

REQUEST FOR PROPOSALS FOR
El Valle Water & Sanitation District Site Development and Modular Office Construction

RFP NO: 2010-001

For Contracting Agency: El Valle de los Ranchos Water and Sanitation District
(EVWSD)

Contact Person: Director, Sarah Backus, Esq.

Mailing Address: P.O. Box 2797, Ranchos de Taos NM 87557

Street Address: 209 E Camino de la Merced, Taos, NM 87571

Telephone: (575) 751-1700; Fax: (575) 751-1690

E-Mail: sarahbackus3@msn.com

DEADLINE FOR RECEIPT OF PROPOSALS IS AS FOLLOWS:

DATE: April 8, 2010 TIME: 3:00 PM MST

DELIVER TO:

El Valle de los Ranchos Water and Sanitation District

P. O. Box 2797, Ranchos de Taos, NM 87557 (U.S. Mail)

209 E Camino de la Merced, Taos, NM 87571 (hand, courier or overnight deliveries)

NOTE: US Postal Service will NOT deliver to this physical address.
The date and time received will be stamped on the proposals by the Owner.
Late Proposals will not be accepted. It is the responsibility of the Offeror to
ensure that proposals are delivered on time to the correct address.

A MANDATORY PRE-PROPOSAL CONFERENCE shall be held as follows:

DATE: March 25, 2010 TIME: 10:00 AM MST

LOCATION:

Business Office of El Valle de los Ranchos Water and Sanitation District

209 E Camino de la Merced, Taos, NM 87571

Followed by a site visit to the project location on Miranda Canyon Road/Country Road
C139, Llano Quemado, Taos County, NM 87557

I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

Pursuant to the New Mexico Procurement Code governing the competitive sealed proposal process for construction, more specifically 13-1-111 (c) NMSA 1978, the Owner has made a determination that the use of competitive sealed bidding method is not advantageous to ensure that the project described herein is delivered in a quality manner and within time and budget constraints. Therefore, it is hereby determined that soliciting competitively sealed proposals for construction of El Valle de los Ranchos Water and Sanitation District Site Development and Modular Office Construction, is the most effective means to ensure meeting the criteria described herein. Taking into consideration certain contractor qualification and performance factors that add value to a procurement contract, such as contractor past performance,

technical expertise and experience, management capabilities and resources, subcontractor teams and craft personnel resources. These criteria will be considered in addition to a firm, contracted price to perform the scope of work, and in accordance with the terms, conditions, and requirements stated herein. All interested parties are encouraged to read this Request for Proposals carefully, especially the mandatory requirements of the Owner, the Funding Agency, and applicable New Mexico Statutes and Codes. This is a qualifications based selection with cost as consideration. The Offeror is required to provide the qualifications and other documents as requested in this RFP. The Price Proposal will be separated from the Technical Proposal. The Evaluation Committee will consider and rate all Offerors' Technical Proposals prior to opening and evaluating the Price Proposal submittal.

B. FUNDING, FEES AND SCHEDULES

The Owner, in cooperation with the United States Department of Agriculture Rural Development has funds to administer this project.

The Estimated Construction Cost (ECC) is between \$500,000.00 and \$550,000.00, EXCLUDING Taos County El Valle de los Ranchos GRT, currently 7.250%. Funding sources are a combination of USDA RD Loan Funds and Owner Funds. Offeror shall include all fees, permits, insurances, and other expenses associated with the design and construction of the Project.

Start of Construction is expected to be on or before May 1, 2010.

Substantial Completion is expected to be on or before October 29, 2010.

C. PROJECT DESCRIPTION

1. The project is described as: an approximately 2,048 SF Modular Office Building and associated Site Development work located on the Owner's property off Miranda Canyon Road/County Road C139, just south of the Llano Quemado Community Center, near Ranchos de Taos, NM. The site is on a sloped, vacant piece of land. There are no existing facilities at the site. The work under this Request For Proposals is the first phase of a master plan to develop an office, warehouse, outdoor storage, and maintenance facility for EVWSD. The schedule for future phases of construction is yet to be determined. The Project includes construction of the Modular Office Building and associated site & infrastructure work on a one-acre site.

2. Modular building construction is to be of conventional framing materials over an insulated concrete form or insulated CMU stem wall foundation. Exterior finishes include but are not limited to: three-coat cementitious stucco exterior wall finish, wood frame portals, and conventional metal roofing. Interior finishes include but are not limited to: painted gypsum board walls and ceilings, doors, hardware, pass windows, view windows, vinyl tile and sheet vinyl flooring, kitchen casework, countertops, carpet, etc. Electrical, lighting, plumbing, and HVAC are included in the scope of work.

3. The project is intended to be designed with and incorporate green building concepts and sustainable design features to the maximum extent practicable within the Estimated Construction Cost.

4. Design Professional and Project Consultant: The Owner has selected the firms of Abeyta Engineering Inc. and Rutherford Construction Associates Inc. as the Civil Engineer and Project Consultant, respectively, for this Project.

As part of this Request For Proposals, the Owner will issue a Construction Document package of drawings and specifications to interested firms. Relevant and recent experience in design, construction, and finishing modular office buildings or modular buildings of a similar nature is required.

5. Request For Proposal Documents. Complete sets of this Request For Proposals may be obtained from the Owner at the address noted below for a nonrefundable fee of One Hundred Fifty Dollars (\$150.00) per Set, which amount constitutes the cost of reproduction and applicable taxes.

If Offer Documents are to be shipped interested parties need to prepay the cost of shipping with certified funds or provide a FedEx or UPS account number. Two days' advance notice of the desired number of copies is required.

Prospective Offerors are encouraged to download and print out complete sets of this RFP from the Owners website at www.elvalledelosranchos.org to reduce unnecessary printing costs, shipping expense, and nonrefundable fees.

Copies of this Request For Proposals shall be available at the following location:

El Valle Water and Sanitation District Office, 209 E Camino de la Merced, Taos, NM 87571.

6. Please note that the building drawings are schematic in nature and are intended to communicate in a general way the needs of the Owner for office and other spaces. Offerors are to include the cost of completing the schematic drawings in their Proposal, and shall then construct the project in a manner that results in a turn-key building meeting all applicable codes and standards and to the level of quality noted elsewhere in this Request For Proposals. In the event of a conflict between any document in this Request For Proposals the more stringent standard shall apply.

D. PROJECT PLANNING SCHEDULE

Key project planning schedule milestones are:

Offer Schedule:

Request For Proposals publication in Taos News: 3/18/10

Request for Proposals packet available on-line: 03/18/10

Request for Proposals packets available at owner office: 3/19/10

Mandatory Preproposal Conference: 03/25/10

Requests for Clarification Due: 04/02/10

(From Potential Offerors to Owner; please note this is the Date by which written questions must be submitted to and received at the Office of or the mailing address of the Owner)

Proposals from General Contractor firms due: **3:00 PM MST April 8, 2010 at Owner's Office**

Projected Contract Award Schedule:

Interview with short-listed Offeror(s), if applicable: 04/12/10

Letter of Intent to Award: 04/16/10

Contract Negotiations: 04/19/10 to 04/26/10*

Construction Schedule:

Start of construction: on or before 05/01/10

Substantial Completion: on or before 10/27/10

Close-out completion date: 12/19/10

*In the event that a contract cannot be agreed to, the Owner reserves the right to cancel any Notice of Award and/or terminate any contract awarded and to award a contract to the next highest scoring qualified Offeror. The Owner reserves the right to reject any and all Proposals or Offers. In addition, award of the contract under this Request For Proposals is subject to the approval of the USDA RD office having jurisdiction.

