

**NEW MEXICO HIGHLANDS UNIVERSITY**

**REQUEST FOR PROPOSAL # 24-003**

**Metal Building Purchase**

**NGIP: 90927**

<p><b>New Mexico Highlands University is seeking proposals from qualified and experienced companies for construction of two metal buildings for the Las Vegas, NM Campus Facilities Department.</b></p>			
<p><b>Date Request for Proposal</b> <b>24-003</b> <b>Issued: July 21, 2023</b></p>		<p><b>Date and Time Request for Proposal Is Due:</b> <b>Prior to 2:00 pm local time on</b> <b>August 16, 2023</b></p>	
<p><b>NMHU Point-of-Contact(s):</b> <b>Ms. Jennifer Madrid</b> <b>Interim Director of</b> <b>Purchasing</b> <b>Ms. Jennifer Silva</b> <b>Buyer</b></p>	<p><b>Email:</b> <b>rfp@nmhu.edu</b></p>	<p><b>Phone Number:</b> <b>(505) 454-3053</b></p>	<p><b>Fax Number:</b> <b>(505) 454-3109</b></p>

**RFP CONDITIONS**

New Mexico Highlands University (hereinafter called “NMHU”) is seeking responses (hereinafter called “Proposal”) for the services as requested in this Request for Proposal Number 24-003, its attachments and subsequent addendums (hereinafter called “RFP”). You/your firm’s (hereinafter called “Offeror”) Proposal is to provide responses to all of the requirements set forth within the RFP.

NMHU may accept Proposals, in whole or in part that most closely meets all the criteria described herein. NMHU reserves the right to cancel this RFP in whole or in part at any time if it is in its best interests of the University and/or if the State appropriation for this project to the university does not transpire. An award will be based on several weighted criteria, as provided herein. Proposals may not be withdrawn from Offeror for ninety (90) calendar days after the actual date of the closing.

For definitions or clarifications to terms, refer to Section VII of this document.

**ACCEPTANCE OF TERMS AND CONDITIONS OF RFP FORM**

**During the period of offer, your point of contact (hereinafter called “POC”) will be limited to the NMHU Purchasing Department. Jennifer Silva and Jennifer Madrid have been designated as the contact persons for this RFP. No Offeror may contact any NMHU employee, officer or member of the Board of Regents other than Ms. Madrid or her designee regarding this RFP through the date of the execution and award of the Contract. Any Offerors who make such unauthorized contact shall be deemed to have violated the terms and conditions of this RFP and Offeror’s Proposal may be rejected as a result. Questions regarding the RFP should be submitted in writing via email to the POC at [rfp@nmhu.edu](mailto:rfp@nmhu.edu) Any question, statement or response from the POC or other individual from NMHU that is not submitted and responded to in writing will not be incorporated into the Contract, RFP & attachments and addendums. NMHU will not be responsible for any misinterpretations, discrepancies or contradictory information that Offeror may claim if correspondences for clarification are not submitted to and received in writing. Every effort will be made to respond to your questions within a timely manner. The question(s) and response(s) will be shared with all Offerors, with personal information removed to ensure anonymity.**

**By signing below, Offeror signifies that he understands all of the terms and conditions of this RFP, its Attachments and all subsequent addendums and agrees to cause himself/herself or his/her firm to be bound by them. Only an authorized agent of the Offeror’s company may sign this document.**

\_\_\_\_\_  
 Name of Firm Tax Identification No.

\_\_\_\_\_  
 Authorized Representative Name Title

\_\_\_\_\_  
 Signature Date

**Provide point of contact of Offeror:**

\_\_\_\_\_  
 Name Title

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 Telephone Number(s) Fax Number

\_\_\_\_\_  
 Email Address

## SECTION I GENERAL INFORMATION

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### PROPOSAL SCHEDULE

#### ALL DATES AND TIMES ARE SUBJECT TO CHANGE

Issuance of RFP	July 21, 2023
Last Day to Submit Requests for Clarification	To be received by 5:00 pm on August 3 <sup>rd</sup> , 2023
Proposal Submittal Deadline	Prior to 2:00 pm on August 16, 2023
Evaluations of Proposals	August 22, 2023
Notice to Proceed with Negotiations	Approximately one week following completion of evaluations or presentations
Award of RFP and Execution of Contract	Approximately August 28, 2023
Commencement of Services	Date of execution of Contract or August 28, whichever is later
Protest Deadline	15 days after award or knowledge of facts pertaining to protest.

## **SECTION II                      PURPOSE AND SPECIFICATIONS**

New Mexico Highlands University is seeking proposals from qualified and experienced companies for two metal buildings for NMHU.

## **SECTION III                      SCOPE OF WORK**

**Purpose:** New Mexico Highland University (NMHU) located in Las Vegas New Mexico is interested in contracting with providers of steel metal building. The following categories will be include in RFP.

### **Proposals Shall:**

- a. Be licensed to perform in the State of New Mexico.
- b. Work seamlessly with Architects, engineers, NMHU Staff, General Contractor, and construction Manager named on Project.
- c. Work Earnestly to meet the University's time lines for this project.
- d. Comply 100% with Construction Plans and Documents or provide recommendations if needed ahead of time.
- e. Additionally, proposals shall comply with Metal Building Standards outlined in Section X of page 5 through 23.
- f. Proposals shall use attached Metal Building Standards outlined in Section X as a guide for pricing with respect to quality and expectations for the final project page.6 thru 25.
- g. Proposals are to review the preliminary plan and notes attached to get exact sizes and information to base their price upon. XI is on page 22 and 23
- g. Metal building is to be minimum of 26 gauge steel.
- h. Proposals is to provide curbs for evaporative coolers for building.
- i. Include shipping of metal building to site in price.
- j. Adhere to contract requirements.
- k. Adhere to all State and Federal laws.
- l. Provide a Warranty for metal building.
- m. Answer all questions promptly and efficiently.
- n. Provide guidance to the architect, engineers, NMHU Staff, and GC as needed.
- o. Notify the architects and NMHU staff immediately if something has been left out of this scope of work or drawings.

**\*\*Pricing to be placed in a separate sealed envelope or attachment**

Indicate the cost per square footage of the metal building to be charged NMHU, which includes all costs (i.e, labor, manufacturing overhead and profit, purchase of materials, storage, shipping, warranty, bond, other and the NM Gross Receipts Tax, etc. NMHU must act in its best interest, so if the price of metal building exceeds \$40.00 per square foot at the time the quote is provided by the Proposals, the university has the right to negotiate a best and final price with Proposals and/or cancel the RFP and re-advertise a second RFP to acquire better pricing.

**If the above is not provided the proposal will be considered non-responsive.**

**SECTION X**  
**METAL BUILDING STANDARDS**

**PART 1 GENERAL**

**.1.1 SECTION INCLUDES**

- .A Metal Building System:
  - .1 Structural steel framing system.
  - .2 Metal roof system.
  - .3 Metal wall system.
  - .4 Roof and wall insulation systems.

**.1.2 RELATED REQUIREMENTS**

- .A Section 07 9200 – Joint Sealants
- .B Section 05 1200 – Structural Metal Framing
- .C Section 03 3000 – Cast-In-Place Concrete
- .D Section 05 4000 – Light Gauge Metal Framing

**.1.3 REFERENCE STANDARDS**

- .A American Institute of Steel Construction (AISC):
  - .1 AISC 360 - Specification for Structural Steel Buildings.
  - .2 AISC 341 – Seismic Provisions for Structural Steel Buildings (when appropriate).
  - .3 AISC Design Guide 3 – Serviceability for Steel Buildings
- .B American Iron and Steel Institute (AISI):
  - .1 AISI S100 - North American Specification for the Design of Cold-Formed Steel Structural Members.
- .C American Welding Society (AWS):
  - .1 AWS D1.1 / D1.1M – Structural Welding Code – Steel.
  - .2 AWS D1.3 / D1.3M – Structural Welding Code – Sheet Steel.
- .D Association for Iron & Steel Technology (AISE):
  - .1 AISE 13 – Specifications for Design and Construction of Mill Buildings.
- .E ASTM International (ASTM):
  - .1 ASTM A 325 – Standard Specification for Structural Bolts, Steel, Heat Treated, 120/105 ksi Minimum Tensile Strength.
  - .2 ASTM A 653 / A 653M – Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process.
  - .3 ASTM A 792 / A 792M – Standard Specification for Steel Sheet, 55 % Aluminum-Zinc Alloy-Coated by the Hot-Dip Process.

