



**County of El Paso Purchasing Department**  
**800 E. Overland Room 300**  
**El Paso, Texas 79901**  
**(915) 546-2048 / Fax: (915) 546-8180**  
[www.epcounty.com](http://www.epcounty.com)

---

### **ADDENDUM 1**

To: Interested Responders

From: Blanca Carbajal, Inventory Bid Technician

Date: February 24, 2016

Subject: RFQ # 16-012, As-Needed Architectural Services for County Projects

---

---

**This addendum has been issued to notify vendors of the following questions:**

1. Does the cover need to be addressed to Ms. Veronica Escobar, County Judge, or Ms. Downing Purchasing Agent, or use a generic statement, like dear County Officers?

**RESPONSE: A generic statement would suffice.**

2. Does the county wish for the prime firm to include the entire team of consultants ( Mech, Elect, Plumb, Civil and so on) on the response with resumes and firm history or can a vendor just identify the firm only with no staff listing?

**RESPONSE: Consultants shall only submit Architectural firms qualifications for determination of consultant. Consultants may submit a preferred sub-consultant list but it will not be evaluated as part of this RFQ.**

3. Does a vender need to include project data sheets, or just list them with contact info as in section D page 10.

**RESPONSE: Yes. Project specific information shall be included as part of prior related experience.**

4. On Page 9, Statement of Qualifications, Paragraph 3, the RFQ states to limit the Statement of Qualifications to 10 pages. Does this mean the whole SOQ cannot exceed ten pages, including required forms, appendix etc.? Is double-sided printing ok?

**RESPONSE: Statement of Qualification is limited to 10 pages. Formal documents will not count as part of the 10-sheet count. Double-sided printing is allowed but it will count as two separate pages.**

5. On page 9 you state that the SOQ response is limited to 10 pages. Is that 10 8 1/2 by 11" printed in the front only or do you imply 10 pages of double side printed text? (total of 20 faces of text)

**RESPONSE: Double-sided printing is permitted but each side will count for one sheet. A total of 10 pages will be permitted.**

6. On page 10 item C. Design Team and staff, is this section intended to apply only to the architecture firm staff since they are the prime firm, or does this section intended to apply to the entire team including architects and engineering consultants.

**RESPONSE: This statement is only intended for the architectural firm submitting for evaluation. The information shall pertain to the firm's internal assignment for this RFQ. Consultants may submit a separate preferred sub-consultant list but will not have any weight on this RFQ selection.**

7. On the same subject do you wish for the prime firm to include the entire team of consultants ( Mech, Elect, Plumb, Civil and so on) on the response with resumes and firm history or can we just identify the firm only with no staff listing?

**RESPONSE: Consultants may submit a preferred sub-consultant list but will not have any weight on this RFQ selection. If separate disciplines are required as a project dictates, the Architectural firm will be required to submit qualification of sub-consultants at that time for future sub-consultant evaluation.**

8. If vendors include copies of the insurance coverage, other forms and resumes, vendors assume those pages don't count against the 10 page min?+

**RESPONSE: This statement is correct. The required form will not count against the 10-page minimum.**

9. Is there any type of budget available for these projects?

**RESPONSE: Not at this time.**