Central New Mexico Community College Purchasing Department  
525 Buena Vista SE, Building A, Room #A109 Albuquerque, NM 87106

REQUEST FOR PROPOSAL #P-348,  
STEP 2 RFP  

DUE DATE: Thursday, June 13, 2013  
TIME: 3:00 P.M. local time

BUYER: Greg Van Wart  
Telephone number: 505-224-4546  
Fax number: 505-224-4548  
E-mail address: gvanwart@cnm.edu

NUMBER OF RESPONSES REQUIRED:  
One (1) Original and five (5) Copies

INSTRUCTIONS TO OFFERORS:

The Central New Mexico Community College (CNM) invites offerors who have met minimum requirements and were selected by the selection committee after evaluation of offers received under Step 1, Request for Qualification, to submit an offer on Step 2 of a three step RFP process for the materials and/or services specified within this Request for Proposals. Please read carefully all instructions, specifications and terms and conditions. Failure to comply with the instructions, specifications and terms and conditions of this Request may result in your offer being declared non-responsive. The purchase of materials and/or services awarded under this Request is subject to CNM's General Terms and Conditions as well as all statements contained in this Request for Proposals Steps 1-3, and any mutually agreed contractual terms and conditions between CNM and the successful Offeror. New Mexico criminal law prohibits bribes, gratuities and kickbacks (13-1-28 through 13-1-199, NMSA 1978).

To submit an offer on the goods or services specified, provide a type written proposal responding to the minimum requirements, and evaluation criteria on the response form(s) contained herein. Complete the form labeled Updated Attachment H for Step 2, “Signature of Firm’s Authorized Representative” and submit with the RFP response with your proposal/bid bond. CNM does not desire responses with fancy binders, binding, or sales literature. Instead, Offerors should submit responses as required for easy and clear evaluation with information presented in the order it appears herein referencing sections on all attachments. Each original proposal should be signed by an authorized representative; all corrections shall be initialed by the person signing the proposal. The contents of the selected proposal may become part of any resultant contract award. Submit the number of copies of your proposal specified above. Each copy is to include all supporting documentation. Failure to submit the required number of copies may result in your RFP offer being considered non-responsive.

The completed RFP package should be placed in a sealed envelope referencing this RFP number P-348 Step 2 in the lower left corner of the envelope, and submitted to the above address no later than the time and date specified above. Failure to properly complete and reference this RFP number in the lower left corner of your sealed proposal envelope may result in either premature opening of your proposal or failure to open it upon the correct closing date and time. 

Note: Any and all clarifications of instructions, terms and conditions, insurance, bonds, or proposal preparation shall be made only by the Buyer listed above. Such requests for clarification should be made in writing, addressed to the Buyer listed above, and submitted no later than the number of days requested prior to the proposal due date. Submitting questions later than the minimum days requested may not be answered. Technical questions concerning the requirements of the requester should be directed to the Buyer listed above. If appropriate, CNM Purchasing shall issue a written Amendment/Addendum which shall thereafter become part of this Request for Proposal. No oral interpretations shall be binding upon CNM unless reduced to a written amendment issued by CNM Purchasing prior to the proposal due date and time.

TABLE OF CONTENTS:  

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS:</th>
<th>PAGE #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. INSTRUCTIONS TO OFFERORS</td>
<td>1</td>
</tr>
<tr>
<td>II. INTRODUCTION</td>
<td>2 - 3</td>
</tr>
<tr>
<td>III. RESPONSE FORMAT, ORGANIZATION, MINIMUM REQUIREMENTS AND CRITERIA RESPONSE</td>
<td>3 – 5</td>
</tr>
<tr>
<td>ATTACHMENT H: FOR STEP 2, SIGNATURE OF FORM’S AUTHORIZED REPRESENTATIVE</td>
<td>6</td>
</tr>
<tr>
<td>ATTACHMENT I: PROPOSAL FORM, COST PROPOSAL FOR PRE-CONSTRUCTION AND IGMP</td>
<td>7 - 9</td>
</tr>
<tr>
<td>EXHIBIT 1: General Conditions of the Contract for Construction with a Construction Manager at Risk for the Addition and Renovation of the CNM Main Campus Science “L” Building DRAFT</td>
<td>ON WEBSITE</td>
</tr>
<tr>
<td>EXHIBIT 2: Agreement between the Owner and the Construction Manager at Risk for Addition and Renovation of the Main Campus Science “L” building project DRAFT</td>
<td>ON WEBSITE</td>
</tr>
<tr>
<td>EXHIBIT 3: Supplementary Conditions DRAFT</td>
<td>ON WEBSITE</td>
</tr>
<tr>
<td>EXHIBIT 4: Division 1 draft</td>
<td>ON WEBSITE</td>
</tr>
</tbody>
</table>
I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS AND EXPLANATION OF SEQUENCE OF EVENTS

