



**REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL - ENGINEERING - LANDSCAPE ARCHITECT
– LAND SURVEYOR SERVICES
RFP Number 90-460-00-57354**

**RFP Title: Villa Hispana, Phase 2 Renovations, Stage and Dressing
Rooms**

October 9, 2008

**STATE OF NEW MEXICO
NEW MEXICO STATE FAIR and
GENERAL SERVICES DEPARTMENT,
PROPERTY CONTROL DIVISION**

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I. PROJECT INFORMATION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The New Mexico State Fair Commission ("Fair"), is requesting proposals for architectural/engineering services based on the scope of work described below. All potential Offerors are to read, understand and accept the requirements of this Request for Proposals (RFP).

B. BACKGROUND

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. Furthermore, EO 2006-001, State of New Mexico Energy Efficient Green Building Standards for State Buildings, signed January 16, 2006, calls on Executive Branch state agencies to promote energy efficiency, water conservation, and the use of clean energy sources, and to help foster markets for sustainable economic development. Specifically, it states that Executive Branch state agencies shall adopt the U.S. Green Building Council's LEED® rating system to achieve a minimum rating of LEED® Silver for new construction of public buildings in excess of 15,000 square feet and/or using over 50 kW peak electrical demand. In achieving its LEED rating, the project must achieve a minimum delivered energy performance standard of 50% of the US energy consumption for that building type as defined by the U.S. Department of Energy. Additionally, new construction and renovation of public buildings between 5,000 -15,000 square feet shall achieve a minimum delivered energy performance standard of 50% of the US energy consumption for that building type as defined by the U.S. Department of Energy.

The New Mexico State Fair Commission is an agency of the State of New Mexico that is overseen by a seven-member commission appointed by the governor. Its mission is to preserve and enhance the agricultural, multi-cultural heritage, and historic legacy of New Mexico.

The 2007 Annual Event had an attendance of approximately 730,500. The 2008 seventeen-day Annual Event was held September 5th through 21st.

During the Annual Event, the Fair features livestock, agricultural, and art exhibits, concessions, villages emphasizing cultural heritage, a carnival and live horseracing. A variety of free entertainment is available on the streets and stages. The Fair is also host to a series of Professional Rodeo Cowboys Association sanctioned rodeo performances in Tingley Coliseum with entertainment provided by a variety of major stars.

Expo New Mexico, which is situated on a 236 acre site in the heart of Albuquerque, is open year-round and is the site of many other events, including equestrian, livestock, dog, cat, car, ice, arts and crafts shows, home and builders' shows, concerts, circuses, live and simulcast horse racing, a casino featuring slot machines, and rodeos.

C. SCOPE OF WORK

The Fair has received funding to improve facilities and infrastructure at the New Mexico State Fair. The scope of work for the Villa Hispana Stage and Dressing Rooms will include but not necessarily be limited to full basic architectural/engineering services. Full Basic Services will include: Programming (site investigation and prioritization scheduling), Schematic Design (preliminary alternative materials and systems recommendations, including life cycle maintenance briefing and feasibility of utilizing alternative energy sources), Design Development, Construction Documents,

Bidding, Construction Administration, Project Closeout and 11 Month Warranty Inspection. Construction administration will include a minimum of semi-weekly project site meetings and inspection. Project closeout services will include one design process analysis meeting to assess implementation of sustainable design and construction requirements into the project and review any lessons learned from the overall effort.

This project creates a multi-purpose stage in Villa Hispana for outdoor events available for rental at least seven (7) months each year, including the Annual Event in early September. This stage will create another exciting outdoor venue that will update the village and complement the other stages at Expo New Mexico, including the Indian Village, the Boxcar Pavilion, and the Toyota Pavilion/future amphitheater.

Permanent dressing rooms, restrooms, and office near the stage will replace the portable buildings rented each year for the Villa Hispana performers during the Annual Event. This unit will consist of approximately 2,800 GSF and will probably use the existing building on the southeast side of the Village.

