

**REQUEST FOR PROPOSALS
FOR
DESIGN BUILD PROJECT DELIVERY SERVICES**

RFP Number: 80-350-18-08497

Design-Build Child Wellness Center Renovation

Albuquerque, New Mexico

March 14, 2018

**STATE OF NEW MEXICO
GENERAL SERVICES DEPARTMENT
FACILITIES MANAGEMENT DIVISION**

TABLE OF CONTENTS

I. PROJECT INFORMATION	1
A. PURPOSE AND SUMMARY OF THIS REQUEST FOR PROPOSAL (RFP).....	1
B. BACKGROUND	1
C. PROJECT SUMMARY.....	2
D. ROLES AND RESPONSIBILITIES	3
E. DEFINITION OF TERMINOLOGY.....	5
II. CONDITIONS GOVERNING THE PROCUREMENT	7
A. SEQUENCE OF EVENTS.....	7
B. EVALUATION PROCESS.....	9
C. GENERAL REQUIREMENTS / INFORMATION	13
III. RESPONSE FORMAT AND ORGANIZATION.....	17
A. NUMBER OF RESPONSES/COPIES.....	17
B. PHASE ONE QUALIFICATIONS PROPOSAL FORMAT	18
C. PHASE ONE QUALIFICATIONS PROPOSAL ORGANIZATION	18
IV. INSURANCE AND BONDS	20
A. INSURANCE REQUIREMENTS	20
B. BOND REQUIREMENTS	20
V. EVALUATION.....	20
A. PHASE ONE EVALUATION CRITERIA.....	20
B. PHASE ONE EVALUATION FACTORS	21
C. PHASE TWO DOCUMENTS (NOTE: THIS INFORMATION IS TENTATIVE; THE ACTUAL PHASE TWO PROPOSAL REQUIREMENTS WILL BE ISSUED WITH PHASE TWO OF THE SOLICITATION)	25
D. PHASE TWO EVALUATION CRITERIA (NOTE: THIS INFORMATION IS TENTATIVE; THE ACTUAL PHASE TWO EVALUATION CRITERIA WILL BE ISSUED WITH PHASE TWO OF THE SOLICITATION)	26
E. PHASE TWO EVALUATION FACTORS	27
APPENDIX A	29
APPENDIX B	30
APPENDIX C	41

APPENDIX D	47
APPENDIX E	48
APPENDIX F.....	49
APPENDIX G	50
APPENDIX H	51
APPENDIX I.....	52
APPENDIX J.....	53
APPENDIX K	54
APPENDIX L.....	55
APPENDIX M.....	59
APPENDIX N	60
APPENDIX O	61
APPENDIX P	62
APPENDIX Q	63
APPENDIX R	64
APPENDIX S	65
APPENDIX T.....	66
APPENDIX U	67

APPENDIX V 70

APPENDIX W 73

I. PROJECT INFORMATION

A. PURPOSE AND SUMMARY OF THIS REQUEST FOR PROPOSAL (RFP)

The State of New Mexico, Facilities Management Division (FMD), General Services Department (GSD), is offering the unique opportunity for a qualified team to design and build a renovation for Children, Youth and Family Department's (CYFD) new Child Wellness Center (CWC).

The State seeks a team under a single, responsible lead entity, which includes design and construction, the "Design Build Team." The State intends to issue one contract to the selected Offeror for the entire scope of work.

Concurrently, the RFP for the Child Wellness Center Building Acquisition is being released in order to purchase the real property that will be renovated for the Child Wellness Center. Once the property is purchased, the renovation would begin on or around June 20, 2018, under this RFP's contract.

RFP# 80-350-18-08496 is for the acquisition for the real property with building(s).

RFP# 80-350-18-08497 is for the renovation of the real property acquired in RFP# 80-350-18-08496.

B. BACKGROUND

The procurement and renovation of a building or multiple buildings is the first step in the creation of the Child Wellness Center (CWC). The CWC is a trauma-informed environment that serves children who are victims of child abuse or neglect, and is designed to reduce additional traumas and stressors that children experience when involved in the child welfare system. The CWC will house all of Bernalillo County Protective Services including 24-hour operations and critical support services, such as the Statewide Central Intake call center, CYFD's Training Academy, Information Technology services and Juvenile Justice Staff.

The CWC will provide staff, who work in this emotionally and physically taxing field, a safe and secure working environment where staff can thrive and decompress. Many individual offices are needed. The space will also provide the families with suitable visitation space as they work with CYFD to reunify with their children with safety considerations for the children, foster parents, and staff.

Chadwick Trauma-Informed Systems Project, with support of a national advisory committee, defines a trauma-informed child welfare system as a system "...in which all parties involved recognize and respond to the varying impact of traumatic stress on children, caregivers and those who have contact with the system. Programs and organizations within the system infuse this knowledge, awareness and skills into their organizational cultures, policies and practices. They act in collaboration, using the best available science, to facilitate and support resiliency and recovery." The essential trauma-informed elements include:

1. Maximize the child's sense of safety;
2. Assist children in reducing overwhelming emotion;
3. Help children make new meaning of their trauma history and current exposure while inquiring about emotional painful and difficult experiences and symptoms; workers must ensure that children are provided a psychologically safe setting;
4. Address the impact of trauma and subsequent changes in the child behavior, development, and relationships;
5. Coordinate services with other agencies;
6. Utilize comprehensive assessment of the child's trauma experience and its impact on the child's development and behavior to guide service;
7. Support and promote positive and stable relationships in the life of the child;

Creating an atmosphere and environment of calm and security is the goal of the renovation. The proposed CWC Receiving Center is envisioned to improve the intake process such that the experience is child-friendly, short-term, developmentally appropriate, evidence-informed space where children can rest, play, eat and process while awaiting placement.

C. PROJECT SUMMARY

1. Building Size

This project will consist of the renovation of the campus infrastructure and building(s) to accommodate the CYFD CWC Receiving Center, Protective Services, Family Visitation space, Statewide Central Intake call center, support services, Juvenile Justice staff, Information Technology and the Training Academy. The building(s) will be a total of at least 130,000 gross square feet. The total design will encompass the full square footage. The preliminary renovation will be for around 75,000 gross square feet.

The renovation includes furniture, fixtures and equipment. The necessary building improvements to bring the building(s) into proper functioning as revealed in a Facility Condition Assessment are also included. Site improvements for programmatic needs and infrastructure requirements will be part of the scope of work.

2. Location

The location will be determined under the RFP# 80-350-18-08496, the solicitation for real property. The property will be in Bernalillo County.

3. Utilities

The Design Build Team shall coordinate connection and use of utilities and will use energy conserving building systems to minimize usage.

4. Sustainability

It is the intent of the State of New Mexico to apply sustainable development concepts in the planning, design, construction, environmental management, operation, maintenance and disposal of facilities and infrastructure projects, consistent with applicable laws and budget requirements.

An independent commissioning provider will be contracted by the State.

5. Partnering

FMD desires a cooperative process, with the selected Design Build Team, that will facilitate close coordination of work throughout all phases of the project. Details of the “partnering” process to be implemented will be developed by the Design Build Team in close coordination with the Owner’s Team. The Design Build Team will define roles and responsibilities, establish lines of communication, and confirm program requirements.

6. Code Requirements

The Design Build Team is responsible for compliance with all applicable codes and agency requirements. The project is to conform to code requirements enforced by the State of New Mexico and local jurisdictions.

7. Using Agency Provided Items

The Using Agency will provide some of their own furnishings. The Design Build Team shall provide all other items required for a complete facility appropriate for its intended use, including but not limited to furnishings and equipment for common areas, modular office furniture, and high-density file systems.

8. Design Parameters and Performance Criteria

Design and Construction Guidelines will be provided in the Phase Two RFP document. Plan reviews and observations will be done by FMD and their consultants throughout the project for the purpose of ensuring that these minimum standards are met. FMD plan reviews will be conducted in an expeditious manner so as not to delay the Design Build Team in their project delivery.

9. Project Delivery

The state will receive a Certificate of Occupancy, for the renovation of at least 75,000 gross square feet, in order to begin their move to occupy the building on December 10, 2018 at the latest. FMD assures potential Offerors that it intends to provide a high level of cooperation and assistance toward expediting project development and delivery. FMD plan reviews are intended to ensure the Design and Construction Guidelines included in the RFP are met and will be performed expeditiously to avoid project delays.

D. ROLES AND RESPONSIBILITIES

1. The Design Build Team must be composed of experienced and highly regarded professionals who have demonstrated their ability to produce superior facilities in a cost-effective basis.
 - a. The Design Build Team as submitted must include, at minimum:
 - General Contractor
 - Design Professional Team
 - Furniture Supplier

Other team members may be identified in the submittal or proposed for State approval at a later date. All but one team member shall be considered subcontractors to the Offeror unless they are a legal joint venture.

2. The responsibilities of the Design Build Team will include:
 - a. Become fully informed about the Project and have the experience and ability necessary to perform the required services;
 - b. Provide the human resources, equipment, and facilities necessary to furnish the required services through all phases of the Project. This will include, but not be limited to:
 - Coordinating and working closely with the Project Manager from FMD;
 - Site development planning;
 - Consider Owner's and Using Agency's staff input on conceptual design;
 - Making presentations to and obtaining feedback from Owner's and Using Agency's staff;
 - Preparing plans, specifications and construction documents (all materials used in construction shall meet all applicable code and regulatory requirements);
 - Provide and obtain approval of the Design from the Owner's Team at the completion of schematic design, design development phases and construction documents phase;
 - Providing general architectural/engineering supervision and contract administration during construction; and
 - Providing on-site observation during construction;
 - c. Analyze alternatives and design the most suitable improvements consistent with economic feasibility, environmental characteristics, expected life of improvement, energy conservation, and state-of-the-art technology;
 - d. Perform required services in an expeditious manner to coincide with the Project Schedule;
 - e. Furnish qualified construction personnel who will keep Owner's Team advised on A/E matters pertaining to the construction of the Project, and who will work toward the goals of obtaining results prescribed by the plans and specifications. This will require cooperation between the Owner's Team and the Project Manager with meetings on a weekly basis to facilitate such cooperation;

- f. Possess professional ethics and qualifications and represent Owner in accordance with a high standard of professional conduct;
 - g. Secure all applicable building permits;
 - h. Provide all materials, supplies and labor for the renovation of the building(s) and site including required furniture, fixtures and equipment;
 - i. Perform installation and construction of the renovation in an efficient and safe manner according to the Design Build Team’s design, specifications and schedule; and,
 - j. Conduct weekly progress meetings with the Owner’s Team.
3. Roles and Responsibilities of Owner’s Consultant(s) – The State will have a contract with an independent Commissioning Agent as an Owner’s Consultant to provide independent commissioning services.

The Owner’s Consultant(s) shall not be included as members of any Offeror’s Design Build Team.

