

**The City of Santa Fe
AND
Public Utilities Department**

REQUEST FOR PROPOSALS (RFP)

**On-call Engineering Services
For Water Dams and Geotechnical Expertise**



RFP# 23/51/P

Questions & Answers

Proposal Issue Date: March 17, 2023

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Questions and Answers

	Questions	Answers	RFP Section	RFP PG #
1	Page 18 – The file size of this proposal maybe quite large. How large of a file can the City’s email handle?	150 MB	III.B	18
2	Page 15 and 18 – Page 15 Describes the Letter of Transmittal however Page 18 describes the Proposal Format but neglects to include Letter of Transmittal. Is and Letter of Transmittal required and if so where shall we include it?	Yes, a letter of transmittal is required. See on page 18 C.1.B where it describes the Letter must organized in the proposal just after the Technical Proposal.	III.C.1.B	18
3	Do engineering firms need to submit qualifications on all of the services listed on Pages 19 – 22?	This RFP focus is for Water Dams and Geotechnical Expertise. These qualifications should be emphasized. However, qualifications for the remaining bullets must be addressed.	IV.A.1	19-22
4	Page 24 – Do we need to provide three project examples for each of the engineering services categories (a) through (g) as shown on Pages 19-22 (21 Projects total)? Or three project examples of that demonstrate similar experience in as many of the engineering services categories (a) through (g) as possible shown on Pages 19-22?	Offeror(s) shall provide three project examples total for section IV.B.3 Mandatory Specifications, which demonstrate experience in as many of the engineering services categories (a) through (g) as possible. Similarly, an additional three total project examples may be provided for section IV.B.4 Desirable Specifications.	IV.B	19-22, 24

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5	Page 27 – Is a Surety Bond required for this contract or will Errors and Omissions Insurance suffice?	Offeror(s) must have the ability to secure a Performance Surety Bond in favor of the Department to insure the Contractor’s performance upon any subsequent contract award. Each engagement will be different but the option to require a Performance Surety Bond must be available to the Department at time of contract award. A Statement of Concurrence, as defined in Section I.F.33 must be submitted in the Offeror’s proposal.	IV.C.2	27
6	Page 26 – 3.f – Please elaborate on how we are to demonstrate our professional staff experience and performance, project references for each demonstration of performance on prior projects?	It is recommended that Offeror(s) present in either a narrative or table format the qualifications of professional staff and potential subcontractors expected to work on any project assigned by the City relevant to this RFP. This may include a brief description of their expertise, education, licenses, continuing education and relevant project experience. A reference name and contact information for projects described must be provided. Highlight the most relevant experience with regard to the purpose of this RFP.	IV.B.3.f	26
7	Please confirm we do not need to submit hourly rate sheets or multiplier on raw salary as part of the proposal?	No costs should be included in the selection process therefore, no cost is required. See statute NM 13-1-120.		