

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

**Anna Hansen**  
Commissioner, District 2

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



**Anna T. Hamilton**  
Commissioner, District 4

**Ed Moreno**  
Commissioner, District 5

**Katherine Miller**  
County Manager

January 10, 2018

**SANTA FE COUNTY**  
**RFP# 2018-0058-PW/MAM**  
**MATERIAL TESTING**  
**AND INSPECTION SERVICES**  
**IN SANTA FE COUNTY**

**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 Agenda and Sign in Sheet***

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***CLARIFICATION ON APPENDIX A, THE ACKNOWLEDGMENT OF RECEIPT FORM:***

***The due date on the Acknowledgment of Receipt Form/RFP (Appendix A) on page 30 is incorrect, it is not due on January 30, 2018. The Acknowledgement of Receipt Form should be signed and returned to the Procurement Manager no later than close of business on January 10, 2018.***

***CLARIFICATION ON SECTION IV. RESPONSE FORMAT AND ORGANIZATION:***

***Section IV. RESPONSE FORMAT AND ORGANIZATION (page 24); C. Proposal Format; 1. Proposal Organization; d) "Statement of Qualification," is not applicable; e) "Response to Specifications" language will be removed; therefore, the sub-section will be deleted in its entirety and replaced as follows:***

- a) Letter of Transmittal***
- b) Table of Contents***
- c) Proposal Summary***
- d) Response to Evaluation Factors***
- e) Campaign Contribution Disclosure Form***

- Question# 1: Please clarify 1 hour response time. Is this the amount of time the consultant has to respond to a telephone call from the County when requesting service?
- Answer# 1: **The 1 hour response time will be the amount of time the consultant can get to the work site prior to construction beginning for inspection.**
- Question# 2: Please clarify “stand by time” longer than required. Does this mean that our technician/inspector needs to be at the site within 15 minutes of the scheduled time and can’t charge for any time they arrive before the 15 minutes? What happens if the technician arrives on time but a contractor is behind schedule, delaying when sampling can be performed?
- Answer# 2: **The contractor does need to be on site for any site work that requires inspection. In the event that time goes over due to delays, a determination will be made by the Project Manager (PM) and the contractor on how to proceed, unless notified by the PM prior to the delays.**
- Question# 3: Will the County’s PM be utilizing a timesheet system to track the consultant’s hourly effort?
- Answer# 3: **The consultant will need to submit logged hours to the PM, these hours will be monitored and properly documented.**
- Question# 4: How will overtime be tracked? Per day, per week, or when it is before or after the prescribed standard work hours of 7am to 5pm?
- Answer #4: **Per week.**
- Question #5: The NMDOT uses Site Manager for documentation management; does the County utilize similar software? Can the consultant utilize their internal software/forms for documentation (Lab forms, inspector daily field report forms, electronic source books, etc.)?
- Answer #5: **Santa Fe County does not have Site Manager Software. The consultant will need to follow as closely as possible to all NMDOT forms/software, some internal consultant forms/software may be used.**
- Question #6: Will the laboratory technician be working in the County’s materials laboratory or in the consultant’s material laboratory?
- Answer #6: **Santa Fe County does not have a materials laboratory, consultants may use their own materials laboratory sites.**
- Question #7: Will an 11x17 page be allowed for larger charts/graphics in the body of the proposal and/or in the appendix?
- Answer #7: **The larger charts/graphics should be referenced in the appendix.**

Question #8: What is the acceptable County documentation format for the various reports required in the scope of work?

Answer #8: **The County will require the use of NMDOT forms.**

Question #9: Is the Statement of Qualification Section outlined under Section C. 1. Proposal Organization to include all of the information requested under Evaluation Factor 1. Introduction or are they to be two separation sections?

Answer #: **Refer to the above “*CLARIFICATION ON SECTION IV. RESPONSE FORMAT AND ORGANIZATION*”.**

Question #10: NMDOT augmentation contract has identical labor rates; however, the vehicle, densometer, etc. are paid separately in addition to the hourly labor rates. Would the County consider negotiating the rates?

Answer #10: **The hourly labor rates in the RFP are non-negotiable.**

Question #11: Is this RFP designed to eliminate or significantly reduce contractor process control or quality control testing on projects pertaining to Santa Fe?

Answer #11: **The contractor is still responsible for providing Quality Control in accordance with the NMDOT specifications.**

Question #12: On page 10 section f. (Rates) – Could the two variable rates be clarified as to the \$77.00 hourly rate for sampling and testing technicians/inspectors and the \$70.50 hourly rate for field laboratory technician. Why is there a variance in rate for essentially the same caliber of qualified personnel required to perform the field and laboratory services?

Answer #12: **The field laboratory technician is not required to use a Nuclear Densometer or be certified in T-310 Nuclear Density Testing.**

Question #13: In lieu of the above question, a field laboratory has usually been known to be a portable set-up laboratory that remains on-site during the project. Will the county be furnishing a mobile laboratory for the projects?

