

ADDENDUM #1
(Informational: Q&A)

Issued: 05/20/2021
Date

Project: City of Portales South Avenue K Improvement Project
RFP/Project No. 2021-05-09
Control No. CN L200494 and CN L200515
Owner: City of Portales, 100 West First Street, Portales, NM 88130
Opening Date: June 1, 2021, 2:00 p.m. (MST)

This addendum is for the purpose of disseminating information regarding the above mentioned Request for Proposals (RFP). Included in this addendum are the following minutes of the non-mandatory pre-proposal meeting and Questions and Answers:

NON-MANDATORY PRE-PROPOSAL MEETING MINUTES

Minutes of Pre-Proposal Meeting held Tuesday, 05/18/2021 at 11:00 a.m. (MST) in the Public Works Office of the City of Portales, located at 100 West 1st Street, Portales, NM 88130.

Attendees:
Staff

Attendees:
Others

John DeSha, Public Works Director
Susan Baysinger, Public Works Projects Administrator
Sharleen McFadden, Chief Procurement Officer
Carla Weems, Deputy Clerk/Back-Up CPO

Chad Lydick, Lydick Engineers & Surveyors
Ray Fresquez, Stantec

Item 1 of the Agenda, Introductions:

Public Works Project Administrator, Susan Baysinger, opened the meeting at 11:00 a.m. by allowing everyone to introduce themselves.

Item 2 of the Agenda, Purpose of the Pre-Proposal Meeting:

Ms. Baysinger stated the purpose was to address any questions that may have arisen from the RFP release, as stated in Item 2 of the Agenda. All attendees had received a copy of the RFP, signed the sign-in sheet, and received a copy of the Agenda. No additional materials were provided.

Item 3 of the Agenda, Project Description and Project Location:

Ms. Baysinger read the project description from page 5 of the RFP. Ms. Baysinger also stated that no additional materials are available at this time.

Item 4 of the Agenda, Services Required/Scope of Work (SOW) Required:

Ms. Baysinger noted from Page 5 of the RFP that the SOW will consist of engineering, surveying, planning studies, and additional services.

Item 5 of the Agenda, Funding on Project:

Ms. Baysinger stated that the project funding will be funded by Local Government Road Fund (LGRF) Program Funds Control Number (CN) L200494, Local Match, and Municipal Arterial Program (MAP) Funds Control Number (CN) L200515. Ms. Baysinger stated that Local Government Road Fund Project Handbook must be followed for this project and that additional certifications are required for MAP projects.

Item 6 of the Agenda, Contract Documents:

Ms. Baysinger stated the contract template can be found on the link below:

Contract Template to be used for this project can be found at the following link under Technical Information Engineering Contract Template and Included Attachments:

<https://www.env.nm.gov/construction-programs/cpb-forms-and-documents/>

No one asked for a printed copy of the template at the conference. Ms. Baysinger stated, if you would like an electronic or printed copy, please contact Sharleen McFadden.

Item 7 of the Agenda, Addenda:

Ms. Baysinger read section 2.3 Addenda on page 7 of RFP 2021-05-09.

- a. Deadline to Submit written questions – Thursday, May 27, 2021 by 2:00 p.m. (MST).
- b. Deadline to Respond to questions – Thursday, May 27, 2021 by close of business (5:00 p.m. MST).
- c. Only formal questions submitted in writing by the deadline and answered by formal written Addenda will be binding.

Item 8 of the Agenda, Proposal Submittal Procedures:

Ms. Baysinger read the following sections, located on pages 8-9 of the RFP: Section 3.5 Submittal of Proposals, section 3.6 Correction or Withdrawal of Proposal, Section 3.7 Notice of Contract Requirement Binding on Offeror, and Section 3.8 Rejection or Cancellation of Proposals. She emphasized that proposals need to be in a sealed envelope with the words “Sealed Proposal” written on the outside of the envelope along with all pertinent information such as the RFP number and project title.

Item 9 of the Agenda, Proposal Opening:

Opening is scheduled for Tuesday, June 1st, 2021 at 2:00 p.m. (MST). **Proposals will be received at City Hall, 100 W. 1st Street, Portales, NM 88130, or can be uploaded online through Vendor Registry, until Tuesday, June 1, 2021 at 2:00 p.m. (MST).**

Item 10 of the Agenda, Questions:

See Questions and Responses Below.

Item 11 of the Agenda, Site Visit:

The attendees were asked if they would like to visit the site. Attendees responded by stating that they did not need to visit the site. A site visit was not provided.

