



**REQUEST FOR PROPOSALS
FOR
DESIGN PROFESSIONAL SERVICES**

**Project Delivery to be:
DESIGN-BID-BUILD**

RFP NO: 17-18-0008

Enclosed are specifications on the Request for Proposal for **DESIGN PROFESSIONAL SERVICES FOR THE BROWN EARLY CHILDHOOD OLD WING RENOVATION.** If you are interested in submitting a RFP, PLEASE SUBMIT copies of your proposal by **4:00 pm June 21, 2018** to:

*Portales Municipal Schools
Sarah M. Stubbs, Chief Procurement Officer/Finance Director
RFP 17-18-0008
501 South Abilene
Portales, NM 88130
Phone No: (575) 356-7000*

The date and time received will be stamped on the proposals by the District office. Late Proposals will not be accepted. It is the responsibility of the Offeror to ensure that proposals are delivered on time to the correct address.

A MANDATORY PRE-PROPOSAL CONFERENCE WILL BE HELD MAY 30, 2018 AT 1:30 PM AT THE FOLLOWING LOCATION:

LOCATION:

**BROWN EARLY CHILDHOOD CENTER
520 W 5TH ST
PORTALES, NM 88130**

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PORTALES MUNICIPAL SCHOOL DISTRICT

RFP 17-18-0008

I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The Portales Municipal School District is requesting proposals for Design Professional services to perform the scope of work described herein. All potential Offerors are encouraged to read this Request for Proposals carefully, especially mandatory requirements.

The District has funds to administer the projects described in Section IV, Detailed Scope of Work. In general, the work incorporates PSFA assisting the Owner with programming, schematic design, design development, construction documents, bidding or RFP and construction administration of projects outlined in the District's Facilities Master Plan.

(See Section IV for detailed scope of work.)

B. PROJECT CONTACTS

Any questions concerning the selection process for this Request for Proposals should be submitted to the Chief Procurement Officer listed below. Technical questions regarding the scope of work should be submitted to the Director of Maintenance.

For questions regarding the selection process:

Sarah M. Stubbs, CPO/Finance Director
sstubbs@portalesschools.com
Portales Municipal Schools
501 S. Abilene
Portales, New Mexico 88130
575-356-7000

For technical questions regarding the scope of work:

Nat Gomez, Director of Maintenance
ngomez@portalesschools.com
Portales Municipal Schools
1401 E. Spruce
Portales, New Mexico 88130
575-356-7023

C. DEFINITION OF TERMINOLOGY

This paragraph contains definitions that are used throughout this Request for Proposals (RFP), including appropriate abbreviations.

“75% Complete” is when the construction documents (working drawings and specifications) are complete and ready to bid, and have received formal approval and acceptance by the owner.

“Design Professional” means architect/engineer.

“Award of Contract” shall mean a formal written notice by the District that a firm has been selected to enter into a contract for services. Any Award of Contract that has not resulted in a written contract offer to the Offeror, within 6 months of written notice, shall not be considered an award for the purposes of the Project Listing Form.

“Contract” means an agreement between a state agency or school district and a New Mexico licensed design firm for the work covered by this RFP.

“Contractor” means successful Offeror awarded the contract.

“Determination” means the written documentation of a decision of the Selection Committee, including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

“ENERGY STAR®” is a voluntary program of the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Energy that identifies energy-efficient products and buildings. Qualified products and buildings exceed minimum federal standards for energy consumption by a certain amount. Qualifying buildings which achieve an ENERGY STAR rating of 75 or above are eligible to receive the ENERGY STAR label. Web site: <http://www.energystar.gov/>. Compliance with ENERGY STAR is required on certain projects by Section 15-3-36, Energy Efficiency Standards for Public Buildings, NMSA 1978.

“Entity” means the District for the purposes of Section 13-1-120(B)(6), NMSA 1978; Evaluation Criteria; and is the entity requesting proposals.

“MACC” means the maximum allowable construction cost as defined by the Design Professional contract.

“Offeror” is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP.

“Owner” is the District.

“Project Listing Form” means the form included as a part of this RFP which all Offerors shall complete, indicating all outstanding awards and contracts less than 75% complete.