4. Roles and Responsibilities of the Owner’s Team - The Owner’s team is also comprised of FMD and others in the GSD, a Project Manager, and CYFD staff or their designees. The Owner’s Team shall:
- a. Examine documents submitted by the Design Build Team and shall render decisions promptly to avoid unreasonable delay in the progress of the project.
 - b. If the Owner observes or otherwise becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents, prompt written notice thereof shall be given by the Owner to the Design Build Team.

E. DEFINITION OF TERMINOLOGY

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

“Architect” means a member of the Design Build Team who is a New Mexico licensed architect and is responsible for the architectural services.

“Contract” An agreement between a state agency (the Owner) and a firm for the work covered by this RFP.

“Design and Build Project Delivery System” means a procurement process by which a Using Agency /Owner contracts with one firm who has the responsibility for the design, construction and delivery of a project under a single contract with the Using Agency/Owner

“Design and Build Team” or “Firm” as the terms are used herein, are synonymous with one another and, within their broad definition mean any offeror, who may be a person, a legal entity, a consortium of experts, a joint venture, a team of persons who, though partnership, general or limited or other legal entity, corporation, association, other organizations, or any combination thereof, formally organized so that it may submit a qualified offer in response to a request for proposals and, as a result, who may be considered for a contract award for a design and build project delivery system with a Using Agency/Owner. No distinction is made between formally organized design/build firms and a project-specific design/build firm.

“Desirable Provisions” The terms **“can”, “may”, “should”, “preferably”, or “prefers”** identifies a desirable or discretionary item of the RFP. Failure to comply with such an item will not result in the rejection of the Offerors proposal.

“Determination” The written documentation of a decision made by the Evaluation Committee including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

“Engineer” means a member of the Design Build Team who is a New Mexico licensed engineer and is responsible for the engineering services.

“Firm” means the company or other business entity for the purpose of identifying, individually or collectively: a general contractor, a prime contractor or a subcontractor, of any tier, whether basic trade subcontractor, subcontractor or other.

“FMD” Facilities Management Division, General Services Department: FMD is the entity requesting proposals.

“General Contractor” means a member of the Design Build Team who is a New Mexico licensed general contractor and is responsible for the construction services for the contract.

“General Services Department (GSD)” is the cabinet level agency with responsibility for the FMD.

“Mandatory Requirements” The terms **“must,” “shall,” “will,” “is required,” or “are required”** identify a mandatory requirement of this RFP. Failure to comply with such a mandatory factor could result in the rejection of the Offerors proposal. Rejection of the proposal will be subject to review by the Evaluation Committee and a final decision on rejection will be made by the FMD Director.

“Offeror” is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP, with the intent of providing services for this project.

“Owner” as defined in the Agreement Between Owner and Design Build Team shall be the Facilities Management Division of the New Mexico General Services Department

“Owner’s Team” is comprised of Facilities Management Division and others in the General Services Department, a Project Manager, Children, Youth and Family Department staff, and the Owner’s consultants.

“Pre listed subcontractors” means the subcontractors, of any tier, that the Offeror is required to list at the time it submits a proposal in response to a request for proposals.

“Proposal” is the Offeror’s phased response to this RFP.

“Request for Proposals” or “RFP” This document, any attachments incorporated by reference, and any amendments issued for use in soliciting proposals, for this project.

“RFP documents” means any one or combination of the following request for proposal documents: technical proposal; price proposal; financial proposal; contractor qualifications statement; subcontractor qualification statement, contracts or agreements.

“Responsive Offer” or “Responsive Proposal” An offer or proposal which conforms in all material respects to the requirements set forth in the RFP as determined by the Selection Committee. Material respects of an RFP include, but are not limited to quality, quantity or delivery requirements.

“Selection” A formal written notice by the chair of the Selection Committee that a firm has been selected to enter into a contract for services.

“Selection Committee or Evaluation Committee” A body constituted to evaluate proposals and make selection recommendation and or selection. The committee should collectively possess expertise in the technical requirement of the project, construction, design and contracting. The Selection Committee is chaired by the Director of the FMD.

“Statement of Qualifications Forms” means the forms included as a part of this RFP, which all Offerors shall complete, including the qualifications for the team member or partners and subcontractors proposed for the project.

“Using Agency” is the Children, Youth and Family Department of the State of New Mexico.

II. CONDITIONS GOVERNING THE PROCUREMENT

A. SEQUENCE OF EVENTS

	Event	Responsible Party	Date	Location
	RFP Advertised	State Purchasing Division (SPD)	March 8, 2018	
	RFP Issued	SPD	March 14, 2018	
	Questions/Clarifications for Phase One of RFP	Potential Offerors	March 8, 2018 to April 5, 2018	Send to Procurement Manager
	Pre Proposal Meeting- not mandatory	SPD, FMD	March 27, 2018 9:00 am to 11:00 pm	Joseph Montoya Bldg. first floor Bid Room at 1100 S. St Francis Dr., SF

	RFP Amendments to Phase One of RFP	SPD to Potential Offerors via the SPD website	To be Issued by April 9, 2018	http://www.generalservices.state.nm.us/satepurchasing/ITBs_RFPs_and_Bid_Tabulation.aspx
	Submission of Phase One Proposal	Potential Offerors to SPD	April 12, 2018 by 3PM MST deadline	State Purchasing Division Office, Joseph Montoya Building second floor Room 2016 at 1100 S. St Francis Drive, Santa Fe
	Proposal Short Listing	Evaluation Committee	By April 20, 2018	
	Notice of Short Listed Offeror Finalists	Procurement Manager	April 20, 2018	
	Release of Phase Two Documents to Short Listed Offerors	FMD	By May 11, 2018	
	Mandatory Phase Two Pre-proposal Site Meeting	FMD/SPD	May 15, 2018	TBD, Albuquerque
	Questions/Clarifications for Phase Two of RFP	Potential Offerors	Must be received in writing prior to May 31, 2018	Send to Procurement Manager
	Amendments to Phase Two of RFP	Procurement Manager to Short Listed Offerors	To be Issued by June 4, 2018	
	Phase Two Proposals Due	Potential Offerors	June 7, 2018 (1:00 PM MST deadline)	State Purchasing Division Office, Montoya Building second floor Room 2016 at 1100 S. St Francis Drive, Santa Fe
	Review & Evaluation of Proposals	Evaluation Committee	June 8, 2018	
	Interviews	Finalists and Evaluation Committee	June 11, 2018	TBD
	Notice of Intent to Award	FMD Director	June 11, 2018	
	Contract Negotiations	FMD	June 12, 2018	
	State Board of Finance Approval of Contract	FMD/SBOF	June 20, 2018	
	Notice to Proceed	FMD	June 22, 2018	
	Substantial Completion	Contractor	December 9, 2018	

B. EVALUATION PROCESS

Overview: This procurement shall be under the Design and Build Project Delivery System per New Mexico Administrative Code (NMAC) 1.5.7, and will result in a single award. The Request for Proposal (RFP) documents consist of all the documents listed in the Table of Contents and all said documents are incorporated in this RFP by reference. **The Facilities Management Division reserves the right to reject any or all proposals.** The Facilities Management Division will utilize a two-phase request for proposal procedure for awarding the Contract as follows:

- a. During Phase One, the Selection Committee will evaluate each Offeror's experience, technical competence and capability to perform, the past performance of the Offeror's team and members of the team, and other appropriate factors submitted by the team or firm in response to the RFP. Qualifications of Offerors will be evaluated as described in Section V. of this RFP, and up to three (3) firms will be short-listed in accordance with technical and qualification-based criteria described in Section V.
- b. During Phase Two, each short-listed Offeror will receive Phase Two documents with RFP requirements, guidelines, and criteria. A stipend of \$5,000 is available to each unsuccessful Finalist Offeror. FMD will invite short-listed Offerors to submit their project approach including detailed specific technical concepts of solutions, costs and scheduling. A mandatory Phase Two Offerors' Conference will be conducted to allow short-listed Offerors the opportunity to submit questions of clarification. Short-listed Offeror's proposals will be reviewed and evaluated by the Selection Committee using the criteria described in Section V.D. Review assistance may be used in the assessment of design, construction, and any other component of the proposals, as is deemed necessary by the FMD. Interviews will be held. The finalist Offerors will present their solution and the Selection Committee will be able to ask for clarification of the proposals. Upon completion of the evaluation process, the selection will be made and the Contract awarded to the highest ranked Offeror.

SUBMISSION OF A RESPONSE TO PHASE ONE RFP IS REQUIRED TO BE INVITED TO PARTICIPATE IN PHASE TWO OF THIS SOLICITATION.

1. Issue RFP - This RFP is issued by the FMD of the General Services Department in accordance with the provisions of Sections 13-1-111 through 13-1-124 NMSA 1978. This and other RFPs will be posted on the SPD website:
http://www.generalservices.state.nm.us/statepurchasing/ITBs_RFPs_and_Bid_Tabulation.aspx
2. Phase One Questions/Clarifications – Between issuing the RFP and submission of Phase One Proposals, prospective Offerors may contact the Procurement Manager, with questions about the scope of the project or the RFP schedule. Any questions concerning the project or selection process contact:

Name: Marty Perrins-Dallman, Procurement Manager
Address: 1100 S. St. Francis Dr. Room 2016

Santa Fe, NM 87501
Telephone: (505) 470-8084
Email: Martha.perrins-dall@state.nm.us

3. Phase One Pre-Proposal Meeting - Provides interested Offerors an opportunity to discuss the intent of the project with the Owner's Team. Interested Offerors are not required to attend.
4. RFP Phase One Amendments - If an RFP amendment is deemed necessary, it will be issued prior to the submission deadline. The SPD will post all amendments on the SPD website. http://www.generalservices.state.nm.us/statepurchasing/ITBs_RFPs_and_Bid_Tabulation.aspx
5. Submission of Phase One Proposal – Offerors shall submit proposals in sealed envelopes or package. Clearly label each package with the RFP number, your name, address and date of submittal and deliver to:

Name: Marty Perrins-Dallman
Reference RFP Name: CYFD Child Wellness Center Renovation
#80-350-18-08497
Address: State Purchasing Division
1100 St. Francis Dr. Room 2016
Santa Fe, New Mexico 87501

- a) Receipt of Proposals: SPD will time-stamp proposals at the SPD Receptionist Desk and hold in a secure location. A public log will be kept of the names and submittal times of all proposals. **Proposals received after the deadline will be deemed non-responsive, and will be returned unopened to the Offeror.**
 - b) Confidentiality of Proposals: Proposals will not be opened publicly and shall not be open to public inspection until after an Offeror has been selected for award of the contract. An Offeror may request in writing non-disclosure of confidential data. Such data shall accompany the proposal and shall be readily separable from the proposal in order to facilitate eventual public inspections of the non-confidential portion of the proposal.
 - c) Non-Conforming Proposals: Proposals will be reviewed, for completeness, format and compliance with the requirements of the RFP. If any proposal is deemed non-responsive by the Selection Committee, the Offeror will be notified in writing of such determination.
6. Phase One Proposal/Shortlisting –The Selection Committee will review each proposal. Points will be allocated per Section V. A. of this RFP by each committee member. Member's point totals will be translated to a numeric ranking. The Selection Committee member rankings will be totaled to determine the overall ranking of the firms. The Committee shall determine the rankings without the possibility of a tie. FMD reserves the

option to interview Phase One respondents if necessary. Up to three (3) firms will be short-listed.