CNM desires to contract for Construction Manager at Risk Services for Construction of CNM’s Addition and Renovation of the Main Campus “L” Building through a multi step request for proposal selection process. If your firm has met the minimum requirements and has been selected by the evaluation committee based upon your submittal of Step 1, RFQ to P-348; your firm will be notified in writing that they have been selected by the evaluation committee to submit an offer the the second step in a three step procedure to RFP P-348, Requests for Proposal (RFP).

The RFP for step 2 offers shall be evaluated and based upon meeting the minimum requirements and ranked from offers to the score based criteria proposal response described herein for Step 2.

Respondents shall carefully read the information contained in this RFP offer and submit a complete response to all minimum requirements and the Proposal Form. Incomplete RFP offers may be considered non-responsive and subject to rejection.

Offeror shall prepare and develop RFP offers at the sole expense of the Offeror.

RFP offers that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by the Owner, at its option.

Questions regarding the procurement process, the RFP documents, general requirements, terms and conditions, etc. must be submitted in writing prior to the submission of the RFP for clarification purposes.

The RFP responses for the Three-Step process shall be kept confidential until a contract is awarded. The Purchasing Department, unless required by law, will not disclose or make public any pages of a RFP which the Offeror has stamped or imprinted with these words “Confidential” subject to the following requirements: Proprietary or confidential data shall be readily separable from the RFP in order to facilitate eventual public inspection of the non-confidential portion of the RFP. Confidential data is normally restricted to confidential financial information concerning the Offeror’s organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

Failure to comply with all requirements contained in this RFP may result in the rejection of an Offeror’s submittal.

An RFP may be modified or withdrawn in person at any time BEFORE the scheduled opening of RFPs, provided a receipt for the withdrawn RFP is signed by the Offeror or the Offeror’s authorized representative. The Owner reserves the right to request proof of authorization to withdraw an offer.

Tentative schedule for step 2, RFP updated

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of Short List/Issue RFP Request for Proposal:</td>
<td>5/30/2013</td>
</tr>
<tr>
<td>Final Day of Amendment to step 2:</td>
<td>6/10/2013</td>
</tr>
<tr>
<td>Request for Proposal Due:</td>
<td>Thursday, 6/13/2013 3pm local time</td>
</tr>
<tr>
<td>Must be received sealed and dated stamped in CNM’s Purchasing Office</td>
<td></td>
</tr>
<tr>
<td>Notice of Short List for Interviews:</td>
<td>6/17/2013</td>
</tr>
<tr>
<td>Interviews with Short-Listed Offeror(s):</td>
<td>Monday 6/24/2013 8:30am -12pm local time</td>
</tr>
<tr>
<td>Location TBD</td>
<td></td>
</tr>
<tr>
<td>Negotiations begin:</td>
<td>6/24/2013</td>
</tr>
<tr>
<td>Award of CMAR:</td>
<td>7/12/2013</td>
</tr>
</tbody>
</table>
Interested Offerors shall provide all required documents described under Minimum Requirements (Attachment H and your firm’s proposal bond) and the offer (Attachment I Proposal form included herein) of a fee proposal which represents the CMAR fee based upon a percentage of the MACC and a not to exceed fee Specified General Conditions, indicating your firm’s ability to perform the services required by the Owner to execute a complete Project. Your firm will be required to submit a Proposal or Bid Bond or cashiers check in the amount of at least 5% of the current MACC $10,609,320.00 ($530,466.00) which shall represent a good faith offer for consideration of a contract to perform the Pre-Construction Services. The Proposal Bond shall be a bond provided by a surety company authorized to do business in New Mexico, or the equivalent in cash (cashiers check), or otherwise supplied in a form satisfactory to CNM in accordance with NMSA 13-1-146.

Scores from RFP (step 2) will be combined with scores received from RFQ (step 1). Up to three of the highest scored offers from these combined scores that meet minimum requirements will be shortlisted by the selection committee and requested to participate in Step 3, request for interview. Offerors shortlisted to interview will be notified in writing of the date, location and time that interviews will be held. Those Offerors that did not make the Short List to receive the RFP will also be notified in writing. CNM shall determine the number of interview questions and allow for the firms to make a presentation based upon the criteria to be discussed and the content of the questions sent to those firms. Interviews will be for one (1) hour. The date for the interviews are tentatively scheduled as follows:

Monday, June 24, 2013 between 8am and 12pm local time. Location at CNM to be determined

Scores from the interviews(step 3) will be combined with scores received from to the RFP (step 2) and RFQ (step 1). Those final combined scores will determine the overall finalist and alternates to be recommended to CNM’s governing body for the purpose of entering into a contract for pre-construction and construction services for the named project.

