



# 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: June 17, 2024  
 To: Offerors - Solicitation #2024-0568R On Call Professional Services  
 Surveying  
 From: Elsa Rodriguez, Contracts Manager  
 Subject: Response to questions

**1. How many contracts will be awarded**

*The City anticipates to award to three consultants.*

**2. How long is the contract duration? The referenced fee proposal on pages 12-13 shows 3 years; is this correct for this anticipated contract?**

*The duration for this on-call will be two years 2024-2025, 2025-2026*

**3. Can we submit more than 3 project reference forms?**

*It is preferred that only 3 project reference forms are submitted.*

**4. For the Project Reference Form (PRF), are we able to use El Paso Water Utilities staff as a reference? Can references be from other City of El Paso employees that are not in the Capital Improvement Department?**

*Yes, references can be from other City of El Paso employees with the exception of Capital Improvement Department employees.*

**5. Do the 3 project reference forms have to be from 3 different public agencies?**

*Yes, all references must be from public agencies. The same agency can provide more than one reference but for different projects.*

**6. Could you please advise the difference between this RFQ and the one that is currently open (SOLICITATION #2024-0568R)?**

*There is no difference between these on-calls, this on-call is being advertised in anticipation of the current on call expiring August 2024.*

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

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





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7. **Will the 2 solicitations issue on-call contracts for surveying services to be provided at the same time?**

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8. *Ongoing work under the current on-call will continue until completion of each task. New work orders will be issued under the new on call once the current on-call expires.*

#### District 2

Alexsandra Anello

9. **Is El Paso Water allowed to be used as a reference or is that considered part of the City of El Paso?**

#### District 3

Cassandra Hernandez

*Yes, EP water can provide references as well as other city departments with the exception of Capital Improvement Department employees.*

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