Answer #13: **The County will not be furnishing a field laboratory.**

Question #14: After two years, are the contract rates available for increase or re-negotiation?

Answer #14: **No. Please refer to page 26 V. EVALUATION CRITERIA; A. INFORMATION; TIME FRAME; the term for this agreement is four years.**

Question #15: If a firm is not selected for procurement, due to issues that can be corrected within a reasonable time frame; is it possible for the firm to re-apply after the 2-year period if there is availability or need for more multi-awards?

**Answer #15:** Please refer to page 26 V. EVALUATION CRITERIA; A. INFORMATION; TIME FRAME;

**“The contract is scheduled to begin in or around January 2018. Santa Fe County intends on awarding multiple contracts each with a term of four years.”**

**If a firm is not selected, they would have to wait to submit a proposal after the four year term providing the County should find a need to solicit a new RFP with this specific scope of work.**

**Question #16:** How will payments to the prime contractor be established and/or set-up?

**Answer #16:** The scope of work for this RFP is for material testing and inspection services and is a multiple source award. A primary or general contractor will not be established in this RFP.

**Compensation payments will be negotiated with the selected Contractor(s) after rating and ranking of qualified Offerors. It is anticipated that the Contractor will be notified of a specific project assignment or statement of work requesting a quote or proposal for the services. The County would then issue a purchase order to the Contractor for their proposal. The Contractor would then invoice the County against the purchase order for work completed for that project assignment.**

Please add this Addendum #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 Michelle A. Marmion, Senior Procurement Specialist at [mmarmion@santafecountynm.gov](mailto:mmarmion@santafecountynm.gov)



**PRE PROPOSAL CONFERENCE**  
**RFP# 2018-0058-PW/MAM**  
**MATERIAL TESTING AND INSPECTION SERVICES**  
**JANUARY 10, 2018**  
**11:00AM**

**Contracting Agency: Santa Fe County**

- Michelle A. Marmion Procurement Specialist Senior Purchasing Division
- Karen Emery Procurement Specialist Senior Purchasing Division
- Robert Martinez Public Works Deputy Director Public Works Department
- Steven J. Reese Project Manager III Public Works Department
- Diego Gomez Project Engineer Public Works Department

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Santa Fe County is requesting proposals from licensed and qualified Offerors to serve as the primary partner for the Material and Testing and Inspection Services.

**Proposal Information**

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 24.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 27) will be scored by a three to five member evaluation committee.
- Preferences -
  - 1) N.M. In-State Business Preference Certificate 5% of total weight of all evaluation factors added to score.

**OR**

  - 2) N.M. Resident Veterans Preference Certificate, 10% total weight of all evaluation factors added to score. For more information on State Preference visit [www.tax.newmexico.gov](http://www.tax.newmexico.gov)

**AND**

  - 3) Santa Fe County Preference, 5% of total weight of all evaluation factors added to score. For more information on County Preference visit [www.santafecountynm.gov/departments/purchasing](http://www.santafecountynm.gov/departments/purchasing)
- Please submit all questions via email to Michelle A. Marmion at [mmarmion@santafecountynm.gov](mailto:mmarmion@santafecountynm.gov). The last day for questions will be **Tuesday, January 16, 2018. (Please do not contact any other County staff.)**
- Addendum will be issued on **Thursday, January 18, 2018. (Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.)**

- Proposal Submittal –

**Due Date: Tuesday, January 30, 2018.**

**Time: 2:00 PM (MST)**

**Location: 142 W. Palace Avenue 2<sup>nd</sup> Floor, Santa Fe, NM  
(Bokum Building)**

PRE PROPOSAL CONFERENCE  
 RFP # 2018-0058-PW/MAM  
 MATERIAL TESTING AND INSPECTION SERVICES



JANUARY 10, 2018  
 11:00AM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
QUI NGUYEN	HDR INC.	602-249-2475	QUI.QUYEN@HDRINC.COM
Kalen Emery	Purchasing/SFC	505-992-6759	KEmery@SantaFeCountyNm.gov
KEVIN MURTAGH	BOHANNAN HUSTON ROCKS ENGINEERS	505-823-1000	kmurtagh@bhuc.com
HABIB ABIKHAIL	SFC	505)553-1912	habib@horrack.com
Justin Reese	SFC	—	—
Diego Gomez	SFC	505 490-2825	dgomez@santafeconitynm.gov
David A. Nish	BSN Santa Fe	505-473-7973	david@bsnsantafe.com
Senie Gallegos	AMEC Fw	505-821-1801	senie.gallegos@AMECFW.COM
Nichelle Morrison	Purchasing	—	—
Kevin Fernandez	BSN Santa Fe	505-501-1515	Kevin@BSNSantaFe.com

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