E. SCOPE OF SERVICES

The General Contractor shall perform the work as described in the Request for Proposals Documents, copies of which are available on the Owner's website at www.elvalledelosranchos.org, under Contracts & Forms, or at the Owner offices at 209 E Camino de la Merced, Taos, NM 87571.

A summary of services the General Contractor shall perform to complete the Project includes, but is not limited to, the following:

- a. Planning, supervision and timely completion of the Project
- b. Prepare, monitor, and maintain Project schedule
- c. Material procurement, delivery, and storage
- d. Submittals and Project documentation.

- e. Manage construction labor and materials
- f. Coordinate with Owner direct labor, subcontractors, and Owner furnished equipment suppliers.
- g. Manage site access, safety, security, and quality control
- h. Manage testing, inspections
- i. Coordination of all utility inspections
- j. Project close-out and warranty period

F. CONTRACTOR SELECTION PROCESS

The Request for Proposal for Construction includes two parts:

The first part of the submission consists of Volume 1 - Technical Proposal, including qualification statements for the General Contractor/Project Team/Subcontractors, similar experience and projects of record. In this first submittal, interested General Contractors shall provide information indicating their ability to perform the services outlined in the description of the project and to meet the contract requirements stipulated herein.

The second part of submission consists of Volume 2 - Price Proposal for Construction. Detailed instructions and outline of the sections and information required are provided in Part III Response Format. This second submittal shall be considered after the Technical Proposal is evaluated.

G. FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

The agreement for the work will be AIA A 101 2007, with the basis of payment as a Stipulated Sum. Payment shall be made on a Percentage of Completion Basis; payment applications shall be submitted on the current edition of AIA G703 Application for Payment and AIA G704 Continuation Sheet. Please see the listing of required Offer and Contract Documents elsewhere in this RFP.

H. PROJECT CONTACTS

Any questions concerning the selection process for this Request for Proposals must be submitted to the parties listed below.

For questions regarding the selection process and contracting matters:

El Valle de los Ranchos Water and Sanitation District Director
Sarah Backus, Esq.

Phone: (575) 751-1700; Fax: (575) 751-1690

P.O. Box 2797, Ranchos de Taos NM 87557

209 E Camino de la Merced, Taos, NM 87571

sarahbackus3@msn.com

For technical questions regarding the site development and other civil work:

Site Development: Alex Abeyta, PE, Abeyta Engineering, Inc., (575) 737-0377, aeinc@newmex.com, P.O. Box 1499, Ranchos de Taos, NM 87557; 209 D Camino de la Merced, Taos, NM 87571

For technical questions regarding the building construction:

Modular Building: Wayne Rutherford, Rutherford Construction Associates, Inc., Phone: (575) 751-7028 Mobile: (575) 770-0180; wayne@taosdesignbuild.com; 800 Bond Drive #2, Taos, NM 87571; 219 Cruz Alta Road, Taos NM 87571

I. DEFINITION OF TERMINOLOGY

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

“Award of Contract” shall mean a formal written notice by the Owner that a firm has been selected to enter into negotiations for a contract for construction services.

“Contract” means an agreement between a government agency or project owner and a New Mexico licensed contractor for the work covered by this RFP.

“Contractor” means successful Offeror awarded the contract that holds a current State of New Mexico general contractor license designation of GB-98, and has full responsibility for completing the plans and specifications, all site development work, and providing and completing the office building.

“Design Professional” means architect/engineer.

“Determination” means the written documentation of a decision of the Owner and/or the Selection Committee, including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

“IGMP” means Initial Guaranteed Maximum Price which is the price submitted in the Price Proposal at the date and time appointed for receipt of proposals, if applicable.

“GMP” means Guaranteed Maximum Price which is the final contract price agreed upon by the Owner and the Contractor, that shall be stated in the Agreement Between Owner and Contractor for Construction if applicable.

“Offeror” is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP.

“Owner” is El Valle de los Ranchos Water and Sanitation District (EVWSD).

“Proposal” is the Offeror’s response to this RFP.

“Request for Proposals” or **“RFP”** means all documents, attached or incorporated by reference, used for soliciting proposals.

“Responsible Offeror” means an Offeror 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.

“Responsive Offer” or **“Responsive Proposal”** means an offer or proposal, which conforms in all material respects to the requirements set forth in the RFP. Material respects of a RFP include, but are not limited to quality, quantity or delivery requirements.

“Selection Committee” means a committee of individuals selected by the Owner; generally referred to in this RFP as the Evaluation Committee.

“Subcontractor” means an entity duly licensed to perform specialty contract work such as paving, stucco, etc. NO MORE THAN Seventy percent (70%) of the technical work under this RFP may be performed by Subcontractors; the balance shall be performed by the Offeror.

“User” means the project owner staff occupying the facility or facilities, for which a project is being designed.

“User Contact” is the person designated by the Owner to speak on behalf of the Owner concerning the scope of work and programming requirements for the project.

“United States Department of Agriculture Rural Development (USDA/RD)” means the agency of the United States Government authorized to fund and oversee the project.

The terms **“must,” “shall,” “will,” “is required,”** or **“are required”** are mandatory terms and identify a necessary item or factor. Failure to comply with such an item or factor may result in the rejection of the Offeror’s proposal.

The terms **“can,” “may,” “should,” “preferably,”** or **“prefers”** identifies a desirable or discretionary item or factor. Failure to comply with such an item or factor may result in the rejection of the Offeror’s proposal. *Rejection of the proposal will be subject to review by the Selection Committee and the final decision on rejection will be made by the Committee Chairman.*

J. OVERVIEW OF THE EVALUATION PROCESS AND EVALUATION FACTORS

1. Technical Proposal - The Owner’s Evaluation Committee shall consist of a minimum of three (3) persons appointed by the Owner. The Evaluation Committee shall collectively possess expertise in the technical requirements of the project, construction design and contracting. The Owner may use independent consultants or agents to support source selection teams, provided appropriate precautions are taken to avoid potential conflicts of interest. When the Evaluation Committee scores the Technical Proposal, Volume 1, they shall consider ONLY the evaluation factors stated in the RFP.

The Evaluation Committee may consider any relevant information or data from any reliable source relating to the RFP evaluation factors and the Offeror’s ability to successfully perform the project. Such information may be obtained from the Offeror, prior customers of the Offeror, commercial and public databases or other reliable sources. The Evaluation Committee may also consider intangibles such as an Offeror’s overall

comprehension of the work for this Project; an Offeror's track record of mutually beneficial problem-solving, value engineering abilities, etc.

2. Price Proposal - The Price Proposal shall be initially evaluated to ensure that the price(s) offered is responsive to the RFP requirements and instructions and is realistic in respect to the project plans and applicable performance standards and specifications. Price Proposals shall be evaluated on the basis of the numerical weight assigned below and scored in accordance with the following process to permit the scoring of competing Offerors' price proposals in relation to one another: The Offeror with the lowest price shall receive the maximum price score, i.e.: the maximum numerical weight assigned to the price below.

