

**SANTA FE COUNTY  
PUBLIC WORKS DEPARTMENT**

**REQUEST FOR PROPOSALS**



**ARCHITECTURAL & ENGINEERING  
SERVICES**

**RFP #2016-0104-PW/BT**

**OCTOBER 2015**

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**I. ADVERTISEMENT**

**RFP #2016-0104-PW/BT  
ARCHITECTURAL & ENGINEERING SERVICES**

Santa Fe County is requesting proposals from qualified Offerors to perform *Architectural & Engineering Services* for the plan, design and construction of a new County Administrative Office building in downtown Santa Fe at the site formally known as the 1<sup>st</sup> District Court Facility and the renovation of the current County Administration Building located a 102 Grant Ave. All proposals submitted shall be valid for ninety (90) days subject to action by the County. Santa Fe County reserves the right to reject any and all proposals in part or in whole. A completed proposal shall be submitted in a sealed container indicating the proposal title and number along with the Offeror's name and address clearly marked on the outside of the container. **All proposals must be received by 2:00 PM (MST) on Tuesday November 17, 2015 at the Santa Fe County Purchasing Division, 142 W. Palace Avenue (Second Floor), Santa Fe, NM 87501.** By submitting a proposal for the requested services each Offeror is certifying that their proposal complies with regulations and requirements stated within the Request for Proposals.

A **Pre-Proposal Conference** will be held on **Wednesday October 28, 2015 at 2:00 PM (MST)** at the Santa Fe County Projects, Facilities & Open Space conference room located at 901 W. Alameda, Suite 20-C, Santa Fe, N.M. 87501. Attendance at the Pre-Proposal Conference is **MANDATORY**.

EQUAL OPPORTUNITY EMPLOYMENT: All offerors will receive consideration of contract(s) without regard to race, color, religion, sex, national origin, ancestry, age, physical and mental handicap, serious mental condition, disability, spousal affiliation, sexual orientation or gender identity.

Request for proposals will be available by contacting Bill Taylor, Procurement Manager, 142 W. Palace Avenue (Second Floor), Santa Fe, New Mexico 87501, by telephone at (505) 986-6373 or by email at [wtaylor@santafecountynm.gov](mailto:wtaylor@santafecountynm.gov) or on our website at [http://www.santafecountynm.gov/services/current\\_solicitations](http://www.santafecountynm.gov/services/current_solicitations).

PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL NOT BE CONSIDERED AND WILL BE REJECTED BY SANTA FE COUNTY.

Santa Fe County  
Purchasing Division  
Publish: October 18 & 19, 2015

## II. INTRODUCTION

### A. PURPOSE AND BACKGROUND OF THIS REQUEST FOR PROPOSALS

Santa Fe County Public Works Department (County) is requesting proposals from qualified Architectural and Engineering Teams, (hereinafter the “Offerors”) for Architectural and Engineering services for the planning, design, and construction of a new County Administrative Office building for Santa Fe County in downtown Santa Fe and renovations and improvements at the current County Administration Building. All potential Offerors are to read, understand and accept the requirements of this Request for Proposals.

Santa Fe County is authorized to plan, design, construct and equip a new County Administrative Office Campus, to include new construction at 100 Catron Street and the renovation of the current County Administration Building located at 102 Grant Ave. in Santa Fe (project).

**Project Site(s):** The project involves work at two sites located approximately one block apart in downtown Santa Fe, New Mexico. The site of the new construction is approximately 2.35 acres of property and is located at 100 Catron Street. The second site is located at 102 Grant Avenue and is a Historically significant building designed by architect John Gaw Meem.

**Existing Buildings:** The site at 100 Catron has one existing building of approximately 58,000 square feet, with associated surface parking facilities, utilities, and landscaping. The site was the location for the 1st District court facility until approximately June 2013. The County has identified the need raise the existing building and substantially clear the site to construct a the proposed County Administration Building at this location with adequate parking and office space to facilitate various County Agencies.

The site at 102 Grant Avenue has one existing building of approximately 35,000 square feet and is the current main administrative building for the county. The historical significance of the building at 102 Grant will limit exterior modifications and additions.

**Parking:** It is anticipated that the Project at 100 Catron St. will include two levels of off street parking for staff, elected officials and the public. Existing topography at the site allows for both levels of parking to be accessed at grade. The lower Griffin St. level is anticipated to cover the majority of the site and will serve as secure parking for county staff and fleet vehicles. The upper level is accessed off of Grant Street and will serve public parking requirements. Approximately 365 spaces are to be provided by both levels. The exact number of parking spaces will be determined through the design process.

