

ADDENDUM NO. 1

RFP 19-02

PROFESSIONAL SERVICES IN SURVEYING

Addendum No 1 answers the following question:

1. Page 21 of the RFP, IV, Specifications, Section 2, Offeror's Company Past Performance/References refers to a "Past Performance Questionnaire".

a) This Questionnaire is not included in the RFP documents. Will the County be providing this document?

County Answer: In the event the County contacts a reference, a questionnaire will be sent to any and/or all reference listed in the proposal. All questions in the questionnaire will be in reference to past and/or current projects and will be the same questions for all offeror's. The County has not drafted the questionnaire and will not provide a copy with the RFP.

The RFP states, "At least ONE of the references for the proposed professional services must be from a site of comparable or larger size where surveying professional services have been provided." What is the "site" referred to?

County Answer: Since the Request for Proposal is to provide "as needed" surveying services and not for one particular project, there will be no site to compare to. As long as least three references are provided you will have meet the minimum requirements for this RFP.

2. Page 22 of the RFP, IV, Specifications, Section 4, Offeror's Key Proposed Personnel Past Performance References asks for 3 external client references. Are the references requested different from those requested in Section 2? Or, are the same references applicable to both Section 2 and Section 4?

County Answer: These are additional references. The references in Section 2 (Page 21) are concerning the company. References in Section 4 (Page 22) are concerning the individual(s) listed as key personnel in Section 3 (Page 22)

3. Page 22 of the RFP, IV, Specifications, Section 5, Project Plan requires the submission of a Project Plan. However, no specific projects are listed in the RFP. How is the Offeror expected to respond to this request? Without a specific project defined, how can the Offeror 'include a milestone chart including tasks to be performed, the time frame and proposed staff member designated for completion of each task' and 'differentiate the on-site versus off-site services as well as Agency resources versus Offeror resources'?

County Answer: In reference to the project plan, the County could/would/will request this on a project by project basis.

4. Page 18, III, Response Format and Organization, Section C, Proposal Format and Organization requires Samples of Work Product to be provided in Binder 1. Page 23, IV, Specifications, Section 6, Samples of Work Products/Tools and Techniques requires Samples of Work Product to be provided in Binder 2. Which Binder is correct?

County Answer: Binder 1 is correct.

5. Page 23, IV, Specifications, Section 8, Cost requires hourly rates per service category. No service categories are provided. What are the service categories?

County Answer: Categories were not provide as the County is looking at what each offeror can provide. Examples include hourly rates for drones, topographically, ATV's, staff, etc. All services provided should be listed on an hourly rate basis.

Clarification:

Section IV. Specifications, Section B, Item 3. Offeror's Proposed Key Personnel Experience and Qualifications

County Answer: In the case of providing Surveying Services to the County, we understand that there many individuals involved in the process of providing the requested services. Key personal should include those that are registered by the State of New Mexico as a Professional Surveyor (PS) and any individual(s) who plays a key part in the process i.e. do the actual survey.

Also included is an updated check list.

NOTE: Remember to include the signed Addenda No 1 Acknowledgement with your proposal and to also acknowledge any and all Addendas.

Proposals will be received at the Grant County Grant Manager's Office located
at 1400 Highway 180 East, Silver City, NM 88061 until:

Deadline to Submit: August 28, 2018, 3:00 PM MST.

See proposal documents for details on RFP 19-02

Addenda No 1 Acknowledgement RFP 19-02 Professional Services
(Include with RFP Binder No 2)
(Will not count toward page count)

I acknowledge having received a copy of the addendum and have included it in my consideration.

Signature of Contractor Representative

Date

Addendum includes information for:

**AMMENDED APPENDIX D
MANDATORY REQUIREMENTS CHECKLIST**

Note: This appendix is completed from the specifications section of the RFP.

Yes / No	<p><u>Letter of Transmittal</u></p> <p>Each proposal shall be accompanied by a letter of transmittal (Please Refer to Appendix E). CAUTION: The proposal shall be binding without restriction. Offerors shall not include language in the Letter Of Transmittal such as “subject to successful negotiation” or words to that effect. The letter of transmittal SHALL follow the format provided and it shall be signed by the appropriate representatives. Failure to follow these instructions shall result in the rejection of the proposal.</p>
Yes / No	<p><u>Number of Copies</u></p> <p>Offerors shall provide the following to the location listed below on or before the closing date and time for receipt of proposals:</p> <ol style="list-style-type: none"> 1. Binder 1 - One (1) original and four (4) identical copies of their proposal; 2. Binder 2 - One (1) original and two (2) copies of the response to additional business specifications; <p style="text-align: center;">The original binders <u>shall</u> be marked “ORIGINAL”.</p>

Yes / No	<p><u>PROPOSAL FORMAT AND ORGANIZATION</u></p> <p>All proposals shall be typewritten on standard 8 1/2 x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section.</p> <p>The proposal shall be organized and indexed in the following format and shall contain, as a minimum, all listed items in the sequence indicated.</p> <ul style="list-style-type: none"> a. Letter of Transmittal (Binder 1). See Section II, Paragraph C.26 for requirements. b. Table of Contents (Binder 1). c. Proposal Summary (optional) (Binder 1). d. Response to Mandatory Specifications (Binder 1). <ul style="list-style-type: none"> 1). Offeror's Company Experience 2). Offeror's Past Performance/References 3). Offeror's Proposed Personnel Experience and Qualifications 4). Offeror's Key Proposed Personnel References 5). Samples of Work Products 6). Other Value Added Services or Options 7). Proposal Presentation Concurrence e. Response to the following Mandatory Specifications (Binder 2). <ul style="list-style-type: none"> 8). Proposed Hourly Rates by Service Category g. Campaign Contribution Disclosure Form (Binder 2). h. Response to Agency Terms and Conditions (Binder 2). i. Offeror's Additional Terms and Conditions (Binder 2). <p>Within each section of their proposal, Offerors should address the items in the order in which they appear in this RFP. All forms provided in the RFP shall be thoroughly completed and included in the appropriate section of the proposal. All discussion of proposed costs, rates or expenses shall occur only in binder 2 with the cost response form.</p> <p>Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.</p> <p>The proposal summary may be included by Offerors to provide the Evaluation Committee with an overview of the technical and business features of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal.</p>
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	<p style="text-align: center;"><i>SPECIFICATIONS</i> <i>(Mandatory)</i></p> <p>Offerors must provide a written response and/or a reference to an appropriate paragraph(s) in supporting technical documentation for each specification. The proposal response must follow the order in which the specifications are listed. All the specifications are MANDATORY. Offerors should respond in the form of a thorough narrative to each specification. The narratives along with required supporting materials will be evaluated and awarded points accordingly.</p>
Yes / No	1. <u>Offeror's Company Experience</u>
Yes / No	2. <u>Offeror's Company Past Performance/References</u>
Yes / No	3. <u>Offeror's Proposed Personnel Experience and Qualifications</u>
Yes / No	4. <u>Offeror's Proposed Key Personnel Past Performance/References</u>
Yes / No	5. <u>Project Plan</u>
Yes / No	6. <u>Samples of Work Products/Tools and Techniques</u>
Yes / No	7. <u>Proposal Presentation</u>
Yes / No	8. <u>Cost</u>
Yes / No	9. <u>Financial Stability (If required)</u>