



***Purchasing Services Office***

801 Leroy Place  
Socorro, NM 87801  
(575) 835-5886

***Letter of Addendum***

TO: All Offerors

FROM: Lisa Majkowski, Interim Director of Purchasing

DATE: 5/13/2025

RE: RFB Number: RFP#2504018C- Amendment No. 1  
Commodity: Hydrogeological Services IDIQ

***Please Note: This amendment is issued to amend the RFP as detailed below***

Q1) In Section 1.13 on Page 4 it states that “If the required format is not followed, the offer may be eliminated from consideration.” Would it be possible for you to direct me to those formatting requirements so that we can ensure that our proposal is compliant with Section 1.13?

A1) Please organize the sections of the proposal to match the categories in the evaluation criteria (Section 4.1.1): **Evidence of Understanding of the Scope of Work, Specialized Experience and Past Performance, Professional Expertise**, plus a section **Forms** that start on page 14. If applicable, please include New Mexico Resident/Veteran Business and Native American Resident/Veteran Business In-State Certificate in the Forms section. The **Cost** section of the proposal should be a separate, sealed document from the technical proposal (Section 4.2).

Proposals do not need to be professionally/spiral bound but they should be in a three-ring binder or similar report cover/folder. There are no font or margin requirements but the proposal should be easily readable.

ALL OFFERORS ARE REQUIRED TO CONFIRM THE RECEIPT OF THIS AMENDMENT IN THEIR RESPONSE.  
ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN UNCHANGED.