**Space Needs:** The County has previously commissioned a Feasibility Study (Completed November 2013) for the project which includes current and projected space needs for anticipated County Administrative functions (The Feasibility Study is included in the Procurement Library). That study estimates that the square footage of the new facility at

the Catron Street site will include approximately 72,000 square feet. During the Programming and Design phase the Successful design team will work with the County to confirm that assessment to:

- Evaluate and complete the required needs analysis to the satisfaction of the County; and
- Determine whether the project may be phased to meet current needs while allowing for future expansion to accommodate future space requirements.

**Working with the Public and Multiple Other Governmental Entities:** The successful completion of the Project will require the design team to work effectively with public constituencies and representatives from various governmental entities, including the City of Santa Fe, and the State of New Mexico, as directed by the County.

**Security:** The Successful Offeror will have demonstrated expertise in designing modern, secure administrative government facilities.

**MACC:** The Maximum Allowable Construction Cost for this projects is \$22,500,000.00  
**Occupancy:** Santa Fe County anticipates occupying the newly constructed office building by March of 2018. The relocation of County offices between existing locations, temporary location and final location will be coordinated by the consultant team to facilitate the renovations of 102 Grant Street and final move of all County offices affected by the project.

#### IV. PROCUREMENT LIBRARY

The County has established a procurement library of documents that may be beneficial for Offerors to consider while creating their proposals. The documents are available for viewing online at [http://www.santafecountynm.gov/asd/current\\_bid\\_solicitations](http://www.santafecountynm.gov/asd/current_bid_solicitations)

The following documents are contained in the Procurement Library:

1. Site Maps
2. Feasibility Study prepared by Studio Southwest Architects dated November 2013.
3. Preliminary Archeological report
4. Environmental Assessment 1 and Environmental Assessment 2.
5. Survey of the Catron Street parcels making up the site, including topography and footprints of the existing building on the site.
6. Geotechnical information provided by preliminary testing
7. Available floor plans of the existing buildings at both sites
8. Material and Water testing reports.
9. Historic Qualifications.
10. Other information as it becomes available

## B. SCOPE OF SERVICES

The services will consist of a design for new construction of a new County Administration Building and renovation and improvements of the existing County Administration Building. This project typically has limited budget and such design tasks must be accomplished in the most cost effective manner possible with concise planning to accommodate budget restraints.

The scope of work for this project requiring architectural services shall include, but not limited to, the following areas:

### *Evaluation & Planning Services*

- Programming
- Functional relationships/flow diagrams
- Existing facilities surveys
- Conditions assessments
- Marketing studies
- Economic feasibility studies
- Project financing
- Site analysis, selection and development planning
- On-site and off-site utility studies
- Environmental studies and reports
- Zoning review

### *Design Services*

- Code review
- Civil design
- Landscape design
- Architectural design
- Interior design
- Structural design
- Mechanical design
- Electrical design
- Required submittals for LEED certification.
- Materials research and specifications
- Cost Estimating
- Architectural renderings/models

### *Bidding and Negotiation Services*

- Bidding documents
- Attendance pre-bid conference
- Addenda/responding to bidder inquiries

- Bidding/Negotiation
- Analysis of alternates and substitutions
- Bid evaluation

***Contract Administration Services***

- Submittal services
- On-site inspection of work
- Testing and inspection administration
- Supplemental documentation
- Quotation requests/change orders
- Contract cost accounting
- Furniture & equipment installation administration
- Interpretations & decisions
- Project close-out

***Facility Administration Services***

- Maintenance and operational programming
- Startup assistance
- Record drawing
- Warranty review
- Post contract evaluation

**C. BASIC SERVICES**

The Architectural and Engineering Teams shall perform professional services including basic architectural, landscaping architecture, interior design, structural, mechanical, civil and electrical engineering services. The architectural firms shall represent that all tasks will be performed in accordance with generally acceptable professional standards and further represent that the advice and consultation provided shall be within its authority and capacity. The architectural firms shall comply with the regulations, laws, ordinances and requirements of all level of government applicable to any assigned project.

The following is a general outline of the type of services to be performed by the successful firms.

1. Programming Phase. This phase involves the collection of facts and information, identifying concepts, analyzing the site and determining the proper operational needs of each of the County offices or designated user. The successful completion of the Project will require the design team to work effectively with public constituencies as well as representatives from various governmental entities, as directed by the County. The Programming Phase will include working with the Public, Neighborhood Groups, Governmental and Governmental Review entities. The