The price score of each other Offeror shall be determined by applying the following mathematical formula: price of lowest Offeror divided by the price for this Offeror multiplied by the maximum price score:

$$\frac{\text{Price of lowest Offeror} \times \text{maximum price score}}{\text{Price of this Offeror}} = \text{price score this Offeror}$$

3. Licensing Requirements

Each prospective Offeror must have a current and active New Mexico Contractor's license for the kind of work offered at the time of submittal and must submit the Qualification Questionnaire and Qualification Statements with all portions completed, including any required attachments.

4. Submittal Completeness

Each prospective Offeror must answer all of the questions and provide all requested information, where applicable. Any prospective Offeror failing to do so may be deemed to be non-responsive with respect to the Contractor and Subcontractor Qualification Questionnaire(s) and Statements at the sole discretion of the Project Owner.

5. Evaluation Criteria

The completed Contractor and Subcontractor Questionnaires and Statement of Qualification packages will be reviewed by the Evaluation Committee for accuracy and completeness. Each prospective Offeror must answer all of the questions proposed. Qualification Statements will be further evaluated by the Evaluation Committee based on Past Performance, the Management Plan, and other applicable factors. General Contractors are hereby informed that in making evaluations and determinations, the Owner is not restricted to the minimum information required for Questionnaires and/or Qualification Statements and that any relevant information regarding performance from reliable sources may be considered.

VOLUME 1 - TECHNICAL PROPOSAL – 70 Points

1. PAST AND CURRENT PERFORMANCE General Contractor: 55 POINTS of 70 points Vol. I Points (Section 1, Tab 2)

- Financial status and financial resources
- Bonding information, including affirmative letters of bonding from certified bonding companies
- Past incidents of law violation in any area related to contracting
- Disclosure of the names of any corporations, partnerships or business entities the firm or its owners or officers have owned or operated in the past five years
- Client satisfaction
 - List disclosure of any contract claims or cases in litigation or arbitration for the last five years
 - Letters of recommendation from former clients in the public construction sector are appropriate but not required; however, they will be verified as accurate, if included
- Experience of the General Contractor on projects of a similar nature, including governmental projects
 - Target vs. actual budgets on similar projects for the past three years
 - Target/actual schedule on similar projects for the past three years
- Overall Technical and Organizational capability including management team, staffing, technical approach to project and safety programs and safety program history.
- Include documentation of ability to complete this project on schedule and on budget.
- Experience building in Northern New Mexico Mountain Region / Enchanted Circle
- Experience with Green Building /LEED

2. PAST AND CURRENT PERFORMANCE –Subcontractors: 15 POINTS of 70 Vol. I Points

(Section 2, Tab 2)

Experience of the Subcontractors on projects of a similar nature, target vs. actual budgets, target vs. actual schedule, client satisfaction, safety, compliance with local laws and regulations. Complete the Contractor/Subcontractor Qualification form for each proposed or tentative subcontractor with contracts over \$50,000.

VOLUME II - PRICE PROPOSAL - 30 Points

1. PRICE PROPOSAL:

Volume II Price Proposal Submittal based on requirements set forth in this Request For Proposals, including the Plans and Specifications, and all requirements listed herein. Offerors shall show a Base Bid Price including subordinate line item values as noted; and separately, each Alternate noted elsewhere in the RFP documents, and shall indicate whether each Alternative is Additive or Deductive.

The minimum period an Offer shall be valid for is Forty-Five Days (45 days).

All prices shall be given in both written and numeric form. In the event of a discrepancy, the written price shall govern.

GRAND TOTAL 100 POINTS

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: Please see page 4, item I. paragraph D., above.

B. EXPLANATION OF SEQUENCE OF EVENTS

1. Issue RFP - This RFP is issued by the Owner in accordance with the provisions of Sections 13-1-111 through 13-1-117 NMSA 1978.

2. A Mandatory Pre-Proposal Meeting shall be held. The Owner will indicate the date, time, and location of the meeting. The purpose of a Pre-Proposal meeting is to review the RFP documents, including the Scope of Work, Response Format, Schedule, Price, Owner's expectations, and Proposal requirements. Attendance at the Pre-Proposal is mandatory. Only Offerors present at the Mandatory Pre-Proposal conference will be allowed to submit a proposal for this project. In addition to the Pre-Proposal Meeting, Prospective Offerors may review the Project with the Owner's Staff and Consultants after providing reasonable advance notice. **Please note that after the proposal submission due date, the Offerors are not allowed any contact with the Owner unless requested to do so. The Owner, may, however, contact Offerors for clarification purposes, changes in the Schedule of Events, notices of non-responsiveness of proposals, and notices of shortlist status and/or interviews.**

3. Questions/Clarifications - Between the time of issuance of the RFP and the Questions/Clarifications Due Date noted above, prospective Offerors shall submit any questions in writing regarding any clarifications or comments relative to this RFP, including but not limited to the Proposal Documents; the Conditions Governing the Procurement; the proposed Contact for Construction Between Owner and Contractor; or any other area that is of importance or concern in determining an Offeror's decision to respond to this RFP and affecting the Offeror's Proposal. Questions or other requests for information must be received at the Owner's Office or mailing address by the time and date noted in II A 3, above.

4. RFP Amendments - Should any amendment to this RFP be deemed necessary between issuance of the RFP and the proposal submission deadline, it will be distributed

in writing to all Offerors that have attended the mandatory pre-proposal conference. If an amendment requires a time extension, the proposal submission date will be changed as part of the written amendment.

5. Submission of Proposals - This is the date and time that has been set by the Owner for receipt of Proposals. Late Proposals will not be accepted. It is the Offeror's responsibility to ensure that Proposals arrive at the appointed date and time. Proposals may be mailed or delivered early to avoid any possible delay of the submission. Proposals must be submitted in sealed envelopes, addressed to:

El Valle de los Ranchos Water and Sanitation District, P. O. Box 2797, Ranchos de Taos, NM 87557 (U.S. Mail);

OR TO:

El Valle de los Ranchos Water and Sanitation District, 209 E Camino de la Merced, Taos, NM 87571 (hand or courier or overnight deliveries)

NOTE: US Postal Service will NOT deliver to this physical address.

PROPOSALS RECEIVED AFTER THE DEADLINE ARE NON-RESPONSIVE.

Owner staff will time-stamp proposals that are mailed or hand delivered to the owner's office. A public log will be kept of the names and submittal times of all Offerors who submit proposals.

Proposals will be reviewed, for completeness and compliance with requirements, by the Selection Committee. If any proposal submitted is deemed non-responsive, the Offeror will be notified in writing of such determination and the method of protesting that determination (see Section II.C.1.).

6. Proposal Evaluation/Short Listing - The Evaluation Committee will review each Offeror's proposal. Points will be allocated, by each member, as outlined in Section I, Para. G of this RFP.

Each member's point totals will be translated into a numeric ranking of all proposals. The individual Evaluation Committee member rankings will be totaled together to determine the overall ranking of proposals.

7. The Evaluation Committee may hold interviews with the highest-ranked proposals, where there is a natural break in the scoring. It is expected but required that three Offerors deemed most qualified by the Evaluation Committee will be interviewed. Please refer to section 13-1-120b NMSA 1978.