The stage will include modern features for performance sound and lighting, and projection for movies and video with the addition of the mezzanine in the village food court building to the north. The stage will consist of approximately 1,800 GSF and will be enclosed on the south side.

Ancillary work in Villa Hispana will include upgrades to the lawn irrigation to reduce water use, replacement of aging trees, and replacement of old sidewalks. New site lighting will be added to improve the image and safety of the village after dark. Site improvements will consist of approximately 20,000 GSF.

The Fair will provide program and operational support through all phases of the project and the Fair will provide technical assistance and overall project management. Fair reserves the right to revise the scope of work or the MACC for this project, and adjust the fee accordingly. The project must be completed no later than September 7, 2009.

Project scope includes:

- Demolition of gazebo and stage platform
- Renovation of existing building into complete dressing rooms
- Construction of new elevated stage
- Construction of new plaza at grade for small orchestra or band
- New shade trees and automatic irrigation system
- New stage power and site lighting

D. SCHEDULE OF SERVICES:

Proposed Project Schedule:	<u>Phase</u>	<u>Estimated Schedule</u>
	Property Acquisition:	N/A
	Contract Execution:	2 Weeks
	Programming:	2 Weeks
	Owner Review:	1 Weeks
	Schematic Design:	2 Weeks
	Owner Review:	1 Weeks
	Design Development:	3 Weeks
	Owner Review:	0 Weeks

Construction Documents:	4 Weeks
Owner Review:	1 Weeks
Bidding/ Approval:	4 Weeks
Construction:	20 Weeks
Warranty	52 Weeks
Estimated Project Length (excluding warranty time)	40 Weeks

Project MACC: **\$ 860,000.00**
(note: excludes New Mexico Gross Receipts Taxes.)

Proposed Fee: **\$ 80,000**
(note: excludes New Mexico Gross Receipts Taxes, asbestos abatement and printing of construction documents) (includes all Basic Services as defined in the Agreement Between Owner and Architect/Engineer)

The fee will be based upon the approved Architect/Engineer Rate Schedule as per New Mexico Administrative Code (NMAC) 1.5.18. Property Control Division will negotiate the fee determined to be fair and reasonable for the scope of work. Article 6 of the Agreement between Owner and Architect/Engineer defines reimbursable expenses. Normal travel expenses in connection with the Project are included in basic services. Project specific reimbursable will be placed in Article 14 of the Agreement between Owner and Architect/Engineer.

Prospective Offerors are encouraged to evaluate the scope of work and discuss the project with the Customer Agency representative and other staff concerning technical information and to schedule any site visits.

E. DEFINITION OF TERMINOLOGY

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

"75% Complete" Reference the volume of work, with respect to the basic professional design services, as per Section V-B, is when construction documents have been approved for bidding. For Studies, Master Plans, and similar projects 75% complete is based on percentage of approved payments received by A/E.

"A/E" means the New Mexico licensed architect/engineer selected for this project by the Architect/Engineer Selection Committee.

"Annual Event" means the Annual State Fair Event held at the Expo New Mexico grounds in Albuquerque, New Mexico. It is generally held during the month of September, starting the first Friday after Labor Day and ending on the Sunday seventeen days thereafter. The beginning date and the number of days allocated for the Annual Event could be subject to change.

"Contract" An agreement between a state agency (the Owner) and an A/E for the work covered by this RFP.

"Customer Agency" The New Mexico State Fair Commission, for which this project is being designed.

"Customer Agency Contact" The person designated by the customer agency to act on their behalf concerning the scope of work and programming requirements for the project.

"Determination" The written documentation of a decision made by the A/E Selection Committee including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

"Expo New Mexico" or **"Expo"** is the facility that houses the properties owned by the State of New Mexico, New Mexico State Fair.

"Fair" means the New Mexico State Fair Commission.

"General 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.

"Joint Practices Board" is the Architect, Engineer, Surveyor, and Landscape Architect Joint Practices Board, which has statutory membership on the Selection Committee.