“Proposal” is the Offerors response to this RFP.

“Public School Capital Outlay Council (PSCOC)” is the body with responsibility to approve allocations for public school capital outlay assistance.

“Public School Facilities Authority (PSFA)” is the agency, under the Public School Capital Outlay Council (PSCOC) charged with responsibility for overseeing projects and shall serve as the owner’s representative for work performed under this RFP if a PSCOC allocation is made.

"Request for Proposals" or "RFP" means all documents, attached or incorporated by reference, used for soliciting proposals.

"Resident Business", "Resident Contractor", or "Veteran Business, Veteran Contractor" means an entity that has a valid resident certificate issued by the NM Taxation and Revenue Department pursuant to Section 13-1-21 and 13-1-22 NMSA 1978.

"Responsible Offeror" means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal.

"Responsive Offer" or "Responsive Proposal" means an offer or proposal, which conforms in all material, respects to the requirements set forth in the RFP. Material respects of a RFP include, but are not limited to quality, quantity or delivery requirements.

"Selection Committee" means a body constituted in accordance with Section 13-1-121 NMSA 1978 to perform the evaluation of Offeror proposals.

"User" means the school district staff occupying the facility or facilities, for which a project is being designed.

"User Contact" is the person designated by the District to speak on behalf of the staff concerning the scope of work and programming requirements for the project.

"Veteran Preference" – See **"Resident Business, Resident Contractor or Veteran Business, Veteran Contractor"** definition above.

The terms **"must," "shall," "will," "is required,"** or **"are required"** identify *a necessary* item or factor. Failure to comply *with such* an item or factor *may* result in the rejection of the Offerors proposal.

The terms **"can," "may," "should," "preferably,"** or **"prefers"** identifies a desirable or discretionary item or factor. Failure to comply with such an item or factor *may* result in the rejection of the Offerors proposal. *Rejection of the proposal will be subject to review by the Selection Committee and the final decision on rejection will be made by the Committee Chairman.*

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP outlines and describes the major events of the Selection Process and specifies general requirements.

A. SCHEDULE OF EVENTS

	Date	Task	Time	Additional Info
1	5/20/2018	Issue RFP-Posted on Website		
	5/20/2018	Printed in Paper		
2	5/30/2018	Pre-Proposal Conference (Mandatory)	1:30	Brown Early Childhood Center 520 W 5th St Portales, NM 88130
3	6/5/2018	Deadline to Submit Written Questions	4:00	Email to: sstubbs@portalesschools.com
4	6/7/2018	Response to Written Questions		
5	6/21/2018	Submission of RFP Due	4:00	
6	6/25-28/2018	Proposal Evaluation Period		LC Cozzens Administrative Offices 501 S Abilene Ave Portales, NM 88130
7	7/5/2018	Notice of Short Listed Offerors		CPO will notify
8	7/30-8/2/2018	Interviews of Short-listed Offerors	TBA	LC Cozzens Administrative Offices 501 S Abilene Ave Portales, NM 88130
9	8/13/2018	Board Approval	6:00	LC Cozzens Administrative Offices 501 S Abilene Ave Portales, NM 88130
10	8/13/2018	Contract Negotiations (if needed)		
11	8/14/2018	Determination Letters Mailed		
12	8/29/2018	Protest Deadline	3:00	
	8/30/2018	Issue Purchase Order		

B. EXPLANATION OF SEQUENCE OF EVENTS

1. Issue RFP

This RFP is issued by the District in accordance with the provisions of 13-1-120 and 13-1-121 NMSA 1978.

2. **Pre-Proposal Conference**

This is the date, time and location of the meeting, if held, to review the RFP documents, including the Scope of Work, Response Format, and Schedule of Events. This meeting is mandatory. District may make arrangements for Prospective Offerors to visit the project site/location.

Please note that after the proposal submission due date, the Offerors are not allowed any contact without the District Representative's permission. The District, may, however, contact Offerors for clarification purposes, changes in the Schedule of Events, notices of non-responsiveness or responsiveness of proposals, and notices of shortlist status and/or interviews.

3. **Deadline to Submit Written Questions**

This is the date and time set for submitting written questions regarding the RFP document and procurement process to the Chief Procurement Officer.