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- .4 ASTM B 117 – Standard Practice for Operating Salt Spray (Fog) Apparatus.
- .5 ASTM C 518 – Standard Test Method for Steady-State Thermal Transmission Properties by Means of the Heat Flow Meter Apparatus.
- .6 ASTM C 1363 – Standard Test Method for Thermal Performance of Building Materials and Envelope Assemblies by Means of a Hot Box Apparatus.
- .7 ASTM D 522 – Standard Test Methods for Mandrel Bend Test of Attached Organic Coatings.
- .8 ASTM D 523 – Standard Test Method for Specular Gloss.
- .9 ASTM D 968 – Standard Test Methods for Abrasion Resistance of Organic Coatings by Falling Abrasive.
- .10 ASTM D 1308 – Standard Test Method for Effect of Household Chemicals on Clear and Pigmented Organic Finishes.
- .11 ASTM D 2244 – Standard Practice for Calculation of Color Tolerances and Color Differences from Instrumentally Measured Color Coordinates.
- .12 ASTM D 2247 – Standard Practice for Testing Water Resistance of Coatings in 100% Relative Humidity.
- .13 ASTM D 2794 – Standard Test Method for Resistance of Organic Coatings to the Effects of Rapid Deformation (Impact).
- .14 ASTM D 3361 – Standard Practice for Unfiltered Open-Flame Carbon-Arc Exposures of Paint and Related Coatings.
- .15 ASTM D 4214 – Standard Test Methods for Evaluating the Degree of Chalking of Exterior Paint Films.
- .16 ASTM E 84 – Standard Test Method for Surface Burning Characteristics of Building Materials.
- .17 ASTM E 96 / E 96M – Standard Test Methods for Water Vapor Transmission of Materials.
- .18 ASTM E 1592 – Standard Test Method for Structural Performance of Sheet Metal Roof and Siding Systems by Uniform Static Air Pressure Difference.
- .19 ASTM G 87 – Standard Practice for Conducting Moist SO2 Tests.
  
- .F Metal Building Manufacturers Association (MBMA):
  - .1 MBMA Metal Building Systems Manual.
  - .2 Seismic Design Guide for Metal Building Systems.
  
- .G North American Insulation Manufacturers Association (NAIMA):
  - .1 NAIMA 202 – Standard For Flexible Fiber Glass Insulation to be Laminated for Use in Metal Buildings.
  
- .H The Society for Protective Coatings (SSPC):
  - .1 SSPC-Paint 15 - Primer for Use Over Hand Cleaned Steel performs to SSPC-Paint 15 standards.
  - .2 SSPC-SP2 – Hand Tool Cleaning.
  
- .I Underwriters Laboratories (UL):
  - .1 UL 580 – Standard for Tests for Uplift Resistance of Roof Assemblies.
  - .2 UL 723 – Standard for Test for Surface Burning Characteristics of Building Materials.
  
- .1.4 DEFINITIONS**
  - .A Traditional Metal Building System: Building system using either continuous or simple span "Z" purlins for support of roof covering material.

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- .B Long Bay System (LBS): Building system using simple span, cold-formed, open web purlins to support roof covering material.
- .C Gable Symmetrical: Continuous frame building with ridge in center of building, consisting of tapered or straight columns and tapered or straight rafters. Sidewall girts may be continuous (by-passing columns) or simple span (flush in column line). Rafters may or may not have interior columns.
- .D Gable Unsymmetrical: Continuous frame building with an off-center ridge, consisting of tapered or straight columns and tapered or straight rafters. Eave height and roof slope may differ on each side of ridge. Sidewall girts may be continuous (by-passing columns) or simple span (flush in column line). Rafters may or may not have interior columns.
- .E Single Slope: Continuous frame building which does not contain ridge, but consists of one continuous slope from side to side. Building consists of straight or tapered columns and tapered or straight rafters. Sidewall girts may be continuous (by-passing columns) or simple span (flush in column line). Rafters may or may not have interior columns.
- .F Lean-to (LT): Building extension, which does not contain ridge, but consists of one continuous slope from side to side, usually with same roof slope and girt design as building to which attached.
- .G Roof Slope: Pitch expressed as inches of rise for each 12 inches (305 mm) of horizontal run.
- .H Acrylic-Coated Galvalume: Aluminum-Zinc coated steel with a thin clear acrylic finish coating eliminating the need for roll-forming oil and reducing incidence of field marking by handling or foot traffic.
- .I Building Eave Height: Nominal dimension measured from finished floor to top flange of eave strut.
- .J Building Width: Measured from outside to outside of side wall secondary structural member.
- .K Building Length: Measured from outside to outside of end wall secondary structural member.
- .L Auxiliary Loads: Dynamic loads induced by cranes, conveyors, or material handling systems.
- .M Collateral Loads: Weight of any non-moving equipment or material, such as ceilings, electrical or mechanical equipment, sprinkler systems, plumbing, or ceilings.
- .N Dead Load: Actual weight of building system as supplied by manufacturer supported by given member.
- .O Floor Live Loads: Loads induced on floor system by building occupants and possessions including but not limited to furniture and equipment.
- .P Roof Live Loads: Loads produced by maintenance activities, rain, erection activities, and or movable or moving loads but not including wind, snow, seismic, crane, or dead loads.
- .Q Roof Snow Loads: Gravity load induced by weight of snow or ice on roof, assumed to act on horizontal projection of roof.

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- .R Seismic Loads: Loads acting in any direction on structural system due to action of an earthquake.
- .S Wind Loads: Loads on structure induced by forces of wind blowing from any horizontal direction.

**.1.5 DESIGN REQUIREMENTS**

- .A Governing Design Code: Structural design for the metal building system shall be performed by the manufacturer of the metal building system in accordance with the building code provided in the contract documents.
- .B Design Basis:
  - .1 Use standards, specifications, recommendations, findings, and interpretations of professionally recognized groups as basis for establishing design, drafting, fabrication, and quality criteria, practices, and tolerances, including the AISC Code of Standard Practice for Steel Buildings and Bridges.
  - .2 Design structures in accordance with MBMA Practices and Manual including fabrication and erection tolerances.
  - .3 Design structural mill sections and welded plate sections in accordance with AISC 360, ASD Method.
  - .4 Design the lateral force resisting systems and related components for seismic loads in accordance with AISC 341.
  - .5 Design cold-formed steel structural members and panels in accordance with AISI S-100.
  - .6 Design all bolted joints in accordance with RCSC Specification.
- .C Design Loads:
  - .1 In accordance with Contract Documents and manufacturer's standard design practices.
  - .2 Design loads include :
    - .a Ground snow load 5 psf, Roof live load = 30 psf
    - .b Ultimate wind speed + 115 mph
    - .c Exposure C
    - .d Collateral dead load = 10 psf
    - .e Drift Limit = H/240

**.1.6 PREINSTALLATION MEETINGS**

- .A Convene pre-installation meeting 2 weeks before start of installation of metal building system.
- .B Require attendance of parties directly affecting work of this section, including Contractor, Architect, Engineer, installer, and metal building system manufacturer's representative.
- .C Review materials, installation, protection, and coordination with other work.

**.1.7 SUBMITTALS**

- .A Submittals for Review:
  - .1 Shop Drawings:
    - .a Complete erection drawings with identification and assembly of building components.
    - .b Show anchor bolt settings, transverse cross-sections, sidewall, endwall, and roof

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- framing, flashing and sheeting, and accessory installation details.
- .c Bear seal and signature of Registered Professional Engineer responsible for metal building system design in accordance with state law.
- .2 Manufacturer installation manual showing:
  - .a Preparation instructions and recommendations.
  - .b Storage and handling requirements and recommendations.
  - .c Installation methods.
- .3 Structural Design Calculations: sealed and signed by a professional engineer licensed in accordance with applicable state law.
  - .a Calculations shall reference specific dead loads, live loads, snow loads, wind loads/speeds, tributary area load reductions (if applicable), concentrated loads, collateral loads, seismic loads, end-use categories, governing code bodies, including year, and load applications.
- .4 Product Data: Submit metal building system manufacturer's product information, specifications, and installation instructions for building components and accessories.
- .5 Erection Drawings: Submit metal building system manufacturer's erection drawings, including plans, elevations, sections, and details, indicating roof framing, transverse cross-sections, covering and trim details, and accessory installation details to clearly indicate proper assembly of building components.
- .B Submit certification verifying that the metal roof system has been tested and approved by Underwriter's Laboratory as Class 90.
- .C Submit certification verifying that the metal standing seam roof system has been tested in accordance with ASTM E 1592 test protocols.
- .D Dealer Certification: Submit certification 1 week before bid date that the metal building system supplier or metal roof system supplier is a manufacturer's authorized and franchised dealer of the system to be furnished.
  - .1 Certification shall state date on which authorization was granted.
- .E Installer Certification: Submit certification 1 week before bid date that the metal building system or roof system installer has been regularly engaged in the installation of building systems of the same or equal construction to the system specified.
- .F Warranty Documentation: Submit manufacturer's standard warranty.
- .G Samples:
  - .1 Submit color chips showing manufacturer's full range of available colors and patterns for each finish product.
  - .2 After color selection submit samples representing actual product, color, and patterns.
- .1.1 QUALITY ASSURANCE**
  - .A Manufacturer's Qualifications:
    - .1 Manufacturer regularly engaged, for past 10 years, in manufacture of metal building systems of similar type to that specified.
    - .2 Accredited based on IAS Accreditation Criteria AC472 and requirements in International Building Code (IBC), Chapter 17.

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- .B Installer's Qualifications:**
  - .1 Installer regularly engaged, for past 5 years, in installation of metal building systems of similar type to that specified.
  - .2 Employ persons trained for installation of metal building systems.
  
- .C Certificate of design and manufacturing conformance:**
  - .1 Metal building system manufacturer shall submit written certification prepared and signed by a Professional Engineer, registered to practice in NM verifying that building system design and metal roof system design (including panels, clips, and support system components) meet indicated loading requirements and codes of authorities having jurisdiction.
  - .2 Certification shall reference specific dead loads, live loads, snow loads, wind loads/speeds, tributary area load reductions (if applicable), concentrated loads, collatera loads, seismic loads, end-use categories, governing code bodies, including year, and load applications.
  - .3 Certificate shall be on metal building system manufacturer's letterhead.
  - .4 Refer to Submittals article of this specification section.
  