"LEED" (Leadership in Energy and Environmental Design) Green Building Rating System[®] is a voluntary, consensus-based national standard for developing high-performance, sustainable buildings, created and administered by the U.S. Green Building Council.

"MACC" The maximum allowable construction cost as defined in the Agreement Between Owner and Architect/Engineer, Article 5.

"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 shall result in the rejection of the Offerors proposal. Rejection of the proposal will be subject to review by the Architect/Engineer Selection Committee and a final decision on rejection will be made by the PCD Director.

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

"Owner" as defined in the Agreement Between Owner and Architect /Engineer shall be the Property Control Division of the New Mexico General Services Department

"PCD" Property Control Division, General Services Department. For the purposes of NMSA 1978 § 13-1-120(B)(6), and the Evaluation Criteria and the Project Listing Form, the PCD is the entity requesting proposals.

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

"Project Team" All members, including consultants who will be responsible for the completion of the project.

"Proposal" is the Offeror's 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.

"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 Architect/Engineer 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 A/E Selection Committee that a firm has been selected to enter into a contract for services.

"Selection Committee or Architect/Engineer Selection Committee" A body constituted in accordance with NMSA 1978 § 13-1-121 to evaluate proposals and make selection recommendation and or selection. The architect, engineer, surveyor and landscape architect selection committee consists of four members. The Selection Committee is chaired by the Director of the PCD and includes a representative of the Customer, the Joint Practices Board, and the Cabinet Secretary of the General Services Department or his/her designee. The PCD Staff Architect serves as staff to the Selection Committee.

"Technical Irregularities" Are matters of form rather than substance evident from the proposal document, or insignificant mistakes that can be waived or corrected without prejudice to other Offerors; that is, when there is no effect on price, quality or quantity. If discussions are not held or if best and final offers upon which award will be made have been received, the Architect/Engineer Selection Committee may waive such irregularities or allow an Offeror to correct them if either is in the best interest of the State. Examples include the failure of an Offeror to:

- a) Submit the number of signed proposals required by the RFP
- b) Sign the proposal, but only if the unsigned proposal is accompanied by other material indicating the Offeror's intent to be bound; or
- c) Acknowledge receipt of an amendment to the RFP, but only if: a) it is clear from the proposal that the Offeror received the amendment and intended to be bound by its terms; or b) the amendment involved had no effect on price, quality or quantity.

II. CONDITIONS GOVERNING THE PROCUREMENT

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

A. SEQUENCE OF EVENTS

	Event	Responsible Party	Date	Location
1.	Issue RFP	Fair	October 9, 2008	
2.	Questions/Clarifications	Potential Offerors to Fair	As requested prior to submission	
3.	Pre-proposal Meeting	Fair and PCD	October 21, 2008 2:00 pm	Natural Resources Bldg. Expo New Mexico

				at Albuquerque, NM at 2:00 pm local time.
4.	RFP Amendments	PCD to Potential Offerors	Prior to Submission	
5.	Submission of Proposal	Potential Offerors to PCD	November 12, 2008 (2:00 PM deadline)	Property Control Division
6.	Proposal Shortlisting	Selection Committee	Nov 17, 2008	Property Control Division
7.	Notice of Finalists	PCD Director	Nov 18, 2008	
8.	Pre-interview Tele-conference	PCD Staff Architect	Nov 20, 2008	Property Control Division
9.	Interviews	Selection Committee	Dec 2, 2008	To be announced
10.	Notice of Award	PCD Director	Dec 3, 2008	
11.	Contract Negotiations	Fair and Successful Offeror		

Note: If the Architect/Engineer Selection Committee makes a selection at the proposal Shortlisting, events 7-9 will not apply.