- County is placing emphasis on planning concepts which takes the neighborhood context for each of the three (3) unique streetscapes into consideration. Based on the data provided by contractor and pursuant to consultation with the County, the contractor shall prepare a Program Document that defines the scope of the project. The Program Document shall reflect the defined needs and operational information associated with the project to be provided within the limits of the Maximum Allowable Construction Costs (MACC). The Program Document will also provide an estimated duration for design and construction activities.
- 2.
  3. Schematic Phase. Upon completion of the Programming Phase the contractor shall produce studies consisting of drawings and other documents necessary to illustrate the general planning concepts, probable architectural, engineering, and building systems, materials and preliminary alternatives, a breakdown of the budget on current area, volume, or other unit costs, and the approximate dimensions of the programmed areas. Upon the County's written approval of the schematic design documents, the contractor shall begin the Design Development Phase.
  4. Design Development Phase. Upon completion of the Schematic Phase, the contractor shall prepare the Design Development Documents consisting of drawings, architectural models, building information modeling (BIM), projected operations and maintenance requirements, outline specifications, and other documents to fix and describe the size and character of the entire project as to civil, structural, mechanical, plumbing, and electrical systems materials and such other design essentials as may be appropriate. Upon the County's written approval of the Design Development documents and drawings, the contractor shall begin the Construction Document Phase.
  5. Construction Document Phase. Upon the completion of the Design Development Phase, the contractor shall prepare and complete the Construction Documents based upon information contained in the Design Development drawings and other documents approved by the County. These Construction Documents shall provide the detailed requirements for the construction of the entire project. The contractor shall provide the detailed requirements for the construction of the entire project. The contractor shall provide updated building information modeling (BIM) and projected operations and maintenance requirements. The contractor shall provide all construction drawings and documents in electronic CAD files, PDF files and related electronic documents and one (1) full drawing set to the County.
  6. Bidding and Negotiation Phase. Upon completion of the Construction Document Phase, the contractor shall assist the County as needed during the Bidding and Negotiation Phase by attending the Pre-Bid Conference to discuss the project with interested bidders. The contractor shall also assist the County by clarifying and responding to questions regarding the project design and preparation of any addenda in the procurement. The contractor will also assist the County as needed to review bids to ensure that a qualified and professional contractor is identified by the County.

7. Construction Phase (Weekly Site Observations). The Construction Phase will commence with the award of the contract for construction and continue until the eleven month inspection and report is submitted by the contractor and approved by the County. The architect shall provide bi-weekly site observation of the construction during the Construction Phase and shall advise and keep the County informed of the progress of construction.
8. Close Out, Final and Acceptance. Upon receipt of written notice that construction is ready for final inspection and work is found acceptable for final payment. The architect shall provide “as built” drawings in hard copy and electronic form following completion of the project.
9. 11 Month Inspection. The contractor shall, eleven (11) months after substantial completion of the project, schedule a meeting with the County to evaluate the completed building and its operations, inspect architectural systems, and endeavor to discover defects in materials, equipment, and workmanship. The contractor shall provide a written report of this activity to the County within seven (7) calendar days after the inspection meeting with the County. The County shall notify the construction contractor of any corrective action noted in the contractor’s report.

D. ADDITIONAL SERVICES

The additional services shall include, but are not limited to, the following:

(no additional services have been identified)

E. QUALIFICATIONS

Offerors must clearly demonstrate that their Architectural and Engineering Team and all consultants have all the necessary architectural and engineering expertise for specific projects. All work must be done by or under the direct supervision of architects licensed to practice in New Mexico. Architects must demonstrate local context and environmental sensitivity in design, knowledge of the County, State, and Federal requirements and the ability to work with the public throughout project development and completion.

Architects and engineers shall complete design requirements in accordance with all applicable municipal, state and federal codes, laws and standards.

F. INSURANCE REQUIREMENTS

See contract template (Appendix E)

H. PROCUREMENT MANAGER

The County has designated a Procurement Manager who is responsible for the conduct of this procurement whose name, address and telephone number is listed below. All

deliveries via express carrier should be addressed as follows:

Bill Taylor, Procurement Manager  
Santa Fe County Purchasing Division  
142 W. Palace Avenue (Second Floor)  
Santa Fe, New Mexico 87501  
(505) 986-6373 (office)  
(505) 989-3243 (fax)  
wtaylor@santafecountynm.gov

Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager in writing. Offerors may contact ONLY the Procurement Manager regarding the procurement. Other County employees do not have the authority to respond on behalf of the County.

#### I. DEFINITION OF TERMINOLOGY

This section contains definitions and abbreviations that are used throughout this procurement document.

“BCC” means the Santa Fe County Board of County Commissioners

“Close of Business” means 5:00 PM Mountain Standard Time or Mountain Daylight Time, whichever is in effect on the date given.

“Contract” or “Agreement” means a written agreement for the procurement of items of tangible personal property or services.

“Contractor” means a successful Offeror who enters into a binding contract.

“County” means Santa Fe County.

“Determination” means the written documentation of a decision by the Procurement Manager including findings of fact supporting a decision. A determination becomes part of the procurement file.

