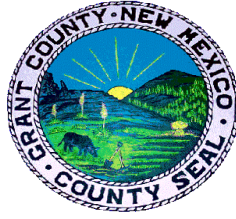


GRANT COUNTY, NM



Addendum No. 2

RFP No. 21-03

Trails and Outdoor Recreation Planning Services

Date: November 23, 2020

Title: Submittal Requirements Update & Response to Written Questions

Proposal Submission Update

Due to the COVID-19 Pandemic and the current (and possible future) Public Health Orders issued by the State of New Mexico, the County has updated the submittal requirements, as identified below.

- Current Submittal Requirements (Section 3.2A)
One (1) unbound original, plus five (5) copies (six total) and one (1) PDF copy on a USB drive containing no other material than the entire Response must be submitted. The original must be marked "ORIGINAL." Each copy, including the electronic copy, must be identical to the original.
- Updated Submittal Requirements (Section 3.2A)
Electronic Delivery Only: Each Offeror must submit one (1) electronic copy via email to Randy J. Hernandez, Chief Procurement Officer at rhernandez@grantcountynm.gov. The email subject line must be entitled: **RFP 21-03 Submittal, [Offeror's Name]**

Response to Written Questions

The following is a list of written questions received during the allowed timeframe from potential Offeror's and the County's response for each. The questions/responses are in the order they were received.

Question No. 1: The Introduction & Solicitation Description in the RFP indicates that the project will entail an extensive planning and public involvement process to develop and implement a recreational trails plan. However, the Scope of Services on page 11 reads more like an on-call services solicitation. Could you clarify the anticipated output(s) of this effort?

Response No. 1: Please provide information about your specific experience with broad public engagement throughout the planning process; facilitating challenging topics successfully; integrating land and people, rural and urban, history and culture; using multi-modal trail systems to connect communities with existing and planned projects and amenities.

Question No. 2: Specifically, on page 11, the Scope of Services lists Planning Services for projects related to the development of a regional sustainable trail and outdoor recreation plan and includes a comprehensive plan and a strategic plan. Can you explain if these two plans are meant to be developed in this process or if they exist and the consultant is meant to incorporate their recommendations into the Regional Trail and Outdoor Recreation Plan?

Response No. 2: These services are expected outcomes of the plan. The Comprehensive Plan will be just that, comprehensive of the entire County. The Strategic Plan will be more site specific and identify areas where immediate attention should occur. This plan may not specify exact construction but should identify areas of public desire for outdoor recreation activities to either increase or to be focused on. Currently these plans do not exist.

Question No. 3: The Scope of Services includes Construction Observation Services, which are typically only included as part of a design contract. Could you please clarify whether there would be any expectation of a design component to this contract, and if not, in what capacity the construction-phase services would be anticipated to be conducted?

Response No. 3: As stated in Response No. 2, specific construction may not be identified in the more site specific plan but if it is, the awarded contractor needs to be knowledgeable enough to help the County find an avenue for construction and observation.

Question No. 4: The Scope of Services includes the term “engineering contract.” Since the solicitation is for planning services, could you confirm that an engineer would not need to be the lead consultant?

Response No. 4: This was a typographical error. Section 2.2 should have read “...the term of the *planning services* contract...” An engineer is not needed to be the lead consultant.

Question No. 5: Are you able to provide any information on anticipated duration and/or budget for the resulting contract?

Response No. 5: The County anticipates this to be a multi-year project. Budget information will be released after an award has been made, during the contract negotiation process.

Question No. 6: Does the County have any particular requirements or expectations (i.e., number of meetings or types of input) for engagement with communities, land managers, trails organizations, planning partners, and the recreating public?

Response No. 6: The County does not have a specific number/requirement regarding the meetings; this may be negotiated after an award has been made. However, the Grant County Board of Commissioners has high expectations for public involvement.

Question No. 7: Does the County need the consultant to present to governing bodies for input and adoption?

Response No. 7: [Yes.](#)

Question No. 8: Can we transition to email (electronic delivery only) of our proposals, given the current travel restrictions and stay-at-home recommendations in response to COVID-19? Are hard copies necessary?

Response No. 8: [Yes, see the first part of this addendum for the updated submittal requirements.](#)

Question No. 9: Can you describe the makeup of the Selection Committee?

Response No. 9: [The Evaluation Committee will be comprised of County staff, other government agency stakeholders, and subject matter experts.](#)

Question No. 10: Given that we are all working from home and attempting to limit contact between people, would it be acceptable to submit the RFP Response Form without notarization?

Response No. 10: [Due to the COVID-19 Pandemic and the current \(and possible future\) Public Health Orders, and in attempt to limit contact between individuals, the County will waive the notarization requirement on Appendix B entitled "RFP Response Form."](#)

Question No. 11: With safety precaution (i.e. social distancing) in place during the COVID-19 pandemic, are the offerors allowed to submit a digital response only? (Either through email, upload link, etc.?) If not, may we FedEx the package to the address listed and will there be someone at the office to pick it up?

Response No. 11: [Yes, see the first part of this addendum for the updated submittal requirements.](#)

Question No. 12: If you want printed copies, do you require the printed original to have original ink signatures? Or will digital signatures suffice?

Response No. 12: [Printed copies and original signatures are no longer needed.](#)

Notice to Offerors: All other items in the RFP Solicitation Document remain the same. Acknowledgment of this addendum on Appendix B of the solicitation documents is required.

By: /s/ Randy J. Hernandez,
Chief Procurement Officer

Date: 11/23/2020