



Town of Bernalillo

"The City of Coronado"

REQUEST FOR PROPOSAL (RFP)

RFP No.: 2023-12-10

**RFP Title: Fire Station
Design, Bid and Construction Oversight**

Issue Date: December 10, 2023

Proposal Due: January 10, 2024 at 2pm (MST)

Finance/Procurement Department
829 Camino del Pueblo
Bernalillo, NM 87004

Contact: Terri Gray
Finance/Procurement Department
505-867-3311
tgray@tobnm.gov

1. INVITATION

The Town of Bernalillo (the Town) is soliciting proposals from qualified firms to provide Plan, Design and Construction Oversight for a new fire station in the Town of Bernalillo in Sandoval County. Firms may partner with other firms to ensure that the design team provides the appropriate level of expertise in the required disciplines, however, design teams must designate one lead firm. The lead firm shall be responsible for meeting all the requirements of the proposal.

All questions concerning this RFP shall be directed, in writing, to Terri Gray five (5) days after the issuing date. Questions received after this time will be neither acknowledged nor addressed. Responses from the Town that substantially alter this RFP will be issued in the form of a written addendum.

ALL OFFEROR PROPOSALS SHALL BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 2:00 PM (MST) TIME ON THE DATE INDICATED IN THE SEQUENCE OF EVENTS. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal. Proposals shall be addressed and delivered to the Procurement Manager (Attn: Terri Gray) at Town of Bernalillo 829 Camino del Pueblo, Bernalillo, NM 87004. Proposals shall be sealed and labeled on the outside of the package to clearly indicate that they are in response to the “**Services for the New Fire Station for the Town of Bernalillo**” Request for Proposals. Proposals submitted by facsimile will not be accepted.

Advertisements

The RFP listed are encouraged to review the material by accessing the documents from https://www.tobnm.gov/visitors/bids_requests_for_proposals/index.php

Newspaper: Albuquerque Journal **Publish dates:** December 10, 2023 through January 10 2024

[Note: This Notice is issued pursuant to the requirements of 13-1-104 NMSA 1978 and must be published not less than 14 calendar days prior to the date set the receipt of proposals (1-1-113) and published in a newspaper of general circulation in the area.]

2. NATURE OF SERVICES REQUESTED

The Town is seeking a firm to provide a plan, architectural design, and provide construction oversight for a New Fire Station for the Town of Bernalillo in Sandoval County.

SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere the following schedule:

Action	Date
1. Issue of RFP	December 10, 2023
2. Deadline to Submit Additional Questions	December 15, 2023
3. Response to Written Questions/RFP Amendments	December 20, 2023

4. Submission of Proposal	January 10, 2024
5. Proposal Evaluation	January 11, 2024
6. Provide recommendation to council approve	January 22, 2024
7. Contract Award	January 22, 2024
8. Protest Deadline (15 days)	February 6, 2024

3. PROJECT/SCOPE OF WORK

- A. Plan
- B. Architectural Design
- C. Preparation of bid documents
- D. Construction oversight of project according to site plan

4. DELIVERABLES

The completion of the above tasks will lead to the following deliverables.

- Construction Oversight Plans and Specifications
- Bid Documents
- Project Budget
- Building elevations
- Schematic site plans according to regulations for Site Development Plans in the Town, including storm water retention documentation and design if required by ordinance.

5. SELECTION CRITERIA

Each proposal will be evaluated based upon the documentation submitted. The selection will be based on the following criteria:

- 45% Qualifications and experience
- 25% Project/Proposal approach
- 10% Anticipated Schedule
- 20% Fee Statement

The Town reserves the right to reject any or all proposals; to waive informalities and technicalities, and, to accept any proposal which the Town deems to be in the best interest of the Town.

6. INSURANCE REQUIREMENTS

The successful firm shall agree to defend, indemnify and hold the Town harmless from all losses, damages, and costs which arise because of the performance of this agreement, to the extent it is caused by the contractor, its subcontractor or anyone for whose act it may be liable. The selected firm shall carry insurance with the following limits:

- A. General Liability Insurance in the amount of \$1,000,000 including protection for bodily injury and property damage with a combined single limit of \$500,000 for bodily injury and \$500,000 for property damage for each occurrence.
- B. Professional Liability Insurance for negligence, in the amount of \$1,000,000 per claim and annual aggregate.
- C. Automobile Liability Insurance providing limits of \$1,000,000 per occurrence.
- D. Workers' Compensation Insurance, in accordance with New Mexico law.