“Desirable” The terms “may”, “can”, “should”, “preferably”, or “prefers” identify a desirable or discretionary item or factor (as opposed to “mandatory”).

“Evaluation Committee” means a body appointed by the County management to perform the evaluation of Offeror proposals.

“Finalist” is defined as an offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

“Mandatory” The terms “must”, “shall”, “will”, “is required”, or “are required”, identify a mandatory item or factor (as opposed to “desirable”). Failure to meet a mandatory item or factor will result in the rejection of the Offeror’s proposal.

“Offeror” is any person, corporation, or partnership who chooses to submit a proposal.

“Procurement Manager” means the person or designee authorized by the County to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

“Purchasing Division” means the Santa Fe County Purchasing Division, Administrative Services Department.

“Request for Proposals” or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals.

“Responsible Offeror” means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that its financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the RFP.

“Responsive Offer” or “Responsive Proposal” means an offer or proposal which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements.

**THIS SECTION LEFT INTENTIONALLY BLANK**

### III. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

#### A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere the following schedule:

	<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1.	Issue of RFP	Purchasing Division	<u>Oct. 18, 2015</u>
2.	Pre-Proposal Conference	Owner/Purchasing Offerors	<u>Oct. 28, 2015</u>
3.	Acknowledgement Form Due	Offerors	<u>Oct. 28, 2015</u>
4.	Deadline to Submit Additional Questions	Offerors	<u>Nov. 2, 2015</u>
5.	Response to Written Questions	Purchasing Division	<u>Nov. 5, 2015</u>
6.	Submission of Proposal <b>2:00 PM (MST)</b>	Offerors	<b><u>Nov. 17, 2015</u></b>
7.	Proposal Evaluation	Evaluation Committee	<u>Nov. 17, 2015</u> thru <u>Nov. 20, 2015</u>
8.	Selection of Finalist	Evaluation Committee	<u>Nov. 23, 2015</u>
9.	Best and Final Offers from Finalists (If Applicable)	Offeror	<u>Nov. 30, 2015</u>
10.	Oral Presentation by Finalists  (If Applicable)	Offeror	<u>Dec. 7, 2015</u>
11.	Finalize Contract	County, Offeror	<u>Dec. 2015</u>
12.	Contract Award	Purchasing Division	<u>January 2015</u>

Note: If the Evaluation Committee makes a selection at the Selection of Finalists, events 9-10 will not occur

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section III, Paragraph A.

1. Issue of RFP

This RFP is being issued by the Santa Fe County Public Works Department and Purchasing Division.

2. Pre-Proposal Conference

A Pre-Proposal Conference is scheduled to occur on the date indicated in the Sequence of Events at Section III.A. Questions may be submitted at the Pre-Proposal Conference and until the date indicated in the Sequence of Events at Section III.A. A public log will be kept of the names of potential offerors that attended the pre-proposal conference. ***Attendance at the Pre-Proposal conference is MANDATORY.***

3. Acknowledgement of Receipt Form Due

Potential Offerors should hand-deliver, return by facsimile or e-mail the "Acknowledgement of Receipt Form" provided as Appendix A to have its name and firm placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned by close of business on ***October 28, 2015.***

The procurement distribution list will be used for the distribution of written responses to questions and any RFP addenda.

4. Deadline to Submit Written Questions

Potential Offerors may submit written questions regarding this RFP until the close of business on the date indicated in the Sequence of Events at Section III.A. All written questions must be addressed to the Procurement Manager, listed in Section II, Paragraph E and sent via facsimile or e-mail. ***Any contact with any other County staff member other than the Procurement Manager named in this solicitation will be grounds for rejection of a proposal.***

5. Response to Written Questions

Written responses to written questions and any RFP addenda will be distributed on the date indicated in the Sequence of Events in Section III.A, to all potential Offerors whose names appear on the procurement distribution list.

Additional written requests for clarification of distributed answers or addenda answers or addenda were issued.

6. Submission of Proposal

**ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 2:00 PM (MOUNTAIN STANDARD TIME) ON NOVEMBER 17, 2015.** Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal. Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section II, D. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the County's Request for Proposals #2016-0104-PW/BT. Proposals submitted by facsimile or other electronic means will not be accepted.

Proposals must be delivered to:

Bill Taylor, Procurement Manager  
Santa Fe County Purchasing Division  
142 W. Palace Avenue (Second Floor)  
Santa Fe, New Mexico 87501

A public log will be kept of the names of all offeror's who submitted proposals. Pursuant to NMSA 1978, Section 13-1-116, the contents of any proposal shall not be disclosed to any competing Offerors prior to contract award.