4. **Response to Written Questions**

This is the date and time set by the Chief Procurement Officer to issue a response to written questions regarding the RFP procuring document or the procurement process. The Chief Procurement Officer may issue amendments to the RFP document as deemed necessary.

5. **Submission of Proposal**

This is the date and time that has been set for the submission of Proposals. Late Proposals *will not* be accepted. It is the Offeror's responsibility to ensure that Proposals arrive at the appointed date and time. **Proposals may be delivered early to avoid any possible delay of the submission.** The documents shall be in a sealed container with the RFP number and opening date indicated on the bottom left hand side of the container as follows:

*Portales Municipal Schools
Sarah M. Stubbs, Chief Procurement Officer/Finance Director
RFP 17-18-0008
501 South Abilene
Portales, NM 88130*

PROPOSALS RECEIVED AFTER THE DEADLINE SHALL BE CONSIDERED NON-RESPONSIVE. Proposal submittals be shall date and time-stamped by the District office that is designated to receive proposals. A public log will be kept of the names and submittal times of all Offerors who submitted proposals.

The Chief Procurement Officer shall review the proposals for completeness and compliance with the mandatory requirements prior to distribution to the Evaluation Committee. If any proposal submitted is deemed non-responsive, the Offeror will be notified in writing of such determination which will include the right of the Offeror to protest the decision. (See Section II.C.1.). The Chief Procurement Officer shall designate a witness to be present during the opening the proposals. The witness and Chief Procurement Officer shall sign the "List of Offerors" for the procurement file.

6. Proposal Evaluation

This is the start date and time that the Chief Procurement Officer will distribute proposals to the Evaluation Committee and give them instructions on the evaluation criteria and scoring, and the final date set for the Evaluation Committee to convene, discuss and rank the Offerors.

7. Notice of Short-Listed Offerors

The Chief Procurement Officer shall notify all Offerors of the final rank of the proposals in writing and state in the letter whether or not interviews will be held.

Note: The Selection Committee may hold interviews with the highest-ranked Offerors, where there is a natural break in the scoring. The number of interviews, if held, will be at the discretion of the Selection Committee. The Selection Committee reserves the right to award the contract without interviews. If interviews are not held, the decision shall be documented for the procurement file.

8. Interview of Short-List Offerors

If interview(s) are to be held, the date, time, and location of the Interview Meeting will be included with the notice to those Offerors selected for interview. A list of questions shall be distributed to the Short-List Offerors that includes the points to be allocated to each question. Points allocated to the questions shall be evenly distributed.

NOTE: A “Pre-Interview” meeting may be held by the District Representative, if it is determined it is in the best interest of the short-listed Offerors and the Project, to answer questions regarding the interview process, and to distribute the list of prepared questions to be addressed.

9. Recommendation of Award to Board of Education

The Chief Procurement Officer shall prepare recommendation to the Board for award of the Project that shall include the ranking of all Offerors.

10. Contract Negotiations

The Owner reserves the right to enter into negotiations with the highest ranked Offeror per NMSA 13-1-115. If contract negotiations are not finalized within a reasonable period of time, the Owner will conclude negotiations with the selected firm and begin negotiations with the next ranked firm based on final ranking.

11. Determination Letter(s) Mailed, Prepare Contract

Upon the successful completion of contract negotiations and Board of Education approval, the Chief Procurement Officer shall issue the determination letter(s) and prepare the Design Professional Agreement.

12. Protest Deadline

The protest period for **award** of the contract shall begin the day after the date of the Determination Letter(s). This date shall be determined by the Chief Procurement Officer. See Section C, Paragraph 1, below for more detail.

C. GENERAL REQUIREMENTS

The General Requirements section contains specific information about the process and conditions under which this RFP is issued and conditions concerning how the project will be completed.

1. Protests - In accordance with Section 13-1-172 NMSA 1978, any Offeror who is aggrieved in connection with the award of a contract may protest to the Chief Procurement Officer. The protest must be submitted **in writing** within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest to:

*Portales Municipal Schools
Sarah M. Stubbs, Chief Procurement Officer/Finance Director
RFP 17-18-0008
501 South Abilene
Portales, NM 88130*

The 15-day protest period shall begin on the day following the date of written determination letter(s) from the District. Protests must include the name and address of the protestant, the solicitation number, and a statement of grounds for protest, including appropriate supporting exhibits.

