



# Capital Improvement Department

## MEMORANDUM

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### CITY MANAGER

Dionne Mack

Date: April 11, 2025

To: Offerors of Solicitation #2025-0439R

From: Capital Improvement Department

Subject: Amendment 2 Solicitation 2025-0439R

Project Reference Forms are not being requested for this solicitation. The Criterion that will be used to evaluate the statements of qualifications are stated on section IV of the RFQ. Please note that this section does not request PRFs to be submitted.

Please see updated Submittal Requirements:

Firms interested in the above project shall submit a Statement of Qualifications (SOQ) to address the SOQ criteria by the specified cutoff date and time. The SOQ shall be a maximum length of twenty (20) pages (8 ½" x 11") single sided, of at least 11-point font, including an organization chart. Resumes for each key team member shall be limited to a maximum length of two pages, and should be attached as an appendix to the SOQ. Resumes, cover letter, table of contents and dividing tab inserts will not count toward the 20-page limit.

Pages with criteria information will be counted towards the maximum page limit, including pages with project photos, charts and graphs. The City reserves the right to accept or reject SOQs that exceed the maximum page limit.

The submittal package must include the firm name, address, project title, principle point of contract including name, phone number and email address.

**DO NOT SUBMIT A COST PROPOSAL AS PART OF THE SOQ PACKAGE:**

Please submit the SOQ electronically via email, One Drive or other file sharing platform at the time and date listed in the schedule on the following page.

Direct your submission to:

Elsa Rodriguez, Contracts Manager

[aeselection@elpasotexas.gov](mailto:aeselection@elpasotexas.gov)

A confirmation email will be sent for all SOQs within 3 business days of receipt

**PLEASE BE ADVISED THAT FAILURE TO ADHERE TO THE SPECIFICATIONS DETAILED IN THE SUBMITTAL REQUIREMENTS MAY RESULT IN DISQUALIFICATION.**

**Yvette Hernandez, P.E., -City Engineer**

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