



## MEMORANDUM

**MAYOR**

Renard U. Johnson

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**District 6**

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**District 7**

Lily Limón

**District 8**

Chris Canales

Date: December 19, 2025

To: Offerors of Solicitation #2026-0234R

From: Capital Improvement Department

Subject: Amendment 1 Solicitation #2026-0234R

The deadline for the submission of Statement of Qualification and Project Reference form has been updated for the highlighted sections below:

<b>City of El Paso issues the Request for Qualifications</b>	<b>December 12, 2025</b>
<b>Deadline for submission of written questions and requests for clarification (5:00 PM MST)</b>	<b>December 17, <u>2025</u></b>
<b>City of El Paso provides responses and clarifications</b>	<b>December 19, 2025</b>
<b>Deadline for submission of Statement of Qualification (SOQ) and Project Reference Forms (PRF) (5:00 PM MST)</b>	<b>January 6, 2025</b>
<b>Evaluation of Statements of Qualification completed</b>	<b>January 12, 2025</b>
<b>Notifications of ranking completed</b>	<b>January 14, 2025</b>
<b>Protest Period Ends</b>	<b>January 19, 2025</b>
<b>City Council recommended contract approval target date</b>	<b>February 2025</b>

**CITY MANAGER**

Dionne Mack

See page 2 for updated PRF form:

**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 CITY OF EL PASO CAPITAL IMPROVEMENT DEPARTMENT EMPLOYEES WILL NOT BE ACCEPTED.**

**PRF & SOQ DUE:** January 6, 2025 (5 P.M. MST)

**NAME:** 2026-0234R – On-Call Mechanical and Electrical Engineering

**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?

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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**