7. Notice of Short List – A notice will be sent out identifying the firms that have been selected for the short list and qualify for Phase Two.
8. Phase Two Notice/Release of Proposal Requirements & Criteria-- Each shortlisted Offeror will receive Phase Two documents with proposal requirements, guidelines, Using Agency programming documents, site survey/plat, design standards, Programming design, furniture requirements with list and specifications, Facility Condition Assessment, special equipment and system standards, quality assurance and quality control requirements to the extent the information is known and available to FMD.
9. Phase Two Mandatory Pre-Proposal Meeting/Site Visit - Provides shortlisted Offerors an opportunity to discuss the details of the project criteria with the Owner’s Team. A site visit will be conducted at the end of the meeting. **Short Listed Offerors are required to attend.**
10. Questions/Clarifications – Between issuing the Phase Two documents and submission of Phase Two Proposals, prospective Offerors may contact SPD with written questions about the scope of the project or the RFP schedule. SPD will post written responses on the website:
http://www.generalservices.state.nm.us/statepurchasing/ITBs_RFPs_and_Bid_Tabulation.aspx

Any questions concerning the project or selection process contact:

Name: Marty Perrins-Dallman, Procurement Manager
Address: 1100 St. Francis Dr. Room 2016
Santa Fe, NM 87501
Telephone: (505) 470-8084
Email: Martha.perrins-dall@state.nm.us

11. RFP Phase Two Amendment - If an amendment is deemed necessary it will be issued no later than four (4) working days prior to the submission deadline. Any amendment issued prior to the submittal deadline shall become part of the Request for Proposals and any information required shall be included in your proposal. The Procurement Manager will distribute the amendment in writing to all recipients of the RFP Phase Two documents.
12. Submission of Phase Two Proposal – Offerors shall submit two-part, two-volume written proposals. Each volume shall be submitted in a separate sealed envelope or package. Clearly label each volume with the RFP number, your name, address and date of submittal and prominently identify each as: Volume I: Technical and Business Proposal and Volume II: Project Cost Proposal, delivered to:

Name: Marty Perrins-Dallman
Reference RFP Name: CYFD Child Wellness Center Renovation
#80-350-18-08497

Address: State Purchasing Division
1100 St. Francis Dr. Room 2016
Santa Fe, New Mexico 87501

- a) Receipt of Proposals: SPD will time-stamp proposals at the SPD Receptionist Desk and hold in a secure location. A public log will be kept of the names and submittal times of all proposals. **Proposals received after the deadline will be deemed non-responsive, and will be returned unopened to the Offeror.**
 - b) Confidentiality of Proposals: Proposals will not be opened publicly and shall not be open to public inspection until after an Offeror has been selected for award of the contract. An Offeror may request in writing non-disclosure of confidential data. Such data shall accompany the proposal and shall be readily separable from the proposal in order to facilitate eventual public inspections of the non-confidential portion of the proposal.
 - c) Non-Conforming Proposals: Proposals will be reviewed, for completeness, format and compliance with the requirements of the RFP. If any proposal is deemed non-responsive by the Evaluation Committee, the Offeror will be notified in writing of such determination.
13. Phase Two Review & Evaluation of Proposals – Selection Committee will conduct a review and evaluation of the proposals in preparation for interviews.
 14. Interviews – Overall rankings from the proposal evaluation and interview shall determine the firm to be awarded the project. Notice to finalists will include the interview date, time, and location. The purpose of the interview is to allow the Offeror to present its qualifications, past performance, management plan, schedule, and general plan for construction of the project. It will also provide an opportunity for the Selection Committee to seek clarification of the Offeror’s proposal. Ninety (90) minutes will be allotted for the interview to include a forty five (45) minute question and answer session by the evaluation committee.
 15. Notice of Intent to Award – The Procurement Manager will notify the selected Offeror in writing of the intent to award. At this time, SPD will maintain at least one copy of each Offeror’s proposal. Proposals are open for public inspection after the award and conclusion of successful contract negotiations.
 16. Contract Negotiations – FMD and the successful Offeror will begin contract negotiations as soon as possible after the Notice of Intent to Award. FMD/GSD will treat proposals as best and final offers for the purpose of this RFP. Negotiations with the Finalist will be conducted for the purpose of clarifying any terms and conditions affecting the Offeror’s proposal. If FMD is unable to negotiate a satisfactory contract with the selected team negotiations with that team will be formally terminated. The FMD may then undertake negotiations with the next alternate team in sequence until an agreement is reached or a determination is made to reject all proposals.
 17. State Board of Finance Approval of Contract- – The Construction Contract package must be approved by the State Board of Finance.

18. Notice to Proceed- Upon approval by the SBOF, the contract will be finalized and a “Notice to Proceed” will be issued.

19. Substantial Completion – Building ready for User Agency to occupy.

C. GENERAL REQUIREMENTS / INFORMATION

This section contains information about the RFP process and conditions which this RFP is issued and how the intended project will be completed.

1. Protest Procedures - Any protest by an Offeror must be timely and in conformance with NMSA 1978, § 13-1-172 and applicable procurement regulations. As a Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the party listed below. The protest must be delivered to:

State Purchasing Agent or His/Her Designee
NM State Purchasing Division
1100 St. Francis Drive RM 2016
Santa Fe, NM 87505

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. Team Members and Subcontractors - Since the award is made on a qualification-based evaluation process, replacement of Team Members after award of and prior to the contract execution may cause the Offeror to be disqualified.
It is essential that the Design Build Team provide an adequate staff of experienced personnel capable of and devoted to the successful accomplishment of work to be performed under the contract. The Design Build Team must assign specific individuals to the key positions. Once assigned to work under the contract, key personnel shall not be removed or replaced without the prior written approval of FMD.
4. Amended Proposals - An Offeror may submit an amended proposal prior to 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. FMD personnel will not collate or assemble proposal materials for the Offeror.
5. Offeror's Rights to Withdraw Proposal - Offerors will be allowed to withdraw their proposals at any time prior to the date for Interviews (Event 13 – Section II A). The Offeror must submit a written withdrawal request signed by the Offerors duly authorized representative addressed to the FMD Director.

6. Disclosure of Proposal Contents - Proposal contents will be kept confidential until conclusion of successful contract negotiations. At that time, all proposals will be open to the public, except for the material, which has clearly been noted and deemed as proprietary or confidential by the Offeror. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret under the Uniform Trade Secrets Act, NMSA 1978, Sections 57-3A-7. Any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" must be readily separable from the proposal in order to facilitate public inspection for the non-confidential portion of the qualifications-based proposal.
7. Termination of RFP - This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the FMD Director determines such action to be in the best interest of the State of New Mexico. The RFP process may be terminated at any time if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the Offeror. The FMD's decision as to whether sufficient appropriations and authorizations are available will be accepted by the Offeror as final.
8. Contract - The Contract between an agency and an Offeror will follow the format specified by the Owner and contain the terms and conditions set forth in the Sample Contract Appendix C. However, the Owner reserves the right to negotiate provisions in addition to those contained in this RFP (Sample Contract) with any Offeror. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of any resultant Contract.

The Owner discourages exceptions from the Contract terms and conditions as set forth in the RFP Sample Contract. Such exceptions may cause a proposal to be rejected as nonresponsive when, in the sole judgment of the Owner (and its evaluation team), the proposal appears to be conditioned on the exception, or correction of what is deemed to be a deficiency, or an unacceptable exception is proposed which would require a substantial proposal rewrite to correct.

Should an Offeror object to any of the terms and conditions as set forth in the RFP Sample Contract (APPENDIX W) strongly enough to propose alternate terms and conditions in spite of the above, the Offeror must propose specific alternative language. The Agency may or may not accept the alternative language. General references to the Offeror's terms and conditions or attempts at complete substitutions of the Sample Contract are not acceptable to the Owner and will result in disqualification of the Offeror's proposal.

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

If an Offeror fails to propose any alternate terms and conditions during the procurement process (the RFP process prior to selection as successful Offeror), no proposed alternate terms and conditions will be considered later during the negotiation process. Failure to propose alternate terms and conditions during the procurement process (the RFP process prior to selection as successful Offeror) is an explicit agreement by the Offeror that the Contract terms and conditions contained herein are accepted by the Offeror.

9. Offeror's Terms and Conditions - Offerors must submit with the proposal a complete set of any additional terms and conditions they expect to have included in a Contract negotiated with the Owner. Please see Section II.C for requirements.
10. Contract Deviations - Any additional terms and conditions, which may be the subject of negotiation (such terms and conditions having been proposed during the procurement process, that is, the RFP process prior to selection as successful Offeror), will be discussed only between the Owner and the Offeror selected and shall not be deemed an opportunity to amend the Offeror's proposal.
11. Right to Waive Technical Irregularities - The Selection Committee reserves the right to waive technical irregularities.
12. Notice – The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.
13. Clarifications from Offerors - The Selection Committee, after review of the proposals and/or Interviews may request clarifications on information submitted by any and all Offerors in a written format, with a specified deadline for response.
14. Licensing Requirements - The Contractor shall comply with and require all of its subcontractors to comply with the license laws as required by the State of New Mexico.
15. Electronic Data - Construction documents and specifications must be prepared using computer technology. Electronic drawing files shall be provided in AutoCAD format and specifications in Microsoft Word. Copies shall be provided to the FMD and the Using Agency.
16. 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 deemed not a Responsible Offeror or fails to submit a Responsive Offer as defined in NMSA 1978, Sections 13-1-83 and 13-1-85, and herein.
17. Release of Information - Only the Owner is authorized to release information about the Project covered by this RFP. 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.
18. Ownership of Documents - The drawings, specifications and other Project documents are the property of Owner.
19. Hold Harmless - If service delivered hereunder is covered by any patent, copyright, trademark or application thereof, the Design Build Team will indemnify and hold Owner harmless from any and all losses, costs, expenses, and legal fees on account of any claims or legal actions filed for infringement of such rights by Design Build Team.

