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*County Manager*

June 27, 2024 2024

**SANTA FE COUNTY**  
**RFP No. 2024-00359-CSD/JL**  
**DWI Planning Council**

**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: EVALUATION CRITERIA\A.EVALUATION SCORING**

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**Question No. 1:** Section VI Evaluation: Scoring not correct. I have identified an issue in the scoring category and have made the necessary corrections. I overlooked including points for section six,

**Answer No. 1:** Changed scoring to include section six by lowering sections 2 through 4 to 200 points each instead of the original listing of 250 points. Section six – The project plan will be worth 150 points.

## Attachment A:

### A. EVALUATION CRITERIA

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.

- **Introduction**
  - Describe your vision/mission and business philosophy.
  - Provide an overview of your background experience and qualifications, including evidence of advising councils.
  
- **Technical Competence and Specialized Experience**
  - Provide information about a specific technical experience with providing direction to planning Council evidence based national and local public policy developments Scope of Work required in this RFP.
  - Provide information regarding the ability to successfully perform the requirements of the scope, including applicant background, experience, and qualifications relevant to the request.
  
- **Evidence of Understanding Scope of Work**
  - Provide an in-depth response and understanding of the requested scope of work. Include an itemized description of services to be provided that correlates to the scope of work. Include information regarding a work plan.
  - Specify how your services will meet and exceed the requirements of SFCCSD.
  - Discuss challenges that might be expected, including existing conditions, location, site or any other factors.
  - Identify any limitations or restrictions in providing the required services.
  - Include information for any subcontractor or consultant that the Offeror has indicated to be part of the project team including what areas of work they will perform.
  - Any services that cannot be provided as required shall be noted.
  
- **Capacity and Capability**
  - Provide information about your approach in providing the required services and capacity to implement the services and deliverables in a timely manner;
  - Include your team's organization and working relationships.
  
- **Past Performance**
  - Include years of experience providing consultation services for similar public agencies of

**Attachment A:**

comparable size and complexity. Min of three experiences.

- What do you think your colleagues value most about your work.
- Describe any particular difficulties encountered in past Council projects and how the Offeror addressed and resolved those issues.

**6. Project Plan**

- How are you going to implement the service, schedule, and time as stated in #4 of the scope of work?

**B. COST PROPOSAL (Appendix D) - provide in a separate sealed envelope with the original proposal ONLY (do not include in each of the four additional copies, if submitting electronically, please submit in a separate file in Dropbox).**

Offeror shall propose its cost for the tasks listed in the scope of work. A cost sheet is provided as Appendix D.

**VI. EVALUATION**

**A. EVALUATION SCORING**

The County will evaluate responsive proposals and assign a numerical score in each category, not to exceed the maximum allowed score for that category, as determined through the Offeror’s attention to the factor detailed in the following sections. The amount of discussion to be applied to each listed topic is an individual choice of the Offeror; however, discussion should be detailed enough to inform and educate the Evaluation Committee Members.

Proposals will be scored based upon a comparison of the information submitted by each Offeror against the evaluation factors outlined below. Each Evaluation Factor is assigned the following points:

- 1. Introduction ..... **100 points**
- 2. Technical Competence & Specialized Experience ..... **200 points**
- 3. Evidence of Understanding Scope ..... **200 points**
- 4. Capacity & Capability ..... **200 points**
- 5. Past Performance..... **150 points**
- 6. Project Plan ..... **150 points**

**TOTAL POINTS ..... 1000 points**

Addendum No. 1 to the original proposal 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 Jack Love, Procurement Specialist Senior at [jalove@santafecountynm.gov](mailto:jalove@santafecountynm.gov).