B. EVALUATION PROCESS

1. Issue RFP - This RFP is issued by the New Mexico State Fair in accordance with the provisions of NMSA 1978 §§ 13-1-120 and 13-1-121.
2. Questions/Clarifications/Site Visits – Between issuing the RFP and Submission of Proposals, prospective Offerors may contact the State Fair Customer Agency Representative or PCD Staff Architect with questions about the scope of the project or the RFP schedule. Copies of the Standard agreement Between Owner and Architect/Engineer are available from the Fair. Offerors are encouraged to familiarize themselves with this Standard Agreement between the Owner and Architect/Engineer. Any questions concerning the project or selection process contact:

Fair Customer Agency Representative:

John Hooker, AIA, Director of Capital Projects (505) 222-9705
 Cell Phone (505) 304-2923
 Fair Fax: (505) 266-7784

Lemoyne F. Blackshear, Staff Architect, PCD (505) 699-7327
 PCD Phone: (505) 827-2141
 PCD Fax: (505) 827-2181
 E-Mail: Lemoyne.Blackshear@state.nm.us

Prospective Offerors are encouraged to contact the Customer Agency Representative regarding the scope of work and to schedule any site visits. Evaluation points are awarded for understanding the scope of work during the evaluation phase (see Section V - Evaluation). After submission of the proposal, the Offerors shall not contact the Customer Agency unless approved in written form in advance by PCD.

Linda Hubbard, Procurement Manager
New Mexico State Fair
P.O. Box 8546
Albuquerque, New Mexico 87198
Phone Number: (505) 222-9729
FAX Number: (505) 266-7784

3. Pre-proposal Meeting - Provides interested Offerors an opportunity to discuss the intent of the project with PCD and the customer. Interested Offerors are not required to attend.
4. RFP Amendments - If an RFP amendment is deemed necessary it will be issued prior to the submission deadline. PCD will post the amendments on its website at www.generalservices.state.nm.us/pcd/.

5. Submission of Proposal - Proposals must be submitted in sealed envelopes, addressed to:
General Services Department, Property Control Division
RFP Title: Villa Hispana, Phase 2 Renovations, Stage and Dressing Rooms
1100 St. Francis Drive, Room 2022
P. O. Box 6850
Santa Fe, NM 87502-0110
ATTENTION: Bill Taylor, Director, PCD
 - a) Receipt of Proposals: PCD will time-stamp proposals at the PCD 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 Architect/ Engineer Selection Committee, the Offeror will be notified in writing of such determination.
6. Proposal/Shortlisting -The A/E Selection Committee will review each proposal. Points will be allocated per Section V of this RFP, by each committee member. Member's point totals will be translated to a numeric ranking. The committee member rankings will be totaled to determine the overall ranking of the firms. If more than three proposals are submitted the Selection Committee may hold interviews with the three highest-ranked Offerors. If fewer than three proposals are received the Architect/Engineer Selection Committee may recommend award to the GSD Cabinet Secretary or may reissue the RFP. The Committee shall determine the rankings without the possibility of a tie.
7. Pre-Interview Teleconference - Upon selection for an interview, PCD will notify firms with a date and time for a Pre-interview Teleconference meeting. The Pre-Interview Teleconference will be conducted, by the PCD Staff Architect, to answer any questions regarding the interview process. The Selection Committee shall issue a list of prepared questions to be addressed by the firms during the interview. These questions are the basis of scoring by the committee. During the Pre-Interview teleconference, receipt of these questions will be verified, along with the time and location of the interviews.
8. Interviews/Award – Overall rankings from the interview shall determine the firm to be awarded the project. Notice to finalists will include the interview date, time, location and interview questions. 45 minutes will be allotted for the interview including a 15 minute question and answer session by the A/E Selection Committee. Scoring for the interview will be based on responses to the questions presented at the Pre-Interview Tele-conference. Points will be

allocated, by each member. Each member's point totals will be translated into a numeric ranking of the interviewed firms. Individual member rankings will be totaled together to determine the overall ranking from interview. In the event of a tie for first, after the completion of interviews, the tie shall be broken by awarding to the firm with the higher ranking from the shortlist. All calculations of point standings shall occur during the Architect/Engineer Selection Committee meeting for this project with all members in attendance.