- .D Material Testing:**
  - .1 In addition to material certifications of structural steel, metal building system manufacture shall provide, upon request at time of order, evidence of compliance with specifications through testing.
  - .2 This quality assurance testing shall include testing of structural bolts, nuts, screw fasteners, mastics, and metal coatings (primers, metallic coated products, and painted products).
  
- .1.2 DELIVERY, STORAGE, AND HANDLING**
  - .A Delivery and Acceptance Requirements:** Deliver materials to site in manufacturer's original, unopened containers and packaging, with labels clearly identifying product name and manufacturer.
  - .B Storage and Handling Requirements:**
    - .1 Store and handle materials in accordance with manufacturer's instructions.
    - .2 Keep materials in manufacturer's original, unopened containers and packaging until installation.
    - .3 Do not store materials directly on ground.
    - .4 Store materials on flat, level surface, raised above ground, with adequate support to prevent sagging.
    - .5 Protect materials and finish during storage, handling, and installation to prevent damage
  
- .1.3 PROJECT CONDITIONS**
  - .A** Do not install systems when temperature, humidity, or ventilation is outside of limits recommended by manufacturer.
  
- .1.4 WARRANTIES**

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- .A Metal building system manufacturer shall provide a written weathertightness warranty for a maximum of 20 years against leaks in standing roof panels, arising out of or caused by ordinary wear and tear under normal weather and atmospheric conditions.
  - .1 Warranty shall be signed by both the metal roof system manufacturer and the metal roof system installer.
  - .2 Maximum liability of warranty shall be no less than \$0.50 per square foot of roof area.
- .B Metal building system manufacturer shall provide a written warranty for 25 years against perforation of metal roof panels due to corrosion under normal weather and atmospheric conditions.
  - .1 Warranty shall be signed by metal roof system manufacturer.
- .C Metal building system manufacturer shall provide a paint film written warranty for 25 years against cracking, peeling, chalking, and fading of exterior coating on painted roof and wall panels.
  - .1 Warranty shall be signed by metal building system or roof system manufacturer and state that the coating contains 70 percent "Kynar 500" or "Hylar 5000" resin.
  - .2 Metal building system manufacturer shall warrant that the coating shall not peel, crack, or chip for 25 years.
  - .3 For a period of 25 years, chalking shall not exceed ASTM D 4214, #8 rating and shall not fade more than 5 color difference units in accordance with ASTM D 2244.
- .D Metal Building System Manufacturer's Certification: Metal building system manufacturer shall submit a signed written Certification 1 week before bid date, stating that the metal roof system manufacturer or approved representative will provide warranties and Inspection and Report Service specified in this specification section.
  - .1 Warranty terms shall be submitted with bid.

**PART 2 PRODUCTS**

**.2.1 MANUFACTURER**

- .A Butler Manufacturing, PO Box 419917, Kansas City, Missouri 64141. Phone 816-968-3000. Website [www.butlermfg.com](http://www.butlermfg.com).
- .B Nucor Building Systems, 1050 N. Watery Lane Brigham City, Utah 84302. Phone 888.849.6799 Website [www.nucorbuildingsystems.com](http://www.nucorbuildingsystems.com)
- .C B&C Steel, PO Box 199 Scotsbluff, Nebraska 69363. Phone 380.632.6188
- .D Or Equal, substitutions: [Under provisions of Division 01]

**.2.2 BUILDING DESCRIPTION**

- .A Building Dimensions: Indicated on the Drawings.
  - .1 Horizontal Dimensions: Measure to inside face of wall sheets.
  - .2 Eave Height: Measure from top of finished floor to intersection of insides of roof and sidewall sheets.
  - .3 Clear Height Between Finished Floor and Bottom of Roof Beams: Indicated on the Drawings.

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- .B Primary Structural Members:**
  - .1 Primary Framing System: Framing system as specified in this specification section.
  - .2 Frames: Welded-up plate section columns and roof beams, complete with necessary splice plates for bolted field assembly as specified in this specification section.
  - .3 Bolts for Field Assembly of Primary Steel: High-strength bolts as indicated on erection drawings of metal building system manufacturer.
  - .4 Beam and Post Endwall Frames: Endwall corner posts, endwall roof beams, and endwall posts as required by design criteria.
  - .5 Exterior Columns: Welded-up "H" sections or cold-formed "C" sections.
  - .6 Interior Columns: "H" sections or tube columns.
  - .7 Connection of Primary Structural Members: ASTM A 325 bolts through factory-punched holes.
  - .8 Primary Structural Members: Paint with metal building system manufacturer's standard primer with surface preparation as specified in this specification section.
- .C Secondary Structural Members:**
  - .1 Secondary Framing System: Framing system as specified in this specification section.
  - .2 a. C/Z Purlins and Girts: Acrylic-coated G30 galvanized finish.  
b. Truss Purlins: Acrylic-coated G30 galvanized finish.
- .D Metal Roof System:** Metal roof system as specified in this specification section.
- .E Metal Wall System:** Metal wall system as specified in this specification section.
- .F** Where metal panels are required to be painted, use coating system as specified in this specification section.

**.2.3 DESIGN REQUIREMENTS**

- .A Governing Design Code:**
  - .1 Structural design for the building structural system shall be provided by the metal building system manufacturer for the following design criteria:
    - .a Governing Building Code: IBC.
    - .b Year/Version: 2015.
    - .c Occupancy Category: B/F.
  - .2 Insulation requirements for the building system shall be provided by for the following energy code or energy standard criteria:
    - .a Governing Energy Code (IECC) .
    - .b Year/Version: 2018.
    - .c Climatic Zone:5B.
- .B Load Combinations:** Load combinations used to design primary and secondary structural members shall be in accordance with the governing code.

**.2.4 DEFLECTIONS**

- .A** Lateral deflections, or drift, at the roof level of the structure in relation to the floor or slab on grade, caused by deflection of horizontal force resisting elements, shall not exceed H/240.
- .B** Calculations for deflections shall be done using only the bare frame method.
  - .1 Reductions based on engineering judgment using the assumed composite stiffness of the building envelope shall not be allowed.

- .2 Drift shall be in accordance with AISC Serviceability Design Considerations for Low-Rise Buildings.
- .3 Use of composite stiffness for deflection calculations is permitted only when actual calculations for the stiffness are included with the design for the specific project.
- .4 When maximum deflections are specified, calculations shall be included in the design data.

**.2.5 STRUCTURAL STEEL FRAMING SYSTEM**

**.A General:**

- .1 Design of Structural System: Clear or multi-span rigid frame with tapered or straight columns and roof beams, with gable or single-slope roof.
- .2 Actual Building Length:
  - .a Structural line to structural line.
  - .b Same as nominal; i.e., number of bays times length of bays.
  - .c Structural Line: Defined as inside face of wall sheets.
- .3 Actual Building Width:
  - .a Structural line to structural line.
  - .b Nominal building width.
- .4 Minimum Roof Slope: 1/4 inch in 12 inches.
- .5 Maximum Roof Slope: 1 inch in 12 inches.
- .6 Components and Parts of Structural System:
  - .a Indicated on the Drawings or the Specifications.
  - .b Clearly marked.
  - .c Erection Drawings: Supply for identification and assembly of parts.
  - .d Drawings: Carry stamp of a registered professional engineer.
- .7 Foundations:
  - .a Foundations, Including Anchor Bolt Embedment Length: Properly designed by qualified engineer, retained by other than metal building system manufacturer, in accordance with specific soil conditions for building site.
  - .b Reactions for Proper Design of Foundations: Supplied by metal building system manufacturer.
  - .c Anchor Bolts:
    - 1) Anchor Bolt Diameter: Indicated on anchor bolt layout drawings furnished by metal building system manufacturer.
    - 2) Anchor Bolts: Supplied by Contractor, not metal building system manufacturer.
    - 3) Anchor Bolts on Moment-Resisting Column Bases: Nuts above and below base plates.

**.B Structural Steel Design:**

- .1 Structural Mill Sections or Welded-up Plate Sections: Design in accordance with AISC Specification for Structural Steel Buildings.
- .2 Cold-Formed Steel Structural Members: Design in accordance with AISI North American Specification for the Design of Cold-Formed Steel Structural Members.
- .3 Structural System: Design in accordance with specified building code (Refer to Design Loads and Building Codes).

**.C Primary Framing:**

- .1 Rigid Frames:
  - .a Frames: Welded-up plate section columns and roof beams, complete with necessary splice plates for bolted field assembly.



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- .c Optional fixed-base wind posts or pinned-base portal frames may be substituted for wall rod bracing on buildings as required.
- .d Flange Braces and Purlin Braces: Cold formed and installed as indicated on the Drawings.

**.E Welding:**

- .1 Welding Procedures, Operator Qualifications, and Welding Quality Standards: AWS D1.1 - Structural Welding Code – Steel and AWS D1.3 - Structural Welding Code – Sheet Steel.
- .2 Welding inspection, other than visual inspection as defined by AWS D1.1, paragraph 6.9, shall be identified and negotiated before bidding.
- .3 Certification of Welder Qualification: Supply when requested.