2. Incurring Cost - Any cost incurred by the Offeror in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.
3. Subcontractors - All work that may result from this procurement must be performed by the contractor and payments will only be made to the contractor. Use of consultants identified in the proposal is permitted, but since the award is made on a quality-based evaluation process, subcontracting of the work is not acceptable.
4. Amended Proposals - An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. District personnel will not collate or assemble proposal materials.
5. Offeror's Rights to Withdraw Proposal - Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative addressed to the District. The approval or denial of withdrawal requests received **after** the deadline for receipt of the proposals is at the discretion of the District Representative.
6. Disclosure of Proposal Contents - The content of proposals will be kept confidential until the successful Offeror's contract has been signed by the District. At that time, all proposals will be open to the public, except for the material which has previously been noted and deemed as proprietary or confidential.
7. Termination - This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the District Representative determines such action to be in the best interest of the District.

8. Sufficient Appropriation - Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the contractor. The Owner's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

If the determination is made that there is insufficient funding to continue or finalize a project, the contractor will be compensated to the level of effort performed, as authorized by the Owner prior to that determination.

9. Standard Contract - The Owner will use the PSFA Version 3.1 Standard Agreement between Owner and Design Professional and General Conditions for the Agreement which are available on the PSFA website at www.nmpsfa.org. Any Offeror questions about any provision(s) of the contract terms and conditions must be promptly brought to the attention of the District Representative and, if PSCOC funds are used the PSFA Regional Manager.
10. Offeror Qualifications - The Selection Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Selection Committee will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.
11. Right to Waive Minor Irregularities - The Selection Committee reserves the right to waive minor irregularities. The Selection Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Selection Committee.
12. Notice - The New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.
13. Release of Information - Only the Owner is authorized to release information about projects covered by this RFP. The Offerors must refer to the Owner any requests to release any information that pertains to the work or activities covered by any action or award related to this RFP.
14. Project Reporting - In addition to planning and program meetings with the Owner, Owner Representative and User Agency Representative as needed, the Offeror is expected to visit the site at least once a week during the construction phase, or as modified by contract agreement.
15. Ownership of Documents - The DESIGN PROFESSIONAL Contract will require that the drawings, specifications and other project documents are the property of the Owner. The DESIGN PROFESSIONAL contract has certain requirements as to the rights and responsibilities of the Owner and Architect/Engineer.
16. Clarifications from Offerors - The DESIGN PROFESSIONAL Selection Committee or designee, after review of the proposal and/or Interview may request clarifications on information submitted by any and all Offerors.

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Only one original proposal may be submitted by each individual entity for the one project, which is the subject of this RFP.

B. NUMBER OF COPIES

Offerors shall provide five (5) identical copies of their proposal to the location specified in Section II, paragraph B on or before the closing date and time for receipt of proposals.

C. PROPOSAL FORMAT

The proposal must be limited in format and length. Format will be 8-1/2" x 11" with foldout sheets, allowed up to 11" x 17" in size. All foldout sheets, up to a maximum of 11" x 17" sheets will be counted as two pages and shall be labeled as such. Length of the proposal shall be limited to a maximum of twenty (20) pages (printed sheet faces) of text and/or graphic material for project proposals. **If there is any question as to format requirements they shall be directed to the District Representative for clarification, prior to submittal of documents.**

Material excluded from the twenty (20) page maximum count shall include and **shall be limited to:**

- Front cover (blank on back side)
- Submittal letter (one page maximum)
- Completed Campaign Contribution Disclosure Form (Provided at the end of this RFP)
- Valid Resident Business Preference Certificate or Veteran Preference Certificate issued by New Mexico Tax & Revenue Department.
- Tables of Contents page (one page maximum)
- Divider pages (See Sections below)**
- Certificate(s) of insurance
- Back cover (blank on one side)
- Project Listing Form (provided at end of this RFP)

Divider Pages are noted herein. The Selection Committee will score proposals based on these Sections. A more detailed description and points assigned to each Section is provided under V. EVALUATION. Reminder – Divider Pages do not count towards the 20 page maximum.