It shall be noted here that once the Contract for Construction for a Guaranteed Maximum Price is finalized and prior to the start of construction of the Project, the CMAR shall provide Performance and Payment Bonds in the amount equal to 100% of the price specified as the IGMP contract which is currently approved at $10,609,320.00 + CMAR Fee and Specified General Conditions (not including NMGRT), as is required for a local public works project per 13-4-18, NMSA 1978. The CMAR shall also require Bonds of the subcontractors and sub-subcontractors as required by statute NMSA 13-1-148.1.

B. PROJECT CONTACTS

Any questions concerning the procurement and technical process for this Request for Proposals should be submitted to the procurement contact listed below.

Owner: Central New Mexico Community College
Point of Contact: Greg Van Wart, Senior Buyer
Address: 525 Buena Vista SE
City/State/Zip: Albuquerque NM 87106
Phone: (505) 224-4546
Email: gregvanwart@cnm.edu

II. RESPONSE FORMAT, ORGANIZATION, MINIMUM REQUIREMENTS AND CRITERIA QUESTIONNAIRE RESPONSE

A. NUMBER OF RESPONSES

One original and 5 copies of the RFP Submittal package should be submitted by each firm, clearly identified on the outside as to the name of the procurement, date and time RFP offers are to be received, the Offeror’s (firm’s) name, address, name of contact person and a phone number where the contact person may be reached and to avoid misplacing or premature opening of the RFP offer package.

The copies will be submitted with the originals in the sealed proposal package. The Owner will retain the original response for the procurement file. The Offerors may make arrangements to pick up the extra copies of their RFP Package after the final award is determined if that request is made within 10 days of the award.

B. DELIVERY OF RFP SUBMITTAL
**Late submissions:** Sealed RFP Submittal packages not received by the time and date indicated on the RFP will not be accepted.

**Hand Carried:** RFP may be hand carried to Purchasing Department, Building A, Room A109, CNM Main Campus.

**Mailed:** RFP offer may be mailed or shipped by express carrier (FedEx, UPS, etc.) to the attention the following:
CNM Purchasing Department
Attn: Greg Van Wart, Senior Buyer
525 Buena Vista SE, Bldg A, Room A109
Albuquerque NM 87106.

The Owner shall not be responsible for any RFP offer that is mailed or shipped and not received by the appointed date and time specified in this solicitation.

**Receipts:** Receipts for any hand-delivered RFP offers shall be issued by NAME (upon request) for any RFP which is hand carried.

**No Other Methods of Offer Delivery Acceptable:** Neither telephone, telegraphic, email nor facsimile offers will be accepted.

C. **EVALUATION CRITERIA FOR STEP 2**

**Minimum Requirements:**
Offerors are required to submit ATTACHMENT I, Signature Form for step 2, RFP and Proposal Bond or allowable equivalent.

**Response for evaluation by selection committee**
**Evaluation criteria for step 2, up to 35 possible points (not including resident preference or resident veteran preference)**
Offerors should submit three (3) fees/cost figures on the Proposal Form Attachment I.

D. **CMAR RFP QUESTIONNAIRE RESPONSE CRITERIA FORMAT**

**General Notes:** The CMAR shall submit information utilizing the Request for Proposal Forms that are attached to this RFP. The information provided shall be considered by the Owner for evaluating and scoring CMAR RFP to determine if the proposed Offerors are responsible pursuant to New Mexico statutes and regulations. The Owner shall not be restricted to the minimum information submitted, and may obtain any relevant information regarding performance from reliable sources other than those provided.

E. **SUBMITTALS AND REQUIRED DOCUMENTATION**

The RFP must be accompanied by all documentation required under minimum requirements, Attachments H and I and your firm’s proposal bond. Failure to submit all required documentation may result in the offer being found non-responsive. Scores for Step 2 are based upon 35 possible points for the lowest price within the not to exceed budget given for preconstruction fee/cost, CMAR fee based upon a percentage of the MACC and the Specified General Conditions fee which is a not to exceed inclusive of Early Work SGC costs to the CMAR. Residential Preference or Residential Veteran Preference points will be added to the 35 points based upon the receipt and verification of the preference forms and certificate submitted with the initial response under Step 1 of this RFP.

