Amendment/Addendum # 1

DATE:  April 18, 2014
TO:    All Offerors of Record
FROM: Keith Adams, Greg Van Wart, Senior Buyers
SUBJECT: Amendment/Addendum #1 to P-360 “Design Professional Services for Multiple Renovation Projects-A, SB, J, SV”

This addendum becomes part of the Contract Documents.

Offerors are required to acknowledge receipt of this amendment/addendum in the space provided on page 23; Section E. SIGNATURE OF FIRM’S AUTHORIZED REPRESENTATIVE FOR RFP # P-360.

Questions / Clarifications as follows:

QUESTION 1: I am reviewing the RFP #P-360. Attachment B is 5 pages when viewed/printed, however the page numbering states “1 of 39”. Are there only 5 pages to this document?

ANSWER: Yes, there are only 5 pages to Attachment B. Please ignore the footer.

QUESTION 2: In the RFP it highlights that resumes and proof of licensure are not included in the page-count. Is it necessary for us to include full length certificates of proof or are registration numbers and resumes included within the proposal sufficient?

ANSWER: Registration numbers and resumes that are included within the proposal response are sufficient.

QUESTION 3: The RFP (page 13, paragraph e.) calls for a Fee Proposal to be submitted. As the scopes and the budgets of the projects vary significantly is this requirement justified or would a letter stating our intention to adhere to the State of NM Architect Rate Schedule suffice?

ANSWER: Proposal fees will be requested from the firm or firms after interviews and at the time of negotiations. Please review paragraph 39, Negotiations on page 9.

CLARIFICATION 4: In Section D, paragraph 6.3 (Section III. Record of Performance), replace the first sentence of sub-paragraph A with the following:

Describe at least five (5) projects to illustrate the Offeror’s project experience, all of which must have been started in last ten (10) years with a construction cost of at least $5,000,000.00.
QUESTION 5: Item 66e of Section B page 13 of 73 requests a fee proposal submitted in a separate, sealed envelope. Is this required for this RFP? If so, what format and/or project would we use to base our fee?

ANSWER: Proposal fees will be requested from the firm or firms after interviews and at the time of negotiations. Please review paragraph 39, Negotiations on page 9.

QUESTION 6: Please clarify the following formatting questions:

a. You request Double Spacing in the RFP, is this your intention? Many similar RFPs also specify margin widths, and whether the pages are single or double-sided, please confirm these and any other formatting requirements.

b. Is the Cover letter part of the 20 page count?

c. You ask us to suggest alternate contractual language if necessary but do not specify where in the proposal would make this clear and easily understood. Please specify where this should occur.

ANSWER:

a. Yes, just double spacing is required. No special formatting.

b. No.

c. Include as an Exhibit to your response.

P-360, “Design Professional Services for Multiple Renovation Projects-A, SB, J, SV” Amendment/Addendum #1