Section 1	Business Profile
Section 2	Capacity and Capability
Section 3	Past Record of Performance
Section 4	Proximity/Familiarity w/Site(s)
Section 5	Design Work produced in-state
Section 6	Volume of Work previously done

ANY SHEETS OR PAGES INCLUDED IN THE PROPOSAL, BUT NOT SPECIFICALLY EXCLUDED, AS NOTED ABOVE - SHALL BE COUNTED TOWARDS THE 20 PAGE MAXIMUM.

Any proposal deemed non-conforming by the Selection Committee *Chairman* in regard to format will be considered non-responsive. Offerors shall contact the District Representative to clarify any questions concerning format prior to submission.

1. Proposal Organization - All pages *should* be numbered except for those specifically excluded as noted above. All foldout pages shall be counted as two (2) pages and *should* be numbered as such. Proposals *should* be organized in the same order as the evaluation criteria. Tabs for each evaluation criteria, Sections 1 through 7, are helpful.
2. Submittal Letter - Each proposal must be accompanied by a submittal letter. The submittal letter (*the following information will be required in order to contract for the project*) should:
 - a. identify the submitting business, including % of work being performed by a valid resident business or Veteran business (See Part III, Paragraph C);
 - b. identify name and title of the person(s) authorized by the company to contractually obligate the business for the purpose of this RFP;
 - c. identify the names, titles, and telephone numbers of persons to be contacted for clarification questions regarding this RFP;
 - d. be signed by a person authorized to contractually obligate the Offeror;
 - e. acknowledge receipt of any and all amendments to this RFP;
 - f. contain a statement indicating a commitment to comply with all requirements of the Americans with Disabilities Act of 1990 for work performed as a result of this RFP;
 - g. contain a statement indicating a commitment to comply with the ASHRAE STANDARD, ASHRAE/IES 90.1-2010, Energy Efficiency Design of New Buildings, and the New Mexico Energy Conservation Code. Also, that designs will incorporate utility conserving fixtures and features;
 - h. if a joint proposal, contain a statement indicating the percentage of the services to be completed by the nonresident business based on the dollar amount of the fee proposed in Section IV and,
3. Projects Listing Form - Include with the submittal letter the completed Project Listing Form. A blank form is included at the end of this RFP. All projects awarded to the proposing firm by the A-E Selection Committee that are less than 75% complete shall be included on the form. If there are any questions as to the appropriate content of the form, contact the District Chief Procurement Officer for clarification. Content will be checked and verified when the proposals are submitted. Information determined to be inaccurate by

the District will be confirmed with the Offeror and corrected *as necessary* prior to scoring by the Selection Committee.

IV. SPECIFICATIONS

A. DETAILED SCOPE OF WORK

ARCHITECTURAL SERVICES:

The Scope of Work for the projects listed in the District's Facilities Master Plan, Maintenance Plan, Bond Project Plan, shall include the following key elements: Programming, Schematic Design, Design Development, Construction Documents, Bidding, Construction Administration, and 11-month Warranty Inspection. The project team shall include as a minimum: Architectural, Engineering, and any other design consultants as may be required.

The following documents may be required to be utilized on this contract by the Design Professional. These are available on the PSFA web site at www.nmpsfa.org.

- 1 The New Mexico Public School *Adequacy Planning Guide*
- 2 The State of New Mexico PSFA HVAC and Controls Performance Assurance Program incorporating all appendices including the extended maintenance contract provisions (Appendix G)
- 3 The State of New Mexico PSFA Roofing Consultant Program.

The project shall be designed in compliance with Section 15-3-36, Energy Efficiency Standards for Public Buildings, NMSA 1978 and qualify for the Environmental Protection Agency's (EPA) ENERGY STAR®. The ENERGY STAR special application graphic, which denotes on the final contract document drawings that the estimated energy use is intended to be in the top 25% as compared to the U.S. building stock, shall be applied. Once the project is complete and operating for at least one year, it shall qualify to receive the ENERGY STAR plaque in accordance with the rules and procedures of the ENERGY STAR program. See Part B of the standard Agreement between Owner and the Design Professional for more detailed contract requirements.