The number of interviews, if held, will be at the discretion of the Evaluation Committee. The Evaluation Committee reserves the right to award the contract without interviews, if it is determined to do so would be in the best interest of the Owner. If fewer than three proposals are received, the Evaluation Committee may recommend an award or recommend the RFP be reissued.

8. Notice of Finalist(s) - Each responsive Offeror will be notified in writing as to the results of the short-list or of the award. This notice will include the overall rankings assigned by the Evaluation Committee for each proposal submitted. If a short list of Offerors is determined, each responsive Offeror will be notified of the firms selected for interview. The Evaluation Committee shall notify Offerors selected for interview by telephone and in writing at least three days prior to the interview. A public log will be kept of the names and overall rankings of all Offerors short-listed for interviews.

9. Interview with Finalist(s) – If final interview(s) are to be held for those proposals selected for interview, notices to finalists will include the interview date and time. Interviews are to be held at the office of the Owner. The interview location may be changed at the discretion of the Evaluation Committee. Scoring for the interview will be based on responses to the questions presented at the pre-interview meeting, or questions that are distributed by e-mail, postal mail, or courier. Interview scoring will total approximately 100 points. The points will be equally divided between the prepared questions and points will be allocated, by each member. Each member’s point totals will be translated into a numeric ranking of all interviewed firms. The individual Evaluation Committee member rankings will be totaled together to determine the overall ranking of firms for the interview.

10. Notice of Award - The Owner will notify Offerors and Finalist(s) in writing of the final award. This notice will include the interview rankings of firms and the final combined rankings for the project award. Thereafter all proposals that were submitted are open for public inspection for a period of 30 days after the award.

11. Contract Negotiations - The Owner reserves the right to enter into negotiations with the successful Offeror and will begin contract negotiations as soon as possible after notice of award.

The AIA A101 Standard Agreement Between Owner and Contractor and other listed Contract Documents are available on the Owner’s website at www.elvalledelosrachos.org. If contract negotiations are not agreed upon and finalized within a reasonable period of time, the Owner will conclude negotiations with the selected firm and begin negotiations with the next ranked firm based on final ranking.

C. GENERAL REQUIREMENTS GOVERNING THE PROCUREMENT

Interested parties are encouraged to review the complete Request For Proposal package on-line at the Owner’s website prior to requesting hard copies of same. It will save time and expense if interested parties create their own hard copies of the RFP by printing out the package from the Owner’s website.

The General Requirements section contains specific information about the process and conditions under which this RFP is issued and conditions concerning how the project will be completed. Offerors are required to review all other Offer and Contract documents as may be located elsewhere within or attached to this Request For Proposals, and to include in any Offer submitted in response to this Request For Proposals the costs of all requirements stated or reasonably implied therein.

The Owner may evaluate the Proposals based on the anticipated completions of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Proposals and re-solicit for new Proposals, or to reject any and all Proposals and temporarily or permanently abandon the Project, should the need arise. Owner makes no representations, written or oral, that it will enter into any form of agreement with any Offeror.

1. Protests - In accordance with applicable Statutes and regulations any Offeror who is aggrieved in connection with the award of a contract may protest to El Valle Water and Sanitation District 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 to:

El Valle de los Ranchos Water and Sanitation District (EVWSD)

Contact Person: Director, Sarah Backus, Esq.

Mailing Address: P.O. Box 2797, Ranchos de Taos NM 87557

Delivery Address: 209 E Camino de la Merced, Taos, NM 87571

Telephone: (575) 751-1700; Fax: (575) 751-1690

E-Mail: sarahbackus3@msn.com

The 15-day protest period shall begin on the day following the date of written Letter of Intent to Award issued by the Owner. Protests must include the name and contact information of the protesting party, the RFP or other 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, including all costs associated with any protests.

3. Third-Party or Subcontracting GC Contract Responsibilities - Direction of all work that may result from this procurement must be performed by the Contractor and payments will only be made to the Contractor. Use of consultants identified in the Offeror's Proposal is permitted, but since the award is made on a quality-based evaluation process, reassignment of General Contractor duties and responsibilities to a third party is not acceptable.

4. Amended Proposals - An Offeror may submit an amended proposal before 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. Owner staff will not collate or assemble proposal materials.

5. Offeror's Rights to Withdraw Proposal - Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative and addressed to the Owner. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is at the discretion of the Owner Representative.

6. Disclosure of Proposal Contents - The content of proposals will be kept confidential until written notice of a contract award has been made by the Owner. At that time, all

proposals will be open to the public, except for the material which has previously been noted by the Offeror as proprietary or confidential and deemed by the Owner to be proprietary or confidential.

7. Termination - This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the Owner or the USDA/RDA determines such action to be in the best interest of the Owner.

8. Sufficient Appropriation - Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist or are withdrawn. Such termination will be effected by sending written notice to the contractor. The Owner's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

If, after substantial contract work is underway, a determination is made that there is insufficient funding to continue or finalize a project, the Contractor will be compensated to the level of value received by the Owner, as authorized by the Owner prior to that determination. This Request For Proposals may be canceled at the sole discretion of the Owner in the event sufficient Responses are not received, or if Offers exceed Estimated Construction Cost.

9. Standard Contract - The Owner and successful Offeror will use the Contract Documents listed elsewhere in this Request for Proposals. The Contract Documents are available on the Owner's website at www.elvalledelosranchos.org. Any Offeror questions about any provision(s) of the contract terms and conditions must be promptly brought to the attention of the Owner; Offerors are cautioned that all questions regarding the contract documents or construction matters are to be brought to the attention of the Owner no later than the date noted in Item I., paragraph D, above.

10. Offeror Qualifications - The Selection Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Selection Committee will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in the applicable Statutes and regulations.

11. Owner's Rights Reserved - The Owner and the Selection Committee reserve the right to waive minor irregularities and reserve the right to waive any formality or technicality in any Offer in the interest of the Owner. The Owner and the Selection Committee also reserve the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. These rights may be waived at the sole discretion of the Owner and the Selection Committee. It is the Owner's intent to select the most qualified responsive Offeror offering the best value consistent with the interests of the Owner.

12. Notice – Federal and New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks or solicitation of any of these.

13. Release of Information - Only the Owner is authorized to release information about projects covered by this RFP. The Offerors must refer to the Owner any requests to

release any information that pertains to the work or activities covered by any action or award related to this RFP.

14. Project Reporting - In addition to the normal project meetings with the Owner, successful Offeror is required to work with the Owner's Representative, the various Design Professionals, project consultants to ensure the project records are properly kept and provided to the Owner.

15. Davis-Bacon Act Wages (Prevailing Wage Rates) - Wages to be paid as a result of a contract awarded for this project will be subject to the minimum wage rate determination obtained by the Funding Agency, which shall be attached to the final contract documents. This determination will become part of the contract by reference and must be posted, per applicable Statutes, in a conspicuous place at the Work Site. It is the Offeror's and General Contractor's responsibility to be aware of and to fully comply with all applicable State of New Mexico statutes and Federal mandates, especially the mandatory payment of prevailing wage rates (Davis-Bacon Act Wages) along with all fiscal and reporting responsibilities related thereto. Failure by the Owner to make such minimum wage rate determinations available to the General Contractor will not relieve the General Contractor of the duty to become aware of or comply with such determinations. The Owner shall bear no responsibility for the Offeror's or Contractor's failure to comply with this or any other State or Federal statute, law, or regulation.

