

**Town of Silver City
Addendum #1**

**RFP 17/18-4P
General Engineering Support**

Submission of Proposal Date and Time:

May 2, 2018 @ 11:00 am

/S/

Approval:
Alex C. Brown, Town Manager/Finance Director

/S/

Erika Martinez, Purchasing Agent

The Procurement Code, §13-1-28 through 13-1-199 NMSA, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and criminal kickbacks.

**SECTION II
CONDITIONS GOVERNING THE PROCUREMENT**

A. SEQUENCE OF EVENTS

2.	Distribution List Response due	Potential Offeror	N/A
4.	Written Question Response to RFP Amendments	Purchasing Agent	04/20/2018
5.	Submission of Proposal	Offeror	05/02/2018
6.	Proposal Evaluation, Selection of Finalist, Best/Final Offers/Presentations and Negotiations	PEC	05/03/2018 - 05/10/2018
9.	Award(s) Submission Recommendation To Procurement Manager	PEC	05/10/2018
10.	Contract Award	Procurement Manager Town Council	05/22/2018
11.	Protest Deadline	Proposers	06/06/2018

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section II, Paragraph A.

2. Distribution List Response Due

Not applicable for this RFP

4. Response to Written Questions/Proposal Aments

Written responses to written questions and any Proposal amendments will be distributed on **April 20, 2018** to all potential offerors whose organization name appears on the procurement distribution list. An Acknowledgment of Receipt Form will accompany the distribution package. This form should be signed by the offeror's representative, dated and hand-delivered or returned by facsimile or by registered or certified mail by the date indicated thereon. Failure to return this form shall constitute a presumption of receipt and withdrawal from the procurement process. Therefore, the offeror's organization name shall be deleted from the procurement distribution list.

5. Submission of Proposals

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 11:00 AM MOUNTAIN STANDARD TIME ON **May 2, 2018**. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal. Proposals must be addressed and delivered to the Procurement Manager at the address listed. Proposals must be labeled on the outside of the package to clearly indicate that they are in response to **RFP 17/18-4P General Engineering Support**. Proposals submitted by facsimile will not be accepted.

A public log will be kept of the names of all offeror organizations that submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing offerors during the evaluation and negotiation process.

6. Proposal Evaluation

The evaluation of proposals, selection of finalist, final offers, presentations and negotiation will be performed by the PEC. This process will take place from **May 3, 2018 through May 10, 2018**. During this time, the Procurement Manager or the PEC chairman may at their option initiate discussions with offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the offerors.

9. Submission of Recommendation of Award(s) to Procurement Manager

The Advisory Board will submit all recommendations for the award to the Procurement Manager by close of business on **May 10, 2018**.

10. Contract Award

The PEC will prepare a recommendation for award. The Governing Body of the Town of Silver City will consider the recommendation at a public meeting scheduled to be held at 6:00pm on **May 22, 2018** at the Grant County Administration Center, 1400 Highway 180 E., Silver City, NM 88061. This date is subject to change at the discretion of the Finance Director of the Town of Silver City.

The contract award shall be made to the offeror or offerors whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal(s) may or may not have received the most points.

11. Protest Deadline

Any protest by an offeror must be in conformance with protest procedures set out in the Town Procurement Procedures. The fifteen (15) day protest period shall begin on the day following the contract award and will end as of close of business

on **June 6, 2018**. Protests must be written and must include the name and address of the protestor and the request for proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits, and it must specify the ruling requested from the Town Purchasing Agent. The protest must be addressed and delivered as follows:

Erika Martinez
Town of Silver City
P.O. Box 1188
Silver City, NM 88062

Protests received after the deadline will not be accepted.

QUESTIONS AND ANSWERS

Note: The projects listed within the RFP are only general descriptions of potential projects. The questions asked will be part of the work for the firm(s) chosen to be on call for engineering services. The questions will be addressed in detail at the time the Town determines the need for the designing of specific projects.

Project 1 – Roadway Construction

QUESTION #1: A) Will the traffic analysis be for a single intersection or for an entire corridor? It appears that you are only wanting a single intersection but then you ask for traffic progression analysis and interconnect which would only be needed for multiple intersection analysis.
B) If you want a corridor analysis, how many signals are the corridor and what is the spacing?

ANSWER Please refer to note at the beginning of the questions and answers section.

QUESTION #2: A) What is the length of the roadway alignment/corridor?
B) Is it in an urban setting or a rural setting? Will it be local funding for construction or with it be NMDOT/FHWA funding?
C) Has the Town functionally classified their roadway system?

