



# Capital Improvement Department

## MEMORANDUM

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Oscar Leaser

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### CITY MANAGER

Dionne Mack

Date: August 13, 2025

To: Offerors of Solicitation #2025-0589R

From: Capital Improvement Department

Subject: Amendment 1 Solicitation 2025-0589R

The following amendments have been posted for this solicitation:

1. The schedule for this solicitation has been updated as follows:

City of El Paso issues the Request for Qualifications	July 25, 2025
Non-mandatory pre-proposal conference	August 1, 2025
Deadline for submission of written questions and requests for clarification (5:00 PM MST)	August 8, 2025
City of El Paso provides responses and clarifications	August 13 2025
Deadline for submission of Statement of Qualification (SOQ) and Project Reference Forms (PRF) 5:00 PM MST	September 2, 2025
Evaluation of Statements of Qualification completed	September 16, 2025
Notifications of ranking completed	September 19, 2025
Protest Period Ends	September 24, 2025
City Council recommended contract approval target date	Nov / Dec 2025

2. Exhibit "A" Project form has been updated to reference updated date. The directions have been updated to reference "Project reference forms from current El Paso International Airport Employees will not be accepted: See page 2 below:

Yvette Hernandez, P.E., -City Engineer

City 2 | 218 N. Campbell, 2<sup>nd</sup> Floor | El Paso, Texas 79901 | (915) 212-0065



DELIVERING EXCEPTIONAL SERVICES

**EXHIBIT “A”**  
**PROJECT REFERENCE FORM (PRF)**

**Directions:** Request references from three (3) public agencies for which you have substantially completed similar work within the last 5 years. Reference form should be completed and submitted by the person directly responsible for oversight of the project. Please submit via email prior to the date and time listed below. If the form is received after the date and time specified, it will not be accepted. If your firm has not completed prior projects with the City of El Paso, you will not be penalized. **PROJECT REFERENCE FORMS FROM CURRENT EL PASO INTERNATIONAL AIRPORT DEPARTMENT EMPLOYEES WILL NOT BE ACCEPTED.**

**PRF & SOQ DUE:** September 2, 2025 (5 P.M. MST)

**PROJECT NAME:** 2025-0589R CM & Inspection for the EPIA GA Ramp Rehab Stage 2 & 3

**NAME OF COMPANY TO BE EVALUATED:** \_\_\_\_\_

**NAME OF PROJECT:** \_\_\_\_\_

**COMPLETION DATE:** \_\_\_\_\_

**QUESTIONS:**

1. Has the above-referenced project reached substantial completion? (circle one) Yes No
  2. What project delivery method was utilized? (circle one) Designed-Bid-Build Design-Build CMAR
  3. What was the firm’s role, and in what capacity did they serve on the above-referenced project?
- \_\_\_\_\_

On a scale of 1 to 10 (1 being poor, 10 being Excellent) how would you rate this company’s performance on the following: Rate: 1-10 (Only)

How would you rate work performed by this firm on your project?  
Was the project completed on time?  
Was the project completed within budget?  
What was the quality of the work performed?  
Was staff proactive in solving problems that may have occurred on your project?  
What was the extent of staff turnover? (10=low staff turnover, 1=high staff turnover)  
Would you be willing to contract with this firm again? (10=Yes, 1=No)


**TOTAL POINTS (maximum 70 points):** \_\_\_\_\_

**Name of Agency Submitting Evaluation:** \_\_\_\_\_

**Name of Reviewer:** \_\_\_\_\_

**Please email form directly to Elsa Rodriguez at [aeselection@elpasotexas.gov](mailto:aeselection@elpasotexas.gov) by the time and date shown above**