20. Purchase Order - The Owner will not be responsible for any service performed without its written and approved purchase order, contract, or approved change order signed by the authorized representative.
21. Compliance with Applicable Laws - The Design Build Team shall comply with all federal and state laws and regulations pertaining to work under its charge and shall bear all expenses associated with such compliance. The Design Build Team agrees to comply with state law and rules applicable to workers' compensation benefits for its employees. If the Design Build Team fails to comply with applicable workers' compensation laws and rules, Owner may terminate the Contract. The Design Build Team will be responsible for obtaining all required insurance.
22. Conflict of Interest - The Design Build Team shall warrant that it presently has no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of service under the award and the Contract.
23. New Mexico Employees Health Coverage –
- a. For all contracts solicited and awarded on or after January 1, 2008: If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to:
 - i. have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2008 if the expected annual value in the aggregate of any and all contracts between contractor and the state exceed \$1,000,000 dollars or;
 - ii. have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2009 if the expected annual value in the aggregate of any and all contracts between contractor and the state exceed \$500,000 dollars or
 - iii. have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between contractor and the state exceed \$250,000 dollars.
 - b. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.
 - c. Offeror must agree to advise all employees of the availability of state publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information: <http://insurenemexico.state.nm.us/>.
 - d. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to

be placed against it); these requirements shall apply the first day of the second month after the Offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000, \$500,000 or \$1,000,000.

24. Employee Pay Equity Reporting - Contractor agrees if it has ten (10) or more employees OR eight (8) or more employees in the same job classification, at any time during the term of this contract, to complete and submit the PE10-249 form within thirty (30) days of contract award. For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, Contractor also agrees to complete and submit the required form (PE10-249 or PE250, depending on their size at the time) within thirty (30) days of the annual contract anniversary date or, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract, whichever comes first. Should Contractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, Contractor agrees to provide the required report within ninety (90 days) of meeting or exceeding the size requirement. That submittal date shall serve as the basis for submittals required thereafter. Contractor also agrees to levy this requirement on any subcontractor(s) performing more than 10% of the dollar value this contract if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract. Contractor further agrees that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, Contractor will submit the required report, for each such subcontractor, within ninety (90 days) of that subcontractor meeting or exceeding the size requirement. Subsequent report submittals, on behalf of each such subcontractor, shall be due on the annual anniversary of the initial report submittal. Contractor shall submit the required form(s) to the State Purchasing Division of the General Services Department, and other departments as may be determined, on behalf of the applicable subcontractor(s) in accordance with the schedule contained in this paragraph. Contractor acknowledges that this subcontractor reporting requirement applies even though offeror itself may not meet the size requirement for reporting and be required to report itself. To download a copy of the Pay Equity Reporting Form go to the following link:

http://www.generalservices.state.nm.us/statepurchasing/Pay_Equity.aspx

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES/COPIES

Only one proposal may be submitted by each Offeror for this project. Offeror's proposal must be clearly labeled and numbered and indexed as outlined in Section III.C. Proposal Organization. Proposals are required to be submitted as outlined below. The original copy shall be clearly marked as such on the front of the binder. Each portion of the proposal (technical/cost) is required to be submitted in separate binders and be prominently displayed on the front cover. Envelopes, packages or boxes containing the original and the copies are required to be clearly labeled and submitted in a sealed envelope, package, or box bearing the following information:

Offerors are required to provide six (6) identical copies of their proposal at the location specified in Section II. In addition, the Offeror shall include two (2) electronic copies of the proposal on CD or flash drive/thumb drive.

B. PHASE ONE QUALIFICATIONS PROPOSAL FORMAT

Format will be 8-1/2" x 11" with foldout sheets allowed up to 11" x 17" in size. Text will be no smaller than 10 point. If there is any question as to format requirements contact the Procurement Manager for clarification, prior to submittal of the proposal.

C. PHASE ONE QUALIFICATIONS PROPOSAL ORGANIZATION

Proposal Organization - All pages shall be numbered. Proposals are to be organized and tabbed as follows:

Volume One

1. Transmittal Letter – (will not count towards page count)

Offeror's proposal must be accompanied by the Letter of Transmittal Form located in APPENDIX A which must be completed and signed by an individual person authorized to enter into the Contract. The letter of transmittal should be completed as follows:

- a. Identify the submitting business entity or individual.
- b. Identify the name, title, telephone, and e-mail address of the person with authority to contractually enter into the Contract.
- c. Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the Contract on behalf of the organization or individual (if different than (2) above).
- d. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification/questions regarding proposal content.
- e. Identify sub-consultants (if any) anticipated to be utilized in the performance of any resultant Contract award. If there is none, enter "Not Applicable".
- f. Be signed by the person identified in paragraph b above.

2. Table of Contents

3. Past Performance

- a. Requested information- on separate pieces of paper- 2 pages maximum
- b. Appendix D for each project- these pages will not count in the page count

4. Capacity and Capability/ Staffing

- a. Requested information- on separate pieces of paper- 3 pages maximum
- b. Appendix B and C- Statement of Qualifications Form- Each Offeror shall complete the Statement of Qualifications form for themselves and the Design Professional and include these forms in their proposal. These pages do not count in the page count.

- c. Appendix F- resumes- optional but recommended- these pages will not count in the page count- limit one page per resume.
- d. Appendix G – Org Chart

5. Management Plan

Appendix H - Management Plan- 5 pages maximum

6. Health and Safety

- a. Requested information- on separate pieces of paper- 3 pages maximum
- b. Appendix I and J- provide actual safety plan, quality assurance plan- these pages will not count in the page count.

7. New Mexico Resident Business or Resident Veteran Business Preference

Offeror's NM Taxation and Revenue Department certificate with valid date

Volume Two

1. Campaign Contribution Disclosure Form- A blank form is attached (APPENDIX L). Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. This form must be filled by any prospective contractor whether or not they, their family member, or their representative has made any contributions subject to disclosure
2. Bonding Letter- Appendix M - Submit a letter from a bonding company describing the bonding capacity of the Offeror.
3. Insurance ACORD showing Design Professional's coverage – Appendix N
4. Insurance ACORD showing General Contractor's coverage- Appendix N
5. New Mexico Health Coverage Form- Appendix O- Each Offeror shall complete and submit this form.
6. Affidavit of Non- Violation of Labor Codes- Appendix P- Submit the notarized Affidavit.
7. Pay Equity Form/ Declaration- Appendix R- Complete the form. If applicable, each Offeror shall complete the PE 10-249 or PE250 and attach that in Appendix R.
8. Clarifications/ Additional Terms and Conditions- Appendix Q- Submit any requested changes in Contract Terms and Conditions. See Section II. C. 8, 9 and 10 if specific changes are requested to the Contract.
9. Assignment of Antitrust Claims- Appendix S- Each Offeror shall complete the Assignment of Antitrust Claims form.

10. Department of Finance and Administration (DFA) Agency Certification Form- Appendix T- Each Offeror shall submit the DFA Certification form.

IV. INSURANCE AND BONDS

A. INSURANCE REQUIREMENTS

The minimum requirements for this RFP are:

1. Appropriate risk responsibility provisions (insurance coverage) shall be required from the Design Build Team within the agreement between the Design Build Team and the Owner including but not limited to:
 - Architect's Professional Liability
 - Contractor's General Liability
 - Umbrella Policy
 - Automobile
 - Workmen's Compensation
 - Builder's Risk Insurance
2. If the Design Build Team is a joint venture and/or association, the required insurance coverage will be in the name of the joint venture or association.

B. BOND REQUIREMENTS

1. The Offeror will provide a letter from a bonding company licensed to do business in the State of New Mexico confirming the Offeror's ability to obtain a Contract Performance Bond. The bonding capacity of the General Contractor will be stated. The General Contractor will, prior to commencement of work, furnish such bonds as well as Materials and Payment Bonds.
2. In Phase Two, the Offeror will be required to submit a bid bond in the amount of five percent (5%) of the total amount of the proposal.

V. EVALUATION

A. PHASE ONE EVALUATION CRITERIA

Phase One of this solicitation will result in a narrowing of respondents of up to three (3) based on the Phase One evaluation factors. Up to three (3) of the short-listed Offerors will be invited to submit proposals for Phase Two.

Phase One requires statements of qualification for services that include the design and renovation of the Child Wellness Center. The purpose of this Phase One RFP is to understand the respondent's qualifications and experience, not to determine an exact approach to the project, price proposal or schedule.

Short Listing - A maximum total of 100+ points are possible in scoring each proposal for the short list evaluation. The evaluation criteria to be used by the Selection Committee for the proposal short list and the corresponding point values for each criterion are as follows:

- (1) Past Performance, expertise and experience; documented record of performance of the Offeror on efforts of a similar nature relative to scope, size, complexity, and schedule, quality of work and customer satisfaction **30 points**
- (2) Capacity and Capability/ Staffing to execute a successful project..... **30 points**
- (3) Management plan; management and administration of the team and team resources..... **30 points**
- (4) Health and Safety with respect to site safety and quality assurance/quality control..... **10 points**
- TOTAL 100 points**
- (5) NM Resident Business or Resident Veterans Business Preference **0, 5 or 10 points**

B. PHASE ONE EVALUATION FACTORS

The completed Statement of Qualification forms will be reviewed by the Evaluation Committee for accuracy and completeness. If information is not provided, the points awarded for each factor will be reduced by the lack of completeness. Offerors are hereby informed that in making evaluations and determinations, FMD is not restricted to the minimum information required for Qualification Statements and that any relevant information regarding performance from reliable sources may be considered.

A brief explanation of each evaluation category is listed below.

- 1. Past Record of Performance: (30 points)
 The Selection Committee will evaluate the quality of the Offeror's past performance. The assessment of the Offeror's past performance will be used as a means of evaluating the relative capability of the Offeror to successfully meet the requirements of the RFP. The Offeror must provide the information requested below for past performance evaluation or affirmatively state that it possesses no relevant, directly related, or similar past performance.
 - a. Design Team: In the Statement of Qualifications (APPENDIX C), submit past performance data on as many as five (5) design build projects that demonstrate design past performance, in performing work similar in scope, size and complexity to that described in the RFP.
 - b. General Contractor: In the Statement of Qualifications (APPENDIX B), submit past performance data on as many as five (5) design build projects

that best demonstrate construction past performance in performing work similar to that described in the RFP.

- c. On separate piece of paper:
- Describe any past experience with call centers or projects needing calming design features or projects with special attention to security issues.
 - Add information on previous design/build projects, if not in Appendix B, to include owner's project budget, final construction cost estimate, bid price including accepted alternates, total number and cost of Change Orders. Describe in general terms the reason for the change orders.
 - Add information on these projects showing owner's schedule compared to actual project schedule. Describe the issue if the project was off schedule
 - Explain any project difficulties and how the General Contractor or Design Professional handled these issues.

Offerors are cautioned that the Selection Committee will use data provided by teaming partners as well as data obtained from other sources in the evaluation of past performance.

20 – 30 points for three or more design-build projects of similar complexity for both Design Professional and General Contractor. Provided most information requested for the projects. Experience significantly exceeds minimum standards in a way beneficial to the state. Strengths of proposal significantly outweigh weaknesses, if any. Little doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.

10 – 19 points for one or two design-build project projects of similar complexity for both Design Professional and General Contractor. Provided some information requested for the projects but lacking some key points. Demonstrates an acceptable understanding of requirements. No negative finance or surety information. Proposal offers no strengths, or, if there are any strengths, these strengths are offset by weaknesses. Some doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.

