

**Henry P. Roybal**  
*Commissioner, District 1*



**Kathleen Holian**  
*Commissioner, District 4*

**Miguel M. Chavez**  
*Commissioner, District 2*

**Liz Stefanics**  
*Commissioner, District 5*

**Robert A. Anaya**  
*Commissioner, District 3*

**Katherine Miller**  
*County Manager*

January 4, 2016

**SANTA FE COUNTY**  
**RFP# 2016-0174-PW/RM**  
**Commissioning Services for New County Administration Building**  
**ADDENDUM #1**

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

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**ATTACHMENT A: PRE-PROPOSAL SIGN IN SHEET**

**NOTE:** Please reference the Santa Fe County website for a list of other procurement documents such as the Information Library which may be helpful to you in submitting your proposals: [http://www.santafecountynm.gov/asd/current bid solicitations](http://www.santafecountynm.gov/asd/current_bid_solicitations)

Listed below are clarifications of the RFP and questions received via email concerning the above referenced RFP:

**Question 1:** Please clarify that the 15 page limit is associated with the response to the Response to Specifications section and does not include the letter of transmittal, table of contents, and associated forms. Are required documents part of the 15 page limit?

**Answer 1:** *The 15 pages is your current proposal. Letter of Transmittal, Table of Contents, supporting material, samples of previous work and references are not part of the 15 page limit.  
Front and back count as 2 pages; fold out counts as 2 pages.*

**Question 2:** Under which version of LEED will the project be registered?

**Answer 2:** *Tentatively, the new construction at 100 Catron will be LEED V.4: classified BD+C and the renovation of the existing building at 102 Grant will be ID+C. However, the final determination will be made by the selected A/E firm (TBD- see #11)*

**Question 3:** What are the expectations for the existing building as it pertains to building envelope commissioning?

*Answer 3: The County's expectations are limited due to the Historic significance of the existing County Building; however every opportunity to obtain the optimum energy-use reductions and sustainability is expected.*

**Question 4:** Sequence of contracts – 3 year contract?

*Answer 4: The County will be recommending that the contract for Commissioning have a term of four (4) years.*

**Question 5:** LEED Certification

*Answer 5: Silver*

**Question 6:** Has the building been registered

*Answer 6: The existing building at 100 Catron St. is historically non-contributing and is to be demolished so registration would not apply. The existing Administration Building at 102 Grant Ave. is on the National Register of Historic Places and is locally classified, by the State Historic Preservation Office, as "Historically Significant". See the RFP document library Item #13*

**Question 7:** Task from the commissioning firm.

*Answer 7: The tasks for commissioning are outlined in the scope of work in the RFP.*

**Question 8:** What are your expectations for the existing building with regard to LEED?

*Answer 8: Same as answer to question #3 above.*

**Question 9:** First task for commissioning agent?

*Answer 9: The County will be expecting typical "Best Practices" for Commissioning from the initial A/E project commencement through project closeout.*

**Question 10:** Is the project fully funded?

*Answer 10: Yes.*

**Question 11:** What is the current stage of the project? I know from the pre-bid meeting that the Feasibility Study will be provided via an addendum. Has anything else been completed?

**Answer 11:** *The County is currently in an open procurement for the Architectural and Engineering Services. Other than the Feasibility Study the County has also completed a Boundary survey, Topography Survey, Aerial of the property, Phase 1 ESA, Lead/Asbestos Report, Groundwater Testing Report, OAS 455 Judicial Complex Testing, Preliminary GeoTech Report, Natl. Register of Historic Places, SHPO –Not Historic. All of the above is posted to the Purchasing website under Current Solicitations RFP 2016-0174-PW/RM.*

**Question 12:** What will the delivery method be? Design/build? Design/bid/build? Other?

**Answer 12:** *It is the Purchasing Division's recommendation that the construction delivery method be solicited as a competitive sealed proposal for construction, with an initial point ratio of 60% for contractor/subcontractor qualifications and 40% for cost proposal.*

Please add this Addendum #1 to the original RFP documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect.

Responders are reminded that any questions or need for clarification must be addressed to Rose Moya, Senior Procurement Specialist at [rmoya@santafecountynm.gov](mailto:rmoya@santafecountynm.gov).

PRE-PROPOSAL SIGN-IN SHEET

Commissioning Services for New County Administration Building

RFP# 2016-0174-PW/RM

TUESDAY, DECEMBER 22, 2015 @ 11:00AM

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