ANSWER Please refer to note at the beginning of the questions and answers section.

QUESTION #3: A) Will the right-of-way maps and legal descriptions be for a local roadway or a state highway?
B) How many parcels do you want us to assume for the estimate? It is difficult to provide a per parcel because it differs depending on if it is a single parcel or multiple parcels.
C) Will the right-of-way maps require NMDOT review and approval?

ANSWER Please refer to note at the beginning of the questions and answers section.

- QUESTION #4:** A) What should we assume for construction duration?
B) Do you want full time inspection or part time inspection?
C) Will it include materials testing or only inspection/observation?
D) Will it require NMDOT certifications?

ANSWER Please refer to note at the beginning of the questions and answers section.

QUESTION #5: How large of a bridge structure? single span or multi-span? Over a waterway or over a roadway? Only the bridge or do we include geometric design and traffic control? **Q5.1** Do we include geotechnical investigation and foundation recommendations or only bridge design? **Q5.2** Are the Grant County Bridge standards available to review so we can compare to NMDOT standards?

ANSWER Please refer to note at the beginning of the questions and answers section.

QUESTION #6: A) Is this maintenance of traffic for a project on a major arterial or a local roadway? B) What is the length of the project and how many access points and cross streets are within the project limits?

ANSWER Please refer to note at the beginning of the questions and answers section.

QUESTION #7: A) How big is the drainage basin that we are designing the storm drain system for?
B) Does the design estimate need to include design of the outfall and ponding? If so, what size outfall structure and how large of a ponding area?

ANSWER Please refer to note at the beginning of the questions and answers section.

QUESTION #8: A) Can you provide the length and width of the corridor you would like surveyed?
B) How many intersections will be included in the survey?
C) How many underground utilities should we assume will be within the corridor and will potholing of existing utilities be required?

ANSWER Please refer to note at the beginning of the questions and answers section.

QUESTION #9: Do you want a field survey of the completed project to verify as-builts or do you want us to assume construction inspection notes and red lines from the contractor are adequate or is your expectation to certify the project by a licensed Professional Engineers stamp?

ANSWER Please refer to note at the beginning of the questions and answers section.

For Project 2 – Well Field Improvement

QUESTION #10: Can you provide more detail regarding the level of expansion expected? Is it new transmission lines and service lines for a new subdivision? Or new well(s) and storage tank(s)?

ANSWER This is only a general description of a potential project which can range from design of a new well, raw water and finished storage tank, transmission lines, distribution lines and services.

QUESTION #11: **A)** Will the plan preparation to represent the location of all existing utilities be developed from as-built drawings provided by the Town or will it require subsurface utility exploration and locating?

B) What level of accuracy with the Town require for the existing utility plan – design grade or GIS grade?

C) Can you define your expectations for the relocation of existing utilities?

ANSWER **A)** this is only a general description of a potential project. The identification of existing utilities will likely need to be developed from any as-builts available, physical locates of existing utilities, and excavation of existing utilities.

B) The level of accuracy will be determined at the time a specific project is identified.

C) Relocation of utilities is primarily a result of conflict with other projects such as roadway reconstruction, conflict with new utilities being installed, etc. Relocation of existing utilities is dependent on specific projects within Silver City and the surrounding area.

For Project 3 – New Construction

QUESTION #12: **A)** What size development should we assume for plan review? Will the new development be connecting to existing infrastructure or creating new infrastructure?

B) Does the Town have their own Subdivision Standards for design and construction?

C) Has the Town completed an ADA Transition plan and available to use?

ANSWER Please refer to note at the beginning of the questions and answers section.

QUESTION #13: **A)** What should we estimate for geotechnical investigations?

B) What type of facility should we estimate for structural design? Square foot of building? single story or multi-story? LEED certification or conventional?

C) What size and type of site constraints should we assume for the landscaping design?

ANSWER Please refer to note at the beginning of the questions and answers section.

Section E Criteria for Evaluation– Ability of Professional Personnel

QUESTION #14: Is the Page limit 2 pages total including the org chart and resumes? Or 2 pages and the org chart and resumes are excluded from the page limit?

ANSWER Section E. The two page limit does not include the organizational charts or resumes.

QUESTION #15: Can we only provide a cost rate sheet broken down by staff category with the assumption that since this is an on-call each task order will be estimated and negotiated once the scope is clearly defined?

ANSWER Section 4.b should include the following

Personnel Position..... Rate per hour.....

Include any extra fees such as overtime, mileage, lodging, postage, etc.