**.F Painting of Structural Steel Framing System:**

- .1 General:
  - .a Structural Steel: Prime paint as temporary protection against ordinary atmospheric conditions.
  - .b Perform subsequent finish painting, if required, in field as specified in the painting section.
  - .c Before painting, clean steel of loose rust, loose mill scale, dirt, and other foreign materials.
  - .d Steel Fabricator: Not required to sand blast, flame clean, or pickle steel before painting, unless otherwise specified.
- .2 Primary Frames:
  - .a Clean steel in accordance with SSPC-SP2.
  - .b Factory cover steel with 1 coat of gray water-reducible alkyd primer paint formulated to equal or exceed performance requirements SSPC-Paint 15.
  - .c Minimum Coating Thickness: 1.0 mil.
- .3 Secondary Structural Members – Roll-Formed:
  - .a Hot-dipped zinc coating, ASTM A 653, G30; followed by 1 coat of clear acrylic finish.
  - .b Acrylic-Coated G30 Galvanized Steel: Equal or exceed performance requirements of SSPC Paint-15.

**.2.6 METAL ROOF SYSTEM**

- .A Metal Roof System: Standing Seam Panel : Butler Manufacturing "VSR II™" roof system.
- .B Or Equal.
- .C Roof System Design:
  - .1 Design roof panels in accordance with AISI North American Specification for the Design of Cold-Formed Steel Structural Members.
  - .2 Design roof paneling system and attachments to support design live, snow, and wind loads.
- .D Roof System Performance Testing:
  - .1 UL Wind Uplift Classification Rating, UL 580: Class 90.
  - .2 Structural Performance Under Uniform Static Air Pressure Difference: Test roof system in accordance with ASTM E 1592.
  - .3 Roof system has been tested in accordance with U.S. Army Corps of Engineers Unified Facilities Guide Specification Section 07 61 13.

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- .4 FM Global (Factory Mutual):
  - .a Roof system has been tested in accordance with FMRC Standard 4471 and approved as a Class 1 Panel Roof.
  - .b Metal Building System Manufacturer: Provide specific assemblies to meet required wind rating in accordance with FM Global.
  - .c Installation modifications or substitutions can invalidate FM Global approval.
  
- .E Roof Panels:
  - .1 Factory roll-formed, 16 inches wide, with 2 major corrugations, 2 inches high, 16 inches on center, and with minor longitudinal striations in the flat of the panel.
  - .2 Due to steel mill tolerances, slight waviness known as "oil canning" may appear in erected panels.
  - .3 Panel Material and Finish:
    - .a 24-gauge painted Galvalume aluminum-zinc alloy (approximately 55 percent aluminum, 45 percent zinc), ASTM A 792.
    - .b Paint with exterior colors of "Butler-Cote™" finish system, full-strength, 70 percent "Kynar 500" or "Hylar 5000" fluoropolymer (PVDF) coating.
    - .c PVDF Coating Warranty: Metal building system manufacturer shall warrant coating for 25 years for the following.
      - )1 Not to peel, crack, or chip.
      - )2 Chalking: Not to exceed ASTM D 4214, #8 rating.
      - )3 Fading: Not more than 5 color-difference units, ASTM D 2244.
  
- .F Insulation:
  - .1 Faced Blanket Insulation in Specified Thickness: Use with option of using thermal blocks to eliminate "thermal short circuits".
  
- .G Provision for Expansion and Contraction:
  - .1 Provision for Thermal Expansion and Contraction Movement of Roof Panels: Clips with movable tab.
    - .a Tabs: Factory centered on roof clip to ensure full movement in either direction.
  - .2 Roof: Provide for thermal expansion and contraction without detrimental effects on roof panels, with plus or minus 100-degree F temperature difference between interior structural framework of building and roof panels.
  
- .H Fasteners:
  - .1 Make connections of roof panel clips to structural members with self-drilling fasteners.
    - .a Self-drilling fasteners attach concealed clips to secondary structural members.
  - .2 Make roof panel side laps with field-formed lock seam, formed by a machine seaming device.
  
- .I Accessories:
  - .1 Accessories (i.e., ventilators, skylights, eave and gable trim, gutters, jacks, and curbs): Standard with metal building system manufacturer, unless otherwise noted and furnished as specified.
  - .2 Metal Coating on Gutters, Downspouts, Gable Trim, and Eave Trim: "Butler-Cote™" finish system, full-strength, 70 percent "Kynar 500" or "Hylar 5000" fluoropolymer (PVDF) coating.
  - .3 Location of Standard Accessories: Indicated on erection drawings furnished by metal building system manufacturer.
  
- .J Energy Conservation:



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- .1 Insulate roof panel support structural members to eliminate "thermal short circuits" between structural members and roof panels.
- .2 Eliminate heat loss (thermal short circuit) caused by compression of insulation between structural members and roof panels by use of thermal block at each structural support location. e metal wall systems not specified.

**2.7 METAL WALL SYSTEM**

- .A Exterior Metal Wall System: Butler Manufacturing™ Shadowwall™ wall system.
- .B Or Equal.
- .C Wall System Design: Design wall panels in accordance with AISI North American Specification for the Design of Cold-Formed Steel Structural Members.
- .D Wall Panels:
  - .1 Roll-formed panels, 3 feet wide with 4 major corrugations, 1-7/16 inches high, 12 inches on center, with 2 minor corrugations between each of the major corrugations entire length of panel.
  - .2 One piece from base to building eave.
  - .3 Each Panel Corrugation: Fastener alignment groove to center fastener within corrugation.
  - .4 Exposed Panel Side Laps: Hemmed to eliminate raw cut panel edge.
  - .5 Upper End of Panels: Fabricate with mitered cut to match corrugations of "Butlerib®" roof panels of 1/2 inch to 12 inches and square cut for all other roof panels and slopes.
  - .6 Factory punch or field drill wall panels at panel ends and match factory-punched or field-drilled holes in structural members for proper alignment.
  - .7 Panel Material and Finish:
    - .a 26-gauge painted Galvalume aluminum-zinc alloy (approximately 55 percent aluminum, 45 percent zinc), ASTM A 792.
    - .b Paint with exterior colors of "Butler-Cote™" finish system, full-strength, 70 percent "Kynar 500" or "Hylar 5000" fluoropolymer (PVDF) coating.
    - .c PVDF Coating Warranty: Metal building system manufacturer shall warrant coating for 25 years for the following.
      - Y1 Not to peel, crack, or chip.
      - Y2 Chalking: Not to exceed ASTM D 4214, #8 rating.
      - Y3 Fading: Not more than 5 color-difference units, ASTM D 2244.
- .E Fasteners:
  - .1 Wall Panel-to-Structural Connections: Torx-head "Scrubolt™" or Torx-head self-drilling screws.
  - .2 Wall Panel-to-Panel Connections: Torx-head self-drilling screws.
  - .3 Fastener Locations: Indicated on erection drawings furnished by metal building system manufacturer.
  - .4 Exposed Fasteners: Factory painted to match wall color.
- .F Accessories:
  - .1 Accessories (i.e., doors, windows, louvers): Standard with metal building system manufacturer, unless otherwise noted and furnished as specified.
  - .2 Location of Standard Accessories: Indicated on erection drawings furnished by metal building system manufacturer.

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- .G Energy Conservation:
  - .1 Insulate secondary structurals (optional) to eliminate "thermal short circuits" between structurals and wall panels.
  - .2 Minimize heat loss (thermal short circuit) caused by compression of blanket insulation between structural members and wall panels by use of thermal block at each structural location.

**.2.8 INSULATION**

- .A Laminated Fiberglass: Owens-Corning Fiberglas, NAIMA 202, "Certified R" metal building insulation.
  - .1 Must be paintable.
- .B Back-Fill Insulation: Owens-Corning Fiberglas unfaced "Pink Metal Building Insulation Plus".
- .C Roof Insulation:
  - .1 Certified R-Value: R-38
- .D Wall Insulation:
  - .1 Certified R-Value: R-19.
- .E Roof and Wall Insulation Facing: PSK Standard Duty (WMP-10).
  - .1 0.0015-inch-thick, UV-stabilized, white metalized polypropylene laminated to 14-pound Kraft paper, reinforced with glass-fiber scrim.
  - .2 Adhere facing to Owens-Corning Fiberglas "Certified R", NAIMA 202, fiberglass blanket.
  - .3 Assembly of Insulation Blanket and Facing:
    - .a Flame Spread Rating: Less than 25.
    - .b UL Label: Submit as specified in Submittals article of this section.
    - .c Perm Rating: 0.02.

**.2.9 ROOF INSULATION SYSTEM**

- .A Roof Insulation System: Butler Manufacturing™ "TBS™" roof insulation system. Or Equal.
- .B System Components:
  - .1 Metal Roof System: Butler Manufacturing™ "MR-24<sup>®</sup>" metal roof system.
  - .2 Roof Panel Supports:
    - .a Pre-assembled 5-inch high 'insulation bridge' members, with.
      - )1 4-foot long by 2-1/2" wide bridge channel to support flat of roof panels
      - )2 5-inch high zee clips fastened to bridge channel at 1'o.c.
        - )a factory punched 'tubulated holes' provide for roof clip attachment
        - )b provide space for various thicknesses of insulation
      - )3 Attach insulation bridges to roof purlins with scrubolt™ fasteners.
  - .3 Insulation:
    - .a Faced Bottom Layer of Blanket Insulation
      - )1 Insulation facing
- .C Roof and Wall Insulation Facing: PSK Standard Duty (WMP-10).