1 – 9 points for completed projects of similar complexity, not design-build. Demonstrates limited understanding of requirements. Experience is questionable as to whether or not they meet minimum standards necessary for contract performance. Significant doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.

2. Capacity and Capability/ Staffing (30 points)

- Statement of Qualifications will provide much information about the key individuals that will be involved with the project.
- Provide an organization chart of key project personnel including subcontractors and subconsultants.
- Design Team: Submit resumes for the Design Team Lead Architect, Design Team QC/Construction Administrator, and other key members of the design team that will be assigned to this project such as MEP subconsultants.
- General Contractor: Submit resumes for all key personnel (PM, Quality Control Manager, Safety Manager and Project Superintendent) that demonstrate technical qualifications in all disciplines required to perform work similar to that described in the RFP. Attach certifications. Indicate education. List a few key projects (indicate budget size and role).
- In a general narrative on separate piece of paper:
 - briefly describe the evidence of Design Build Team/key personnel's capability, qualifications, technical competence and past performance in designing, constructing, and maintaining similar projects;
 - present capacity to perform services of the design, scheduling, construction management, construction for this project. Discuss the extent to which the Design Build Team is planning to commit key staff and other resources to the project. Describe the team's current workload in terms of personnel and resources to be able to commit to this aggressive timeline.
 - address extent to which key personnel have worked together in the past as a team on projects of the same or greater magnitude and on projects of the same nature.

20 – 30 points for highly qualified staff and consultants, and documented experiences of past collaboration in a design build scenario. Demonstrates clearly that the team has the capacity in terms of available staff to complete this project in a timely manner. Experience and qualifications significantly exceed minimum standards in a way beneficial to the state. Most bullets were addressed well with detail. Strengths of proposal significantly outweigh weaknesses, if any. Little doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.

10 – 19 points for qualified staff and consultants. Demonstrates that the team probably has the capacity in terms of available staff to complete this project. Some bullets were not adequately addressed. Proposal offers some strengths, but these strengths are somewhat offset by weaknesses. Some doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.

1 – 9 points where staff and consultants have limited qualifications or experience. Demonstrates limited understanding of requirements. Detail was missing in several very key areas. Experience and qualifications are questionable as to whether or not they meet minimum standards necessary for contract performance. Significant doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.

3. Management Plan (30 points)

Management & administration of the team & resources is to be described in a narrative. The following areas should be covered:

- Project delivery philosophy and brief expectation statements concerning management of this project and elements of successful partnering.
- Describe project procedures and processes to ensure tasks are executed within cost, schedule, and quality goals.
- Describe processes to minimize risk and to ensure that cost, schedule and quality are not compromised. Identify some risks on a typical design build project and how they will be dealt with.
- Firm's approach to project cost estimating. Address various value engineering techniques that the team will use.

20 – 30 points for extensive experience managing similar projects, excellent articulation of risks and risk mitigation strategies, management and communication. All bullets covered in some detail.

10 – 19 points for some experience managing similar projects and addresses risks and risk mitigation strategies, management and communication. Some bullets not covered.

1 – 9 points for little to no experience managing similar projects but some articulation of risks and risk mitigation strategies, management plan and communication. Some bullets not covered and lacking detail overall.

4. Health and Safety (10 points)

General Contractor's Statement of Qualifications will be used for evaluation of Safety information.

Submit Safety Plan and Quality Assurance Plan.

On a separate piece of paper:

- Describe the processes and/or the plan to effectively and efficiently provide Quality Assurance/Quality Control and manage site safety
- If there are extenuating circumstances concerning your safety ratings, provide background information and references for validation.
- Answer the following questions:
 - Is your firm free of serious or willful violations of federal or state safety laws as determined by a final non-appealable decision of a court or government? If no, explain.
 - Has your firm had any OSHA fines or jobsite fatalities in the last three years? If yes, please explain.

5-10 points for history of excellent to good lost time and recordable incidents/EMR. Explanations there if there were issues. Questions answered. Safety plan attached and of good quality. QA/QC addressed well.

1-4 points for history of poorer lost time and recordable incidents/EMR. Little or no explanations/ questions may or may not have been answered. Safety plan

attached and maybe too brief or not attached. QA/QC minimally addressed if at all.

5. New Mexico Resident Business or Resident Veteran Business Preference Advantage (0, 5, or 10 points)
Points will be awarded based on Offeror's ability to provide a copy of a current valid certificate **issued by the NM Taxation and Revenue Department.**

NM Resident Business Preference Advantage

Up to five (5) percent (%) of the total possible points may be awarded to an Offeror who qualifies as a Resident Business. These points are added to the total points received for the Evaluation Criteria.

NM Resident Business Veteran Preference

Up to ten (10) percent (%) of the total possible points may be awarded to an Offeror who qualifies as a Resident Veteran Business. These points are added to the total points received for the Evaluation Criteria.

Proposers may not be awarded both the Resident Business Preference and the Resident Veteran Business Preference. In the case an Offeror has both certifications the greater of the two will be used.

10 points- Valid Resident Veterans Business Certificate received

5 points- Valid Resident Business Certificate received

0 points – no valid certificate received.

C. PHASE TWO DOCUMENTS (NOTE: THIS INFORMATION IS TENTATIVE; THE ACTUAL PHASE TWO PROPOSAL REQUIREMENTS WILL BE ISSUED WITH PHASE TWO OF THE SOLICITATION)

Offerors selected for participation in Phase Two of this solicitation will be notified of their selection and of the mandatory Phase Two Offeror's Conference. The following information is provided at this time solely for the information of the Offerors. These requirements will apply only to those Offerors selected for advancement to Phase Two. The FMD will continue to modify and refine the program and submission requirements and may choose to issue differing or more specific requirements at a later date.

Section 1: Brief description of the requirements of the Phase Two submission, and the general requirements for the Cost Estimate, listing of requirements for all communications during the Phase Two proposal submission process; identification of general insurance requirements, liability and professional liability (Errors and Omissions) insurance requirements, as well as any special insurance information; bonding requirements; etc.,

Section 2. Detailed Program of Requirements document with a breakdown of the specific scope of

work required by the Project. This will include Programming documents as well as minimum requirements for Facility Condition Assessment improvements.

Section 3. Any other programmatic information that will inform the Offeror of the overall philosophy of the functioning of the CYFD programs.

Section 4. General requirements for the Project, including the requirements for working in and around the Project, and specific requirements for interfacing with the Owner's Team.

Section 5. Facility Design and Construction Guidelines, which provide outline specifications to help guide the Offerors with materials selections and setting standards of quality.

Section 6. Schedule and the Project Cost Proposal Form, which will require the Offeror's signature and will record the following:

Total Cost of Project: A lump sum amount for the design and construction of the work, per the requirements of the detailed scope of work and all other information provided. This form will require the listing of scope of work and any alternates.

Schedule: Basic schedule requirements will be outlined. A detailed schedule will be required for Phase Two submission showing the start and completion dates for all major activities and phases of the work, to include design, design reviews and approvals, permits and other agency reviews and approvals, construction by major activity, punch list and completion.

Section 8. Owner-provided information including, but not limited to, a site plan, survey/plat, Facility Condition Assessment, floor plans, etc.

D. PHASE TWO EVALUATION CRITERIA (NOTE: THIS INFORMATION IS TENTATIVE; THE ACTUAL PHASE TWO EVALUATION CRITERIA WILL BE ISSUED WITH PHASE TWO OF THE SOLICITATION)

Up to three (3) Offerors will advance to Phase Two. Phase Two will be evaluated on the Offeror's technical proposal and price proposals. Offerors are required to submit separate technical and price proposals.

The successful proposal will be the one that provides the **best overall value to the state**, and is determined to be most advantageous to the state; provided, however, that the FMD may at its option, and without any liability, choose to reject any and all proposals without a requirement for justification. Selection of an Offeror for negotiations will be based on an objective best overall value determination.

EVALUATION CRITERIA (TBD means “To Be Determined”)

- 1) Score from Phase One.....up to 110 points
- 2) Quality of proposed design solution, including required technical submittals.....TBD points
- 3) Quality of construction approach.....TBD points
- 4) Schedule and Management plan for constructing the project.....TBD points
- 5) Response to Program requirements.....TBD points
- 6) Cost/ScopeTBD points
- 7) InterviewTBD points
- Total PointsTBD points**

E. PHASE TWO EVALUATION FACTORS

A brief explanation of the focus of each evaluation category is listed below.

1) Score from Phase One: (points carried over—up to 100+)

This factor considers the Design Build Team’s qualifications from Phase One submission and scoring. It indicates the extent of Offeror’s corporate and key personnel experience and the Design Build Team’s ability to directly implement the project as well as their past project experience.

2) Quality of proposed design solution, including required technical submittals: (TBD points)

This factor evaluates the extent that the Offeror has demonstrated a clear understanding of the anticipated design and construction elements of the project. Offeror shall prepare drawings and plans that illustrate the architectural image of the proposed renovation. These images will show site plans and conceptual floor plans. Unique or unusual characteristics that the Offeror is proposing shall be shown separately to clarify intent.

3) Quality of construction approach: (TBD points)

Offeror shall describe the quality of products (building material, etc.) that have been included as part of the proposal. This discussion shall focus on those items that will either meet the quality requirements identified in the Performance Criteria, or exceed them. It will also include any building system improvements, and describe sustainable design features incorporated into the project. Key Project Manual specifications, product sheets and specific information shall be attached.

4) Schedule and Management plan for constructing the project: (TBD points)

Offeror is to provide any enhancements to the personnel and procedures identified in the Phase One Qualification Statement; and provide its proposed schedule dates for design, construction and occupancy of the facility. Schedule in MS Project or similar format is to be attached.

- Describe how the construction will be managed, including security and safety controls, staging areas, delivery routes and interfaces required at the site.
- Address project specific criteria, risks that have been identified by the RFP and additional risks that the team has identified. State how those risks will be mitigated.
- Address protocol to support optimization of sustainability principles
- Indicate critical dates and other information in sufficient detail for the Selection Committee to determine if the time frames are reasonable.
- Describe ability of the firm to deliver the project within the construction time identified.
- The schedule is analyzed for the following:
 - a) The critical path is indicated.
 - b) All key systems and CSI Work Divisions are shown.
 - c) Design key elements and approvals are indicated along with their dependencies with the construction tasks.
 - d) Furniture and key equipment deliveries are shown.
 - e) Substantial Completion and Certificate of Occupancy by December 10, 2018.

5) Response to Program Requirements. (TBD points)

Since the Child Wellness Center is unique in function and mission, it is critical that a Trauma Informed atmosphere be created throughout the main facility areas. Other programming requirements are also important.

- Describe any features or building finishes that meet those programmatic requirements showing color renderings of key areas. An interior building color palette is needed.
- Describe how the flow of clients versus staff is controlled in order to maintain important separations.
- Describe how staff and client flow is maintained if multiple buildings are involved..
- Describe how parking is laid out to create proper safe travel for staff and children.
- Describe any exterior spaces for clients and children to use as well as staff including privacy concerns showing renderings and site plans.
- Describe how the safety and security of the children and staff is maintained.