Project(s) are as follows:

Design/Build/Bid for renovation/remodel of original wing of Brown Early Childhood Center. This includes addition of restroom and water access to each classroom to meet Pre-K standards, upgrades to fire suppression/alarm, electrical and mechanical systems, removal of exterior half-walls and windows and replacement with energy efficient walls and windows. Replace 3 exterior doors. Renovate common restroom areas.

SCHEDULE OF SERVICES:

Proposed Schedule:

Contract Execution/issue PO

Programming

Owner Review

Schematic Design

Owner Review

Design Development

Owner Review

Construction Documents

Owner Review

RFP Process/Construction

Project MACC: ***\$2,717,357.00***

Proposed Fee: ***\$***

(Note: excludes reimbursables and gross receipts taxes.)

B. SPECIFICATIONS

1. Submittal Letter - Proposals must include a submittal letter and *should include* all the information as identified in Section III.C.2.
2. Format - Comply with requirements of Section III.
3. Errors and Omissions Insurance - Documentation of current errors and omissions insurance is a *mandatory requirement at the time of the contract execution* in the amount of **\$500,000**. Evidence of insurance *should* be included in the proposal in the form of a current Certificate of Insurance.
4. Current Projects Listing - Complete and submit the Project Listing Form, which is provided at the end of this RFP. This form will indicate the status of all current work awarded for projects in the District which are less than 75% complete. The form will list each project by name, fee, and the percent complete of basic design services for each project. See Section I for the specific definition of "75% complete" for the purposes of this RFP.

C. BUSINESS INFORMATION

1. Staff Role - The Owner will assign staff, as it deems necessary for the project.
2. Existing Information - One copy of project-related information in the possession of the Owner will be available to the Contractor subsequent to contract execution.
3. Electronic Data – The Owner prefers that final design documents and specifications are prepared using computer technology. Electronic drawing files shall be provided to the Owner in AutoCAD and specifications in Microsoft Word.

V. EVALUATION

A. EVALUATION CRITERIA

1. Short listing – A maximum total of 100 points are possible in scoring each proposal for the shortlist evaluation. The Selection Committee will evaluate the proposals and may conduct interviews with Offerors applying for selection.

Resident Business – A resident business, pursuant to Section 13-1-22 NMSA 1978, shall be awarded the equivalent of five percent (5%) of the total possible points assigned to the technical proposal. When a joint proposal is submitted by both resident and nonresident businesses, the resident preference shall be reduced in proportion to the percentage work being performed by the resident business.

Resident Veteran business – A veteran business, pursuant to Section 13-1-22 NMSA 1978, shall be awarded the equivalent of ten percent (10%) of the total possible points assigned to the technical proposal if their annual revenues are less than \$3,000,000 in the preceding tax year.

The evaluation criteria to be used by the Selection Committee for the proposal shortlist and the corresponding point values for each criteria are as follows:

- (1) **Specialized design and technical competence** of the business, including a joint venture or association, regarding the type of services required**25 points**
- (2) **Capacity and capability** of the business to perform the work, including any specialized services, within the time limitations**15 points**
- (3) **Past record of performance** on contracts with government agencies and private industry with respect to such factors as control of costs, quality of work, and ability to meet schedules**15 points**

- (4) **Proximity to or familiarity** with the area in which the project is located.
.....**10 points**
 - (5) The **amount of design work** that will be produced by a New Mexico business within the State**5 points**
 - (6) The **volume of work previously done** by the entity requesting proposals that is not 75% complete with respect to basic professional design services**5 points**
 - (7) **Evidence of understanding of scope of work**, the site, and existing conditions**25 points**
2. Interview - 50 points are possible in scoring each interview for this RFP. The Selection Committee will provide at a pre-interview meeting, if held, a list of questions relevant to the project. These questions shall be addressed by the firms at the interview. Each question will carry equal point value. The interview will allow time for a question and answer session in response to the prepared questions.