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- .1 0.0015-inch-thick, UV-stabilized, white metalized polypropylene laminated to 14-pound Kraft paper, reinforced with glass-fiber scrim.
- .2 Adhere facing to Owens-Corning Fiberglas "Certified R", NAIMA 202, fiberglass blanket.
- .3 Assembly of Insulation Blanket and Facing:
  - .a Flame Spread Rating: Less than 25.
  - .b UL Label: Submit as specified in Submittals article of this section.
  - .c Perm Rating: 0.02.

**Insulation / U-Factor Chart**

MR-24 Thermal Spacer Block	Faced Lower Layer(s)	Unfaced Upper Layer	U-factor	Effective R-value = 1/U
Required	R-16	R-19	0.035	28.5
Required	R-19	R-25	0.030	33.2
Required	R-19	R-30	0.029	34.4

**U-Factor:** These values were determined through certified guarded Hot Box testing. R-value = 1/U-factor.

**Insulation R-Value:** These values were suppliers' published R-values of actual insulation materials used in hot box testing.

- .D Fasteners:
  - .1 Roof Supports (Insulation Bridges): Install with scrubolt™ fasteners for attachment
  - .2 Roof Attachment Fasteners: As specified under Roof System in this specification section.
- .E Provision for Expansion and Contraction:
  - .1 Provision for Thermal Expansion and Contraction Movement: Accomplish in roof system.
  - .2 As specified under Roof System in this specification section.
- .F Performance Testing: As specified under Roof System in this specification section.

**2.10 METAL COATING SYSTEM**

- .A Metal Coating System: -Butler Manufacturing™ "Butler-Cote™" finish system a factory-applied, exterior metal coating system
  - .1 Substrate Preparation:
    - .a G90 Hot-Dipped Galvanized Steel or AZ50 Galvalume: Factory-controlled chemical-conversion treatment.
  - .2 Coating:
    - .a Material: Full-strength, 70 percent, "Kynar 500" or "Hylar 5000" fluoropolymer (PVDF) color coating.
    - .b After steel preparation, coat exterior exposed surface with primer and PVDF )1 Nominal Total Dry Film Thickness: 1.0 mil.
    - .c Interior Exposed Surfaces: Coat with polyester color coat.
    - .d Apply coatings to entire material dimensions of steel sheets before forming of panels.

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- .3 Physical Characteristics of Exterior Coating:
  - .a Resistance to failure through cracking, checking, peeling, and loss of adhesion.
  - .b Measure by the following laboratory weather-simulating tests to obtain test results justifying metal building system manufacturer's 25-year warranty:
    - )1 Humidity resistance at 100 degrees F and 100 percent relative humidity, ASTM D 2247.
    - )2 Salt-spray resistance at 5 percent salt fog, ASTM B 117.
    - )3 Reverse impact resistance, ASTM D 2794.
    - )4 Resistance to accelerated weathering, Atlas Model XW-R Dew Cycle Weather-O-Meter, ASTM D 3361.
    - )5 Resistance to dry heat.
    - )6 Abrasion resistance, ASTM D 968.
    - )7 Chemical/acid/pollution resistance, ASTM D 1308 and G 87.
    - )8 Maintain gloss of finish evenly over entire surface, ASTM D 523

**PART 3 EXECUTION**

**3.1 EXAMINATION**

- .A Examine area to receive metal building system.
- .B Notify Architect of conditions that would adversely affect installation or subsequent use.
- .C Do not begin installation until unacceptable conditions are corrected.

**3.2 ERECTION – STRUCTURAL STEEL FRAMING SYSTEM**

- .A Erect structural steel framing system in accordance with the Drawings and metal building system manufacturer's erection drawings.
  - .1 Field Modifications:
    - .a Require approval of metal building system manufacturer.
    - .b Responsibility of building erector.
    - .c Field Modifications to Truss Purlins: Not allowed, unless indicated on erection drawings furnished by metal building system manufacturer.
    - .d Fixed Column Bases: Grout flush with floor line after structural steel erection is complete.

**3.3 INSTALLATION – METAL ROOF SYSTEM**

- .A Metal Roof System Installation: Butler Manufacturing™ "VSR II™" roof system.
  - .1 Install roof system in accordance with metal building system manufacturer's instructions at locations indicated on the Drawings.
  - .2 Install roof system weathertight.
  - .3 Attach roof panels to supporting structural members with seamed-in-clip device.
    - .a Install clip at panel major corrugation.
  - .4 Design roof panel side laps to be interlocking seams with return leg on lower edge of female rib.
    - .a Factory apply side lap sealant.
  - .5 Roof Panel End Laps:

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- .a Minimum of 6 inches.
- .b Seal with field-applied sealant.
- .c Swage 1 panel end to ensure nestible, watertight end laps.
- .d Install backing plate directly over, but not fastened to, structural support members.
- .e Self-Drilling Fasteners: Do not use to make panel end splices.

**3.4 INSTALLATION – METAL WALL SYSTEM**

- .A Metal Wall System Installation: Butler Manufacturing™ “Shadowwall™” wall system.
  - .1 Install wall system in accordance with metal building system manufacturer’s instructions at locations indicated on the Drawings.
  - .2 Install wall system weathertight.
  - .3 Verify structural system is plumb before wall panels are attached.
  - .4 Align and attach wall panels in accordance with erection drawings furnished by metal building system manufacturer.
  - .5 Install side laps with minimum of 1 full corrugation.
  - .6 Seal wall panels at base with metal trim.
  - .7 Exterior Trim: Apply same finish as exterior color of wall panels, except the following:
    - .a Gutters, Downspouts, Eave Trim, Gable Trim, Door-Side Flashings, and Header Flashings: Paint with exterior colors of “Butler-Cote™” finish system, full-strength, 70 percent “Kynar 500” or “Hylar 5000” fluoropolymer (PVDF) coating in standard color of metal building system manufacturer.
    - .b Windows: Factory paint aluminum extrusions (thermally broken).
  - .8 Flashings, Trim, Closures, and Similar Items: Install as indicated on erection drawings furnished by metal building system manufacturer.

**3.5 INSTALLATION – INSULATION**

- .A Insulation Installation: Install insulation in accordance with metal building system manufacturer’s instructions at locations indicated on the Drawings.

**3.6 INSTALLATION – ROOF INSULATION SYSTEM**

- .A Install roof insulation system in accordance with metal building system manufacturer’s instructions at locations indicated on the Drawings.

**3.7 PROTECTION**

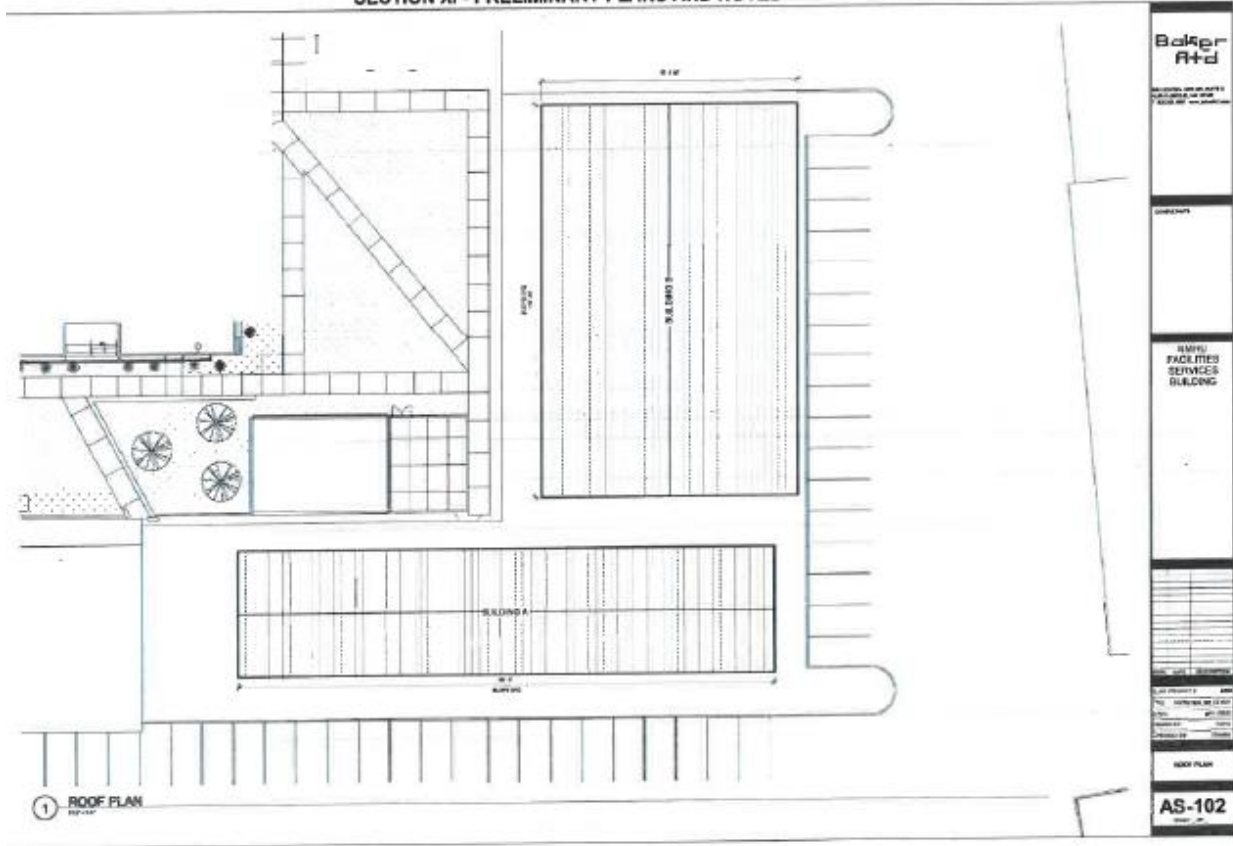
- .A Protect installed metal building system to ensure that, except for normal weathering, metal building system will be without damage or deterioration at time of Substantial Completion.

