

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 1st, 2024

SANTA FE COUNTY
RFP No. 2024-0219-PW/DK
Engineering Services Avenida Azul Multi-Use Trail

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.

Attachment A: Pre-proposal Agenda
Attachment B: and Sign-In Sheet

Question No. 1: One page 23, B. (below in blue), Appendix D on page 34 is not about fees, but about Volume of Work Previously Done for Santa Fe County. There is no Appendix D in the proposal file, although there is an Exhibit D on page 55. This page appears to be part of the agreement, if we are chosen for the project.

Please clarify what the second file to submit should be, apart from our proposal.

“B. NUMBER OF COPIES

Offerors shall deliver one (1) original and four (4) identical copies of their proposal to the location specified in Section II, Paragraph E on or before the closing date and time for receipt of proposals. If submitting responses electronically via Dropbox, please submit two (2) separate files: one file for the proposal response and a separate file the **Appendix D Proposed Fee Schedule.**”

Answer No. 1: Proposed Fee Schedule is not listed nor required for the RFP submittal. Appendix D found on page 34 – Project Listing Form should be completed and included in the Proposal response.

Section IV - B is revised as follows; Offerors shall deliver one (1) original and four (4) 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. If submitting responses electronically via Dropbox, please submit one (1) file for the proposal response.

Section V- B – 7 Volume of Work Previously Done is revised as follows;

- Information on the status of past project awards shall be included in the “Project Listing Form” as a requirement of the RFP provided in Appendix D. The following formula on fees for projects awarded that are less than 75% complete shall be utilized in assessing scores:

Question No. 2: On page 22, #26. Double-sided documents: Does this apply to an electronic pdf submittal? Are we allowed to create a pdf of single pages or do you require a pdf of “spreads,” that is, facing pages?

Answer No. 2: Double-sided documents are not required for electronic pdf submittal, single pages pdf is acceptable. Double-sided documents are required if submitting in hardcopy format.

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 Dani Koussa, Procurement Specialist Senior at dkoussa@santafecountynm.gov.



PRE PROPOSAL CONFERENCE
RFP NO. 2024-0219-PW/DK
Engineering Services Avenida Azul Multi-Use Trail
April 23, 2024 1:30 PM

Contracting Agency: Santa Fe County

- | | | |
|----------------------------|-----------------------------|---------------------|
| • Bill Taylor | Procurement Manager | Purchasing Division |
| • Amanda Patterson-Sanchez | Procurement Planner Analyst | Purchasing Division |
| • Dani Koussa | Procurement Specialist Sr. | Purchasing Division |
| • Tammy Jim | Procurement Specialist Sr. | Purchasing Division |
| • Mohamed Bahry | Procurement Specialist Sr. | Purchasing Division |
| • Mike J. Hart | Project Manager III | Public Works |

Project Information

Santa Fe County is soliciting proposals from qualified Offerors to complete design services for a multi-use trail along Avenida Azul from Avenida Vista Grande to Encantado Loop in Eldorado at Santa Fe, New Mexico.

Proposal Information

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 13.
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 23.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 25-26) will be scored by a three to five-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. For more information on State Preference visit 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 Dani Koussa at dkoussa@santafecountynm.gov. The last day for questions will be **Friday, April 26, 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 **Wednesday, May 1, 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 15, 2023 Time: 2:00 PM Location: Santa Fe County Purchasing Division, 102 Grant Avenue 1st Floor, Santa Fe, N.M. 87501**

**Electronic submission also available via Dropbox utilizing
Dropbox link. Please copy and paste in browser:
<https://www.dropbox.com/request/Leag6XXJJ6yIvN6RddFg>**

Attachment B



SANTA FE COUNTY

PRE-PROPOSAL CONFERENCE

RFP No. 2024-0219-PW/DK

ENGINEERING SERVICES AVENIDA AZUL MULTI-USE TRAIL

APRIL 23, 2024

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Bill Taylor	SFC-Purchasing	(505) 986-6373	wtaylor@santafecountynm.gov
Dani Koussa	SFC-Purchasing	(505) 986-6344	dkoussa@santafecountynm.gov
Mike Hart	SFC- Public Works		mhart@santafecountynm.gov
Tammy Jim	SFC-Purchasing		tjim@santafecountynm.gov
Mohamed Bahry	SFC-Purchasing		malhussaini@santafecountynm.gov
Amanda Patterson-Sanchez	SFC-Purchasing		apatterson-sanchez@santafecountynm.gov
Tyler Ashton	Wilson & Company		tjashton@wilsonco.com
Thaddeus Yazzie	Wilson & Company		thaddeus.yazzie@wilsonco.com
Bob Oberdorfer	Sites Southwest	(505) 228-1710	roberdorfer@sites-sw.com