



CAPITAL IMPROVEMENT DEPARTMENT

MEMORANDUM

MAYOR

Renard U. Johnson

Date: September 3, 2025
To: Offerors - Solicitation #2025-0598R Civil On-Call TXDOT
From: Elsa Rodriguez, Contracts Manager
Subject: Response to questions

CITY COUNCIL

District 1

Alejandra Chávez

District 2

Dr. Josh Acevedo

District 3

Deanna M. Rocha

District 4

Cynthia Boyar Trejo

District 5

Ivan Niño

District 6

Art Fierro

District 7

Lily Limón

District 8

Chris Canales

CITY MANAGER

Dionne Mack

1. Will the projects be using TxDOT standards and specifications?

Yes.

2. What is the size of the contracts?

Approximately \$400k.

3. Will consultants be evaluated based on Vendor Performance Scores or References?

Yes, consultants will be evaluated based on their VPR score if the consultant has previously been evaluated by the COEP. Exhibit A (submitted directly by the firm's client) can be submitted if the consultant does not have a VPR score.

4. Can SaM staff provide references for this RFQ?

Yes, references may be submitted from other City Departments for this solicitation with the exception of the Capital improvements Department.

5. The dates in the sample project are out of date. Will the dates be updated?

No, please use the dates provided in the sample project to develop the schedule.

6. Does an architect need to be included in the team?

No, an architect does not need to be part of the team. Landscaping will be part of the projects (so a landscape architect will be helpful).

7. Are we permitted to use an 11x17-size pages in our SOQ? If so, would that count as two pages?

The page size for this solicitation is 8.5 x 11, however, 11x17 will be permitted but it will count as two pages with a minimum 11-point font.

Yvette Hernandez, P.E., – City Engineer

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



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8. The PRF notes that references should be for projects that are “substantially completed.” Could you please confirm whether this refers to both design and construction phases, or if the City would accept references for projects that have reached 100% design completion but have not yet entered construction?

City would accept references for projects that have reached 100% design completion but have not yet entered construction

9. Regarding the scoring criteria “Evaluation of prior customer satisfaction with the work of the firm” (10 points), Is the City expecting firms to respond to this within our Statement of Qualifications—OR—will this be scored solely on the “Exhibit A” PRFs submitted by our clients?

This section will be scored based on Exhibit A (submitted directly by the firm’s client) unless the firm has a Vendor Performance Report (VPR) score with the City.

All firms shall submit a Project Reference Form for all references. Current City of El Paso Capital Improvement Department employees may not provide references. Please be advised that the City has recently implemented a Vendor Performance Management System and reserves the right to use current vendor performance reports in evaluating past performance.

10. Given that projects will be federally funded, is there an assigned DBE goal?

The DBE goals will be requested as we develop the work authorizations.

11. Does the firm covering Landscape/Irrigation services need to be led by a licensed landscape architect? Specifically, if the subconsultant holds a Texas Irrigator License, are they still required to also be a licensed landscape architect to be considered a valid subconsultant for the Landscape scope?

A licensed landscape architect is required.

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