



CITY OF RIO RANCHO  
DEPARTMENT OF FINANCIAL SERVICES  
PURCHASING DIVISION  
3200 Civic Center Circle NE – Suite 300  
Rio Rancho, New Mexico 87144  
Telephone: (505) 891-5064 Fax: (505) 891-5762

**ADDENDUM NUMBER (1) ONE  
RFP 21-PW-003  
ON-CALL RIGHT-OF-WAY ACQUISITION SERVICES**

September 25, 2020

Addendum Number (1) One forms part of the contract documents and modifies them in the manner set forth below.

**ATTENTION CONTRACTORS**

- Remove and Replace
  - Revised Appendix D Reference Form

**Remove and Replace**

Please remove and replace the original Appendix D Reference Form document and replace with the Revised Appendix D Reference Form attached hereto.

**All other provisions of the Contract Documents shall remain unchanged. Each Offeror should ensure that they have received all addenda and amendments to this RFP before submitting their proposal.**



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DEPARTMENT OF FINANCIAL SERVICES**

**RFP 21-PW-003  
On-Call Right-of-Way Acquisition Services**

**Appendix D  
REFERENCE FORM**

The responses to the questions below must be filled out by an employee of the listed reference (not by the submitting Offeror). The reference is asked to complete this form and return it to the Offeror in a sealed envelope with the reference’s signature over the sealed portion of envelope in order to ensure authenticity. The sealed responses must be included with the Offeror’s sealed proposal submission by the proposal submission deadline. *Thank you for your time.*

**RFP Offeror/Firm Name:** \_\_\_\_\_

**Project Completed by Offeror:** \_\_\_\_\_

**Name of Reference Contact:** \_\_\_\_\_

**Reference Project Owner:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail: (required)** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Reference Response:**

Please rank your experience with the Offeror as follows; 5 being the most satisfied and 1 being the least satisfied. Should you have any questions regarding this form please contact Matthew Schimmel, CORR Purchasing Division, (505) 891-5064.

	Most Satisfied		to		Least Satisfied
1. General Responsiveness:	5	4	3	2	1
2. Adherence to Approved Schedule:	5	4	3	2	1
3. Organization:	5	4	3	2	1
4. Knowledge of Acquisition Process:	5	4	3	2	1

\_\_\_\_\_  
Signature of Reference Completing Form

\_\_\_\_\_  
Date Signed