16. Clarifications from Offerors - The Evaluation Committee or designee, after review of the proposal and/or Interview may request clarifications on information submitted by any and all Offerors.

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Only one proposal package may be submitted by each Offeror/Team/individual entity for the one project, which is the subject of this RFP. The Proposal Package shall be clearly identified on the outside as to the name of the procurement, date and time proposals are to be received, the Offeror's name, address, name of contact person and a phone number where the contract person may be reached. The proposal package shall consist of the sealed TECHNICAL PROPOSAL and the sealed PRICE PROPOSAL envelopes. The Technical Proposal envelope and the Price Proposal envelope shall also be clearly identifiable on the outside with the name of the procurement, date and time proposals are to be received, the Offeror's name, address, name of contact person and a phone number where the contract person may be reached.

B. NUMBER OF COPIES OF RESPONSES

In addition to the Original Technical Proposal and Price Proposal submittal, Offerors shall provide six (6) identical hard copies and one electronic copy on CD ROM of their Technical proposal only to the location specified in Section II, paragraph 5 on or before the closing date and time for receipt of proposals.

Only one (1) hard copy and one electronic copy of the Offeror's Price Proposal are required. The copies will be submitted with the originals in the Proposal Package. The

copies requested will be used by the Evaluation Committee. The Owner will retain the original response for the procurement file and will return the remaining copies to the Offeror after the award. **All originals and copies shall be sealed.**

1. PAGE SIZE, BINDING, DIVIDERS, AND TABS

a. Proposals shall be printed on letter-size (8-1/2 x 11) paper and assembled with spiral-type bindings or three-ring binders. Information must be tabbed to correspond with the SECTIONS identified herein. Section 1- General Contractor, Section 2 – Contractor Experience and Projects of Record, etc.

b. The respondent may submit additional attachments, but only the responses provided by the respondent to the questions identified in subsequent sections of this RFP will be used by the Owner for evaluation.

2. TABLE OF CONTENTS

Submittals shall include a Table of Contents and give page numbers for each part of the Proposal. Each section of the proposal shall be tabbed and the tab marked to correspond with the Technical requirements and the Price requirements.

3. SUBMISSION OF OFFER

Time: Offers not received by the time and date indicated on the RFP will be deemed nonresponsive and will not be accepted.

Hand Carried: Offers may be hand carried to:

El Valle de los Ranchos Water and Sanitation District (EVWSD)

Contact Person: Director, Sarah Backus, Esq.

Delivery Address: 209 E Camino de la Merced, Taos, NM 87571

NOTE: US Postal Service will NOT deliver to this physical address

OR:

Mailed: Offers may be mailed to the attention of: **El Valle de los Ranchos Water and Sanitation District (EVWSD)**

Contact Person: Director, Sarah Backus, Esq.

Mailing Address: P.O. Box 2797, Ranchos de Taos NM 87557

The **OWNER** shall not be responsible for offers that are mailed and not received by the opening date and time specified in the solicitation.

Receipts: Receipts for hand delivered offers shall be issued (upon request) for offers which are hand carried.

No Other Methods of Offer Delivery: Neither e-mail or electronic, telephone, telegraphic, nor facsimile offers shall be accepted.

C. GENERAL RESPONSE INSTRUCTIONS AND INFORMATION

1. Proposals shall be prepared **SIMPLY AND ECONOMICALLY**, providing straightforward, **CONCISE** description of the Offeror's ability to meet the requirements of this RFP. Emphasis shall be on the **QUALITY OF CONSTRUCTION**, past

performance, completeness, clarity of content, responsiveness to the requirements, and an understanding of the owner's needs.

2. Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete Proposals will be considered nonresponsive and subject to rejection.
3. Offerors shall prepare and develop proposals at the sole expense of the Offeror.
4. Proposals 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 sole option and discretion. Questions regarding the procurement process, the RFP documents, general requirements, terms and conditions, etc. must be submitted in writing prior to the submission of Proposal for clarification purposes (Part II, Para. 3, item B).
5. The Proposal will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, ***except for the material that is stamped and identified by the Offeror as proprietary or confidential.*** The Owner will not disclose or make public any pages of proposals on which the Offeror has stamped or imprinted these words: ***“Proprietary Information” or “Confidential Information”***; subject to the following requirements:

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. 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 applicable Statutes and regulations. The price of products offered or the cost of services proposed shall not be designated as proprietary information or as confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Procurement Manager shall examine the Offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure or confidential data.

6. Proposals shall consist of answers to questions or requirements identified in the RFP. It is not necessary to repeat the question in the Proposals; however, it is essential to reference the question number with the corresponding answer.
7. Failure to comply with all requirements contained in this RFP may result in the rejection of an Offeror's Proposal.
8. Receipt of an addendum of the RFP by an Offeror must be acknowledged either: (a) by signing and returning the addendum or, (b) by letter. Such acknowledgment may be submitted with your offer. This acknowledgment must be received prior to the hour and date specified for receipt of offers.
9. An offer may be modified or withdrawn in person at any time BEFORE the scheduled opening of offers, provided a receipt for the withdrawn offer 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.

D. PROPOSAL FORMAT - Reminder

The Proposal package shall be submitted so that upon opening the Offeror's RFP package, it shall have two distinct parts, one named the "**Technical Proposal**" and one named the "**Price Proposal**".

The Technical Proposal shall be sealed in an envelope, clearly identifiable and labeled "TECHNICAL PROPOSAL". Offerors shall provide six (6) identical hard copies and one electronic copy on CD ROM of their Technical proposal.

The Price Proposal shall be sealed in a separate envelope and clearly identified on the outside of the envelope "PRICE PROPOSAL". Only one original of the Price Proposal and one electronic copy on CD ROM are required, no additional hardcopies are necessary.

Both the Technical Proposal and the Price Proposal envelopes shall be clearly identifiable on the outside with the name of the procurement, date and time proposals are to be received, the Offeror's name, address, name of contact person and a phone number where a contact person may be reached.

VOLUME I. - TECHNICAL PROPOSAL – 70 points

General Notes: General Contractor shall submit information utilizing the Qualification Statement forms that are attached to this RFP. The information provided shall be considered by the Owner for evaluating and scoring contractor and where applicable, subcontractors to determine if the proposed Offerors are responsible pursuant to applicable statutes, regulations, and project requirements. 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.

Subcontractor qualification statements are required where the value of the subcontract is Twenty-five thousand (\$25,000) or greater.

NOTE: The Owner may require additional qualification statements from any other subcontractors, at whatever tier and regardless of the value of the subcontract if it is deemed to be necessary to ensure a successful project and where consistent with the best interests of the Owner.

SECTION 1 - GENERAL CONTRACTOR QUALIFICATIONS

TAB 1 - Letter of Submittal

Each proposal must be accompanied by a Submittal Letter. The submittal letter shall include the following:

1. Identify the submitting Offeror.
2. Identify the name and title of the person(s) authorized by the Offeror to contractually obligate the business for the purpose of this Request For Proposals.

3. Identify the names, titles, and telephone numbers of persons to be contacted for clarification questions regarding this RFP.
4. Identify the name, title, and telephone number of person authorized to negotiate contract terms and conditions on behalf of the Offeror.
5. Explicitly indicate acceptance of the General Requirements Governing the Procurement, Section II, Paragraph C.
6. Acknowledge receipt of any and all amendments to the RFP.
7. Be signed by a person authorized to contractually obligate the Offeror.

