

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

September 5, 2018

SANTA FE COUNTY
RFP NO. 2019-0016-CMO/BT
DESIGN BUILD PROJECT DELIVERY SERVICES
SANTA FE COUNTY WATER RECLAMATION FACILITY (SFCWRF)

ADDENDUM NO. 3

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. 3. This documentation shall become permanent and made part of the departmental files.

A conference call line has been established for anyone who wishes to utilize it for the Phase II Mandatory Pre-Proposal Meeting scheduled for Thursday, September 6, 2018 at 10:00AM.

Instructions:

Please call 1-877-820-7831 and utilize guest passcode: 445752.

RFP No. 2019-0016-PW/BT
PHASE II PRE-PROPOSAL MEETING
MANDATORY

September 6, 2018

I. Introductions:

Bill Taylor, Procurement Manager
Michael Kelly, Public Works Director
LeRoy Alvarado, Utilities Infrastructure Manager
David Madrid, Project Manager
Paul Olafson, Planning Projects Manager

II. Review RFP Requirements for Phase II submittals

- Sequence of Events
- Acceptable Design Solutions for submittal
- Submittal Documents – Two Volume Submittals
 - Technical and Design Solution
 - Cost Proposal
- Awarded Contractor must abide by all terms and conditions set forth by the New Mexico Corrections Department (NMCD) such as Security Clearance/Background Checks, Cooperation with NMCD Investigations and Prison Rape Elimination Act (PREA) Standards.

Security Clearances and Background Checks

The Contractor and its employees, agents, or independent agents agree to cooperate with and abide by any and all rules and regulations set forth by the Agency so as not to interfere with the daily operations of the user agency or to jeopardize the health and safety of any employees, inmates or the general public. The Contractor and its employees, sub-contractors, or their agents who will have access to NMCD properties and inmates are subject to security clearances and/or background checks.

Any security clearances and/or background checks required by the Agency for the Contractor's employees, contractor's agents, employees or other agent must be obtained prior to commencement of the job. User agency reserves the right to deny any employee, agent, or independent agent of the Contractor access to the Agency property should that individual fail the criteria required for the security clearance or be found to be in violation of NMCD policies and procedures.

Agency reserves the right to provide and escort and/or require full time supervision for the Contractor and its employees, agents, or independent agents during any or all phases of a project should user agency feel it is necessary.

Agency reserves the right to escort any employee, sub-contractor or other agent of the Contractor off of the Agency property for any inappropriate conduct or actions that jeopardizes the safety, security, or wellbeing of the facility. If such conduct or action should occur, then, this agreement may be terminated immediately.

Cooperation with NMCD Investigations

In addition to the foregoing, the Contractor must furnish all information and reports required by, or pursuant to, the rules, regulations, and policies of the NMCD, and will permit access to, and the interview of, its employees, sub-contractors or other agents as well as the examination and copying of its records unless such materials are legally privileged by the NMCD Office of Professional Standards, the Security Threat Intelligence Unit and the Equal Employment Opportunity Officer and by investigators for the United States Department of Justice, the New Mexico Department of Public Safety, the New Mexico General Services Department, Risk Management Division, and/or the New Mexico Workforce Solutions Department, and will otherwise fully cooperate with any such investigation. Any willful

violation of this requirement will be grounds for immediate termination of this agreement and removal of the Contractor from the property.

Prison Rape Elimination Act (PREA) Standards

Any Contractor providing services to NMCD who has direct contact with inmates or parolees, who are in the care and custody of the State of New Mexico, shall adhere to PREA standards. Any new contract or contract renewal shall provide for agency contract monitoring to ensure that the contractor is complying with the PREA standards. [§115.12]

III. Alternative Technical Concepts

- Scheduling of individual meetings with the shortlisted firms to answer technical concepts.

IV. Questions

CONDITIONS OF RFP No. 2019-0016-PW/BT

Phase Two Proposal Requirements – each shortlisted Offeror will receive Phase Two documents with proposal requirements, guidelines, applicable portions of the Water Reclamation Facility, site, design standards to the extent the information is known and available.

Questions/Clarifications/Site Visits – between issuing the Phase Two documents and submission of the Phase Two proposals, prospective Offerors may contact the Procurement Manager with questions about the scope of the project or the RFP schedule.

RFP Phase Two Amendments – if an RFP amendment is deemed necessary, it will be issued prior to the submission deadline. The Purchasing Division will distribute the amendment in writing to all short-listed Offerors.

Submission of Phase Two Proposal – proposals shall be submitted in sealed envelopes, addressed to:

Santa Fe County Purchasing Division
RFP No. 2019-0016-PW/BT
142 W. Palace Avenue – 2nd Floor
Santa Fe, New Mexico
ATTENTION: Bill Taylor, Procurement Manager

Receipt of Proposals: The Purchasing Division will time-stamp proposals as the Purchasing Office and proposals will be held in a secure location. Proposals received after the deadline will deemed non-responsive and will be returned unopened to the Offeror.

Confidentiality of Proposals: Proposals will not be opened publicly and shall not be open to public inspections until after an Offeror has been selected for the award of the contract and conclusion of successful contract negotiations. An Offeror may request in writing non-disclosure of confidential data. Such data shall accompany the proposal and shall be readably separable from the proposal in order to facilitate eventual public inspections of the non-confidential portion of the proposal.

Non-Conforming Proposals: Proposals will be reviewed for completeness, format and compliant with the requirements of the RFP. If any proposal is deemed non-responsive by the Selection Committee, the Offeror will be notified in writing of such determination.

Interviews/Award— *October 4 – October 18, 2018* - notice to finalist(s) will include the interview date, time and location. The purpose of the interview is to allow the Offeror to present qualifications, past performance, quality of proposed design, quality of construction approach, demonstrated response to program requirements, management plan for constructing the project, and schedule. Cost will NOT be part of the Oral Presentation. It will also provide an opportunity for the Selection Committee to seek clarification of the Offeror's proposal. A maximum of forty-five (45) minutes will allotted for each interview to include a fifteen (15) minute question and answer session by the Selection Committee. Points will be allocated by each member of the Committee and each member's points will be translated into a numeric ranking of the interviewed firms. Individual member rankings will be totaled together to determine the overall ranking after the interviews. In the event of a tie for first, after the completion of interviews, the tie shall be broken by awarding the firm with the higher ranking from the shortlist. All calculations of point standings shall occur during the Selection Committee meeting for this project with all members in attendance.

Notice of Intent to Award – the Procurement Manager will notify the selected Offeror in writing of the final intent to award. This notice will include the overall rankings for the project award. At this time, the Purchasing Division will maintain at least one copy of each Offeror's proposal. Proposals are opened for public inspection after the award and conclusion of successful contract negotiations. Any unsuccessful Offeror wishing to retrieve all copies of their proposals must do so within one (1) month after the Notice of Intent to Award.

Please add this Addendum No. 3 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 Bill Taylor, Procurement Manager at wtaylor@santafecountynm.gov.