**OFFERS SHALL INCLUDE THE FOLLOWING:**

1. **SIGNATURE PAGE:** ATTACHMENT H
   (Attachments A-G) submitted with Step 1. Offerors are required to submit Attachment H, incorporating the scope of work, terms and conditions of the RFP Step 2 and including the terms and conditions, general conditions, agreement between Owner and CMAR terms and conditions stated in the P-348, RFQ Step 1, including all amendments/addenda.

RFP Step 2 for P-348
Copyright CNM 2013, All rights reserved.
2. **PROPOSAL FORM:**

   Offerors should submit three (3) fees/cost figures on the Proposal form attached. The first figure shall be for the lump sum fee for pre-construction services. The second figure shall be for the “Percentage Fee” of the MACC for the CMAR Fee. The third figure shall be for the “Specified General Conditions Work” as defined in the Agreement between the Owner and the Construction Manager at Risk, the Summary Matrix of Cost Allocations, and the General Conditions for the Construction Manager at Risk attached to this RFP on the website.

   The Owner shall provide critical information including proposed liquidated damages, the duration of construction, the anticipated date for the Notice to Proceed and the not to exceed amounts and/or percentage for pre-construction, CMAR fees and Specified General Conditions.

3. **PROPOSAL BOND:**

   Offeror will be required to provide a PROPOSAL or Bid Bond or cashiers check to be 5% of the MACC $10,609,320.00 ($530,466.00) pursuant to NMSA 13-1-146 1978. This must be included in your RFP submittal (Step 2).
ATTACHMENT H for Step 2 to RFP P-348:
SIGNATURE OF FIRM’S AUTHORIZED REPRESENTATIVE

By signing below, contractor acknowledges that it is a competent firm capable of providing the items and/or services requested, has read this Request for Proposal including all instructions, scope of work, terms and conditions for Steps 1-3, understands it, and agrees to be bound by its terms and conditions. Contractor hereby agrees to furnish items and/or services, at the prices quoted, pursuant to all requirements and specifications contained in this document, upon receipt of an authorized purchase order from the purchasing department, and further agree that the language of this document shall govern in the event of a conflict with its offer.

Please fill in all spaces below:

Company Name: ________________________________

Address: ________________________________

City, State, Zip: ________________________________

Phone Number: ________________________________

FAX Number: ________________________________

Email: ________________________________

Contact Person for Clarification of Response: ________________________________

Acknowledgment of Amendment/Addendum (Specify Number and Date):

No.________ dated ___________ No.________ dated ___________

No.________ dated ___________ No.________ dated ___________

NM Tax ID: ________________________________ Federal Tax ID: ________________________________

Signature of Individual Authorized to Sign: ________________________________

Name and Title of Individual Authorized to Sign for Firm: ________________________________
ATTACHMENT I: PROPOSAL FORM
COST PROPOSAL FOR PRE-CONSTRUCTION AND IGMP 35 Possible Points
(NOT INCLUDING RESIDENTIAL OR RESIDENTIAL VETERAN PREFERENCE POINTS)

Provide a Cost Proposal at or below the not to exceed Initial Guaranteed Maximum Price (IGMP) submitted in the Price Proposal for work to be performed.

“GMP” means Guaranteed Maximum Price and is the maximum amount to be paid by the governing body for the construction of the educational facility, including the cost of the work, the specified general conditions and the fees charged by the CMAR. The final contract price agreed upon by the Owner and the Contractor shall be the amount stated in the Agreement Between Owner and Contractor for Construction and General Conditions for Construction.

State your firm’s fee for the Pre-construction Services for building including infrastructure as a flat fee in an amount as follows:

a.1 Pre-construction fee : = $____________________ flat not to exceed fee. Note this fee cannot exceed CNM budgeted amount of $28,273.00 + NMGRT

Pre-construction Services shall include the time in which a contract is awarded and ending upon the commencement of the construction phase with the exception of any early work agreed upon by the parties.

The following fees/cost are based upon the current MACC and schedule for construction including any Early Work that may need to be performed. CNM has budgeted a not to exceed amount of $754,459.00 + NMGRT for CMAR fees and Specified General Conditions.

State your firm’s CMAR fee as a dollar amount and percentage:

a.2 CMAR fee: $____________________ =_________% of MACC of $10,609,320.00.
NOTE: Fee will be calculated as a percentage of the MACC. The MACC shall be subject to change until the final GMP is determined.

