

**The City of Santa Fe
AND
Public Works/Transit Division**

REQUEST FOR PROPOSALS (RFP)

Design of Administrative Offices and Maintenance Facility



RFP# 23/52/P

Amendment # 1

RFP Release Date: March 30, 2023

Proposal Due Date: April 27, 2023

ELECTRONIC-ONLY PROPOSAL SUBMISSION

Design of Administrative Offices and Maintenance Facility
RFP# 23/52/P
Amendment # 1

This amendment is issued for the following reasons:

- To add the proper heading and to rename section IV.B as “TECHNICAL SPECIFICATIONS”.
- To add the proper heading and to rename section IV.C as “BUSINESS SPECIFICATIONS”.

Section IV.B. is corrected to read:

B. TECHNICAL SPECIFICATIONS

1. Organizational Experience

Offeror shall:

- a. Identify the lead designer who will oversee the project. Include name, proof of licensure/certificate as required within New Mexico and contact information (telephone number, e-mail address & physical office location). (pass/fail)
- b. Provide description of all key personnel, including education, work experience, relevant/applicable certifications/licenses who will work on this design project. In addition, offeror must clearly demonstrate they have the necessary professional expertise and experience, and sufficient staff and facilities to design a project of this size, by providing the firm’s organizational chart.
- c. Demonstrate familiarity with applicable municipal, state, and federal codes, laws, and standards in a brief narrative format. Describe the firm’s familiarity with the area in which the design project is located.
- d. Provide a description of at least two (2) but no more than five (5) similar projects within the last ten (10) years which includes the design of commercial administrative offices and vehicle maintenance facilities (Preferably CNG vehicles, but this is not a requirement) for a governmental agency. All projects of a similar scope provided to private sector will also be considered. Include your successes, and failures, and include how each experience improved the services.
- e. Provide a detailed description of relevant experience with city, state, and federal government to include all applicable licensing ordinances and regulations. Describe the

amount of design work which will be produced by a New Mexico business within this state.

- f. Provide the name(s) of proposed subcontractors/consultants who will be utilized to complete the projects. Describe your experience with these firms and their capability to perform design work described within section IV.A.

2. Organizational References

Offeror must provide a list of a minimum of three (3) references from similar projects/programs performed for private, city, state or large local government clients within the last ten (10) years.

Offeror shall include the following Business Reference information as part of its proposals:

- a) Client name;
- b) Project description;
- c) Project dates (starting and ending);
- d) Technical environment (i.e., Software applications, Internet capabilities, Data communications, Network, Hardware);
- e) Staff assigned to reference engagement that will be designated for work per this RFP; and
- f) Client project manager name, telephone number, fax number and e-mail address.

Offeror is required to submit APPENDIX D, Organizational Reference Questionnaire (“Questionnaire”), to the business references it lists. **The business references must submit the Questionnaire directly to the designee identified in APPENDIX D. The business references must not return the completed Questionnaire to the Offeror.** It is the Offeror’s responsibility to ensure the completed forms are submitted on or before the date indicated in Section II. A, Sequence of Events, for inclusion in the evaluation process.

Organizational References that are not received or are not complete, may adversely affect the Offeror’s score in the evaluation process. Offerors are encouraged to specifically request that their Organizational References provide detailed comments.

3. Mandatory Specification

Offeror shall:

- a. provide a detailed narrative explanation on your planned approach and systems that will be used in the design development as described within the scope of work above, Section IV.A.

- b. Demonstrate innovative elements equivalent to the gold LEED rating system for new construction standards in a narrative format.
- c. Provide an anticipated timeline for completion of the detailed scope of work as indicated in Section IV.A.

4. Desirable Specification

Offeror may:

- a. Provide narrative on innovative ideas for additional environmentally friendly construction applications and renewable energy technologies. Provide examples on what can be done to achieve this goal and on how to control cost of the facilities.
- b. Provide a narrative on your knowledge in local, state and federal regulation on compressed natural gas maintenance facilities.

Section IV.C. is corrected to read:

C. BUSINESS SPECIFICATIONS

1. Financial Stability

Offerors must submit copies of the most recent years independently audited financial statements and the most current 10K, as well as financial statements for the preceding three years, if they exist. The submission must include the audit opinion, the balance sheet, and statements of income, retained earnings, cash flows, and the notes to the financial statements. If independently audited financial statements do not exist, Offeror must state the reason and, instead, submit sufficient information (e.g. D & B report).

2. Letter of Transmittal Form

The Offeror's proposal **must** be accompanied by the Letter of Transmittal Form located in APPENDIX C. The form **must** be completed and must be signed by the person authorized to oblige the company. **Failure to respond to ALL items, as indicated in Section II.C.29 and APPENDIX C, and to return a signed, unaltered form will result in Offeror's disqualification.**

3. Campaign Contribution Disclosure Form

The Offeror must complete an unaltered Campaign Contribution Disclosure Form and submit a signed copy with the Offeror's proposal. This must be accomplished whether or

not an applicable contribution has been made. (See APPENDIX B). **Failure to complete and return the signed, unaltered form will result in Offeror's disqualification.**

4. Local Preference

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors **MUST** include a copy, in this section, of its NM Resident preference certificate, as issued by the New Mexico Taxation and Revenue Department.

End Amendment #1