7. Proposal Evaluation

The evaluation of proposals will be performed by an Evaluation Committee appointed by the Procurement Manager. This process will take place during the timeframe indicated in the Sequence of Events at III.A. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

8. Selection of Finalists (If applicable)

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers by the date indicated in the Sequence of Events at Section III.A.

9. Best and Final Offers From Finalists (If applicable)

Finalist Offerors may be asked to submit revisions to their proposals for the

purpose of obtaining best and final offers by the date indicated in the Sequence of Events at Section III.A.

10. Oral Presentation by Finalists (If applicable)

Finalist Offerors may be required to present their proposals to the Evaluation Committee. The Procurement Manager will schedule the time for each offeror presentation. All Offeror presentations will be held at the Santa Fe County Purchasing Division, 142 W. Palace Avenue (Second Floor), Santa Fe, New Mexico. Each presentation will be limited to one (1) hour in duration.

**NOTE: The scores from the proposal evaluation will only carry over to the Oral Presentation evaluation in the case of a tie score after Oral Presentations.**

11. Finalize Contract

The contract will be finalized with the most advantageous Offeror during the timeframe indicated in the Sequence of Events at Section III.A. In the event that mutually agreeable terms cannot be reached within the time specified, the County reserves the right to finalize a contract with the next most advantageous Offeror without undertaking a new procurement process.

12. Contract Award

The County anticipates awarding the contract on the date in the Sequence of Events at Section III.A. These dates are subject to change at the discretion of the Santa Fe County Purchasing Manager.

The contract shall be awarded to the Offeror or Offerors whose proposal is most advantageous to the County, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points.

13. Right to Protest

Any protest by an offeror must be timely and in conformance with NMSA 1978, Section 13-1-172 and applicable procurement regulations. Protests must be written and must include the name and address of the protestor and the request for proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits. The protests must be delivered to the Santa Fe County Purchasing Division:

Santa Fe County  
Attn: Procurement Office  
142 W. Palace Avenue (Second Floor)  
Santa Fe, New Mexico 87501

Protests will not be accepted by facsimile or other electronic means. Protests received after the deadline will not be accepted.

C. GENERAL REQUIREMENTS

This procurement will be conducted in accordance with Chapter 13, NMSA 1978, NMAC 1.4.1 and the Santa Fe County Procurement Regulations.

1. Acceptance of Conditions Governing the Procurement

Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the terms and conditions of the contract template attached hereto as Appendix E.

2. Incurring Cost

Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

3. Prime Contractor Responsibility

Any contract that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of the contract with the County. The County will make contract payments to only the prime contractor.

4. Subcontractors

Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The prime contractor shall be wholly responsible for the performance of the contract with the County whether or not subcontractors are used.

5. Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposal must be a complete replacement of the previously submitted proposal and must be clearly identified as such in the transmittal letter. County personnel will not merge, collate, or assemble proposal materials.

6. Offerors' Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal

request signed by the Offeror's duly authorized representative addressed to the Procurement Manager. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

7. Proposal Offer Firm

Responses to this RFP, including proposal prices, will be considered firm for ninety (90) days after the due date for receipt of proposals or ninety (90) days after receipt of a best and final offer if one is submitted..

8. Disclosure of Proposal Contents

Proposals shall not be opened publicly and shall not be open to public inspection until after contract award of the selected Offeror.

An Offeror may request in writing non-disclosure of confidential data. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7, NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Santa Fe County Procurement Manager shall examine the Offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

9. No Obligation

This procurement in no manner obligates Santa Fe County or any of its departments to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

10. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the County determines such action to be in the best interest of the County.

11. Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the contractor. The County's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

12. Legal Review

The County requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror concerns must be promptly brought to the attention of the Procurement Manager..

13. Governing Law

This procurement and any agreement with Offerors that may result shall be governed by the laws of the State of New Mexico.

14. Basis for Proposal

Only information supplied by the County in writing through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

15. Contract Terms and Conditions

The contract between the County and the Contractor will follow the format specified by the County and contain the terms and conditions in the sample contract set forth in Appendix E.

16. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the County and the selected Offeror and shall not be deemed an opportunity to amend the proposal.

17. Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA, 1978, subject to Procurement Manager approval.

18. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor technical irregularities. This right is at the sole discretion of the Evaluation Committee

subject to the Procurement Manager approval.

19. Change in Contractor Representatives

The County reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the County, meeting the County's needs adequately. Any change in contractor representative must receive prior, written County approval.

20. Notice

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

21. County Rights

The County reserves the right to accept all or a portion of an Offeror's proposal.

22. Right to Publish

Throughout the duration of this procurement process and contract term, potential Offerors and contractors must secure from the County written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the offeror's proposal or termination of the contract.

