

New Mexico

# HIGHLANDS

University

Box 9000

Las Vegas, New Mexico 87701

Tel: 505 425-7511

March 10, 2011

Attn: All Proposal Holders

From: New Mexico Highlands University

Subject: **Request for Proposal #920 – Architectural On-Call Services (“RFP”) Addendum Number 01**

Dear Sir or Madam:

Please incorporate the following into your proposal for the subject RFP:

**QUESTION 1:** How many copies of the proposal do you require?

**RESPONSE:** Submit four copies of your proposal and pricing schedule.

**QUESTION 2:** Is there a page limit?

**RESPONSE:** There is no page limit.

**QUESTION 3:** Would you like descriptions of previous similar projects? (In section 1 I would put related higher education projects. In Section 4, I would put on-call contracts.)

**RESPONSE:** In section 4.1.1 add the following to be scored: “List prior and current projects of educational facilities that your firm’s staff have performed.”

**QUESTION 4:** Would you like short (1 page) resumes in Section 1?

**RESPONSE:** In section 4.1.1 add the following to be scored: “Include resumes of key staff who may be performing services for NMHU.”

**BID DUE DATE:** There is no change in the proposal due date and time. The proposal due date and time is Thursday, March 17, 2011 at 1:30 P.M.

Please make sure to acknowledge on Attachment 2 of the RFP your receipt and incorporation of this addendum.

Sincerely,



Michael Saavedra  
Director of Purchasing