6) Project Cost: (TBD points)

Total Project Cost is responsive to and lines up with the RFP requirements. The scope is detailed and all major areas are described as well as any alternates with costs. It exhibits a best value to the State.

Project Cost Proposal form is attached.

7) Interview: (TBD points)

Interviews are the Offeror's opportunity to explain their design proposal and cost options.

END OF REQUEST FOR PROPOSALS

APPENDIX A

Letter of Transmittal Form

Offeror Name: _____ **RFP #:** _____
Federal Tax Id# _____

Items #1 to #6 EACH MUST BE COMPLETED IN FULL. Failure to respond to all six items may result in the disqualification of the proposal!

1. Identity (Name) and Mailing Address of the submitting organization:

2. For the person authorized by the organization to contractually obligate the organization:

Name _____
Title _____
E-Mail Address _____ Phone: _____

3. For the person authorized to negotiate the contract on behalf of the organization:

Name _____
Title _____
E-Mail Address _____ Phone: _____

4. For the person to be contacted for clarifications:

Name _____
Title _____
E-Mail Address _____ Phone: _____

5. Use of Sub-Contractors (Select one)

No sub-contractors will be used in the performance of this contract OR
 Sub-contractors maybe used in the performance of this contract (list them):

Subcontractor list may be attached in lieu of a list on this document. If applicable, please describe any relationship with any other entity with which will be used in the performance of this contract.

6. On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement as required in Section II.

I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in this RFP.

I acknowledge receipt of any and all amendments to this RFP.

I represent that the information provided in the RFP documents is truthful, accurate and complete and that the firm and individual responsible for the submission shall be fully responsible for and bound by all information, data, certifications, disclosures and attachments included in the RFP documents

I acknowledge that omission of any material fact concerning requested or submitted information, or the submission of any material false or misleading statement, or misrepresentation of a material fact concerning any requested or submitted information, may lead to the disqualification of the proposal.

I agree that the information and data provided in connection with the RFP documents, as well as any other relevant information obtained from any other sources regarding the firm, may be reviewed to determine whether it qualifies as a responsible contractor pursuant to 1.4.1.75 NMAC and whether its offer represents the best value to the using agency.

Authorized Signature and Date (Must be signed by the person identified in item #2, above) Date: _____, 20____

APPENDIX B

GENERAL CONTRACTOR'S STATEMENT OF QUALIFICATIONS

ORGANIZATION

Name: _____

Address: _____

Principal Office: _____

Corporation Partnership Sole Proprietorship Joint Venture

Other _____

How many years has your organization been in business as a Contractor? _____

How many years has your organization been in business under its present business name? _____

Under what other or former names has your organization operated? _____

1. LICENSING and RESPONSIBILITY MATTERS

Name of license holder (or qualifying party) exactly as on file with the State of New Mexico Construction Industries Division:

License Classification: _____ License Code:

License Number: _____

Issue Date: _____ Expiration Date: _____

Is the firm's contractor's license **free** of ever being suspended or revoked by the CID or by the appropriate licensing agency in any other state?

Yes, Free of suspension or revocation No (Explain)

Does your firm hold all applicable Business licenses required by State (New Mexico) or Local Public Bodies?

License Number: _____ Jurisdiction: _____

Name of License Holder, exactly as it appears on file with jurisdictional authorities.

Issue Date: _____ Expiration Date: _____

License Number: _____ Jurisdiction: _____

Name of License Holder, exactly as it appears on file with jurisdictional authorities.

Issue Date: _____ Expiration Date: _____

License Number: _____ Jurisdiction: _____

Name of License Holder, exactly as it appears on file with jurisdictional authorities.

Issue Date: _____ Expiration Date: _____

License Number: _____ Jurisdiction: _____

- a. Is your firm and/or any of its Principals free from formal or proposed debarment from public works, federal, state or local jurisdictions?

Yes

No (attach explanation)

- b. Is your firm and/or any of its Principals free from conviction of or from judgments rendered against them for commission of fraud or criminal offenses in connection with obtaining or performing public works, federal, state or local jurisdictions?

Yes

No (attach explanation)

- c. Is your firm and/or any of its Principals free from notification of any delinquent federal, state or local taxes in an amount that exceeds three thousand dollars (\$3,000.00) of which the liability remains unsatisfied?

Yes

No (attach explanation)

2. EXPERIENCE

- a. Has your firm completed **5 or more Governmental** (public) projects since **2013**? Complete **Attachment A** for **five (5)** maximum projects listed. Choose projects between \$300,000 and \$1,000,000 if possible since that would be the most frequent range on this contract.

Yes Number: _____ No

Project 1 Name: _____

Project 2 Name: _____

Project 3 Name: _____

Project 4 Name: _____

Project 5 Name: _____

- b. State the average annual amount of construction work performed during the past five years:

- c. Also in **Attachment E**, list any projects that you have completed in the last 3 years for Facilities Management Division/ General Services Dept. or other State Agencies.

- d. List the categories of work that your organization normally performs with its own forces.

3. KEY PERSONNEL EXPERIENCE

Please note that more consideration will be given to those meeting or exceeding the required qualifications stated below.

- a. Does your assigned **Project Manager** have the following minimum qualifications and experience? (Attach Resume in format shown at **Attachment C**)

(1) At least ten (10) years' experience in the construction industry?

Yes Number Years: _____ No

(2) Experience on at least one (1) construction type as identified in 3a (General Construction or Trade)?

Yes Number Projects: _____ No

(3) Experience as a Project Manager on one (1) or more construction projects valued at one million dollars (\$1,000,000) or more?

Yes Number Projects: _____ No

b. Does your assigned **Project Superintendent** have the following minimum qualifications and experience? (Attach Resume in format shown at **Attachment C**)

(1) At least **ten (10)** years' experience in the construction industry?

Yes Number Years: _____ No

(2) Experience on at least **one (1)** construction type as identified in 3a (General Construction or Trade)?

Yes Number Projects: _____ No

(3) Experience as a Project Superintendent on **one (1)** or more construction projects valued at **\$1,000,000** or more?

Yes Number Projects: _____ No

c. Does your assigned **Safety Program Manager** have the following minimum qualifications and experience? (Attach Resume in format shown at **Attachment C**)

(1) At least **five (5)** years' experience in a safety management role?

Yes Number Years: _____ No

(2) Experience on at least **one (1)** construction type as identified in 3a (General Construction or Trade)?

Yes Number Projects: _____ No

d. List the individuals your firm will assign as your project management team, and the roles/functions each individual will perform during the construction/occupancy phase.

Project Manager: _____ Years with your firm: _____

Present Position/Job Title: _____ Years in this Position: _____

List other project(s) this person has had a similar role for the past ten (10) years.

Is your Project Manager a Principal or Officer of the firm? Yes No

Superintendent: _____ Years with your firm: _____

Present Position/Job Title: _____ Years in this Position: _____

List other project(s) this person has had a similar role for the past ten (10) years.

Is your Superintendent a Principal or Officer of the firm? Yes No

Safety Manager: _____ Years with your firm: _____

Present Position/Job Title: _____ Years in this Position: _____

List other project(s) this person has had a similar role for the past ten (10) years.

Is your Safety Manager a Principal or Officer of the firm? Yes No

QA/QC Manager: _____ Years with your firm: _____

Present Position/Job Title: _____ Years in this Position: _____

List other project(s) this person has had a similar role for the past ten (10) years.

Is your QA/QC Manager a Principal or Officer of the firm? Yes No

4. CAPACITY AND CAPABILITY TO PERFORM THE WORK

a. Resources.

Total number of current employees:

Project Managers _____
Estimators _____
Superintendents _____
Foremen _____
Tradesmen _____
Administration _____
Others _____

Does your firm have the immediate capacity to perform the work required for these projects?

Yes

No

5. SURETY

Firm's current surety company: _____

Will this surety be used for the construction contract for this project?

Yes

No (explain)

Contact Agent Name: _____ Telephone: _____

Years utilizing this surety: _____ Maximum Capacity: _____

Aggregate Total of current surety in force: _____

Is the surety company to be used on this project licensed to do business in the State of New Mexico?

Yes No (explain)

Is your firm free of having any construction contracts taken over by a surety for completion in the past **five (5)** years?

Yes No (Explain)

Has your firm used other surety companies since 2012?

Yes (list) No

_____	_____
Surety company	Contact

_____	_____
Surety company	Contact

_____	_____
Surety company	Contact

Is your firm able to obtain bonding in the amount required for the completion of this project? Please provide a notarized declaration from the surety identified above, stating the amount of bonding capacity available to your firm for this project at **Appendix M**.

Yes No (Explain)

6. SAFETY

Does your firm have a written safety program compliant with current State regulations? Provide one (1) copy of your firm's written safety program at **Appendix I**.

Yes No (Explain)

Provide a list of key safety personnel, including the designated safety manager who will be assigned to this project, and list specific duties.

Name and Title	Specific Duties
_____	_____
_____	_____
_____	_____

Provide the EMR for the past five (5) years below:

2016 _____ / 2015 _____ / 2014 _____ / 2013 _____ / 2012 _____

Provide the information requested below for the years shown using U.S. Bureau of Labor Statistics Guidelines to determine recordability and lost workdays from your firm's OSHA 300 logs.

Total Recordable Injury/Illness Case Rate:

2014: _____ 2015: _____ 2016: _____ 3-year average: _____

Lost Workday Case Rate:

2014: _____ 2015: _____ 2016: _____ 3-year average: _____

Is your firm free of committing serious or willful violations of federal or state safety laws as determined by a final non-appealable decision of a court or government agency?

Yes No (Explain)

7. INSURANCE & CLAIMS HISTORY

Is your firm free from any court judgments, pending litigation, arbitration and final agency decisions filed within the last **five (5)** years in a construction related matter in which the contractor, or any officer, is or was party?

Yes No (Explain)

Has your firm during the past **five (5) years** been free of a determination by a court of competent jurisdiction that it filed a false claim with any Federal, State, or local government entity?

Yes No (Explain)

Does your firm have the ability to provide the required insurance in the limit stated in the project documents (General Liability and Comprehensive Auto at one million dollars (\$1,000,000) per occurrence and five million dollars (\$5,000,000) in the aggregate)?

Yes No (Explain)

Please provide an Insurance ACORD from an insurance carrier showing that the firm's insurance limits for Auto and General Liability Insurance. (**Appendix N**).

8. QUALITY ASSURANCE

Does your firm have a written Quality Assurance Program?

Yes

No

Provide one (1) copy of the written Assurance Program (**Appendix J**).

9. PROJECT MANAGEMENT

Does your firm use a computerized means of transmitting shop drawings?

Yes

No

Does your firm use 3D computer modeling for clash detection?

Yes

No

10. PROJECT SCHEDULING

Does your firm use computerized scheduling?