23. Ownership of Proposals

All documents submitted in response to this Request for Proposals shall become the property of the County. However, any technical or user documentation submitted with the proposals of non-selected offerors shall be returned after the expiration of the protest period.

24. Electronic Mail Address Required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). It is recommended that the Offeror should have a valid e-mail address to receive e-mail correspondence.

25. Preferences in Procurement by Santa Fe County

A. *New Mexico In-state Preference.*

New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for an “**in-state resident business**”. Application of a resident business preference for any Offeror requires the Offeror to provide a copy of a valid and current certificate as a resident business. Certificates are issued by the state taxation and revenue department.

If an Offeror submits with its proposal a copy of a valid and current in-state resident business certificate, 5% of the total weight of all evaluation factors used in the evaluation of proposals may be awarded or added to the Offerors score.

Certification by the department of taxation and revenue for the resident business takes into consideration such activities as the business’ payment of property taxes or rent in the state and payment of unemployment insurance on employees who are residents of the state.

**OR**

**B. *New Mexico Resident Veteran Preference.***

New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for a “**resident veteran business**”. Certification by the department of taxation and revenue for the resident veteran business requires the Offeror to provide evidence of annual revenue and other evidence of veteran status.

An Offeror who wants the veteran business preference to be applied to its proposal is required to submit with its proposal the certification from the department of taxation and revenue and the sworn affidavit attached hereto as Appendix C.

If an Offeror submits with its proposal a copy of a valid and current veteran resident business certificate, 10%, 8% or 7% of the total weight of all the evaluation factors used in the evaluation of proposals may be awarded or added to the Offeror’s score, depending on the business’ annual revenue.

**The resident business preference is not cumulative with the resident veteran business preference.**

**AND**

**C. *Santa Fe County Preference***

Santa Fe County Ordinance 2012-4 provides for a **County preference** for a “Santa Fe County business.” Application of the County preference in

procurement requires an Offeror to obtain and provide a Santa Fe County Business Certificate issued by the Santa Fe County Procurement Manager. Certification by the Procurement Manager takes into consideration the business' corporate standing in the state, business licensure or registration, the duration of the business' primary office location and the payment of taxes.

If an Offeror submits with its proposal a copy of its Santa Fe County Business Certificate issued by the Purchasing Manager, 5% of the total weight of all the evaluation factors used in the evaluation of proposals may be awarded to the Offerors score.

The in-state, veteran or County preferences do not apply to procurement of services or goods involving federal funds or federal grant funds.

Additional information about obtaining the certificate as a resident contractor and resident veteran contractor may be found at: <http://www.tax.newmexico.gov/Businesses/Pages/In-StatePreferenceCertification.aspx> and information about the Santa Fe County business Certificate at [www.santafecounty.org](http://www.santafecounty.org) (Quicklink Ordinances and Resolutions).

26. Double-Side Documents

All submitted bid/proposal documents shall be double-sided, pursuant to Santa Fe County Resolution 2013-7, Adopting Sustainable Resource Management Principles, Section 2.a Waste Reduction and Reuse..."all documents are to be double-sided, including those that are generated by outside entities using County funds and by consultants and contractors doing business with the County".

27. Living Wage

Contractor shall comply with the requirements of Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

**THIS SECTION LEFT INTENTIONALLY BLANK**

#### IV. RESPONSE FORMAT AND ORGANIZATION

##### A. NUMBER OF RESPONSES

An offeror shall submit one proposal in response to this RFP.

##### B. NUMBER OF COPIES

Offerors shall deliver one (1) original and five (5) identical copies of their proposal to the location specified in Section II, Paragraph D on or before the closing date and time for receipt of proposals. ***Original and copies of proposals must be submitted in a sealed package (envelop or box) appropriately labeled with the RFP No. 2016-0104-PW/BT along with the name and address of your Firm.***

##### C. PROPOSAL FORMAT

All proposals shall be limited to fifteen (15) pages, with the exception of professional licenses and certifications, which shall be added as appendices. The document shall be typewritten on standard 8 1/2 x 11 paper, with a font no smaller than 12 pt. pitch, with nominal 1” margins and normal line spacing. Proposals shall be placed within a binder with tabs delineating each section.

##### 1. Proposal Organization

The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

- a) Letter of Transmittal (not included in 15 pg. limit)
- b) Table of Contents (not included in 15 pg. limit)
- c) Proposal Summary (optional)
- d) Response to Specifications – Evaluation Factors
- e) Campaign Contribution Disclosure Statement (not included in 15 pg. limit)

Within each section of their proposal, offerors should address the items in the order in which they appear in this RFP under Section V., Paragraph B. “EVALUATION FACTORS”. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

***Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.***

The proposal summary may be included by Offerors to provide the Evaluation Committee with an overview of the technical and business features of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal. The proposal summary will be included in the 15 page limit of the proposal.