9. Notice of Award - The PCD Director will notify the selected Offeror in writing of the final award. This notice will include the interview rankings for the project award. At this time, PCD will maintain at least one copy of each Offeror's proposal. Proposals are open for public inspection after the award.
10. Contract Negotiations - The Owner and the successful Offeror will begin contract negotiations as soon as possible after notice of award. In accordance with NMSA 1978 § 13-1-122 final A/E fees are determined during contract negotiations and depend on such factors as project size and complexity as related to the approved A/E Rate Schedule (1.5.18 NMAC) The A/E fees shall be negotiated in accordance with NMSA 1978 §§ 13-1-122 as per the A/E Rate Schedule (1.5.18 NMAC). In addition to design meetings with the PCD and the Customer Agency as needed, the Architect/Engineer is expected to visit the site at least once a week during the construction phase, unless modified by contract agreement. A copy of the Architect/Engineer Rate Schedule is available from the PCD.

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. Right to Protest - In accordance with NMSA 1978 §§ 13-1-172, any Offeror who is aggrieved in connection with a solicitation or the award of a contract may protest to the PCD Director. The protest must be submitted in writing within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest. Protests must be submitted in written form to:

Bill Taylor, Director, PCD
1100 St. Francis Drive, Room 2022
P. O. Box 6850
Santa Fe, NM 87502-0110

Protests must include the name and address of the protestant, the solicitation number, and a statement of grounds for protest, including appropriate supporting exhibits. Protests received after the deadline will not be accepted.

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. Consultants- Since the award is made on a quality-based evaluation process, replacement of consultants after award of and prior to the contract execution may cause the Offeror to be disqualified.
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. PCD 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 9 – Section II A). The Offeror must submit a written withdrawal request signed by the Offerors duly authorized representative addressed to the PCD Director.
6. Disclosure of Proposal Contents - Proposal contents will be kept confidential until written notice of award has been issued by the PCD Director. 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.
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 PCD 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 Architect/Engineer. The PCD's decision as to whether sufficient appropriations and authorizations are available will be accepted by the Offeror as final.
8. Contract -. A copy of the standard Agreement between Owner and Architect/Engineer is available from the PCD. Any questions about the contract terms and conditions must be brought to the attention of the PCD Staff Architect.
9. Right to Waive Technical Irregularities - The A/E Selection Committee reserves the right to waive technical irregularities.
10. Notice - The New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.
11. Clarifications from Offerors - The A/E 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.
12. Existing Information - One copy of project-related information in the possession of the PCD or Fair will be made available to the Architect/Engineer subsequent to contract execution.
13. 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.

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES/COPIES

Only one proposal may be submitted by each Offeror for this project. Offerors shall provide five (5) identical copies of their proposal at the location specified in Section II.

B. PROPOSAL FORMAT

The proposal shall be limited in format and length. Format will be 8-1/2" x 11" with foldout sheets allowed up to 11" x 17" in size. All foldout sheets, up to a maximum of 11" x 17" sheets will be counted as two pages and shall be labeled as such. Length of the proposal shall be limited to a maximum of fifteen (15) numbered pages (printed sheet faces) of text no smaller than 10 point, and/or graphics. If there is any question as to format requirements contact the PCD Staff Architect for clarification, prior to submittal of the proposal.

Material excluded from the fifteen (15) page maximum count is limited to:

- Front cover (photos with captions on inside cover allowed)
 - Divider pages (blank except for title information)
 - Back cover (photos with captions on inside of back cover allowed)
 - Submittal letter (one page maximum)
 - Tables of Contents page (one page maximum) (number as page i)
 - Certificate(s) of insurance (include as Attachment A)
 - Project Listing Form (include as Attachment B)
 - Final Pay Requests – last ten projects. (See Section V (B) 3) (Include as Attachment C)
 - Campaign Contribution Disclosure Form (Include as Attachment D)
1. Proposal Organization - All pages shall be numbered except for those specifically excluded from the page count. All foldout pages shall be counted as two (2) pages and shall be numbered as such. Proposals shall be organized and tabbed in the same order as the evaluation criteria.
 2. Submittal Letter – (One page maximum) Each proposal must be accompanied by a submittal letter. Submittal letters that omit any of the following minimum information may be deemed non-responsive. The submittal letter shall identify the Offerors as follows:
 - Identify the name and title of the person(s) authorized to contractually obligate the Offeror for the purpose of this RFP and the contract;
 - Identify the names, titles, and telephone numbers, fax and e-mail address of persons to be contacted for clarification questions regarding this RFP;
 - Explicitly indicate acceptance of the Conditions Governing the Procurement stated in Section II of this RFP and acceptance of the PCD Standard Agreement between Owner and Architectural/Engineer and compliance with all codes, regulations, facilities, PCD standard and requirements on laws that shall apply to this project.
 - Be signed by a person authorized to contractually obligate the Offeror;
 - Acknowledge receipt of any and all amendments to this RFP;
 3. Projects Listing Form - (Attachment B) A blank form is included at the end of this RFP. All prior A/E Selection Committee awards to the proposing team that are less than 75% complete shall be included on the form. Information determined to be inaccurate by PCD will be confirmed with the Offeror and corrected as necessary, prior to scoring by the A/E Selection Committee.

4. Campaign Contribution Disclosure Form – (Attachment D) A blank form is included at the end of this RFP. 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.

IV. INSURANCE

A. ERRORS AND OMISSIONS INSURANCE

1. Minimum Requirements - Article 11 of the Agreement Between Owner and Architect/Engineer requires a minimum of \$1,000,000 per occurrence and in the aggregate. Please refer to the Agreement for actual requirements. With this proposal submit a Certificate of Insurance showing current coverage equal to or greater than what is required in this RFP.
2. Additional amounts will be incorporated into Article 14 of the Agreement Between Owner and Architect/Engineer. Because of the complexity of this project additional Errors and Omissions insurance is required in the amount shown below. This amount will be in addition to what is required in Article 14. Additional Errors and Omissions: \$0
3. Asbestos Errors and Omissions Insurance - As part of the Errors and Omissions coverage, the Offeror shall include a document from the insurance carrier's agent, not included in the page count, stating that asbestos coverage is included in the A/E's standard policy.

V. EVALUATION

A. EVALUATION CRITERIA

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

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

- (1) Specialized design and technical competence of the business, including a joint venture or association, regarding the type of services required **25 points**
- (2) Evidence of understanding of scope of work, the site, and existing conditions **25 points**
- (3) Capacity and capability of the business, including any consultants, their representatives, qualifications and locations, to perform the work, including any specialized services, within the time limitations;..... **15 points**

- (4) Past record of performance on contracts with government agencies and private industry with respect to such factors as control of costs, quality of work, and ability to meet schedules **15 points**
- (5) Proximity to or familiarity with the area in which the project is located. **10 points**
- (6) The amount of design work that will be produced by a New Mexico business within this state **5 points**
- (7) The volume of work previously done by the entity requesting proposals which is not 75% complete with respect to basic professional design services with the objective of effecting an equitable distribution of contracts among qualified business and of assuring that the interest of the public in having available a substantial number of qualified business is protected; provided, however, that the principle of selection of the most highly qualified business is not violated **5 points**

TOTAL
100 points

B. EVALUATION FACTORS

A brief explanation of each evaluation category is listed below. Information in one category may overlap information in other categories. Offerors are encouraged to fully address each category completely, as points are assigned for responses to each. Responses to the RFP shall include information and past project experiences specific to the team submitting the proposal.