TAB 2 - General Contractor Statement of Qualifications - Forms

NOTE: The following list is a summary of information required on the General Contractor Statement of Qualifications. Please use the attached forms provided to complete this section of the RFP Technical Proposal.

Attachments:

- A. Firm name and address, type of organization, years in business, other names business may have operated under.
- B. New Mexico Construction Industries Licensing Information; include information on other professional licenses and certifications that may pertain to scope of work under this RFP.
- C. Capacity and Capability to Perform the Work - provide an overview of the Offeror's construction business expertise and experience specifically identify prior experience converting schematic, outline drawings into final modular construction plans, specifications, and associated documents on a commercial or institutional project; list at least such one project and provide Owner contact information
- D. Project Experience of Similar Complexity and Scope/Qualifications. **Provide maximum of 5 examples on Attachment Form provided.**
 - Experience on similar projects valued between \$200,000 and \$700,000 since 2002
 - Project execution information
 - Customer satisfaction information
- E. Resumes for Project Manager, Superintendent, Safety, other key personnel
- F. Organizational Chart of Project Management Team
- G. Projects currently under construction valued over \$200,000 and under \$700,000
- H. Letter from Insurance Carrier on their letterhead indicating insurance coverage in the amounts stated herein are carried by or will be available to and carried by the Offeror.
- I. Affidavit of non-violation of labor codes
- J. Project Management Plan
- K. Judgments, Breach of Contract, Protests

L. Experience in Northern New Mexico Mountain/Enchanted Circle Region.

Provide maximum of 3 examples on Attachment Form provided.

M. Green Building Experience

N. Statement from Offeror's Workers Compensation Insurance Carrier indicating Offeror's current Employer's Modification Rating.

O. Optional supporting information, pictures, diagrams, reports, etc. (5 pages Max.)

P. Combined List of Subcontractors and Assignment of Antitrust Claims

NOTE: All Offerors and Subcontractors must have a current New Mexico Department of Workforce Solutions Labor Enforcement Fund Registration Number (also known as a **Public Works Certificate Number or Registration Number**) which number and registration date shall be shown on Attachment B, and on Attachment Q, Subcontractor and Prime Supplier Listing.

SECTION 2 - SUBCONTRACTOR AND PRIME SUPPLIER LISTING AND QUALIFICATION STATEMENTS - FORMS

To ensure that this RFP secures the best practices and best value from a procurement contract, the role and impact of Subcontractors and Prime Suppliers (e.g., Modular Manufacturer or other premanufactured component manufacturer) proposed for a project may be evaluated in accordance with the terms and conditions included herein. The purpose of the evaluation is to identify the General Contractor /Subcontractor/Prime Supplier TEAM that offers the most advantageous proposal and best overall value to the Owner. The qualifications and performance capabilities of the Subcontractors and Prime Suppliers may be evaluated in conjunction with and in relation to the evaluation of the technical proposal of the Offeror.

All activities and issues concerning the listing of subcontractors and prime suppliers shall be governed by the applicable Statutes and regulations issued hereunder.

1. Subcontractor and Prime Supplier listing threshold: In preparing your response, consideration must given to all applicable State and Federal Statutes, procurement standards, and regulations.
2. The subcontractor and Prime Supplier listing threshold included in the RFP shall be Five Thousand Dollars (\$5,000.00), or Five percent (5%) of the Offeror's Cost Proposal, whichever is less.
3. The Offeror shall provide a list of all subcontractors and Prime Suppliers that will perform work on the project above the subcontractor and Prime Supplier listing threshold. The information and data provided as well as any other relevant information obtained from any other sources regarding the proposed subcontract or prime supplier agreement may be reviewed to determine whether it qualifies as a responsible contractor.

TAB 1 – Attachment Q - Subcontractor and Prime Supplier Listing, per \$5,000.00 or greater subcontractor listing threshold

NOTE: Please use the Subcontractor Listing and Prime Supplier Form provided herein.

1. The category of work that will be done by each Subcontractor or Prime Supplier.
2. Name of Subcontractor or Prime Supplier performing work or labor or rendering service above the subcontractor listing threshold.
3. City or County of Subcontractor's or Prime Supplier's principal place of business.
4. Labor Enforcement Fund registration Number as issued by the NM Department of Workforce Solutions
5. Current Subcontractor or Prime Supplier License Number and license classification.

Only one (1) subcontractor may be listed for each category of work as defined by the Offeror in its proposal.

Firms identified in the Subcontractor list shall not be substituted except as permitted under applicable Statutes and regulations.

7. All Subcontractors must have a current New Mexico Department of Workforce Solutions Labor Enforcement Fund Registration Number (also known as **Public Works Identification Number**) which number and registration date shall be shown on Attachment Q AND shown on the Subcontractor Listing.

NOTE: Subcontractors must provide separate 100% Payment Bond and 100% Performance Bond for the protection of the Project Owner for all subcontracts in excess of One Hundred Twenty-Five Thousand Dollars (\$125,000).

TAB 2 - Subcontractor and Prime Supplier Qualification Statements:

Subcontractor and prime supplier qualification statements are required, pursuant to the subcontractor and prime supplier listing and threshold requirements noted above, and where the value of the subcontract is Twenty-Five Thousand Dollars (\$25,000.00) or more. Please refer Subcontractors and Prime Suppliers you are proposing to use on this Project to the Subcontractor and Prime Supplier Statement of Qualifications forms, Attachments R, S, and T as provided in this RFP.

SUBCONTRACTOR AND PRIME SUPPLIER STATEMENT OF QUALIFICATIONS - Forms

- A. Subcontractor/Supplier Statement of Qualifications - Firm name and address, type of organization, years in business, other names business may have operated under. **(Attachment R)**
- B. Licensing Information **(Attachment S)**
- C. Experience on similar projects since 2002 **(Attachment T)**

Provide maximum of 3 examples on Attachment Form provided.

VOLUME II - PRICE PROPOSAL – 30 points

Within your Price Proposal, please clearly identify the following items:

- 1. LUMP SUM OF CONSTRUCTION COST** - use EVWSD Form E.1. as provided in this Request For Proposals.
- 2. DETAILED COST BREAKDOWN**, including alternates, utilizing the Construction Industry Specifications Institute format per the attached example, plus the Alternates noted elsewhere; which represents the minimum level of cost detail required in a Valid Offer. Use Attachment U. Offerors may elect to include markups for general conditions, overhead, and profit in each line item or as separate line items.
- 3. ALL ALTERNATES** must be clearly identified by cost on EVWSD Form E.2.
- 4. ALLOWANCES:** Acknowledge all required allowances on EVWSD Form E.3.
- 5. GROSS RECEIPTS TAXES:** Under New Mexico law, this project is subject to Gross Receipts Taxes (GRT) and GRT will be added to the overall contract amount and paid proportionately with each Application for Payment. The current Taos County El Valle de los Ranchos GRT rate is at 7.25%. **DO NOT** include NM GRT in line items or the Cost Proposal total.

“ATTACHMENT A”
GENERAL CONTRACTORS STATEMENT OF QUALIFICATIONS

Offeror Information

Name: _____

Address: _____

Principal Office: _____

Corporation Partnership Sole Proprietorship Joint Venture

Other: _____

a. How many years has your organization been in business as a Contractor? _____

b. How many years has your organization been in business under its present business name? _____

c. Under what other or former names has your organization operated?

