



## Questions/Clarification RFP 2015-26

### Architectural Services to Correct Deficiencies in Phase I and II of the Abe Montoya Recreation Center April 2, 2015

**To: All RFP Respondents**

**The following shall be incorporated into the Contract Documents for the above mentioned Request for Proposals.**

The City of Las Vegas, New Mexico wishes to address the following:

1. **Question:** Would you please provide the Project Listing Form referred to in the RFP?
  - a. **Reference:** Page 21, Item 3, states that a Project Listing Form is provided at the end of the RFP, but it is not.

*Answer: Project Listing Form is attached.*

2. **Question:** What items are counted as part of the 15 page limit?
  - a. **Reference:** Page 10, first paragraph, and Page 14, Item D1 – Both of these references state that the 15 pages include the title, index, and covers, but the list of materials on Page 20, under Item C – Proposal Format excludes those documents from the 15 pages.

*Answer: Use Criteria Page 20, Item III. C.*

The proposal must be limited in format and length. Format will be 8-1/2" x 11". Limit the number of foldout sheets. Allowance of foldout sheets 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) pages (printed sheet faces) of text and/or graphic material for project proposals. If there is any question as to format requirements they shall be directed to the Purchasing Agent for clarification, prior to submittal of documents.

Material excluded from the fifteen (15) page maximum count shall include and shall be limited to:

- Front cover (blank on back side)
- Submittal letter (one page maximum)
- Tables of Contents page (one page maximum)
- Divider pages (blank except for title information)
- Certificate(s) of Insurance
- Back cover (blank on one side)
- Project Listing Form (provided at end of this RFP)
- Campaign Contribution Disclosure Form (provided at end of this RFP)
- Offeror/Bidder Information Sheet

3. **Question:** Why are Land Use Regulations mentioned as part of the RFP?
- a. **Reference:** Page 11, Item #4 requests an explanation of familiarity with land use regulations. Since this building is already constructed, we do not think this should be part of the RFP criteria.

*Answer: Evaluation Sheet Item #4 will remain as stated, see attached Evaluation form.*

4. **Question:** Is the Offeror Form the same as the Bidder form?
- a. **Reference:** Page 21, Item #4 asks for the Bidder Information Form. Is this the same form as the Offeror Form?

*Answer: Offeror and Bidder Information Form are the same.*

5. **Question:** Would you please provide a sample of the rate schedule?
- a. **Reference:** On Page 11 of the RFP, under Item B.1, the RFP states that there is an attached example of a fee schedule but no example is in the RFP.

*Answer: Rate Schedule Form, no example is provided.*

6. **Question:** In the Submittal Letter we are supposed to accept the Condition Governing Procurement but there is no Section 11.C. or Governing Procurement Procedures to look at.

*Answer: The Condition Governing Procurement located on Page 15 of the RFP.*

7. **Question:** In one place it says that we should include an insurance certificate. In another place it says that we should provide insurance if we are awarded the project.

*Answer: The reference to insurance on page 13, item 16, is part of the Contractual Terms when the firm is awarded the contract. A copy of your firm's insurance is required in the Proposal format.*

#### *Insurance*

*The Consultant must at all times hold errors and omissions liability insurance of at least \$500,000 and list the City of Las Vegas as additional insured. Proof and compliance with this insurance requirement is to be provided to City upon execution of contract.*

Please acknowledge receipt of this document by email to [jcordova@ci.las-vegas.nm](mailto:jcordova@ci.las-vegas.nm).



## EVALUATION SHEET

OFFERORS:

Proposal must address each of the following criteria.

EVALUATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

**RATING SHEET FOR:**

**Architectural Services for Recreation Center**

Offeror: \_\_\_\_\_

ITEM	POSSIBLE POINTS	POINTS AWARDED
<b>RFP - A Architectural Services for Rec Center</b>		
1. Specialized Planning, Design and Technical Competence	<u>30</u>	
2. Capacity and Capability	<u>10</u>	
3. Past Record of Performance	<u>25</u>	
4. Familiarity with the City of Las Vegas, knowledge of type of work required and land use regulations	<u>20</u>	
5. Approach to the Project / Offeror's work to be done in Las Vegas, NM	<u>10</u>	
6. Current Volume of Work Being Done for the City	<u>5</u>	
<b>SUBTOTAL PLANNING &amp; DESIGN SERVICES</b>	<b><u>100</u></b>	