Yes

No

If yes, which programs and versions are used? Please list.

Has the firm been involved with a construction project within the **past ten (10)** years, where the schedule was not met?

yes

No

If yes, please indicate the projects (refer to **Appendix D**).

Project: _____

Reason for Delay: _____

Project: _____

Reason for Delay: _____

Project: _____

Reason for Delay: _____

Has the firm been assessed liquidated damages due to scheduling for any project in the past **ten (10)** years? (Refer to **Appendix D**)

Yes No

If Yes, List Projects

11. LABOR CODE VIOLATIONS

Has your firm, during the past **five (5)** years, been free of any determinations by a court or an administrative agency of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects?

Yes No (Explain)

Please provide documentation to substantiate this (**Appendix P**)

Is the firm free of all Sub-Contractor Fair Practices Act violations for the past **five (5)** years?

Yes No (Explain)

12. AFFIRMATIVE ACTION POLICY

Does your firm have an active Affirmative Action Policy? Yes No

13. NEW MEXICO RESIDENT BUSINESS PREFERENCE

Submit a copy of a valid resident business certificate or valid resident veteran business certificate issued by the New Mexico Taxation and Revenue Department. (**Appendix K**).

For a joint proposal submitted by both resident and nonresident contractors, provide the percentage of the work produced or performed by the nonresident contractor: _____% (Based on dollar amount of contract).

14. MANAGEMENT PLAN

Provide a narrative of your typical Design Build contracting methods and procedures including project management, estimating, cost and schedule control, quality control and site supervision. Provide a narrative description of your typical Design Build process. Include a flowchart

showing owner responsibilities and deliverables, with typical durations for a \$8,000,000 to \$10,000,000 project.

Please comment on how your team would describe success in this effort. (**APPENDIX H**).

15. CLARIFICATIONS/EXPLANATIONS (if necessary)

Please provide further explanation of items indicated requiring explanation, or other additional information to further explain any of the questions asked in this Qualification Statement (**Appendix Q**).

Additional information provided as outlined in the Request for Proposal (written qualification limitation of fifteen [15] pages) will be attached as **Appendix Q**.

The undersigned certifies that all of the Qualification information submitted with this form is true and correct.

Name and Title

Firm Name

Signature

Address of Firm

E-mail Address

City, State, Zip Code

Telephone

APPENDIX C

DESIGN PROFESSIONAL'S STATEMENT OF QUALIFICATIONS

1. ORGANIZATION

Name: _____

Address: _____

Principal Office: _____

Corporation Partnership Sole Proprietorship Joint Venture

Other _____

How many years has your organization been in business as a Design Firm? _____

How many years has your organization been in business under its present business name? _____

Under what other or former names has your organization operated? _____

2. LICENSING and RESPONSIBILITY MATTERS

Name of license holder (or qualifying party) exactly as on file with the State of New Mexico:

License Classification: _____ License Code: _____

License Number: _____

Issue Date: _____

Is your firm and/or any of its Principals free from formal or proposed debarment from public works, federal, state or local jurisdictions?

Yes

No (attach explanation)

3. EXPERIENCE

- a. Has your firm completed five (5) **or more** Governmental projects since 2013? Complete **Appendix D** for **three (3)** maximum projects listed. Choose projects with a total construction value of between \$8,000,000 and \$10,000,000 if possible and those of renovation type.

[] Yes Number: _____ [] No

Project 1 Name: _____

Project 2 Name: _____

Project 3 Name: _____

4. FIRM'S and PERSONNEL'S EXPERIENCE

DISCIPLINES	CONSULT.	IN-HOUSE
<input type="checkbox"/> Architectural	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mechanical	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Electrical	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Civil	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Structural	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Landscape	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Acoustical	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Interiors	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Surveying	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Const. Mgt.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Proj. Estimating	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Proj. Scheduling	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Constructability Rev	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Value Engineering	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Specifications	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Const. Admin.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Preconstruction Services	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A/V Services	<input type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE EMPHASIS:

- Fine Arts
- Auditorium/Theatre
- Labs
- Correctional Facilities
- Juvenile Facilities
- Office Facilities
- Libraries
- Museums
- Outdoor Recreation
- Maintenance
- Elder Care Facilities
- Materials Testing
- _____
- _____
- _____

- IT/Data Center Design
- Arena/Sports Facilities
- Med. Patient Care
- Medical Related
- Educational Structures
- Food Service
- Central Plant
- Swimming Pools
- Activity Centers
- Surveying
- _____
- _____
- _____

OTHER SERVICE SPECIALTIES:

- Area Master Planning
- Traffic Studies
- Historic Renovation/Preservation Services
- Infrastructure
- Feasibility Studies
- Project Cost Estimating
Structured Parking
- Disability/Special Needs
- Environmental Engineering
- Fire Protection
- Environmental Graphics & signage
- Existing Building Retro-Commissioning and Optimization
- Energy / Water Auditing
Verification of Energy Consumption savings
- Measurement /Verification /Conservation
Water Consumption savings
- Roof Infrared imaging to Identify Water Leaks
treatment facility
- Controls and Electronics Engineer
- Forensic Investigation Systems
- Facilities Programming
- Signage/Graphics
- Roofing consultant
- Right of Way
- Investigation/Reports
- Design & Planning
- Programming Facilities
- Lighting
- Solar Energy
- Detention Security
- Title Insurance/reports
Measurement &
- Water and Waste Water
- Security Systems

Please note that more consideration will be given to those meeting or exceeding the required qualifications stated below.

a. Does your assigned Design Professional have the following minimum qualifications and experience? (Attach Resume)

(1) At least **ten (10)** years' experience in the construction industry?

Yes Number Years: _____ No

(2) Experience on at least one (1) construction type as identified in 3a?

Yes Number Projects: _____ No

(3) Experience as a Design Professional on one (1) or more projects requiring design of a project valued at a construction cost of **\$10,000,000** or more?

Yes Number Projects: _____ No

b. Does your assigned Construction Administrator have the following minimum qualifications and experience? (Attach Resume)

(1) At least **ten (10)** years' experience in the construction industry?

Yes Number Years: _____ No

(2) Experience on at least **one (1)** construction type as identified in 3a?

Yes Number Projects: _____ No

(3) Experience as a Construction Administrator on **one (1)** or more projects requiring construction administration of a project valued at a construction cost of \$10,000,000 or more?

Yes Number Projects: _____ No

c. List the other individuals your firm will assign as your team, and the roles/functions each individual will perform.

Years with your firm: _____

(Name and Title)

Present Position/Job Title: _____ Years in this Position: _____

List other project(s) this person has had a similar role for the past ten (10) years.

The undersigned certifies that all of the Qualification information submitted with this form is true and correct.

Name and Title

Firm Name

Signature

Address of Firm

E-mail Address

Phone

APPENDIX D

PROJECT PAST PERFORMANCE

COMPLETE ONE FORM FOR EACH PROJECT LISTED ON THE QUESTIONNAIRE (MAXIMUM 5)PROJECT DESCRIPTION

Project Type: _____ Contact Title: _____

Project Name: _____ Contact Name: _____

Owner: _____ Contact Phone No: _____

DESIGN PROFESSIONAL

Name: _____ Phone Number: _____

Contact: _____ Title: _____

Gross Building Area (Sq Ft): _____ [] New [] Addition [] Renovation

Project Start Date: _____ Completion Date: _____

Original Contract Amount: \$ _____ Original Contract Duration (days) _____

Final Contract Amount With all Change Orders: \$ _____ Final Contract Duration (days) With All Time Extensions: _____

PROJECT EXECUTION

Were Liquidated Damages Assed on this Project? [] No [] Yes, days _____ \$ _____

Percentage of Work Subcontracted: _____% Contract Type: [] Competitive Bid Lump Sum

Major Subcontractors: [] Negotiated Lump Sum
[] Guaranteed Maximum Price
[] Other (Describe)

Mechanical _____

Electrical _____

ICF _____

Plumbing _____

Roofing _____

Concrete _____

Special Systems _____

Fire Protection _____

CUSTOMER SATISFACTION

How was this measured? [] Customer Survey Attached [] Yes [] No [] other (describe)

APPENDIX E

FACILITIES MANAGEMENT DIVISION OR GOVERNMENT AGENCY PROJECTS

List names of projects completed for Facilities Management Division; or if none, other Governmental Agencies. Indicate the project budget and year completed.

APPENDIX F

RESUMES

1.0 EDUCATION

High School, College, Certifications, Trade Schools, Trade Seminars, Trade/Management Specialized Courses, etc.

2.0 RELATED EXPERIENCE

Related experience should include the Position Title, Duties and Responsibilities, Major Accomplishments, and Number of Personnel Supervised.

3.0 PROJECT EXPERIENCE

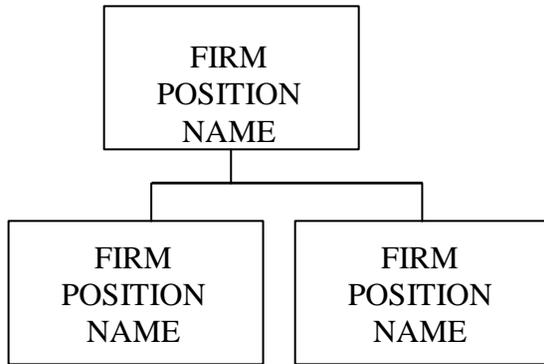
Identify project experience Include the Project Title and Location.

4.0 Other information that demonstrates the individual's strengths for this project.

5.0 Project Professionals and Project Owner Reference may be included.

APPENDIX G

ORGANIZATIONAL CHART



WIRE DIAGRAM SHOULD INCLUDE
THE ENTIRE PROJECT TEAM,
SUBCONTRACTOR KEY PERSONNEL
AND SUPERVISION

1. Indicate the relationship between the General Contractor and the Design Professional staff.
2. Indicate the relationship between the Design Professional and his Subconsultants.
3. Indicate the relationship between the PM/Supt of the Subcontractors and the GC PM/SUPT.
4. Indicate the relationship of the Safety Manager of the Subcontractors and GC, and the relationship of the Safety Manager with others on the job site.
5. Indicate the relationship between the QA/QC manager with other personnel on the job site.
6. **Identify duties and responsibilities and key roles of each individual.**

APPENDIX H

MANAGEMENT PLAN

- Project delivery philosophy and brief expectation statements concerning management of this project and elements of successful partnering.
- Describe project procedures and processes to ensure tasks are executed within cost, schedule, and quality goals.
- Describe processes to minimize risk and to ensure that cost, schedule and quality are not compromised. Identify some risks on a typical design build project and how they will be dealt with.
- Firm's approach to project cost estimating. Address various value engineering techniques that the team will use.

APPENDIX I

SAFETY PLAN

APPENDIX J

QUALITY ASSURANCE PLAN

APPENDIX K

NM RESIDENT BUSINESS CERTIFICATE

APPENDIX L

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, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give 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 during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled 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 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or 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.

