



**RFP 2019-005-MR  
PERALTA ELEMENTARY SCHOOL  
EDUCATIONAL SPECIFICATION SERVICES  
QUESTIONS & ANSWERS NO. 1 &  
AMENDMENT NO. 1**

**Date:** February 22, 2019

**RFP No.:** 2019-005-MR

**Proposal Due Date:** March 05, 2019

**Time:** 2:00 PM MST

**Where:**

Los Lunas Schools  
Administration Offices  
119 Luna Avenue  
P.O. Drawer 1300  
Los Lunas, NM 87031

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**EDUCATIONAL SPECIFICATION SERVICES  
FOR  
PERALTA ELEMENTARY SCHOOL  
RFP NO. 2019-005-MR  
RFP AMENDMENT NO. 1 &  
QUESTIONS & ANSWERS NO. 1  
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1. Page 17 of 39 says “The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.” Page 18 of 39, of the Technical Proposal identifies d. Corporate Information/Experience identifies four (4) items: Organizational/Corporate Experience; Organizational References; Key Personnel/Resumes; Financial Stability to be part of d. Corporate Information/Experience. Then it identifies item g. Project Performance History. There is no other reference to Project Performance History in the RFP to identify what should be included in this item; however, Page 20 identifies 2. Organizational References and Page 23 and 24 of 39 identifies Organizational / Project Performance References and gives a description of what should be included to respond to these items. Should ‘Organizational References’ be moved from d. Corporate Information/Experience to g. Project Performance History?

**ANSWER:** The Proposal submission Format outlined in Article III Response Format and Organization, Section C Proposal Format, commencing on Page #16 to #20 inclusive. However, more specific to the layout and the order in which the proposal documentation are required to be presented, is listed on pages 17 thru 18.

2. Page 18 of 39, Letter of Transmittal item e. references Section 2.8 of this Request for Proposal. I see Section 2 starting on page 4 of 39, but I am not certain what or where 2.8 is. Can you please clarify? It is a bit confusing that the Sections are Roman Numerals (I, II, III, IV), but in the document they are referred to as regular numbers; Section II in RFP, but referred to as Section 2.

**ANSWER:** This is a result in the change of the numbering methodology and sequence, the actual wording should be: *“Explicitly indicate acceptance of the Conditions Governing the Procurement as stated in Article II, Section C General Requirements, Paragraph 1 of this Request for Proposals.”*

3. Page 21 of 39, 2. Organizational Reference d. Technical Environment, is all of the items listed relevant to the FMP process?

**ANSWER:** Yes. Reference Article I, Section C. Scope of Procurement/Work narrative, Article II, Section C, Paragraphs 28 & 29, and the Associated “Sample Agreement” Article I, Section E.

4. Page 21 of 39, B. Business Specifications, 2. Performance/Payment Surety Bond RESERVED. Is this document required for FMP’s? It is not identified anywhere else in the RFP.

**ANSWER:** The Term “RESERVED” is a place holder for situations wherein the requirement(s) would be applicable and fully defined – It is not applicable in this instance case.

5. Page 21 of 39, B. Business Specifications, 5. Cost. Is Cost part of Business Specifications or is it a separate item?

**ANSWER:** As stated in the subject provision: “Provide a breakdown of costs (as specified in this RFP)...” See the specific Cost Proposal provisions and the accompanying paragraphs within the subject paragraph #5 Cost.

6. Page 24 of 39, should item 6. be Business Specifications with items 6., 7., 8., and 9. being sub-items under 6. Business Specifications? That would make 10. Cost become 7. Cost. This would reflect the information in Table 1: Evaluation Point Summary.

**ANSWER:** The listing is purely informational/descriptive and has no actual effect in the evaluation scoring.

7. Page 16 of 39, B.1.3. states that ‘The Cost and Technical Proposals shall be individually placed in separate labeled binders and separate sealed envelopes.’ Does the Cost Proposal have to be in a ‘binder’ or can it be placed in a sealed envelope inside the Technical Proposal binder? Page 17 and 18 of 39 under Cost Proposal alludes to this also.

**ANSWER:** See Article III, Section C, Paragraph 1, **Cost Proposal** (Binder/Volume 2) for cost proposal submission clarification.

