



CAPITAL IMPROVEMENT DEPARTMENT

MEMORANDUM

MAYOR

Oscar Leeser

CITY COUNCIL

District 1

Brian Kennedy

District 2

Alexsandra Anello

District 3

Cassandra Hernandez

District 4

Joe Molinar

District 5

Isabel Salcido

District 6

Art Fierro

District 7

Henry Rivera

District 8

Chris Canales

INTERIM

CITY MANAGER

Cary Westin

Date: November 12, 2024
 To: Offerors - Solicitation #2025-0163 2016 Bike Plan Update
 From: Elsa Rodriguez, Contracts Manager
 Subject: Response to questions

- 1. Is there a timeline for completion or other key dates that are required by the funding from the Federal Transit Administration FY 2023 Areas of Persistent Poverty (AoPP) grant?**

Funding is required to be utilized in 3 years. CID Staff would like the full Bike Plan update to take 18 months maximum.

- 2. Can we use larger pages (legal or tabloid sized) for items like the organization chart and timeline? Will these still count as 1 page?**

The page size for this solicitation is 8.5" x 11", if a larger size is used, it may be counted as two pages.

- 3. Are we expected to provide a work plan or approach in the understanding section for how we will achieve the scope of work outlined in the RFP?**

Yes.

- 4. Will Evaluation Criterion #6 ("Evaluation of prior customer's satisfaction with the work of the consultant") be evaluated solely based on the submission of Project Reference Forms?**

If your firm has previously worked with the City of El Paso and there is a vendor performance review on file it will be used in place of the PRF. If no VPR is available, the points for this section will be solely based on the PRF.

- 5. Do three Project Reference Forms also need to be submitted on behalf of each subconsultant?**

Yes, the entity providing the reference may submit up to three PRFs on your behalf, however it is not required.

- 6. Will text smaller than 11-point be permitted if used legibly in tables, figures, and captions only?**

There is an 11-point minimum requirement for this RFQ.

Yvette Hernandez, P.E., – City Engineer

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





CAPITAL IMPROVEMENT DEPARTMENT

MAYOR
Oscar Leaser

7. Will the inclusion of a graphic cover including only basic information (client name, project name, solicitation number, submitting firm name, date, etc.) be counted toward the page limit?

The cover page will not count towards the page limit, however any other images containing project/criteria information will be counted. Images are acceptable on dividing tabs but may not contain project/criteria information.

CITY COUNCIL

District 1
Brian Kennedy

8. Does the City of El Paso intend to interview shortlisted firms?
- If the City intends to interview shortlisted firms, can you provide a tentatively scheduled date for these interviews?
 - Would interviews be held in person or virtually?

There will not be interviews for this solicitation. This project will be awarded to the highest qualified firm through the a/e selection process.

District 2
Alexandra Anello

District 3
Cassandra Hernandez

District 4
Joe Molinar

District 5
Isabel Salcido

District 6
Art Fierro

District 7
Henry Rivera

District 8
Chris Canales

**INTERIM
CITY MANAGER**
Cary Westin

Yvette Hernandez, P.E., – City Engineer
City 2 | 218 N. Campbell, 2nd Floor | El Paso, Texas 79901 | (915) 212-0065

