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Commissioner, District 1

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Commissioner, District 5

Katherine Miller
County Manager

August 7, 2020

RFP# 2020-0234-PW/CW
Consulting Services for Right of Way Land Acquisition

ADDENDUM #1

*****RESPONSES TO QUESTIONS *****

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.

Please note that the Santa Fe County Public Works Department and the Purchasing Division for the County have provided additional information relating to the Request for Proposals # 2020-0234-PW/CW.

Responses to Questions about the Procurement

1. Can our headers and footers be outside of the 1” margins?
Response: The headers and footers may be outside the 1” margins.
2. Can the text in textboxes and tables be smaller than 12 point?
Response: The text in textboxes and tables may not be smaller than 10 point.
3. Page 4 of the RFP states that questions should be submitted via e-mail no later than 8/12/20. Page 10 of the RFP states that the deadline to submit additional questions is 8/4/20. Can you please clarify the deadline for questions?
Response: Initial questions are due on 8/4/2020; further questions may be submitted until 8/12/20 on the responses to initial inquiries and additional information provided by the County.
4. Under Proposal Format on page 20 of the RFP, the County states that “proposals shall be limited to fifteen (15) pages in response to the evaluation factors, with the exception of

professional licenses, resumes and certifications, which shall be added as appendices.” At the bottom of page 20, it says “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.” Can you please confirm that any other materials as referenced here do not count towards the page limit?

Response: Additional materials attached in a separate appendix are not counted in the 15-page limit. The additional material may not be in the form of a response to the criteria factors.

5. Can you please confirm that the Campaign Contribution Disclosure Form does not count toward the 15-page limit?

Response: The Campaign Contribution Disclosure Form does not count toward the 15-page limit.

6. Do the resumes also need to follow the formatting requirements of font no smaller than 12 pt. with 1” margins?

Response: It is helpful if the resumes conform to the 12 point with 1” margins; it is not mandatory.

7. We were needing clarification regarding licensing mentioned on page 22. “Offeror shall submit a copy of current State of New Mexico Professional License for Land Acquisitions and Real Estate.” Will you please clarify what this license is?

Response: Real Estate Broker’s License issued by New Mexico Real Estate Commission or a reciprocating state.

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. Offerors are reminded that any questions or need for clarification must be addressed to Coralie Whitmore, Senior Procurement Specialist at cgwhitmore@santafecountynm.gov