



CAPITAL IMPROVEMENT DEPARTMENT

MEMORANDUM

MAYOR
Renard U. Johnson

Date: June 18, 2026
To: Offerors - Solicitation #2026-0428R
From: Elsa Rodriguez, Contracts Manager
Subject: Response to questions

CITY COUNCIL

District 1
Alejandra Chávez

1. Is this contract for one or multiple contractors?

The city anticipates awarding this contract to the 3 highest ranked firms.

District 2
Dr. Josh Acevedo

2. What is the capacity (fee) of the contract?

The capacity for this contract will be \$350-\$500k per contract and will be utilized on an as-needed basis.

District 3
Deanna M. Rocha

District 4
Cynthia Boyar Trejo

3. For the Project Reference Form, can we use other city departments (such as Streets and Maintenance) for the reference?

An amendment has been posted on the solicitations page. References may be submitted from all city departments except for the main user department (Streets and Maintenance).

District 5
Ivan Niño

District 6
Art Fierro

District 7
Lily Limón

4. In Section II - Scope of Services, it included the Traffic impact analysis (TIA); is it for the study or for review the TIA?

Traffic impact analysis will typically involve a study and report, but review may be requested depending on the task scope.

District 8
Chris Canales

CITY MANAGER
Dionne Mack

5. Are references from El Paso Streets and Maintenance permitted?

References from the main user department will not be permitted for this solicitation. All other departments may provide references. An updated Project Reference Form has been posted on the solicitations page.

6. Is there a limit to the number of projects firms can provide for criteria 2?

There is no limit to the number of projects, however, all firms must comply with the 12-page statement of qualifications limit listed in section V.

Yvette Hernandez, P.E., – City Engineer

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





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7. **Would you prefer that the client evaluator submit the form directly to you, or may we collect the completed forms and email them to you? Additionally, would you like the completed reference forms to be included in an appendix to the proposal submission as well?**

References must be submitted directly by the providing firm and will not be included in the proposal appendix or submitted by the proposer.

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Alejandra Chávez

District 2

Dr. Josh Acevedo

8. **What is the approximate duration/length of this On-Call contract?**

The term for this on call will be for two years.

District 3

Deanna M. Rocha

9. **Can we use references for projects that are outside of the City of El Paso?**

Yes, you may submit references from other public agencies outside of the City of El Paso.

District 4

Cynthia Boyar Trejo

District 5

Ivan Niño

10. **How many consultants will the city be selecting?**

The city will be selecting 3 firms for this solicitation.

District 6

Art Fierro

District 7

Lily Limón

11. **Must include projects have construction completed or can construction be ongoing?**

Criterion number 2 specifies that projects shall have been completed within the last three years.

District 8

Chris Canales

CITY MANAGER

Dionne Mack

12. **Does the 11-point font minimum include graphics, charts, and captions?**

No, graphics and charts may use a different font size, however, all responses to criterion must follow the specified font size.

13. **Do resume projects for team members also need to be completed within the last three years?**

Yes.

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DELIVERING EXCEPTIONAL SERVICES



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14. Will a cover page be included in the 12-page maximum?

No, the cover page will not count towards the 12-page maximum. Please refer to section V of the RFQ for additional details.

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15. Section III – Minimum Qualifications and Experience Regarding the requirement for “Willingness to meet with stakeholders,” please provide clarification on the City’s expectations for stakeholder coordination, including typical stakeholder groups, anticipated meeting frequency, and the expected level of consultant participation.

Stakeholder coordination will vary by task order and may involve internal City departments, partner agencies, or community groups as needed. The city does not have predefined meeting frequencies or participation levels; consultants should be prepared to attend meetings as required to support each assignment.

16. Section IV – Evaluation Criteria (Criterion 1: Project Manager and Team Experience)

For Criterion 1, Item 2 (Project Team Experience), please confirm whether firms are limited to the three project descriptions, or if additional relevant projects may be included.

Criterion one does not include a maximum of project description. Projects shall have been completed within the last three years.

CITY MANAGER

Dionne Mack

17. Section IV – Evaluation Criteria / Exhibit A (Project Reference Forms) Exhibit A indicates that Project Reference Forms (PRFs) will be evaluated based on work related to Criterion 2. Please confirm whether the projects identified in the PRFs should directly correspond to those described under Criterion 1, Item 2 (Project Team Experience).

Yes, Project reference forms must be related to the work the firm is referring to in Criterion 2.

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18. Exhibit A – Project Reference Forms (Submission Process) Since PRFs are to be submitted directly by the reference via email, please advise whether firms will receive confirmation of receipt or if there is a recommended method for verifying that PRFs have been successfully submitted prior to the deadline.

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District 1

Alejandra Chávez

Only the firm submitting the reference will receive confirmation that their PRF was received. Offerors may inquire with through ae selections to verify if references were received.

District 2

Dr. Josh Acevedo

19. Section VII – General Information (Authorization to Negotiate) Can the City provide a sample or draft professional services agreement reflecting the standard terms and conditions anticipated during negotiations?

District 3

Deanna M. Rocha

District 4

Cynthia Boyar Trejo

For general reference, you may review the previous approved agreement, which is publicly available at the link below. Please note that this document is provided for reference only:

District 5

Ivan Niño

<https://elpasotexas.legistar.com/View.ashx?M=A&ID=1229896&GUID=C9185E35-06DC-439C-8D41-E0895CCB3D7E>

District 6

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