B. SHORT LIST EVALUATION FACTORS

A brief explanation of each evaluation category is listed below. Information in one category may overlap information in other categories. Offerors are encouraged to fully address each category completely, as points are assigned for responses to each separate category.

- 1. Specialized Design - Provide information about the firm's specific technical experience with similar projects that demonstrate competence to successfully complete the project. Indicate the relevance of previous projects to the anticipated scope of work. Demonstrate the successful aspects of past design projects and the corresponding applications to the proposed scope of work.
- 2. Capacity and Capability - Provide information about the business that demonstrates the ability to provide sufficient professional competence, meet time schedules, accommodate cost considerations and project administration requirements. Indicate the relationship of the work in this RFP to the firm's other current projects. Indicate proposed work schedules and milestones, with completion methods and strategies. Indicate key project team members and their specific rolls, experience and background. Demonstrate or indicate project team organization and working relationships. Other items could include references from clients, financial institutions and insurance carriers.
- 3. Past Record of Performance - Demonstrate through historical documentation that the firm has the ability to meet schedules and budgets, as well as user program goals, and final construction project costs. Include information regarding owner budgets, construction estimates, bidding and completed project cost including change order information. Project schedules should provide information about the progress of work as related to owner schedules and goals as well as the overall success of projects and client satisfaction. References from past clients can be included.

4. Proximity to or Familiarity with Site Location - Demonstrate through narrative, graphics or maps the firm's ability to respond quickly to on and off-site requirements for design, construction and administration of the project. Indicate previous knowledge or experience regarding the project location, and any current work or associated consultants who could enhance the firm's ability to provide timely responses or special expertise to project needs.
5. New Mexico Produced Work - It is in the State's best interest to support in-state businesses. Indicate the volume of work to be produced in New Mexico by a New Mexico firm or firms. Identify any out-of-state consultant(s) or business relationships that will be involved on the project and the extent of services to be provided by that firm or firms.
6. Volume of Work Previously Done - Firms shall be scored on any project that has been previously awarded and is, on the date of the submittal, less than 75% complete (see definitions for clarification of "75% complete"). Information on the status of past project awards shall be included in the "Project Listing Form" as a requirement of this RFP. The following formula on fees for projects awarded that are less than 75% complete shall be utilized in assessing scores:

\$ 25,000	to	\$ 35,000	1 point deducted
\$ 35,001	to	\$ 50,000	2 points deducted
\$ 50,001	to	\$100,000	3 points deducted
\$100,001	to	\$150,000	4 points deducted
\$150,001	and	over	5 points deducted
7. Evidence of Understanding of the Scope - Describe in detail the anticipated scope of work for the project. Include information about the project site, project administration, scheduling, budget and programmatic user requirements. The proposal should demonstrate competent knowledge of project constraints as well as any applicable discussion of possible options for design approaches or techniques. **Offerors are not encouraged to provide specific design solutions for the project. Without completion of programming activities, any specific design proposals could be inappropriate and may result in a reduction in scoring.** This would not preclude discussion of project parameters that may affect design decisions, concept approaches or design philosophies.
8. **Campaign Contribution Disclosure:** Each prospective Offeror must include as part of their submittal the Campaign Contribution Disclosure Form included as Attachment 1 of this RFQ with all portions completed, including any required attachments.

C. EVALUATION PROCESS

1. Notice of Non-Responsiveness - For any proposal submitted which is deemed non-responsive, the Offeror will be notified in writing of such determination and the method for protesting the determination. (See Section II, paragraph C.)
2. Short listing Meeting - The Selection Committee established by Section 13-1-121 NMSA 1978 will meet to review the proposals. The Selection Committee will review each Offerors' proposal. Points will be allocated as outlined in Section V. A. and B. of this RFP, by each member of the committee. Each member's point totals will be translated to a

numeric ranking. The committee member rankings will be totaled to determine the overall ranking of the firms. If more than three proposals are submitted, it is the general practice of the Selection Committee to hold interviews with the three highest-ranked proposals.

The Selection Committee may award the contract based on the results of the short listing alone. If interviews are held, the technical score and the interview score will be combined, taking into consideration the resident or veteran preference calculation, to determine final award. If fewer than three proposals are received, the Selection Committee may recommend an award or reissue the RFP.