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 a 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 [Sections [13-1-28](#) through [13-1-199](#) NMSA 1978] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or 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: _____

(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)

APPENDIX M

DECLARATION OF SURETY BONDING LETTER

APPENDIX N

INSURANCE ACORD

Both General Contractor's ACORD and the Design Professional's ACORD to be attached.

APPENDIX O

New Mexico Employees Health Coverage Verification Form

CONTRACTOR NAME: _____

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to:

(1) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2008 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed one million dollars or;

(2) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2009 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$500,000 dollars or;

(3) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

B. Contractor agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Contractor agrees to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information: <http://insurenemexico.state.nm.us/>.

D. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); Contractor agrees these requirements shall apply the first day of the second month after the offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000, \$500,000 or \$1,000,000, depending on the dollar value threshold in effect at that time.

(Check one)

I have less than 6 employees at this time.

I agree with the terms and conditions stated above.

Signature

Date

G:\Project Management Team\Protected Contracts & Associated CIP Forms\New Mexico Health Coverage Verification Form.doc

APPENDIX P

AFFIDAVIT OF NON-VIOLATION OF LABOR CODES

Name of Firm:

Address:

Project Reference: Child Wellness Center Renovation

Request for Proposal No: 80-350-18-08497

Affidavit of Non-violation of Labor Codes

TO: Facilities Management Division, GSD State of New Mexico

The undersigned officer of _____ hereby states that
_____ has, during the past five years, been free of any determinations by a court or an administrative agency, of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects.

Name

Title

Signature

NOTARY

State of _____)

County of _____)

Signed or attested before me on _____ by _____

SEAL

My Commission Expires: _____

APPENDIX Q

CLARIFICATIONS AND ADDITIONAL TERMS AND CONDITIONS

APPENDIX R

PAY EQUITY

Pay Equity Reporting/ Declaration Requirements

- A. If the Offeror has ten (10) or more employees OR eight (8) or more employees in the same job classification, Offeror must complete and submit the required reporting form (PE10-249) if they are awarded a contract. Out-of-state Contractors that have no facilities and no employees working in New Mexico are exempt if the contract is directly with the out-of-state contractor and fulfilled directly by the out-of-state contractor, and not passed through a local vendor.
- B. For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, Offeror must also agree to complete and submit the required form annually within thirty (30) calendar days of the annual bid or proposal submittal anniversary date and, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract.
- C. Should Offeror not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, Offeror must agree to provide the required report within ninety (90) calendar days of meeting or exceeding the size requirement.
- D. Offeror must also agree to levy these reporting requirements on any subcontractor(s) performing more than 10% of the dollar value of this contract if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract. Offeror must further agree that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, offer will submit the required report, for each such subcontractor, within ninety (90) calendar days of that subcontractor meeting or exceeding the size requirement.

CHECK ONE OF THE FOLLOWING:

_____ My organization has ten or more employees and my pay equity report (PE 249) is attached
OR

_____ My organization is exempt from the pay equity reporting requirements because I have fewer than 10 employees AND do not have at least eight employees in the same job classification. (If you are exempt, no extra attachment is required.)
OR

_____ My organization is exempt from the pay equity reporting requirements because I do not have any employees performing work within the State of New Mexico. (If you are exempt, no extra attachment is required.)

APPENDIX S

ASSIGNMENT OF ANTI-TRUST CLAIMS

TO BE EXECUTED BY GENERAL CONTRACTORS, SUBCONTRACTORS, SUPPLIERS,

FIRM NAME:

PROJECT:

ADDRESS:

PROJECT NO:

PHONE NO.:

AND SUBSUBCONTRACTORS OF CONTRACTORS ON STATE CONTRACTS.

_____ agrees that any and all claims which it may have or may inure to it for overcharges resulting from antitrust violations as to goods, services, and materials purchased in connection with the above-referenced project are hereby assigned to the State of New Mexico, but only to the extent that such overcharges are passed on to the State. It is agreed that the undersigned retains all rights to any such antitrust claims to the extent of any overcharges not passed on to the State, including the right to any treble damages attributable thereto.

FIRM: _____

BY: _____

Signed by Individual empowered to obligate Suppliers, Subcontractors, or Subsubcontractors

TITLE: _____

APPENDIX T

DEPARTMENT OF FINANCE AND ADMINISTRATION AGENCY CERTIFICATION FORM

_____ hereby certifies the following in regard to the attached
Agency Name

contractual agreement between the Agency and _____:
Name of Contractor

1) This contractor **IS/IS NOT** a **former state employee**. (See note below)
(circle one)

2) This contractor **IS/IS NOT** a **current state employee** or a **legislator** or the **family member** of a
(circle one)
current state employee or legislator, or a **business** in which a current state employee or legislator or
family member of the current state employee or legislator has an interest of greater than 20%. (See
note below)

NOTE: Former employee requires a Former Employee Affidavit (found on CRB website), PERA letter if contractor
retired from State of New Mexico and an AG's letter if contractor separated/retired within the last five years to the date
of signed contract. No contract may be awarded to a current state employee or legislator, or to a family member of a
current state employee or legislator, or to a business in which any of these persons has an interest greater than 20%
unless such contract is awarded pursuant to the Procurement Code, except such persons or businesses cannot be awarded
a contract through a sole source or small purchase. (See Section 10-16-1 through 10-16-18 NMSA 1978 for further
information.)

3) This Contractor is a (check one): FOR PROFIT VENDOR _____

NOT FOR PROFIT VENDOR _____

4) This PSA DOES COMPLY with the Governor's Guidelines for Contract Review and Re-
Evaluation and IS an essential contract for the Agency.

Signature of Agency Representative** Date

I certify that the information stated in paragraphs 1-3 is true.

Signature of Contractor Date

**Must be a DFA authorized signature

APPENDIX U

PRICE PROPOSAL AND SECURITY FORM

Project Cost / Product Description Design-Build Proposal

Scope of Work for the Renovation

Itemize the scope of each of the following sections—add sections as appropriate

1000 General Conditions

1. Including supervision, quality control, temporary facilities, temporary utilities, temporary protection, construction equipment, safety, SWPPP, daily cleanup and final clean, dumpsters, surveying, building lay-out, start up and close out costs, CID permit and plan check fees, site and building testing, general liability and builder's risk insurance, performance and payment bond
2. Architectural and engineering design fees

2000 Site Work

3000 Concrete

4000 Masonry

5000 Metals

6000 Woods and Plastics

7000 Thermal and Moisture Protection

8000 Doors and Windows

9000 Finishes

10000 Specialties

11000 Equipment

12000 Furnishings

15000 Mechanical

16000 Electrical

Furniture Allowance:

SubTotal: \$ _____

Project TOTAL excluding NM Gross Receipts Taxes:

\$ _____

EXCLUSIONS:

ALTERNATES:

	Amount	Accepted
	_____	_____
1.	ADD	
	_____	_____
2.	ADD	
	_____	_____
3.	ADD	
	_____	_____
4.	ADD	
	_____	_____
5.	Deduct	
	_____	_____

Accepted Alternates _____

Total with Accepted Alternates: _____

The Offeror understands that the contract will be awarded in accordance with the provisions of the RFP and that the Owner reserves the right to reject any or all proposals and to waive any formalities in the proposals.

The Offeror agrees that this price will be good and may not be withdrawn for a period of one hundred twenty (120) calendar days after the scheduled closing time for receiving proposals.

Upon receipt of written notice of acceptance of this Price, Offeror will execute the final contract within seven calendar days.

Respectfully Submitted,

By:

Date:

(Authorized Signature)

By:

(Same Name, Printed or Typed)

Title:

Company:

Address:

Phone:

Zip:

Fax:

Email:

(Affix Corporate Seal if proposal by Corporation):

APPENDIX V

SUBCONTRACTOR LISTING FORM

SUBCONTRACTOR & DEPARTMENT OF WORKFORCE SOLUTIONS INDUSTRIAL & LABOR DIVISION LISTING REQUIREMENTS

This form was developed in conjunction with the New Mexico Branch Association of General Contractors, to help clarify requirements under the “**Sub-Contractors Fair Practices Act**” of **1988, Sections 13-4-31 to 13-4-42 NMSA 1978**, and subsequent changes thereto. Architects, State Agencies and Local Public Bodies are encouraged to use it when soliciting Public Works Projects, as that term is defined in the procurement code, Sections 13-1-66.1 and 13-1-91 NMSA 1978.

Date: _____ Project No: _____ RFP No: _____

Project Name: _____

Contractor: _____

Authorized Signature: _____

In accordance with the "Subcontractor Fair Practices Act", **the following listing is required to be submitted with this bid:**

- 1) **Name of each subcontractor** who will be performing work or **rendering service** on the public works project and whose total contract will be the **greater of:**
 - A. \$5,000.00; or
 - B. \$ _____ which represents one-half of one percent of the total project (to be estimated by the architect and/or engineer of record).
- 2) **Location of place of business (city or county).**
- 3) **Type of work** and/or service to be performed by the subcontractor.
- 4) **Public Works Registration No.** for any subcontractors that submit a bid over \$60,000 for a public work project. The owner may not accept a bid on a public works project from a subcontractor that does not provide proof of the required registration. If the value of work is below the \$60,000 threshold requiring registration, note "BELOW THRESHOLD" under Public Works Registration No.

NOTE: YOUR BID MAY BE DEEEMED NON-RESPONSIVE IF ALL (4) ITEMS ABOVE ARE NOT ADDRESSED

Note: The Statute Does Not Require the Following Listings:

- (1) 2nd tier subcontractors;
- (2) Material, suppliers;
- (3) Subcontractors whose contract is less than the greater of A or B above.

Be advised, the Architect Engineer may require additional information

By signing this document, the contractor and/or subcontractor agrees that any and all claims which the firm may have or may inure to it for overcharges resulting from antitrust violations as to goods, services and materials purchased in connection with the above referenced project are hereby assigned to the State of New Mexico, but only to the extent that such overcharges are passed on to the State. It is agreed that the firm retains all rights to any such antitrust claims to the extent of any overcharges not passed on to the State, including the right to any treble damages attributable thereto.

List of Subcontractors: (Please do not include suppliers)(Please DO include any Services subcontractors)

Name & License No. Address (City or County) Work to be performed Public Works Registration No.

Name & License No. Address (City or County) Work to be performed Public Works Registration No.

Name & License No. Address (City or County) Work to be performed Public Works Registration No.

Name & License No. Address (City or County) Work to be performed Public Works Registration No.

Name & License No. Address (City or County) Work to be performed Public Works Registration No.

Name & License No. Address (City or County) Work to be performed Public Works Registration No.

Name & License No. Address (City or County) Work to be performed Public Works Registration No.

Name & License No. Address (City or County) Work to be performed Public Works Registration No

Name & License No. Address (City or County) Work to be performed Public Works Registration No.

APPENDIX W

SAMPLE DESIGN BUILD CONTRACT

To be released in a future amendment.