The firm shall provide copies of all certificates of insurance prior to commencement of work. The certificates shall name the Town as additional insured. An insurance carrier authorized to do business within the State of New Mexico shall issue these certificates. The certificates shall contain a provision that coverage afforded under the insurance policies will not be canceled or materially changed unless at written notice by registered letter at least thirty (30) calendar days prior has been given to the Town.

INSTRUCTIONS TO OFFERORS

1. DEFINITIONS AND TERMS

- 1.1 **Addendum:** a written or graphic instrument issued prior to the opening of Proposals which clarifies, corrects, or changes the Request for Proposals. Plural: addenda.
- 1.2 **Consultant:** means the Successful Offeror awarded the Agreement/Contract.
- 1.3 **Determination:** means the written documentation of a decision of the procurement officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains (13-1-52 NMSA 1978).
- 1.4 **Offeror:** any person, corporation, or partnership legally licensed to provide design professional services in this state, who chooses to submit a proposal in response to this Request for Proposals.
- 1.5 **Procurement Manager:** means the person or designee authorized by the Contracting Agency to manage or administer a procurement requiring the evaluation of proposals.
- 1.6 **Request for Proposals:** or "RFP" means all documents, including those attached or incorporated by reference, used for soliciting proposals (13-1-81 NMSA 1978).
- 1.7 **Responsible Offeror or Proposer:** means an offeror or proposer who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal (□ 13-1-83 NMSA 1978).
- 1.8 **Responsive Offer or Proposal:** means an offer or proposal which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements (□ 13-1-85 NMSA 1978).
- 1.9 The terms **must, shall, will, is required, or are required**, identify a mandatory item or factor. Failure to comply with a mandatory item or factor will result in the rejection of the offeror's proposal.
- 1.10 The terms **can, may, should, preferably, or prefers** identify a desirable or discretionary item or factor.
- 1.11 **Contract Agency:** Town of Bernalillo – Capital Projects

2. REQUEST FOR PROPOSAL DOCUMENTS

2.1 COPIES OF REQUEST FOR PROPOSALS

- A. A complete set of the Request for Proposals may be obtained from the Contracting Agency (unless another issuing office is designated in the RFP).
- B. A complete set of the Request for Proposals shall be used in preparing proposals; the Contracting Agency assumes no responsibility for errors or misinterpretations resulting from the use of an incomplete set of the Request for Proposals.
- C. The Contracting Agency in making copies of Request for Proposals available on the above terms, does so only for the purpose of obtaining proposals on the Project and does not confer a license or grant for any other use.
- D. A copy of the RFP shall be made available for public inspection and shall be posted at the Administration Building of the Contracting Agency.

2.2 INTERPRETATIONS

- A. All questions about the meaning or intent of the Request for Proposals shall be submitted to the Procurement Manager of the Contracting Agency in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded by the Contracting Agency as having received the Request for Proposals. Questions received less than five days prior to the date for opening of proposals will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- B. Offerors should promptly notify the Contracting Agency of any ambiguity, inconsistency, or error which they may discover upon examination of the Request for Proposals.

2.3 ADDENDA

- A. Addenda will be mailed by certified mail with return receipt requested, by facsimile or hand delivered to all who are known by the Contracting Agency to have received a complete set of Request for Proposals.
- B. Copies of Addenda will be made available for inspection wherever Request for Proposals are on file for that purpose.
- C. No Addenda will be issued later than 5 days prior to the date for receipt of Proposals, except an Addendum withdrawing the Request for Proposals or one which includes postponement of the date for receipt of Proposals.
- D. Each Offeror shall ascertain, prior to submitting the Proposal, that the Offeror has

received all Addenda issued, and shall acknowledge their receipt in the Proposal transmittal letter.

