified local hazard risks; and
  - 4) Zoning ordinances or equivalent enforcing regulations or code provisions that codify the plan upon adoption by the applicable governmental entity.
- Infrastructure study that describes the water, wastewater, drainage, and streets systems, including length, width, materials, and condition or age (if available), as well as a capital improvement plan with proposed prioritized improvements to those systems.
  - Additional studies (e.g., environmental, economic, etc.) may also be included.
  - Zoning Ordinance(s), or similar governing regulation(s) or code provision(s), to support the adoption of the Comprehensive Plan. Each Zoning Ordinance or equivalent enforcing regulation or code provision, as applicable, will establish the set of regulations that define how the real property identified therein may be used and the type(s) of construction that may occur on said real property.

Question #2:

There is information in the packet suggesting that the zoning ordinance be adopted within 12 months of the grant (which is required if the zoning ordinance is performed as a standalone project). However, if done as part of a Comprehensive Plan update, the Zoning Ordinance must be adopted after the Plan. Per the GLO requirements, the Comp Plan must be adopted within 24 months. What is the timeline for adoption of a Zoning Ordinance for the project?

Adoption of the Comprehensive Plan and associated Zoning Ordinance(s) or equivalent enforcing regulation(s) or code provision(s) must be completed within 30 months of City of Gonzales Contract execution with the GLO which took place on 8/9/2025

Question #3:

Regarding the "Proposed Cost of Services" (Page 3), the document states that " The proposal should include pricing per jurisdiction.." and "Contract pricing for services under this RFP may be adjusted if final number of participating jurisdictions differ from the current estimate." Could you please clarify what is meant by this? Is the Comprehensive Plan intended to incorporate planning activities for jurisdictions in addition to the City of Gonzales? **No**

Question #4:

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RFP states that the proposer may choose which activities to pursue, but the Cost of Services form (Page 10) already has all boxes checked. Please clarify if you intend the proposing firms to pursue all elements of the scope of work, or if we are to choose which services we will/can provide. **Proposing firm should bid the entire scope of work.**

Question #5:

Page 10 also states that "Grant awards will be \_\_\_\_ per applicant". Can you please provide the missing information regarding the award amount per applicant? **\$150,000**

Question #6:

Is the \$150,000 allocated for Planning Services the maximum contract value for a single award, or the total budget for all planning services if multiple firms are selected? **\$150,000 total**

Question #7:

The Scope of Work (Page 2) mentions a 12-month adoption timeframe for Zoning Ordinances and an 18-month timeframe for Land Use Plans. However, the Comprehensive Plan section (Page 3) states that the adoption of the approved Comprehensive Plan and Zoning Ordinance must be within 24 months of grant award. Could you clarify the specific adoption timelines for the Zoning Ordinance and Comprehensive Plan, particularly as the Comprehensive Plan includes a Zoning Ordinance? **The Comprehensive Plan, including all Zoning Ordinances, must be accomplished within 30 months of the GLO contract execution date with the City of Gonzales, which was 8/9/2025**

Question #8

The "Proposed Cost of Services" section (Page 3) mentions that "Profit (either% I actual cost) must be identified and negotiated as a separate element of the price of the contract." Could you clarify the meaning of "% I actual cost" for profit identification? **Profit should be shown as a separate element of the total bid cost.**

Question #9:

The "Submission Requirements" (Page 4) list "Form CIQ, (enclosed)" and "Form 1295, {enclosed)". These forms are not physically attached to the provided document. Could you provide these forms for submission? **Attached**

Question #10:

The System for Award Management doesn't show the name of company principals, especially in cases where we are a larger firm. Please clarify what the City means by this. **The contact listed on SAM.gov should be noted.**

Question #11:

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Can you confirm if there is an MWBE/SBE goal for this contract? **There is not an MWBE goal for the contract.**

Question #12:

Does the City intend to attach its contract with the GLO for this grant funding to the contract it executes with the selected Planning Firm to perform the services? If so, may we have a copy of the contract with the GLO to better understand the terms? **The GLO contract is not part of the bid package**

Question #13:

Is the scope and cost proposal intended to include “public service activities” as described on page 3? It is not identified as an activity on the Cost of Services form on pg 9. **Public service activities are not a part of the scope of work.**

I understand that failure to confirm the receipt of addenda may be cause for rejection of this Proposal.

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Authorized Signature

Company

Date

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Name of signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
  - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
  - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
  - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
  - (B) that the vendor has given one or more gifts described by Subsection (a); or
  - (C) of a family relationship with a local government officer.

# CERTIFICATE OF INTERESTED PARTIES

# FORM 1295

### OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 AFFIDAVIT** I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
 Signature of officer administering oath      Printed name of officer administering oath      Title of officer administering oath

**ADD ADDITIONAL PAGES AS NECESSARY**

**Chapter 46. Disclosure of Interested Parties**  
**(effective December 24, 2015)**  
**Text of Adopted Rule**

The adopted new language is indicated by underlined text.

**Chapter 46. DISCLOSURE OF INTERESTED PARTIES**

§46.1. Application

(a) This chapter applies to section 2252.908 of the Government Code.

(b) Section 2252.908 of the Government Code applies only to a contract of a governmental entity or state agency entered into after December 31, 2015, that meets either of the following conditions:

(1) The contract requires an action or vote by the governing body of the entity or agency; or

(2) The value of the contract is at least \$1 million.

(c) A contract does not require an action or vote by the governing body of a governmental entity or state agency if:

(1) The governing body has legal authority to delegate to its staff the authority to execute the contract;

(2) The governing body has delegated to its staff the authority to execute the contract; and

(3) The governing body does not participate in the selection of the business entity with which the contract is entered into.

§46.3. Definitions

(a) "Contract" includes an amended, extended, or renewed contract.

(b) "Business entity" includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.

(c) "Controlling interest" means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

(d) "Interested party" means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser, or attorney for the business entity.

(e) "Intermediary," for purposes of this rule, means, a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

(1) receives compensation from the business entity for the person's participation;

(2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and

(3) is not an employee of the business entity.

#### §46.5. Disclosure of Interested Parties Form

(a) A disclosure of interested parties form required by section 2252.908 of the Government Code must be filed on an electronic form prescribed by the commission that contains the following:

(1) The name of the business entity filing the form and the city, state, and country of the business entity's place of business;

(2) The name of the governmental entity or state agency that is a party to the contract for which the form is being filed;

(3) The name of each interested party and the city, state, and country of the place of business of each interested party;

(4) The identification number used by the governmental entity or state agency to track or identify the contract for which the form is being filed and a short description of the goods or services used by the governmental entity or state agency provided under the contract; and

(5) An indication of whether each interested party has a controlling interest in the business entity, is an intermediary in the contract for which the disclosure is being filed, or both.

(b) The certification of filing and the completed disclosure of interested parties form generated by the commission's electronic filing application must be printed, signed by an authorized agent of the contracting business entity, and submitted to the governmental entity or state agency that is the party to the contract for which the form is being filed

(c) A governmental entity or state agency that receives a completed disclosure of interested parties form and certification of filing shall notify the commission, in an electronic format prescribed by the commission, of the receipt of those documents not later than the 30th day after the date the contract for which the form was filed binds all parties to the contract.

(d) The commission shall make each disclosure of interested parties form filed with the commission under section 2252.908(f) of the Government Code available to the public on the commission's Internet website not later than the seventh business day after the date the commission receives the notice required under subsection (c) of this section.