“ATTACHMENT B”

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

Licensing

- a. Name of license holder and qualifying party exactly as on file with the State of New Mexico Construction Industries Division: _____
- b. License Classification: _____ License Code: _____
- c. License Number: _____
- d. Issue Date: _____ Expiration Date: _____
- e. Has the firm’s general contractors license ever been suspended or revoked by the CID or by the appropriate licensing agency in any other state?
 Yes (attach explanation) **No, free of suspension or revocation**
- f. Specify all applicable Business licenses required by the State of New Mexico that your firm holds:

License Number: _____ Jurisdiction: _____

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities:

(Name)

Issue Date: _____ Expiration Date: _____

License Number: _____ Jurisdiction: _____

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities:

(Name)

Issue Date: _____ Expiration Date: _____

License Number: _____ Jurisdiction: _____

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities:

(Name)

Issue Date: _____ Expiration Date: _____

License Number: _____ Jurisdiction: _____

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities:

(Name)

Issue Date: _____ Expiration Date: _____

License Number: _____ Jurisdiction: _____

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities:

(Name)

Issue Date: _____ Expiration Date: _____

License Number: _____ Jurisdiction: _____

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities:

(Name)

Issue Date: _____ Expiration Date: _____

g. Current Department of Workforce Solutions Registration Number and Date of Registration: _____

h. Is your firm free from formal debarment from public works, federal, state or local public works jurisdictions?

Yes No (Attach explanation)

“ATTACHMENT D”

GENERAL CONTRACTORS STATEMENT OF QUALIFICATIONS

Experience on similar projects valued at \$200,000 to \$700,000 since 2002

**COMPLETE ONE FORM FOR EACH PROJECT LISTED ON THE
QUESTIONNAIRE (MAXIMUM 5)**

PROJECT DESCRIPTION

Project Type: _____ Contact Name: _____
Project Name: _____ Contact Title: _____
Owner: _____ Contact Phone No.: _____

DESIGN PROFESSIONAL

Name of Firm: _____ Contact Name: _____
Contact Phone No.: _____ Contact Title: _____
Gross Building Area (Sq. Ft.) _____ New Addition
 Renovation
Project Start Date: _____ Completion Date: _____
Original Contract Amount: \$ _____
Original No. of Days to Complete: _____
Final Contract Amount With all Change Orders: \$ _____
Final Contract Days to Complete with all Time Extensions: _____

.....
PROJECT EXECUTION

Were Liquidated Damages assessed on this Project? No Yes # of Days _____
Total Damages assessed \$ _____
Percentage of Work Subcontracted: _____ %
Contract Type Competitive Bid Lump Sum
 Negotiated Lump Sum
 Guaranteed Max Price
 Other (Describe)
Major Subcontractors:
Site Work: _____

Concrete: _____

Mechanical: _____

Electrical: _____

.....

CUSTOMER SATISFACTION

How was this measured? Customer Survey Attached

Yes No

Other (Describe)

“ATTACHMENT E”
GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

Resumes

ATTACH ONE (1) PAGE RESUMES OF THE PROPOSED PROJECT MANAGER,
PROJECT SUPERINTENDENT, SAFETY PROGRAM MANAGER and
OTHER KEY PERSONNEL (OPTIONAL)

Include the following information about each person:

1. EDUCATION
High School, College, Trade Schools, Trade Seminars, Trade/Management
Specialized Courses, Etc.
2. RELATED EXPERIENCE
Related experience should include the following:
 - a. Position Title
 - b. Duties and Responsibilities
 - c. Major accomplishments
 - d. Number of personnel supervised
3. PROJECT EXPERIENCE
Provide an outline of the individual’s experience on significant projects, including the
project Title and Location.
4. Other information that demonstrates the individual’s strengths for this project.
5. Contact information for Project Professionals and Project Owners previously worked
with may be included.

“ATTACHMENT F”

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

Organizational Chart of Project Management Team

Chart should include the entire Project Team, including the General Contractor’s Supervisory Personnel; Key Subcontractor Supervisory Personnel, and identify reporting relationships, titles, and names.

1. Indicate the relationship between Project Manager/Superintendent of the various Subcontractors and the General Contractor’s PM/Superintendent.
2. Indicate the relationship of the Safety Manager of the various Subcontractors and the Safety Manager of the General Contractor, and the relationship of the respective Safety Managers with others on the job site.
3. Indicate the relationship between the General Contractor’s QA/QC Manager with other personnel on the job site.

“ATTACHMENT H”
GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

Letter from Insurance Carrier

DOCUMENTATION OF INSURABILITY

“ATTACHMENT I”

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

Affidavit of non-violation of Labor codes

Name of Firm:

Address:

Project

Reference: Site Development and Modular Office Building for El Valle de los Ranchos Water and Sanitation District

Request for Proposal #2010-001

Affidavit of Non-violation of Labor Codes

To:	El Valle de los Ranchos Water and Sanitation District The undersigned officer of _____ (Offeror) hereby states that _____ (Offeror) has, during the past five (5) years, been free of any determinations by a court or an administrative agency, of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects.
------------	---

Name

Title

Signature

NOTARY

State of _____)

County of _____)

Signed or attested before me on _____ by _____

Seal _____

My Commission Expires: _____

“ATTACHMENT J”
GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

Project Management Plan

STATEMENT REGARDING STAFFING, TECHNICAL APPROACH, PROPOSED SCHEDULE, CHALLENGES ON THIS PROJECT, OPPORTUNITIES FOR VALUE ENGINEERING, HOW OFFEROR PLANS TO HAVE A SUCCESSFUL PROJECT

Provide a brief narrative of the Offeror’s approach to the following matters as they pertain to this project:

1. Communication with the Owner’s Project Management Team
2. Familiarity with USDA/RD Contracting and Change Order procedures
3. Scheduling
4. Quality Assurance and Quality Control
5. Design capabilities – in-house and outsourced
6. Safety Program
 - site access control program
 - employee-based safety program
 - subcontractor/supplier safety program
6. Construction Phase administration
7. Final start-up, testing and occupancy
8. Close-out procedures and documentation
9. Safety Management
10. Warranty Service

Use additional sheets as necessary.

“ATTACHMENT K”

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

Judgments, Breach of Contract, Protests

- a. List any judgments against the Offeror during the past 5 years.
- b. List any breaches of contract alleged against Offeror.
- c. If applicable, list any formal bid protests and the outcome, whether denied or upheld.

“ATTACHMENT L”

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

**Experience on projects in Northern New Mexico Mountain / Enchanted Circle
Region since 2002**

**COMPLETE ONE FORM FOR EACH PROJECT LISTED ON THE
QUESTIONNAIRE (MAXIMUM 3)**

PROJECT DESCRIPTION

Project Type: _____ Contact Name: _____
Project Name: _____ Contact Title: _____
Owner: _____ Contact Phone No.: _____

DESIGN PROFESSIONAL

Name of Firm: _____ Contact Name: _____
Contact Phone No.: _____ Contact Title: _____
Gross Building Area (Sq. Ft.) _____ () New () Addition () Renovation
Project Start Date: _____ Completion Date: _____
Original Contract Amount: \$ _____
Original No. of Days to Complete: _____
Final Contract Amount With all Change Orders: \$ _____
Final Contract Days to Complete With all Time Extensions: _____

“ATTACHMENT M”

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

Green Building Experience

- Provide documentation on your company’s experience in “Green Building” projects including green building rating systems such as LEED (Leadership in Energy & Environmental Design), Build Green New Mexico, Green Globes, Energy Star program or others.
- State Offeror’s environmental goals and policies.
- Provide documentation on specialized “green building” experience of project personnel and on relevant projects.

