

**ADDENDUM 1**  
**LEA COUNTY, NEW MEXICO**  
**REQUEST FOR PROPOSALS**  
**RFP 04 – (22-23)**  
**ON-CALL CIVIL ENGINEERING**  
**LEA COUNTY**  
**COMMODITY CODE(S): 92517**

**\*Questions \*Answers**

1. Can the county clarify item under section V.E.4
  - a. “Current Workload – Include a personnel loading capacity chart depicting the capacity of the firm vs. Calendar months for 12 months for the firm’s projects currently under contract that exceed an average monthly billing of \$5,000.”

Proposer employs over 175 staff in 4 states and covers a wide variety of disciplines not expected to be required for this contract. Instead, we hope to include a staff availability chart that indicates current capacity for each staff member we propose to use. Is a graph of this type acceptable to the City?

**Yes, the County will accept the staff availability and capacity of the staff members that the firm would propose using.**

2. The appendix for submittals should only include items listed under section V.E.1 and V.E.2, correct?

**Correct**

3. Are firms allowed to include detailed resumes in the appendix without counting toward the page limit?

**Additional information can be included in an appendix but will not be used in the evaluation of the RFP.**

**I have received & understand the answers in ADDENDUM 1.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Typed/Printer)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Position