Offerors may attach other materials that they feel may improve the quality of their responses. However, these materials should be included as items in a separate appendix.

2. Letter of Transmittal

Each proposal must be accompanied by a letter of transmittal. The letter of transmittal MUST:

- a) Identify the submitting organization;
- b) Identify the name and title of the person authorized by the organization to contractually obligate the organization;
- c) Identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization;
- d) Identify the names, titles and telephone numbers of persons to be contacted for clarification;
- e) Explicitly indicate acceptance of the Conditions Governing the Procurement stated in Section III, Paragraph C.1;
- f) Be signed by the person authorized to contractually obligate the organization;
- g) Acknowledge receipt of any and all amendments to this RFP.
- h) Acknowledge and acceptance of the terms and conditions of the Agreement attached as Appendix E.

**THIS SECTION LEFT INTENTIONALLY BLANK**

## V. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each mandatory specification. The narratives along with required supporting materials will be evaluated and awarded points accordingly.

### A. INFORMATION

#### Time Frame

The contract is scheduled to begin in or around December 2015. Santa Fe County intends on awarding contracts with a term of one (1) year with the option to renew for an additional three (3) years for a total contract term of four (4) years.

### B. EVALUATION FACTORS

A brief explanation of each mandatory specification is listed below. Offerors are encouraged to fully address each category completely, as points are assigned for responses to each.

#### 1. Specialized design and technical competence

- Vision/mission and business philosophy
- Brief history of the firm in New Mexico
- Specific examples of best practices utilized by your firm.
- List all design consultants and how they provide value to this project.
- Examples of highly successful aspects of projects similar to this project completed by the office submitting the proposal.
- Firm's approach to project cost estimating and incorporation of life Cycle Cost Analysis

#### 2. Capacity and capability

- Information regarding project team's past capability to meet schedules, meet budgets and meet project administration requirements.
- Indicate relationship of the firm's/project team's current work load to the projected workload of this project and personnel in the New Mexico office.
- Indicate key personnel to be assigned to this project, their specific roles, experience and background.
- Indicate the relationship of the workload of this project to other current projects with your Firm.

#### 3. Past Record of Performance

- Information on prior design projects to include owner's project budget, final construction cost estimate, bid price including accepted alternates, total number and cost of Change Orders.
- Information on these projects showing owners schedule compared to actual project schedule.
- Describe any particular difficulties confronted in past projects and how the Offeror addressed and resolved the issues.

- Describe any experience with working in within an Historic District.
- Indicate your Firm’s past performance in working with Commissioning Agents that were assigned to your projects.

4. Evidence of Understanding the Scope of Work (Recommend 2 pages):

- Understanding of key project elements/goals.
- Challenges that might be expected based on type of project, including continuing agency operations and functionality; project MACC, locations, site or other factors.
- Possible creative management approaches.
- **Please note:** Offerors are not to provide specific design solutions. Specific design solutions may actually result in a reduction in scoring in this category. The intent of this section is to give the Offeror an opportunity to express professional observations based on the scope of work, site visits and interviews conducted during the preparation of the proposal.

5. Proximity to and Familiarity with Santa Fe County

- Demonstrate the firm’s proximity to and familiarity with Santa Fe County in which this project will be located.

6. New Mexico Produced Work

- It is Santa Fe County’s goal to support New Mexico owned businesses. Indicate the volume of work by percentage to be produced by New Mexico firm(s), using New Mexico based employees.

7. Volume of Work Previously Done - Information on the status of past project awards shall be included in the "Project Listing Form" as a requirement of this RFP provided in Appendix E. The following formula on fees for projects awarded that are less than 75% complete shall be utilized in assessing scores:

\$ 25,000	to	\$ 35,000 .....	10 points deducted
\$ 35,001	to	\$ 50,000 .....	20 points deducted
\$ 50,001	to	\$100,000 .....	30 points deducted
\$100,001	to	\$150,000 .....	40 points deducted
\$150,001	and over .....		50 points deducted

8. Offeror’s proposal contains a valid NM State Resident Business Certificate, the preference in accordance with §13-4-2 NMSA 1978, will be applied.
9. Offeror’s proposal contains a valid NM State Resident Veteran Business Certificate, the preference in accordance with §13-4-2 and §13-1-22 NMSA 1978, will be applied.
10. Offeror’s proposal contains a valid Santa Fe County Preference Certificate, the preference in accordance with Santa Fe County Ordinance #2012-4, will be applied.

**VI. EVALUATION OF PROPOSALS**

**A. EVALUATION SCORING**

The County will evaluate the content and substance of the offeror’s response to each evaluation factor and assign a numerical score not to exceed the maximum allowed score for that factor. The amount of discussion for each factor is an individual choice of the offeror; however, discussion should be detailed enough to inform and educate the Evaluation Committee.