1. Specialized Design: (Recommend 4 pages)
 - Vision/mission and business philosophy.
 - Brief history of firm in New Mexico.
 - Specific examples of best practices utilized by firm.
 - List all design consultants and how they provide value to this project.
 - Examples of highly successful aspects of projects similar to this project, completed by the office submitting this proposal.
 - Firm's experience with LEED and ability to incorporate energy conserving and sustainable measures into project design.
 - Firm's approach to project cost estimating and incorporation of Life Cycle Cost Analysis into the design process.
2. Evidence of Understanding of the Scope of Work (Recommend 3 pages):
 - Understanding of key project elements/goals.
 - Challenges that might be expected based on type of project, including historic preservation, environmental conditions, project MACC, location, site or other factors.
 - Possible creative management approaches.
 - Please note: Offerors are not to provide specific design solutions. Specific design solutions may actually result in a reduction in scoring in this category. The intent of this section is to give the Offeror, an opportunity to express professional observations, based on the scope of work, site visits and interviews conducted during the preparation of the proposal.

3. Capacity and Capability – (Recommend 3 pages)
 - Information regarding project team's past capability to meet schedules, meet budgets and meet project administration requirements.
 - Indicate relationship of the firm's/project team's current work load to the projected workload of this project, and personnel in the New Mexico office.
 - Indicate key personnel to be assigned to this project, their specific roles, experience and background.
 - Indicate the relationship of the workload of this project to other current projects.
4. Past Record of Performance–(Recommend 3 pages)
 - Information on last ten (10) completed construction projects to include owner's project budget, final construction cost estimate, bid price including accepted alternates, total number and cost of Change Order.
 - Information on these projects showing owners schedule compared to actual project schedule.
 - Please explain any project difficulties and how the Offeror handled these issues
 - Attach Contractor's "Final Application and Certification for Payment" (AIA Form G702 or equal) for these ten projects. (Not included in page count.) (Attachment C)
5. Proximity to or Familiarity with Site Location – (Recommend 1 page for items 5, 6, 7)
 - Provide information relative to the project's location and how members of the project team can respond to issues at the site.
 - Indicate previous projects completed in the close vicinity of this project, including references.
6. New Mexico Produced Work
 - The State's goal is to support New Mexico owned businesses. Indicate the volume of work to be produced by New Mexico firms, using New Mexico based employees on this project. Indicate the number of New Mexico based employees that will be part of the Project Team.
7. Volume of Work Previously Done – (Attachment B):
 - Using the "Project Listing Form" indicate the status of past projects awarded by the Architect/Engineer Selection Committee, through this RFP process to the Project Team.

The following point deduction formula will be used for projects less than 75% complete.

<u>Combined Total Fees</u>	<u>Points Deducted</u>
Less than \$75,000	0 points
\$75,000 - \$100,000	1 point
\$100,000 - \$150,000	2 points
\$150,000 - \$200,000	3 points
\$200,000 - \$250,000	4 points
Greater than \$250,000	5 points

END OF REQUEST FOR PROPOSALS

**ARCHITECT, ENGINEER, SURVEYOR,
LANDSCAPE ARCHITECT -- SELECTION COMMITTEE
VILLA HISPANA, PHASE 2, STAGE AND DRESSING ROOMS**

**PROJECT LISTING FORM
(Complete for Offeror and each consultant)
(Use separate sheet for each Firm of Project Team)**

FIRM: _____

DATE: _____

	PROJECT DIRECTLY AWARDED TO FIRM	AWARD DATE	CONTRACT DATE	AMOUNT	% COMPLETE
1.					
2.					
3.					
4.					
5.					
TOTAL FEES					

- Notes:
1. See definitions for calculation of "75% Complete." If any award is not proceeding in contract negotiations, please indicate the status in the "Remarks" below.
 2. Fees do not include reimbursable expenses, which include: travel, per diem, printing, telephone or reproduction cost.
 3. Federal funds shall be included in project calculations pursuant to 13-1-120B(6).
 4. Any Award of Contract that has not resulted in a written contract offer to the Offeror, within 6 months of written notice, shall not be considered an award for the purposes of the Project Listing Form.
 5. Contact the PCD Staff Architect if there are ANY questions regarding the correct completion of this form. (Use additional sheets if necessary).

REMARKS:

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

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. 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.

THIS FORM 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 either 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.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“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.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who 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 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.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(The above fields are unlimited in size)

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)

END OF REQUEST FOR PROPOSAL