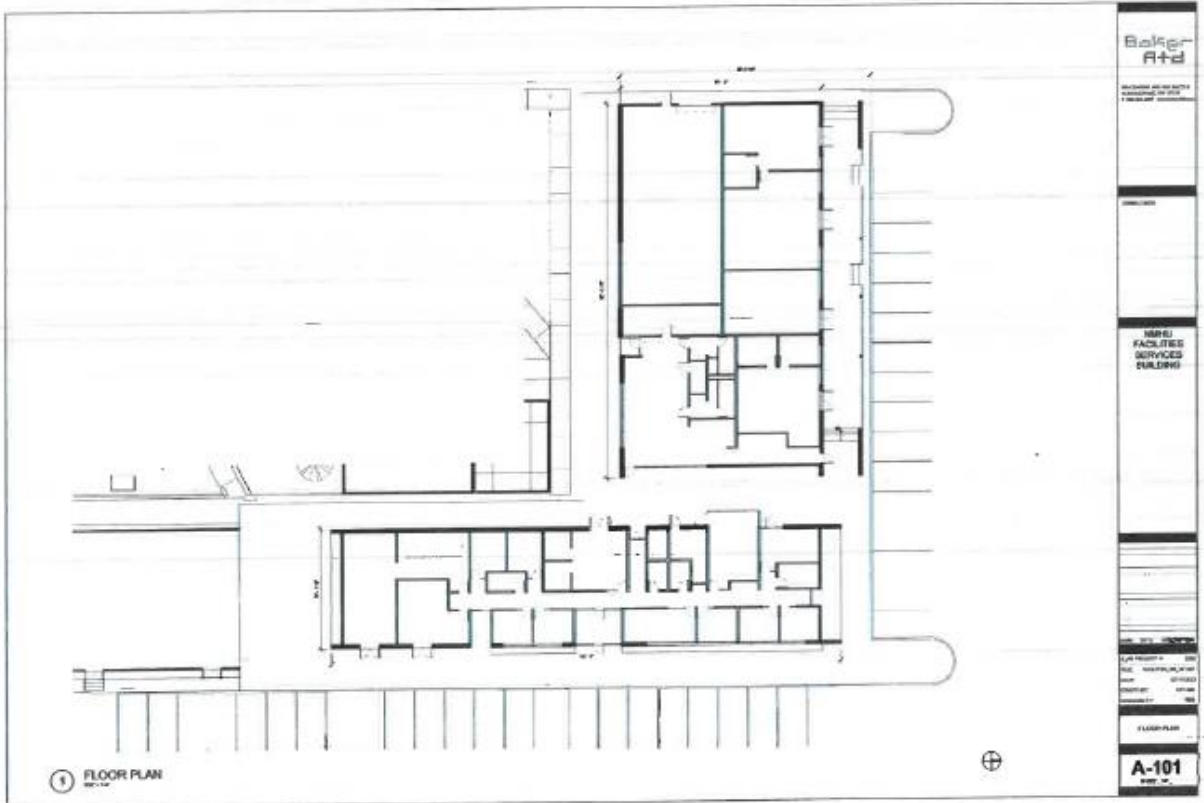
**3.8 ADJUSTMENT**

- A. Touch up, repair, or replace damaged products before Substantial Completion.

**END OF SECTION**

SECTION XI - PRELIMINARY PLANS AND NOTES





## **SECTION IV GENERAL TERMS AND CONDITIONS**

### **1. LENGTH OF PROPOSAL**

Offerors are required to keep their proposal within twenty (20) pages. Double –sided printed pages will count for two (2) pages. The following will not count towards the limit of pages:

- 1.) Tab Dividers provided the only text or graphics on the dividers are the tab numbers and section titles;
- 2.) Acceptance of Terms and Conditions of RFP Form (page 2 of this document);
- 3.) Addenda Acknowledgement Form (Attachment 1);
- 4.) Supplier Conflict of Interest and Debarment/Suspension Certification Form (Attachment 2);
- 5.) Campaign Contribution Disclosure Form (Attachment 3);
- 6.) New Mexico Business Preference Form (Attachment 4), if applicable;
- 7.) Resident Veterans Preference Form (Attachment 5), if applicable.
- 8.) Price to be placed in separate sealed envelope (See page 4)

**Any response that exceeds the referenced page limitation shall have a deduction of 10 points taken from each evaluation committee member’s Technical Proposal score.** If there are any questions regarding format or submission requirements, please contact the NMHU Procurement Contact prior to submission of Documents.

### **2. CHANGES**

The Purchasing Director may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract. If any such change causes an increase or decrease in the cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, the Purchasing Director shall make an equitable adjustment in the contract price, the delivery schedule, or both, and shall modify the contract. The Contractor must assert its right to an adjustment under this clause within 30 days from the date of receipt of the written order. Failure to agree to any adjustment shall be a dispute under the Disputes clause. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

### **3. REFERENCES**

Provide a list of at least three (3) references of a size and scope similar to the work described herein that respondent has performed during the last five years. Include a brief description of the project, the contract period, the name of contact person(s) directly involved in the project along with an e-mail address and phone number.

### **4. PERIOD OF PERFORMANCE**

This Award shall be effective on the date the Contract is signed by duly authorized individuals from NMHU and Contractor. The Award will be for one (1) year from the effective date of the Contract. The Award can be renewed if such renewal is mutually



agreed to and found to be in the best interest of NMHU. These renewals would be in one (1) year increments and are not to exceed three (3) renewal years. The Contract shall not exceed four (4) years including all renewals. Renewals must be mutually agreed upon.

**5. PRESENTATIONS**

NMHU may choose to invite Offerors to make presentations and answer questions asked by the search committee. NMHU reserves the right to invite as many Offerors as necessary. Prior to the presentations and with adequate time, NMHU may specify requirements for the presentation.

**6. AWARD**

- a. In accordance with the State of New Mexico “Procurement Code”, §13-1-28 through §13-1-199 N.M.S.A., NMHU reserves the right to make an Award to the Offeror which provides the services in its best interest and may not make the Award to the Offeror with the lowest fee. The RFP will be evaluated based on all criteria listed in this RFP, its attachments and its addendums, and the Board of Regent’s collective expertise; and
- b. NMHU reserves the right to negotiate with Offerors. Issuance of an Intent to Negotiate with Offeror does not guarantee an Award. An Award will be made only after NMHU and Offeror complete successful negotiations/clarifications if needed.

**7. INSURANCE**

Without limiting any liabilities or any other obligation of Offeror, Offeror shall purchase and maintain (and cause its sub-offerors to purchase and maintain), in a company or companies lawfully authorized to do business in the state of New Mexico, and rated at least A- VII in the current A.M. Best’s, the minimum insurance coverage as follows:

- a. Offeror will be required to maintain at Offeror’s cost, the minimum following insurance coverage for the duration of this contract and shall provide a Certificate of Insurance, listing NMHU as additional insured with the following language: “New Mexico Highlands University (NMHU) is recognized as an additional insured for NMHU Request for Proposal Number 24-003
- b. Worker’s Compensation insurance sufficient to comply with statutory obligation and to provide benefits for employees with claims of bodily injury or occupational disease (including resulting death) as required by the State of New Mexico and Employer’s Liability Insurance for Five Hundred Thousand Dollars (\$500,000). Waiver of Subrogation for Workers’ Compensation in favor of New Mexico Highlands University is required;
- c. One million dollars (\$1,000,000) in Commercial General Liability Insurance, or the equivalent, per occurrence and Two million dollars (2,000,000) in the general aggregate and products/completed operations aggregate (whichever is greater) insuring against any and all liability of the insured with respect to premises and products/completed operations. The policy shall include coverage for bodily injury liability, personal injury, advertising injury and property damage, including product liability insurance, contractual liability and, contractor’s protective liability. Where applicable, the policy shall include coverage for hazards commonly referred to as “XCU.”;

- d. No less than One Million dollars (\$1,000,000) combined single limit for bodily injury and property damage in Business Automobile Liability Insurance, or the equivalent, per accident with respect to Offeror's vehicles whether owned, hired, or non-owned, assigned to or used in the performance of any Services.