State your firm’s fee for the Specified General Conditions and any other fees or costs not included in the direct material and labor costs for construction as a dollar amount lump sum as follows for both the off-site infrastructure and the on-site building including infrastructure as follows:

Specified General Conditions (SGC) and fees for the project including any other costs not included in the direct labor and materials of construction:

a.3 SGC $____________________ lump sum amount for the entire project.
Building construction is anticipated for 12 months, beginning in early-mid May 2014 and be completed in early-mid May 2015. Note: Price will be a not to exceed inclusive of any Early Work performed.
ATTACHMENT I : PROPOSAL FORM
COST PROPOSAL FOR PRE-CONSTRUCTION AND IGMP 35 Possible Points

Costs/fees for pre-construction services cannot exceed $28,273.00 + NMGRT

a.1 (Pre-construction fee) $______________________ (do not include NMGRT)

Cost/fees for CMAR fee (a.2) AND Specified General Conditions(a.3) not to exceed $754,459.00 + NMGRT

a.2 (CM at risk fee) $______________________ (do not include NMGRT)
a.3 (Specified General Conditions) $______________________ (do not include NMGRT)

current MACC (includes costs of work) + $10,609,320.00 (does not include NMGRT)

IGMP not to exceed total $11,392,052.00 (does not include NMGRT)

price must be at or below the not to exceed CNM budgeted amount

Your cost at or below the NOT TO EXCEED CNM BUDGET for the IGMP (fees/costs: a.1 + a.2 + a.3) shall be combined and evaluated as follows against other offerors fees/costs for a.1 + a.2 + a.3.

35 points: to lowest fees/cost below the IGMP overall budget
34 points: within 2% of lowest IGMP fees/costs offered
33 points: within 4% of lowest IGMP fees/costs offered
32 points: within 6% of lowest IGMP fees/costs offered
31 points: within 8% of lowest IGMP fees/costs offered
30 points: within 10% of lowest IGMP fees/costs offered
29 points: within 12% of lowest IGMP fees/costs offered
28 points: within 14% of lowest IGMP fees/costs offered
27 points: within 16% of lowest IGMP fees/costs offered
26 points: within 18% of lowest IGMP fees/costs offered
25 points: within 20% of lowest IGMP fees/costs offered
24 points: within 22% of lowest IGMP fees/costs offered
23 points: within 24% of lowest IGMP fees/costs offered
22 points: within 26% of lowest IGMP fees/costs offered
21 points: within 28% of lowest IGMP fees/costs offered
20 points: within 30% of lowest IGMP fees/costs offered
19 points: within 32% of lowest IGMP fees/costs offered
18 points: within 34% of lowest IGMP fees/costs offered
17 points: within 36% of lowest IGMP fees/costs offered
16 points: within 38% of lowest IGMP fees/costs offered
15 points: within 40% of lowest IGMP fees/costs offered
14 points: within 42% of lowest IGMP fees/costs offered
13 points: within 44% of lowest IGMP fees/costs offered
12 points: within 46% of lowest IGMP fees/costs offered
<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage Range</th>
<th>Masking Cost Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>within 48% of lowest IGMP</td>
<td>fees/costs offered</td>
</tr>
<tr>
<td>10</td>
<td>within 50% of lowest IGMP</td>
<td>fees/costs offered</td>
</tr>
<tr>
<td>9</td>
<td>within 52% of lowest IGMP</td>
<td>fees/costs offered</td>
</tr>
<tr>
<td>8</td>
<td>within 54% of lowest IGMP</td>
<td>fees/costs offered</td>
</tr>
<tr>
<td>7</td>
<td>within 56% of lowest IGMP</td>
<td>fees/costs offered</td>
</tr>
<tr>
<td>6</td>
<td>within 58% of lowest IGMP</td>
<td>fees/costs offered</td>
</tr>
<tr>
<td>5</td>
<td>within 60% of lowest IGMP</td>
<td>fees/costs offered</td>
</tr>
<tr>
<td>4</td>
<td>within 62% of lowest IGMP</td>
<td>fees/costs offered</td>
</tr>
<tr>
<td>3</td>
<td>within 64% of lowest IGMP</td>
<td>fees/costs offered</td>
</tr>
<tr>
<td>2</td>
<td>within 66% of lowest IGMP</td>
<td>fees/costs offered</td>
</tr>
<tr>
<td>1</td>
<td>within 68% of lowest IGMP</td>
<td>fees/costs offered</td>
</tr>
<tr>
<td>0</td>
<td>within over 70% of lowest</td>
<td>IGMP fees/costs offered</td>
</tr>
</tbody>
</table>

Residential Preference or Residential Veteran Preference (forms received from step 1) will be applied to your score.