3. Proposal Submittal Procedures

3.1 Number, Form And Style Of Proposals

- A. Offerors shall provide 1 original stated and 4 copies of their proposal to the location specified on the cover page on or before the closing date and time for receipt of proposals.
- B. All proposals must be printed on standard 8 1/2" x 11" paper and bound on the left-hand margin.
- C. A maximum of 20 pages, including title, index, etc., not including front and back covers.
- D. The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated:
 - 1. Cover: Shall be titled: "Services for the New Fire Station for the Town of Bernalillo"
 - 2. First page: Name of the firm, project team manager, submittal date.
 - 3. Table of Contents: Include a table of contents with page numbers.
 - 4. Transmittal Letter (contents):
 - a. Introduction of the firm;
 - b. Summarize why the Respondent believes itself to be the most qualified;
 - c. Statement that to the best of the Respondent's abilities, all information contained in the RFP submittal is complete and accurate;
 - d. Statement granting the Town of Bernalillo and its representative authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance; and,
 - e. At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm. All three copies shall contain a wet signature.
 - 5. Campaign Contribution Disclosure Form
Each proposal shall be accompanied by a completed Campaign Contribution Disclosure Form (Please Refer to Appendix A).
 - 6. Proposal
 - a. Provide a detailed description of the firm's proposed approach to the project and how it intends to ensure that the Town's needs will be met.
 - b. Include a projected timeline to reach progress milestones, and ultimately, successful completion of the project.
 - c. Detail the amount of effort, in hours, dedicated to each phase of the project by the project/design team.

7. Summary of Relevant Projects

1. List projects you believe demonstrate an ability to successfully meet the requirements of this RFP. List no more than six (6) relevant projects. A relevant project is one which best exemplifies your qualifications. It should involve planning clients, and detail the services you provided:
 - a. Name of Project
 - b. Plan or Planning Project Objectives
 - c. Total Project Cost
 - d. Project Description, including Public Process
 - e. Describe the Services Your Firm Provided and Any Project Partners
 - f. Projects Consistency with Budget and Timeline/Deadlines
 - g. Reference List Related to these Projects.

8. Consulting Service Rate Structure

1. Provide a rate sheet for the consultant team members that would be involved in the planning process or a proposed cost structure for the project for consideration. The final project scope of work and costs will be negotiated with the most qualified firm.
2. A detailed estimate of the total project cost to be billed under a contract with the selected firm.
3. Description and estimate of costs, (including specialized services, permits, etc.) that will be the Owner's responsibility and paid for outside of the contract with the selected firm.

9. Design Team Resumes

1. Provide resumes and qualifications of the primary members of the team that will be assigned to work on and be responsible for the successful completion of the project.

7.2 Any proposal that does not adhere to this format, and which does not address each specification and requirement within the RFP may be deemed non-responsive and rejected on that basis.

7.3 Offerors may request in writing nondisclosure of confidential data. Such data should accompany the proposal and should be readily separable from the proposal in order to facilitate eventual public inspection of the nonconfidential portion of the proposal. A request that states that the entire proposal be kept confidential will not be acceptable. Only matters which clearly are of a confidential nature will be considered.

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

8. SUBCONSULTANTS

- A. The Offeror shall list and state the qualifications for each Subconsultant the Offeror proposes to use for all subcontracted Work.

B. The Offeror is specifically advised that any person or other party to whom it is proposed to award a subcontract under this proposal, must be acceptable to the Contracting Agency after verification by the Contracting Agency of the current eligibility status, including but not limited to suspension or debarment by the Contracting Agency.

9. PREQUALIFICATION PROCESS

A business may be prequalified by the Purchasing Agent as an Offeror for particular types of service. Mailing lists of potential Offerors shall include but shall not be limited to such prequalified businesses (13-1-134 NMSA 1978). For purposes of this RFP, if prequalification is utilized, special instructions will be attached as an exhibit to this RFP.

10. DEBARRED OR SUSPENDED CONTRACTORS

A business (contractor, subcontractor or supplier) that has either been debarred or suspended pursuant to the requirements of 13-1-177 through 13-1-180, and 13-4-11 through 13-4-17 NMSA 1978 as amended, shall not be permitted to do business with the Contracting Agency and shall not be considered for award of the contract during the period for which it is debarred or suspended with the Contracting Agency.

Cost proposal and proposed schedule of progress payments. The Town will withhold ten percent (10%) of each progress payment (retainage). The retainage shall be released upon satisfactory completion of the project.

APPENDIX A

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

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

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

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

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

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a

competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

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

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

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

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

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

Name(s) of Applicable Public Official(s) 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)