The Certificate of Insurance shall be in a format acceptable to NMHU. Such Certificates shall be filed with NMHU and shall also contain the following statements:

*"The Regents of New Mexico Highlands University, New Mexico Highlands University, its elected and appointed officers, boards, commissions, agents and employees are named as an additional insured."*

And

*"The insurance coverage certified herein shall not be cancelled or materially changed except after the insurer endeavors to provide forty-five (45) days written notice to the Owner."*

Certificate of Insurance shall be forwarded to:

New Mexico Highlands University  
Attn: Purchasing Department  
P.O. Box 9000  
Las Vegas, NM 87701

The University reserves the right to request and receive certificates of Insurance evidencing the required policies and endorsements within ten (10) Calendar days of the signing of this Contract.

**Note: Contracts that require both Business Auto Liability insurance and General Liability insurance for scope of services must carry a Commercial Umbrella policy – No less than one million dollars (1,000,000) per Occurrence and one million dollars (\$1,000,000) in the Aggregate on a follow – form basis.**

## **8. FAILURE TO MEET REQUIREMENTS**

Failure on the part of the Offeror to meet these requirements shall constitute a material breach of Contract, upon which the University may terminate this agreement in accordance with the provisions listed below or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, and all monies so paid by the University shall be repaid by Contractor upon demand.

## **9. AUTHORIZED AGENT**

Contractor agrees that the performance of all Services required under the terms and conditions of the RFP, addendums, Proposal and subsequent changes to the Contract are to be subject to the direction of NMHU or person designated by NMHU. Such person designated by NMHU shall be the Authorized Agent representative of NMHU.

All Services are to be performed only after the Authorized Agent has given approval to perform the Services. All information or direction desired or required by the Contractor for the performance of his Services hereunder shall be obtained from said Authorized Agent and representative.

**10. INVOICING AND PAYMENTS**

Upon certification and acceptance of services, and if applicable, NMHU will issue initial payment within thirty (30) calendar days of agreed upon payment schedule. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked;

- a. Reference the Purchase Order number on the Invoice; and
- b. Invoices are to be sent to:

New Mexico Highlands University  
Attn: Accounts Payable  
P.O. Box 9000  
Las Vegas, NM 87701

**11. REQUIRED AND INFORMATIONAL FORMS**

- A.) The following are to be **completed and submitted** with your Proposal:
  - 9.) Acceptance of Terms and Conditions of RFP Form (page 3 of this document);
  - 10.) Addendum(s) Acknowledgement Form (Attachment 1);
  - 11.) Supplier Conflict of Interest and Debarment/Suspension Certification Form (Attachment 2);
  - 12.) Campaign Contribution Disclosure Form (Attachment 3);
  - 13.) New Mexico Business Preference Form (Attachment 4), if applicable;
  - 14.) Resident Veterans Preference Form (Attachment 5), if applicable.
  
- B.) Informational Documents
  - 1.) Advertisement (Attachment 6)

**12. GOVERNING LAW**

This RFP, its attachments, subsequent addenda and the resultant contract and/or purchase order will be interpreted and governed by the Laws of the State of New Mexico.

**13. USE OF CONTRACT**

New Mexico law allows other governmental entities within the State of New Mexico to contract, in accordance with §13-1-129 NMSA 1978, for services with the Contractor under the terms contained in the Agreement. Should that occur, NMHU will not be a party to any engagements entered into pursuant to this paragraph. Contractual engagements accomplished under this provision will be solely between the Contractor and the subject governmental entity.

## SECTION V EVALUATION COMPONENTS

This section of the RFP contains specifications and other relevant information to be used by Offerors in preparation of their Proposal. Award of a Contract will not be based solely on cost.

Offerors shall ensure that all the information required herein be submitted with their Proposal. All information provided should be verifiable by documentation requested by NMHU. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the Proposal or rescission of a Contract. Offerors are encouraged to provide any additional information describing any additional abilities.

All responsive Proposals will be reviewed independently by each member of the evaluation committee. Their evaluations will be based on the Proposal as a whole and will be scored solely on the requirements, data, information and related responses to the RFP.

### SELECTION CRITERIA

All Proposals shall be reviewed for compliance with the mandatory requirements as stipulated within this RFP and procurement statutes. Proposals found not to comply will be rejected from further consideration. Proposals which are not rejected will then be evaluated based upon the following weighted criteria. There is a maximum number of one-hundred (100) points that may be awarded.

<u>Description</u>	<u>Weight</u>
<b>References:</b> .....	<b>20%</b>
Offeror shall provide a list of three (3) references of a size and scope similar to the work described herein that Offeror has performed during the last five years. Offeror shall include a brief description of the project, the contract period, the name of contact person(s) directly involved in the project along with an e-mail address and phone number.	
<b>Experience:</b> .....	<b>25%</b>
Offeror shall indicate the experience has in the area described in the scope of work and as related to this RFP. Offeror shall describe any additional experience that would substantiate and enhance the qualifications of the Offeror in regard to the performance of a contract resulting from this solicitation. NMHU is interested in the Offeror’s ability to manage large operations that involve multiple stakeholders including the community, other contractors, NMHU and its students.	
<b>Ability To Comply with Scope of Work</b> .....	<b>30%</b>
Offeror shall meet all requirements that NMHU has described in the Scope of Work that is related to this RFP, the information provided for the on page 6 thru 24.	
<b>Cost:</b> .....	<b>25%</b>
Offeror shall submit a cost to perform all aspects in the Scope of Work inclusive of any applicable taxes or other typical fees.	

<b>Total</b>	<b>100%</b>
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## SECTION VI SUBMITTAL PROCEDURES

### 1 NUMBER OF COPIES

Offeror is to submit **Three (3) copies** complete copies of their Proposal when submitting through carrier service or in person. Offeror is to submit **one (1) copy** when submitting through vendorregistry.com

### 2 COSTS INCURRED

Any cost incurred by the Offeror in preparation, delivery and presentation of any Proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

### 3 INSTRUCTIONS

#### A.) Instructions

- 1.) Proposals must be received in the NMHU main campus' Central Receiving Department office (800 National Avenue, Las Vegas, NM 87701) by the due date and time as listed on page three (3) of this RFP. If a Proposal is late NMHU shall not accept it. Postmarked or estimated delivery dates issued by carriers will not be accepted as received by NMHU.
- 2.) All Proposals must be submitted in a SEALED envelope. Please write on the outer sealed envelope the following:  
**"Sealed PROPOSAL #24-003 to be received by 2:00 PM on August 16, 2023."**  
Failure to mark the sealed envelope may result in the Proposal being opened early or later and/or the Proposal may be declared non-responsive;
- 3.) NMHU is not responsible for Proposals lost during delivery regardless of means of delivery. Proposals may be accepted if received by NMHU staff and not delivered to the Purchasing Department office only when the error was made by NMHU staff. NMHU will make this determination.
- 4.) Faxed and emailed Proposals shall not be accepted.
- 5.) **Proposals will be accepted through vendorregistry.com.**

#### B.) DELIVERY MAY BE MADE AS FOLLOWS

- 1.) **If via delivery in person:**  
New Mexico Highlands University  
Post Office – Receiving  
Attn: Purchasing Department-RFP #24-001  
800 National Avenue  
Las Vegas, NM 87701
- 2.) **If via USPS, FedEx, UPS or another carrier:**  
New Mexico Highlands University  
Post Office – Receiving  
Attn: Purchasing Department-RFP #24-001  
800 National Avenue  
Las Vegas, NM 87701

## SECTION VII INSTRUCTIONS TO OFFERORS

### 1. DEFINITIONS AND TERMS

- A.) **Addendum:** a written or graphic instrument issued prior to the opening of Proposals which clarifies, corrects, or changes the RFP. Plural: addenda.
- B.) **Determination:** means the written documentation of a decision of the Purchasing Agent including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.
- C.) **Offeror:** any person, corporation, or partnership legally licensed to provide professional services in this state who chooses to submit a Proposal in response to this RFP.
- D.) **Purchasing Agent:** means the person or designee authorized by NMHU to manage or administer a procurement requiring the evaluation of proposals.
- E.) **RFP:** means all documents, including attachments, addendums or other documents incorporated by reference which are used for soliciting Proposals.
- F.) **Responsible Offeror:** means a 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 RFP.
- G.) **Responsive Proposal:** means a 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; price, quality, quantity or delivery requirements.
- H.) The terms **must, shall, will, is required, or are required,** identify a mandatory item or factor. Failure to comply with a mandatory item or factor may result in the rejection of the Offeror Proposal.
- I.) The terms **can, may, should, preferably, or prefers** identify a desirable or discretionary item or factor.

### 2. RFP DOCUMENTS

- A.) COPIES OF RFP
  - 1.) A complete set of the RFP shall be used in preparing Proposals; NMHU assumes no responsibility for errors or misinterpretations resulting from the use of an incomplete set of the RFP.
  - 2.) A copy of the RFP shall be made available for public inspection at the Purchasing Office of NMHU.
- B.) INTERPRETATIONS
  - 1.) All requests of clarification about the meaning or intent of the RFP shall be submitted in writing and to the POC. The date listed as the deadline for submitting questions is the date of receipt. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
  - 2.) Offerors should promptly notify NMHU of any ambiguity, inconsistency, or error, which they may discover upon examination of the RFP.