Proposals will be scored based upon the Evaluation Committee’s review and consideration of the offeror’s response to each Evaluation Factor.

- 1. Specialized design and technical competence ..... **150 points**
- 2. Capacity and capability ..... **250 points**
- 3. Past Record of Performance ..... **150 points**
- 4. Evidence of Understanding Scope of Work (Recommend 2 pages): ..... **300 points**
- 5. Proximity to or Familiarity with Santa Fe County..... **50 points**
- 6. New Mexico Produced Work..... **50 points**
- 7. Volume of Work Previously Done..... **50 points**

Based on the information in the Project Listing form, Offerors who do not list any previous or current projects/contracts for the County, or who indicate that all projects/contracts for the County are 75% or more complete will be given 50 points for this evaluation factor.

The following point deduction formula will be applied for projects/contracts that are less than 75% complete:

<u>Value of contract/ project</u>	<u>Deductions</u>
Less than \$25,000 .....	0 points
\$ 25,000 to \$ 35,000 .....	10 points
\$ 35,001 to \$ 50,000 .....	20 points
\$ 50,001 to \$100,000 .....	30 points
\$100,001 to \$150,000 .....	40 points
Greater than \$150,001 .....	50 points

**TOTAL: 1000 POINTS**

PREFERENCES

If an offeror’s proposal contains a valid NM State Resident Business Certificate or a NM Resident Veteran Business Certificate and/or a Santa Fe County Preference Certificate, the following points will be applied to an offeror’s total points:

8. NM State Resident Business Certificate ..... **50 points**

Or

9. Resident Veteran Business Certificate.....**70, 80 or 100 points**

And

10. Santa Fe County Preference Certificate..... **50 points**

B. EVALUATION PROCESS

The evaluation process will follow the steps listed below:

1. All proposals will be reviewed for compliance with the mandatory specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of the response as specified in Section III, Paragraph B.7.
3. The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section III, Paragraph C.18.
4. Responsive proposals will be evaluated using the factors in Section V. The top ranked proposals with the highest scores will be short-listed for the Oral Presentation, if applicable. The scores from the evaluation will not carry through to the evaluation scoring in the Oral Presentation phase, unless there is a tie after the Oral Presentation. The responsible Offeror whose proposal is most advantageous to the County, taking into consideration the evaluation factors in Section VI, will be recommended for contract award as specified in Section III, Paragraph B.12. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

**APPENDIX A**

**ACKNOWLEDGEMENT OF RECEIPT FORM**

**RFP #2016-0104-PW/BT  
ARCHITECTURAL & ENGINEERING SERVICES**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix E.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than close of business on **October 28, 2013**. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all offeror written questions and the County's written responses to those questions as well as RFP amendments, if any are issued.

FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (**circle one**) intend to respond to this Request for Proposals.

Bill Taylor  
Santa Fe County Purchasing Division  
142 W. Palace Avenue (Second Floor)  
Santa Fe, New Mexico 87501  
(505) 986-6373  
(505) 989-3243  
[wtaylor@santafecountynm.gov](mailto:wtaylor@santafecountynm.gov)

## APPENDIX B

### CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

**THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Family member”** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**“Pendency of the procurement process”** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Prospective contractor”** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: \_\_\_\_\_  
(Completed by State Agency or Local Public Body)

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_  
\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

**--OR--**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

## APPENDIX C

### Resident Veterans Preference Certification

\_\_\_\_\_ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement.

**Please check one box only:**

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

“I agree to submit a report or reports to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

“In conjunction with this procurement and the requirements of this business application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, which awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.”

“I understand that knowingly giving false or misleading information on this report constitutes a crime”.

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

\_\_\_\_\_  
(Signature of Business Representative)\*

\_\_\_\_\_  
(Date)

\*Must be an authorized signatory of the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or un-award of the procurement involved if the statements are proven to be incorrect.

SIGNED AND SEALED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_

**APPENDIX D**

**VOLUME OF WORK  
PREVIOUSLY DONE FOR SANTA FE COUNTY  
PROJECT LISTING FORM**

**(Complete for Offeror and each Engineer)  
(Use separate sheet for each Firm of Project Team)**

**FIRM:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>PROJECT DIRECTLY AWARDED TO FIRM</b>	<b>AWARD DATE</b>	<b>CONTRACT DATE</b>	<b>AMOUNT</b>	<b>% COMPLETE</b>
1.				
2.				
3.				
4.				
5.				

**APPENDIX E**

**SAMPLE ARCHITECTURAL AGREEMENT**

(SAMPLE AGREEMENT WILL BE ISSUED WITH ADDENDUM)