3. Notice of Finalists - Each responsive Offeror will be notified in writing whether their proposal has been short listed. In general, the Selection Committee attempts to mail notices two weeks before the interview date. A public log will be kept of the names and rankings of all Offerors short listed for interviews.
4. Pre-Interview Meeting with Finalists - The pre-interview meeting will be held by the District Representative to answer questions from the short listed firms about the interview. In addition, the Selection Committee shall issue, through the District Representative, to the short listed firms a list of prepared questions to be addressed at the interview. The prepared questions will be the basis of scoring at the interview.
5. Interviews with Finalists - For those firms included in the interview, notice to finalists will include the interview date and time as well as the date and time for the pre-interview meeting, if held. Interviews are generally held at the District Office, unless otherwise scheduled at the discretion of the committee. Each interview question shall have the same weight. Example: If the interview is worth 50 points, and there are 5 questions, each question shall be worth 10 points. The same questions will be issued to each short listed firm as a benchmark for evaluation purposes. Each question may lead to other questions to help clarify and better understand the firm's capabilities, which may be considered in scoring the interview.

Interview points shall be added to the Technical Proposal points and re-calculated to determine the final overall rank of Short-listed Offerors for recommendation for award of a contract.

6. Final Rankings - The combined points from shortlist and interview determine the final rankings. The firm with the highest ranking (lowest numerical total) shall be awarded the selection.

Multiple Awards - The District reserves the right to make multiple awards if more than one project is listed, to ensure the work is executed within the required timelines.

7. Point Calculations - All calculations of point standings, including any addition or deduction of points to Offeror submittals shall occur at a meeting of the Selection Committee, with all members in attendance.

All overall committee rankings, including the shortlist, interview and final rankings are public record and will be available for public inspection at the District after the successful Offeror's contract is signed by the District. Ties in ranking shall be scored using the sum

of the ranking places, divided by the number of firms in a tie. The following is an example of scoring, for a tie at first:

<u>Scoring</u>		<u>Numerical Ranking</u>	
Firm A	Tie	$(1\text{st} + 2\text{nd}/2) =$	1.5
Firm B	Tie	$(1\text{st} + 2\text{nd}/2) =$	1.5
Firm C	3rd	$=$	3

A tie for first, at the end of the final rankings after the completion of short listing and interviews, shall be broken by a separate ranking by the committee members, only ranking the firms involved in the tie. If a tie still exists after ranking only the tied firms, the tie shall be broken by the chairman of the DESIGN PROFESSIONAL Selection Committee.

8. Determination Letter(s) – The Chief Procurement Officer shall notify all Offerors in writing of the final results of the solicitation by mail. For a period of thirty (30) days after the date the contract is signed, proposals will be available for public inspection by appointment only, at the District offices. The District shall keep one each of all proposals submitted for the procurement file. Offerors may make arrangements with the District to pick up or mail at the Offeror’s cost the additional copies of the proposals as soon as possible.

Attachment 1

RFP 17-18-0008

ARCHITECT, ENGINEER, SURVEYOR, LANDSCAPE ARCHITECT -- SELECTION COMMITTEE

PROJECT LISTING FORM

FIRM: _____ **DATE:** _____

	PROJECT	AWARD DATE	CONTRACT DATE	AMOUNT	% COMPLETE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
TOTAL FEES					

Notes:

1. See definitions for calculation of "75% Complete". If any award is not proceeding in contract negotiations, please indicate the status in the "Remarks" below.
2. Fees do not include reimbursable expenses, which include: travel, per diem, printing, telephone or reproduction costs.
3. Federal funds shall be included in project calculations pursuant to 13-1-120B(6).
4. Use additional sheets if necessary.

REMARKS:

Attachment 2

RFP 17-18-0008

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the Public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**Name(s) of Applicable Public Official(s) on the District Board of Education:
Inez Rodriguez, Antonio R. Sanchez, Jr., Dr. Alan Garrett, Randy Rankin, Rod Savage**

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s)

(Attach extra pages if necessary)

Signature _____

Title/Position _____

Date _____

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature _____

Title (Position) _____

Date _____

END OF
REQUEST FOR PROPOSALS