8. Page 19 and 20 of 39 identifies components of the cost proposal and states “Offerors shall use the Cost Proposal Form for this FMP RFP identified as Exhibit B FMP-WBS Version F-11-72017 (SM0.” The page also goes on to describe all the components to be identified and included in the cost proposal such as Labor cost, material cost, proposed equipment cost, startup/mobilization cost, all managerial, supervisory and project management position titles. I do not believe these items are on Exhibit B that is required to be submitted. If Exhibit B is submitted in our cost proposal is additional cost information required to be submitted that includes all of the previous stated items? We always provide a line item cost for the items identified in the Ed Spec Check List, but do not break it down by the components identified on page 19 of 39. Please clarify what cost information is needed in addition to Exhibit B, if any.

**ANSWER:** This items appears to be a series of statements and not a question. However, the District advises as follows: Article III Response Format and Organization, Section C Proposal Format, Subsection 1 Proposal Content and Organization - **Cost Proposal** (Binder/Volume 2) clearly delineates the cost proposal requirements, and provides a representation of how the proposal shall be submitted. In relation to **Exhibit B ED-Spec WBS Version 01102019**, as stated in the RFP “**Offerors shall also use...**” Exhibit B, it is required to be used in conjunction with your prepared Cost Proposal, not in place of the Cost Proposal.

9. Can you please clarify the content on pages 17 and 18 of 39, the content on pages 20 and 21 of 39 and the Evaluation point summary on page 23 of 39? Pages 17 and 18 say the proposal as to be organized as follows:

- a. Letter of Transmittal
- b. Table of Contents
- c. Proposal Summary
- d. Corporate Information
  - i. Organizational/Corporate Experience
  - ii. Organizational References
  - iii. Key Personnel/Resumes
  - iv. Financial Stability
- e. Technical Approach
- f. Management Approach
- g. Project Performance History
- h. Other Value Added Services
- i. Attachments
  - i. Certificate of Insurance
  - ii. Attach State of NM W-9
  - iii. Completed Attachment B, Campaign Disclosure Form
  - iv. Attachment C, Acknowledge of Receipt of Amendments

Pages 20 and 21 expand the items required under Organizational Experience and Organizational References and Includes Oral Presentation, but then it has B. Business Specifications. On page 23 of 39 it appears that we receive points for the Technical Specifications which are Organizational Experience including corporate information/experience, key personnel, technical approach, management approach (items d.i., d.iii, e. and f. 40 points); then Organizational/project performance references (item d.ii. 10 points); Oral presentation (5 points); Mandatory Specification (5 points); Desirable Specification (5 points); Business Specifications (5 points); cost (30 points). If the proposal is to be organized as stated on pages 17 and 18 then it is not in the same order as the points are awarded which could lead to confusion when scoring and there is no sections in the proposal to describe the Mandatory Specification, Desirable Specification and Business Specifications, which it appears that we will be awarded 5 points for inclusion of information in the Business Specifications that is identified as pass/fail. Are we to

include our narrative for Mandatory Specification and Desirable Specification in the Other Value Added Services? What is to be included in the narrative for Mandatory Specification and Desirable Specification?

**ANSWER:** The Proposal submission Format outlined in Article III Response Format and Organization, Section C Proposal Format, commencing on Page #16 to #20 inclusive, is paramount and supersede any other interpretive or implied order. The order in which the submission is arranged does not have any effect on the designated score value contained in evaluation point summary.

10. Page 21 of 39 under B. Business Specifications 1. Financial Stability it includes two identified links for the Financial Stability forms. The first link works but the second link for Declaration Confirmation of Fiscal Viability Form does not appear to work. Can you please provide a link to access this form?

**ANSWER:** The links has been tested and found to be fully functional by other participant. In the alternative, you may copy and paste the link into your browser [http://www.nmpsfa.org/files/2\\_DECLARATION\\_CONFIRMATION\\_OF\\_FISCAL\\_VIABILITY\\_Form.pdf](http://www.nmpsfa.org/files/2_DECLARATION_CONFIRMATION_OF_FISCAL_VIABILITY_Form.pdf) or go to <http://www.nmpsfa.org/?q=node/229> and scroll down the page to heading, Construction and Services Providers Financial Viability: the two documents are listed and can be clicked on to access.

**END OF AMENDMENT NO. 1 –**