



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, NM 87504-0909
www.santafenm.gov

Alan Webber, Mayor

Councilors:

Signe I. Lindell, Mayor Pro Tem, District 1

Renee Villarreal, District 1

Peter N. Ives, District 2

Carol Romero-Wirth, District 2

Roman "Tiger" Abeyta, District 3

Chris Rivera, District 3

Mike Harris, District 4

JoAnne Vigil Coppler, District 4

NOTE TO PROPONENTS

ADDENDA #1 TO RFP # 19/41/P

June 3, 2019

On Call Professional Design Services

Due June 10, 2019

All questions should be in writing to project manager and can be emailed to
mamcdonald@santafenm.gov **last submission Wednesday, June 5th at noon.**

Reason for Addendum

- Questions and Answers

Questions & Answers for RFP #19/41/P

RFP Questions

Q1: Will this be a multi-award or a single award?

A1: This is anticipated to be a multi-award contract dependent on the number of qualified bid submittals.

Q2: Is the \$500,000.00 contract amount for the duration of the contract or for each year?

A2: The total amount \$500,000.00 plus NMGRIT would be available per selected firm for the duration of the contract. Total expenditure is not guaranteed but would be the cap.

Q3: Should firms provide sub-consultants for all scope items in the RFP?

A3: The City will rely on the Prime consultant to provide all services in the RFP. A list of sub-consultants and their unit rates should be provided in the proposal, but Exhibit C is only required for the Prime.

Q4: The City is requiring Unit Rate Schedules for the prime and sub-consultants as well as the Exhibit C -Overhead Information Forms (page 32). This results in a minimum of three sheets per entity. Per the instruction on page 35 under Proposal Form, these sheets count towards the 20-page total (items A through E). The question would be if the sub-consultant



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rate and overhead information counts towards the page limit or if these should go under item G – Additional Pertinent Information.

A4: As per the previous answer, the City will accept the sub-consultant rate information in the proposal and one Exhibit C (for the Prime).

Q5: The Evaluation Criteria and Weighted Values that starts on page 36 does not appear to match the Submittal Requirements that start on page 32.

A5: The Evaluation Criteria and Weighted Values takes into consideration the entire proposal. The submittal requirements are the minimum. Therefore, what is included in the proposal will be considered in its entirety and will vary from bidder to bidder.

Q6: Please explain Local Preference Percentages on Page 5?

A6: On Page 5, Section 7, the City's Local Preference was adopted by the governing body and outlines the procurement process for establishing local preferences. To review the ordinance 2018-1 please see the following link: https://www.santafenm.gov/2018_ordinances

- Prime applicants who are resident businesses who hire resident businesses as sub-consultants will receive 6% lower than the actually submitted bid.
- Prime applicants who are non-resident businesses who hire all resident businesses as sub-consultants will receive 3% lower than the actually submitted bid.

Q7: What is the purpose of Exhibit A & B forms?

A7: These are examples of job specific on call forms to be used for on call projects.

Q8: Is the Quality Control procedure included in the 20 pages?

A8: As per Page 12, Quality Control shall be part of the proposal. This can be a summary with reference to additional written material in item "G" should more detail be needed.

Q9: Please clarify what is covered in the 20-page proposal submittal. Specifically, will the Errors and Omissions / Professional Liability Insurance be included in the 20-page submittal?

A9: As per page 35, the proposal submittal shall be limited to 20 pages from item "A" through "E" listed in the RFP including Errors and Omissions. Resumes of the Prime and sub-consultants are not included in the 20 pages, but they should be provided in item "F". All other additional information from sub-consultants' (other than unit rates) such as resident forms, campaign contribution forms, etc. should be put into item "G".

Q10: On page 34, section Project Team and Related Experience—item one, as described is the percent of time relevant, as it will vary from project to project.



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A10: Please remove language from page 34 as indicated below.

1. Present the organizational chart for the project team for public involvement, design and construction; the names of the specific team members; with their assigned tasks; and qualifications ~~and percent of time they will be assigned to the project. Include construction inspector.~~

However, please note consultants may be directed on a job-by-job basis under this on call to provide these percentage details.

Q11: The wording in the RFP under Basic Firm Qualifications sounds as though the City is looking for a single consultant to provide all potential services listed in the scope, using a broad team of sub-consultants. Is that the intent, or can professional specializing in one or more categories of work and submit for just those areas subject to their expertise?

A11: It is the intention of the City to contract with a Prime consultant who is its sole contact. It is up to the Prime consultant to manage the sub-consultants to cover all of the areas of need outlined in the RFP.

Q12: Who can use this on call?

All City Departments are eligible to utilize this on call agreement. Departments outside of Public Works-Engineering must notify the project manager and obtain approval by the Public Works Department Director. There will be a master task sheet that tracks all usage.

Q13: Can a subcontractor on one of the chosen teams also be eligible to install that design under a separate contract even if it doesn't go out to bid and is executed through an on call contract? I understand the conflict of interest if it is going out to bid.

A13: This is only possible under a Design Build contract which this is not.

Q14: Please clarify the unit rate schedule on page 32 as to Audited Overhead Rates?

A14: Please delete the following paragraph:

~~Audited overhead rates shall be documented on Overhead Information Forms (see Exhibit G attached). The consultant shall furnish one form to document the current, or proposed, rate and a second form documenting the previous year audited overhead rate. During negotiation, proposed overhead rates will be evaluated for rationality and general business practice in the local region. Cost Summary and audit information forms must be completed and submitted for sub-agreements.~~



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Q15: Page 11 – Basic Firm Qualification: Regarding requisite staff, categories c. Architects; and i. Hazardous Materials Testing and Abatement Services don't seem to align with the scope of work described within the proposal. Are these disciplines required?

A15: Although answer A3 addresses this question, it is important to make a distinction between "staff" and "subconsultants." No firm is likely to have all necessary designers on staff, but in many cases design teams will need to be interdisciplinary. In order to address emergency situations, such as those due to flooding, the Prime may encounter emergencies that may or may not involve buildings or other structures.

Q16: Page 32 – Is Exhibit C, "Overhead Information form" required for all team members or just the prime consultant?

A16: As per above in #3 and #4, Overhead information forms will only be required of the Prime.

All other pertinent information for RFP # 19/41/P will remain the same.

RECEIPT ACKNOWLEDGE BY PROPONENT