“ATTACHMENT N”
Workman’s Compensation Insurance

Statement from Offeror’s Workers Compensation Insurance Carrier indicating Offeror’s current Employer’s Modification Rating

“ATTACHMENT O”
GENERAL CONTRACTORS STATEMENT OF QUALIFICATIONS

Other Information

Additional written qualifications (optional) are limited to a maximum of 5 pages of text/photos, single sided, diagrams, reports, etc. may be provided to support your Offer. Material should be limited to 8-1/2” x 11” format.

“ATTACHMENT P”

**COMBINED LIST OF SUBCONTRACTORS
and
ASSIGNMENT OF ANTITRUST CLAIMS
by
CONTRACTOR, SUBCONTRACTORS,
SUBSUBCONTRACTORS, and SUPPLIERS**

EXAMPLE TRADES AND SUPPLIERS: SITE WORK, CONCRETE, MASONRY, FRAMING, LUMBER, STEEL, STEEL FABRICATION, ROOFING, INSULATION, STUCCO, DRYWALL, DOORS, GLASS AND GLAZING, PLASTER, PAINTING, CARPET, RESILIENT FLOORING, HVAC, CONTROLS, PLUMBING, SHEET METAL, ELECTRICAL

Instructions: This List and Assignment shall be signed by the Offeror and submitted with the Offeror’s Proposal.

1. Subcontractor Listing shall be included with Proposal as a condition of the Proposal and shall be fully complete with regards to all Subcontractors providing services valued at \$5,000.00 or more.

a) Subcontractor Listing shall be expanded after Proposal by apparent low Offeror if Awarded, and before Contract, to include major Suppliers, and this List and Assignment document shall be signed by an authorized representative of each entity, which person shall be duly empowered to obligate Supplier, Subcontractor, or Sub-subcontractor.

b) See Instructions to Proposers, Section 00100 Paragraph 4.5, Subcontractors, for rules regarding changes in this list after proposing.

2. **PROJECT NAME:** Site Development and Modular Office Building for El Valle de los Ranchos Water and Sanitation District

Request for Proposals#: 2010-001

The undersigned agrees that any and all claims which the firm may have or may inure to it for overcharges resulting from antitrust violations as to goods, services, and materials purchased in connection with the above-referenced project are hereby assigned to the Owner, but only to the extent that such overcharges are passed on to the Owner. It is agreed that the firm retains all rights to any such antitrust claims to the extent of any overcharges not passed on to the Owner, including the right to any treble damages attributable thereto.

Name of Offering Entity (Company)

Signature of Authorized Representative

Print Name and Title

Date

“ATTACHMENT Q”

Subcontractor and Prime Supplier Listing

The subcontractor and prime supplier listing threshold is \$5,000 or one half of one percent of the Estimated Construction Cost, whichever is greater. For the purposes of this Project the subcontractor listing threshold is \$5,000.00.

Type of Work	Entity Name	City & State	Labor Enforcement Fund Registration No. (aka Public Works Identification No.) & Date of Registration (if over \$50,000)	License/ Classification
SITE WORK				
CONCRETE				
MASONRY				
FRAMING				
MODULAR BLDG. or PREMANUF. COMPONENT SUPPLIER				
ROOFING				
INSULATION				
DRYWALL				
(not used)				
PLASTER				
FLOORING				
PAINTING				
CABS/COUNTERS				
LANDSCAPE				
(not used)				
HVAC				
(not used)				
PLUMBING				
SPECIAL SYSTEMS				

Continued...

Type of Work	Entity Name	City & State	Labor Enforcement Fund Registration No. (aka Public Works Identification No.) & Date of Registration (if over \$50,000)	License/Classification

Request for Proposals # 2010-001
 RFP Due Date: April 8, 2010 TIME: 3:00 p.m. MST
 El Valle de los Ranchos Water and Sanitation District Office

“ATTACHMENT R”
SUBCONTRACTOR/PRIME SUPPLIER STATEMENT OF
QUALIFICATIONS

SUBCONTRACTOR/PRIME SUPPLIER INFORMATION

Name: _____

Address: _____

Principal Office: _____

Corporation Partnership Sole Proprietorship Joint Venture

Other _____

a. How many years has your organization been in business as a Contractor/Supplier?

b. How many years has your organization been in business under its present business name? _____

c. Under what other or former names has your organization operated?

d. Does your firm have the immediate capacity to perform the work required for this project: Yes No

e. **Provide a written statement** verifying that your organization has the capacity and capability to do the work, i.e.: necessary equipment, financial resources, technical resources, management, third-tier subcontractors, professional and craft personnel resources and other required capabilities to successfully perform the contract.

**“ATTACHMENT T”
SUBCONTRACTOR/PRIME SUPPLIER STATEMENT OF
QUALIFICATIONS**

Licensing

a. Name of license holder (or qualifying party) exactly as on file with the State of New Mexico Construction Industries Division: _____

b. License Classification: _____ License Code: _____

c. License Number: _____

d. Issue Date: _____ Expiration Date: _____

e. Has the firm’s contractors license ever been suspended or revoked by the CID or by the appropriate licensing agency in any other state?

Yes (attach explanation) **No, free of suspension or revocation**

f. Specify all applicable Business licenses required by the State of New Mexico that your firm holds:

License Number: _____ Jurisdiction: _____

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities: _____

(Name)

Issue Date: _____ Expiration Date: _____

License Number: _____ Jurisdiction: _____

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities: _____

(Name)

Issue Date: _____ Expiration Date: _____

License Number: _____ Jurisdiction: _____

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities: _____

(Name)

Issue Date: _____ Expiration Date: _____

License Number: _____ Jurisdiction: _____

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities: _____

(Name)

Issue Date: _____ Expiration Date: _____

License Number: _____ Jurisdiction: _____

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities: _____

(Name)

Issue Date: _____ Expiration Date: _____

g. Current Department of Workforce Solutions Registration Number **and** Date of Registration: _____

h. Is your firm free from formal debarment from public works, federal, state or local public works jurisdictions? () Yes () No (Attach explanation)

i. Other Licenses and Certifications (optional): _____

“ATTACHMENT U”
SUBCONTRACTOR/PRIME SUPPLIER STATEMENT OF
QUALIFICATIONS

Experience on similar projects since 2002
COMPLETE ONE FORM FOR EACH PROJECT (MAXIMUM 3)

PROJECT DESCRIPTION:

Project Type: _____ Contact Name: _____
Project Name: _____ Contact Title: _____
Owner: _____ Contact Phone No.: _____

General Contractor:

Name of Firm: _____ Contact Name: _____
Contact Phone No.: _____ Contact Title: _____
Scope of work: _____ (New) (Addition) (Renovation)
Project Start Date: _____ Completion Date: _____