

**Justin S. Greene**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

**Camilla Bustamante**  
*Commissioner, District 3*



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

**Hank Hughes**  
*Commissioner, District 5*

**Gregory S. Shaffer**  
*County Manager*

May 3, 2024

**SANTA FE COUNTY**  
**RFP No. 2024-0212-PW/TJ**  
**DESIGN & CONSTRUCT ENGINEERING FOR**  
**HYPE PARK ESTATES WATER SYSTEM IMPROVEMENTS**

**ADDENDUM NO. 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***  
***Attachment B: Sign-In Sheet***  
***Appendix A: Acknowledgement of Receipt Form***

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Clarification of Procurement title for Engineering services.

Incorrect Procurement title: Design & Construct Engineering for Hyde Park Estates Water System Improvements

Corrected Procurement title: Design Engineering for Hyde Park Estates Water Systems Improvements

Please add this 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 Tammy Jim, Procurement Specialist Senior at [tjim@santafecountynm.gov](mailto:tjim@santafecountynm.gov).



**PRE PROPOSAL CONFERENCE**  
**RFP No. 2024-0212-PW/TJ**  
**DESIGN ENGINEERING FOR HYDE PARK ESTATES WATER SYSTEM IMPROVEMENTS**  
**MAY 1, 2024 AT 10:30 AM**

**Contracting Agency: Santa Fe County**

- |                   |                                  |                     |
|-------------------|----------------------------------|---------------------|
| • Tammy Jim       | Procurement Specialist Senior    | Purchasing Division |
| • Bill Taylor     | Procurement Manager              | Purchasing Division |
| • Paul Choman     | Utilities Division Director      | Public Works Dept.  |
| • Brian K. Snyder | Public Works Department Director | Public Works Dept.  |

**Project Information**

Santa Fe Public Works Department is requesting proposals from qualified Offerors to provide qualified and experienced Design Engineers.

**Proposal Information**

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 11.
- Proposal Organization – Proposal should be organized as outlined in the RFP on page 20-22.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 23-24) will be scored by a three to four-member evaluation committee.
- Preferences -
  - 1) N.M. In-State Business Preference Certificate 50 points total of all evaluation factors added to score.

**OR**

- 2) N.M. Resident Veterans Preference Certificate, 100 points total of all evaluation factors added to score or Native American Preference. For more information on State Preference visit [www.tax.newmexico.gov](http://www.tax.newmexico.gov)

**AND**

- 3) Santa Fe County Preference, 50 points total of all evaluation factors added to score. For more information on County Preference visit <https://www.santafecountynm.gov/finance/purchasing-division>
- Please submit all questions via email to Tammy Jim at [tjim@santafecountynm.gov](mailto:tjim@santafecountynm.gov). The last day for questions will be **Monday, May 6, 2024**. (*Any contact with any other County staff member or persons other than the Procurement Specialist Senior may be grounds for disqualification.*)
  - Addendum will be issued on **Friday, May 10, 2024**. (*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: Wednesday, May 29, 2024**

**Time: 2:00 PM**

**Location: 102 Grant Avenue 1<sup>st</sup> Floor, Santa Fe, NM**

**Electronic submission also available via Dropbox utilizing  
Dropbox link:**

<https://www.dropbox.com/request/OIXp4oK74Pb5uY86eAAh>



**SANTA FE COUNTY**

**PRE-PROPOSAL CONFERENCE**

**RFP No. 2024-0212-PW/TJ**

**DESIGN ENGINEERING FOR HYDE PARK ESTATES WATER SYSTEM IMPROVEMENTS**

**MAY 1, 2024 AT 10:30 AM**

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Bill Taylor	SFC Purchasing Dept	505-986-6373	wtaylor@santafecountynm.gov
Tammy Jim	SFC Purchasing Dept	505-986-6370	tjim@santafecountynm.gov
Paul Choman	SFC Public Works	505-992-9872	pchoman@santafecountynm.gov
<del>Brian K. Snyder</del>	<del>SFC Public Works</del>	<del>505-992-3023</del>	<del>bsnyder@santafecountynm.gov</del> <i>Don</i>
<del>PJ Griego</del>	<del>SFC Public Works</del>	<del>505-992-3024</del>	<del>pjgriego@santafecountynm.gov</del> <i>Don</i>
<i>Nathan Roberts</i>	<i>Behannan Huston Inc</i>		<i>nroberts@bhinc.com (online)</i>
<i>Brittany Trejo</i>	<i>Martin Martin</i>		<i>btrejo@martinmartin.com (online)</i>
<i>Oliver B.</i>	<i>BHI</i>		<i>oblueH@bhinc.com (online)</i>

**APPENDIX A**

**ACKNOWLEDGEMENT OF RECEIPT FORM  
DESIGN ENGINEERING SERVICES  
FOR HYDE PARK ESTATES  
RFP NO. 2024-0212-PW/TJ**

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 Specialist no later than close of business on **May 1, 2024**. 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.

Tammy Jim, Procurement Specialist Senior  
Santa Fe County Purchasing Division  
102 Grant Avenue (First Floor)  
Santa Fe, New Mexico 87501  
Phone: (505) 986-6370  
Email: [tjim@santafecountynm.gov](mailto:tjim@santafecountynm.gov)