VERBAL QUESTIONS/RESPONSES FROM THE PRE-PROPOSAL CONFERENCE AND SITE VISIT

1. Will there be expansion outside the current roadway, from back of curb to back of curb?

Answer: Mr. DeSha responded by saying Yes. The right-of-way goes considerably further back, than the back of the curb.

2. Does this project include all ADA?

Answer: Yes.

3. Are you anticipating signalization at this time?

Answer: Mr. DeSha stated not at this time, only signage. Mr. DeSha stated that the University is responsible for decorative lighting and planting, some of which may be in the way. Additionally, there may be individuals parking in the area whereby sidewalks have to be built. Thus, coordination with the University is required. He further stated that Southeast off the road, there is a storm drain (that comes out at the retention area and goes all the way over to San Juan Village) that will need to be looked at as part of this project.

4. Will testing be part of the project, or separate?

Answer: Testing will be part of the project.

5. As it relates to the right of-way property boundary & surveys, are you looking to establish the boundaries for South Avenue K?

Answer: Mr. DeSha stated that there is one (1) encroachment, whereby structures are closer to the highway. He further stated that the City wants to make sure that there are no problems, especially on the East side, which is of greatest concern.

6. Will some type of work permit be required?

Answer: Mr. DeSha emphasized the importance of coordination with the University. Mr. Desha explained that the storm drain is a square channel under the roadway, and it comes out at the retention pond, or right at it. He further stated that there was a leak on the line and that the surface contains graded like holes on ground.

Offeror must acknowledge this addendum in their proposal. Failure to do so may subject the proposal to being disqualified.

All other portions of the Request for Proposals remain unchanged.


Sharleen McFadden, Chief Procurement Officer

05/20/2021

Date

Pre-Proposal Meeting Agenda

Project: South Avenue K Improvement Project

RFP #: 2021-05-09

Date/Time: Tuesday, 05/18/2021 at 11:00 AM (MST)

Location: City Hall, 100 West 1st Street, Portales, NM 88130

1. Introductions

2. Purpose of the Pre-Proposal Meeting

- a. The purpose of the pre-proposal meeting is to answer questions that may arise from the distributed Request for Proposals (RFP) 2021-05-09. Additionally, it is held to ensure that all prospective offerors receive a copy of the RFP. The RFP is available in print, electronic, or fax format and any attendees who need a copy should request one (1) from the Chief Procurement Officer, Sharleen McFadden. All attendees are asked to sign in on the sign-in sheet, pick up a copy of the agenda, and any additional materials to be provided.

3. Project Description and Project Location (Page 5 of RFP 2021-05-09)

4. Services Required/ Scope of Work Required (Page 5 of RFP 2021-05-09)

5. Funding on Project

- a. Funded by Local Government Road Fund (LGRF) Program Funds Control Number (CN) L200494, Local Match, and Municipal Arterial Program (MAP) Funds Control number (CN) L200515

6. Contract Documents

- a. Contract Template to be used for this project can be found at the following link under Technical Information Engineering Contract Template and Included Attachments: <https://www.env.nm.gov/construction-programs/cpb-forms-and-documents/>
If you would like an electronic or printed copy please contact Sharleen McFadden.

7. Addenda (Page 7 of RFP 2021-05-09)

- a. Deadline to Submit written questions – Thursday, May 27, 2021 by 2:00 p.m. MST.
- b. Deadline to Respond to questions – Thursday, May 27, 2021 by close of business (5:00 p.m. MST).

8. Proposal Submittal Procedures (Page 8 of RFP 2021-05-09)

9. Proposal Opening is scheduled at 100 West 1st Street, Portales, NM 88130, City Hall, Public Works Office on Tuesday, June 1, 2021 at 2:00 PM (MST)

10. Questions

11. Site Visit

PRE-PROPOSAL MEETING LOG OF ATTENDEES
South Avenue K Improvement Project

RFP #: 2021-05-09

Date: Tuesday, May 18, 2021 at 11:00AM (MST)

Location: City Hall, 100 West 1st Street, Portales, NM 88130

Name (Please Print)	Organization	E-Mail	Phone Number
Ray FRESQUEZ	Stantec	RAY.FRESQUEZ@ STANTEC.COM	575-623-8402
Carla Weems	City	cweems@portalesnm.gov	575 607-7215
Chad Lydick	Lydick Engineers	chad@lydickengineers.com	762-3771
John DeShazo	City	JohnDeShazo@portalesnm.gov	356-6662
Susan Baysinger	City	sbaysinger@portalesnm.gov	356-6662
Sherleen McFadden	City	smcfadden@portalesnm.gov	356-6662