

06/25/26 RFQ 2026-01

Submitted Questions

1. Are we allowed to use binders, or must the proposal be wire bound? **Binders are fine to use.**

2. On page 11, it says that we need to respond to seven of the criteria requirements, but we only observe five selection criteria (1. Specialized Design and Technical Competence, 2. Capacity and Capability, 3. Past Record of Performance, 4. Approach to Providing Services, and 5. Amount of design work that will be produced by a New Mexico business within this state). Could the City please clarify? **That is a typo, there are only 5 criteria.**

3. Follow up question, the selection criteria add up to 90%, is there a missing criterion for the last 10%? **90 points is the max that can be scored**

4. How would the City like us to prepare the proposed schedule for the Capacity and Capability criteria for the City's future on-call projects? Is there a specific project in mind? **I believe the purpose of this question is to ensure the firm has capacity to prioritize our project while maintaining their other projects. It would be appropriate to give an overview of your firm's capacity.**

5. Are we allowed to include 1-page resumes for Criteria 1: Specialized Design and Technical Competence section? If so, will they be counted towards the page limit? **yes**

6. Do we include Exhibit A (List of Services Form) as part of our submittal or email the form separately? If we are to include it in our proposal, do we include it at the end and will it be counted towards the page limit? **You may include it at the end and it will not be counted as part of the page limit.**

7. Do we include Exhibit A (p19-20) as part of our submission? I also see the resident/veteran certificate listed as part of the proposal organization, but not included in the document. We don't qualify anyway, but I wasn't sure if we would need to include that marked "n/a". Please advise.
Yes, please include Exhibit A and only include veteran and resident certificates in the proposal if applicable.