C.) **ADDENDA**

- 1.) Addenda will be mailed, by facsimile or emailed to all who are known by NMHU to have received a complete set of RFPs.
- 2.) Each Offeror shall ascertain, prior to or with submitting the Proposal, that the Offeror has received all Addenda issued, and shall acknowledge their receipt in the Proposal transmittal letter (Attachment 1).

**3. PROPOSAL SUBMITTAL PROCEDURES**

A.) **CORRECTION OR WITHDRAWAL OF PROPOSALS**

- 1.) A Proposal containing a mistake discovered before Proposal opening may be modified or withdrawn by an Offeror prior to the time set for Proposal opening by delivering written, telegraphic, or electronic notice to the location designated in the RFP as the place where Proposals are to be received.
- 2.) Withdrawn Proposals may be resubmitted up to the time and date designated for the receipt of Proposals, provided they are then fully in conformance with the RFP.

B.) **REJECTION OR CANCELLATION OF PROPOSALS**

A rejection or cancellation of this RFP may be made in accordance with §13-1-131 N.M.S.A. 1978. NMHU reserves the right to waive irregularities, reject any or all Proposals, cancel this RFP for any reason and at any time, and/or award a Contract that is in its best interests.

**4. CONSIDERATION OF PROPOSALS**

A.) **RECEIPT, OPENING AND RECORDING**

- 1.) Proposals received on time will be opened in the presence of two (2) or more witnesses (NMHU employees), but will not be opened publicly.
- 2.) The contents of all Proposals shall not be disclosed so as to be available to competing Offerors during the negotiation process.

B.) **PROPOSAL EVALUATION**

- 1.) Proposals shall be evaluated on the basis of demonstrated competence and qualification for the type of Service required, and shall be based on the evaluation factors set forth in this RFP. For the purpose of conducting discussions, proposals may initially be classified as:
  - a.) acceptable, or
  - b.) potentially acceptable, that is, reasonably assured of being made acceptable, or
  - c.) unacceptable (Offeror whose Proposal is unacceptable shall be notified promptly).
- 2.) NMHU shall have the right to waive technical irregularities in the form of the Proposal of the Offeror, which do not alter the price, quality or quantity of the Services.
- 3.) If an Offeror who otherwise would have been issued an Award and Contract, is found not to be a responsible Offeror, a determination that the Offeror is not a responsible Offeror, setting forth the basis of the finding, shall be prepared by the Purchasing Agent. The unreasonable failure of the Offeror to promptly supply information in connection with an inquiry

with respect to responsibility is grounds for a determination that the Offeror is not a responsible Offeror.

4.) Selection Process

- a.) The evaluation of Proposals will be performed by an evaluation committee composed of representatives selected by the NMHU. The committee shall evaluate statements of qualifications and performance data submitted by Offerors in regard to the particular request.
- b.) The committee will, rank in order of their qualifications which are most qualified to perform the required services: and will recommend the finalist(s) for oral presentation to the committee. The committee will determine the schedule for the oral presentations. The top rated Offerors will then be scheduled to be interviewed by the University Board of Regents. The Board may make recommendation to the Purchasing Director as to selection of Offeror. All costs incurred by Offeror for the oral presentations will be borne on Offeror.

C.) NEGOTIATIONS

Offerors submitting Proposals may be afforded an opportunity for discussion and revision of Proposals. Revisions may be permitted after submissions of Proposals and prior to Award for the purpose of obtaining best and final offers.

Negotiations may be conducted with responsible Offeror who submit Proposals found to be reasonably likely to be selected for Award.

D.) NOTICE OF AWARD

After Award by NMHU, with reasonable promptness, a written Notice of Award shall be issued by NMHU to the selected Offeror and a letter of non-Award to the unsuccessful Offerors.



**ATTACHMENT 1**

**ADDENDUM ACKNOWLEDGEMENT FORM**

**ADDENDUM ACKNOWLEDGEMENT**

In submitting this Proposal, Offeror represents that he has examined copies of all addenda listed below and has incorporated them into his Proposal:

<b>Addendum Number</b>	<b>Date</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**ATTACHMENT 2**

**SUPPLIER CONFLICT OF INTEREST AND  
DEBARMENT/SUSPENSION CERTIFICATION FORM**

**Conflict of Interest**

- 1.) No employee or Regent of New Mexico Highlands University has a direct or indirect interest in the Contractor or in the proposed transaction (unless Contractor is a publicly traded company and the employee or Regent’s interest is less than one percent (1%) of the Contractor);
- 2.) Contractor neither employs nor is negotiating to employ any NMHU employee or member of the NMHU Board of Regents;
- 3.) Contractor did not participate directly or indirectly in the preparation of specifications upon which the Proposal is made;
- 4.) If the Contractor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Contractor, please identify Legislator(s):  
\_\_\_\_\_;
- 5.) List below the name and social security number of any employee of the Contractor or person assisting in the proposed transaction in any way who was a NMHU employee within the preceding twelve (12) month period; and
- 6.) In accordance with NMHU policy, an award cannot be made to a firm in which current or recent (last twelve [12]) NMHU employees have a controlling interest.

**Debarment/Suspension Status**

- 1.) The Contractor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Executive Branch of the Federal Government, or in receipt of a notice or proposed debarment from any Agency; and
- 2.) The Contractor agrees to provide immediate notice to New Mexico Highlands University Purchasing Department Buyer in the event of being suspended, debarred or declared ineligible by any department or Federal Agency, or upon receipt of a notice of proposed debarment that is received after the submission of the Proposal but prior to the award of the purchase order or contract.

**Certification**

The undersigned hereby certifies that he/she has read the above Conflict of Interest and Debarment/Suspension Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the Contractor named below.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name Typed: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ City \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

**ATTACHMENT 3**

**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Pursuant to the Procurement Code, Sections §13-1-28, et seq., N.M.S.A. 1978 and N.M.S.A. 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 (2) 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 (2) 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 (2) 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 N.M.S.A. 1978 or a Contract that is executed may be ratified or terminated pursuant to Section §13-1-182 N.M.S.A. 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) if any:

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(Completed by State Agency or Local Public Body)

**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 Date

\_\_\_\_\_  
Title (position)

**--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 Date

\_\_\_\_\_  
Title (Position)

**ATTACHMENT 4**

**NEW MEXICO BUSINESS PREFERENCE**

Points will be awarded based on Offeror's ability to provide a copy of a current Resident Business Certificate or Resident Veterans Certificate.

In addition, the attached certification form must accompany any RFP and any business wishing to receive a resident veteran's preference must complete and sign the form.

RFP's are to be evaluated on preference as follows:

In addition, to the total points on an RFP, 10% must be added for preference award. For example; an RFP has a total value of 1000 points. Five proposals are received; one from a resident business, one from a resident veteran's business with an 8% preference and three non-resident businesses.

The two preference businesses would receive 50 points and 80 points to their already evaluated score, making it possible for the highest score total 1080.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty or perjury that during the last calendar year starting January 1, and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections §13-1-21 or §13-1-22 N.M.S.A. 1978, when awarded a contract which was on the basis of having such veteran's preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

**NM RESIDENT PREFERENCE NUMBER OR RESIDENT VETERANS PREFERENCE NUMBER (if applicable):**

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**ATTACHMENT 5**

**RESIDENT VETERANS PREFERENCE CERTIFICATION FORM**

\_\_\_\_\_ (NAME OF CONTRACTOR/OFFEROR)  
hereby certifies the following in regard to application of the resident veterans’ preference to this procurement:

**Please check one only**

\_\_\_\_\_ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

\_\_\_\_\_ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

\_\_\_\_\_ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

“I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty or perjury that during the last calendar year starting January 1, and ending on December 31, the following to be true and accurate:

“In conjunction with this procurement and the requirements of this business’ application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections §13-1-21 or §13-1-22 N.M.S.A. 1978, when awarded a contract which was on the basis of having such veteran’s preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

“I understand that knowingly giving false or misleading information on this report constitutes a crime.”

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

\_\_\_\_\_  
(Signature of Business Representative) \*

\_\_\_\_\_  
(Date)

\*Must be an authorized signatory for the business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award of the procurement involved if the statements are proven to be incorrect.

**ATTACHMENT 6**

**NEW MEXICO HIGHLANDS UNIVERSITY  
REQUEST FOR PROPOSAL #24-003  
Metal Building Purchase  
NGIP: 90927**

New Mexico Highlands University is seeking proposals from qualified and experienced companies for two metal buildings for NMHU.

All proposals must be received by NMHU's Purchasing Department prior to **2:00 pm** local time on **August 16, 2023**. Proposals received after that time will not be accepted. Proposals will not be opened publicly.

All proposals shall comply with the New Mexico Procurement Code, and applicable federal, State and local laws.

NMHU reserves the right to waive irregularities, reject any or all proposals, cancel this RFP for any reason and at any time, and/or award a contract that is in its best interest. No offeror may withdraw proposal for ninety (90) calendar days after the actual date of the opening.

RFP 24-003 will be available and solicited through Vendor Registry at:  
<https://vrapp.vendorregistry.com>.

RFP documents may also be obtained by emailing [rfp@nmhu.edu](mailto:rfp@nmhu.edu).

To register at Vendor Registry, follow three steps below:

1. [www.nmhu.edu/purchasing-department](http://www.nmhu.edu/purchasing-department)
2. Click "Information for Vendors Link"
3. Click Vendor Registration, complete instructions