1. **Is there a page limit to responses?**  
   There is no page limit but we prefer that responses be concise.

2. **Is there a budget established?**  
   Budget details will not be disclosed at this time. This procurement is based on qualifications.

3. **Who is the point of contact to make sure items were received on time?**  
   All communications regarding this Request for Qualifications (RFQ) must be addressed solely to Rocio Castruita, Contracts and Compliance Officer, email at r.castruita@ywcaelpaso.org.  
   Sealed Statement of Qualifications (SOQ) packets must be received by 4PM MST on Friday, January 17, 2020. Any reasonable delivery method may be used, except facsimile and email. Use of a traceable delivery method such as certified mail-return receipt requested, guaranteed express service, or hand delivery is recommended.

4. **Which is the facility that is going to be renovated?**  
   YWCA – Shirley Leavell Branch located at 10712 Sam Snead Drive, El Paso, Texas 79935.

5. **Are there specific spaces that are going to be renovated?**  
   There are improvements to the first and second floors, improvements to the front lobby area; early learning academy areas; fitness and aquatics areas; school age division areas; and common meeting room areas located throughout the facility. Our goal for the child care area is to have a better flow and look to include improvements to floors and ceilings. In the pool area, there’s minimal pool work that needs to be done; it’s more of the surrounding area. We are needing better lighting. Possible bathroom renovations. First floor fitness area would be expanded by taking down small rooms adjacent to fitness room. An important goal is to improve the facility’s facet, space layout and flow. Security features will need to be considered. Roof improvements for the entire building. YWCA aims to maximize the funding received so that we can do as many improvements to the entire building as possible.

6. **Any exterior renovations?**  
   Roof, mechanical systems and the parking lot areas are part of the facility improvements.

7. **Is YWCA considering equipment for the fitness area in the second floor?**  
   We may put equipment here and electrical upgrades may be required.

8. **Are you able to provide existing floor plans?**  
   Yes, please find these attached to this Q&A.

9. **Can the Bid be returned via email?**  
   We are unable to accept bids via email. Please use a traceable delivery method such as certified mail-return receipt requested, guaranteed express service, or hand delivery is recommended.

10. **In the RFQ, are you looking for us to put probable cost estimates**  
    At this stage of the procurement, the focus will be on qualifications of the firm.