



**REQUEST FOR PROPOSAL  
FOR  
Lincoln County Medical Center  
Replacement Hospital Project  
RFP # 17-18-002**

**For Contracting Agency:** County of Lincoln, New Mexico

**Contact Person:** Orlando Samora - Purchasing Agent, County of Lincoln

**Address:** 300 Central Avenue / P.O. Box 711

**City/State/Zip:** Carrizozo, NM 88301

**Telephone:** (575) 648-2385 x 105

**E-Mail:** OSamora@lincolncountynm.gov

**DEADLINE FOR RECEIPT OF PROPOSALS IS AS FOLLOWS:**

**DATE:** February 28, 2018

**TIME:** 3:00pm local time

**DELIVER TO:** Orlando Samora - Purchasing Agent, County of Lincoln

Late Proposals will not be accepted. It is the responsibility of the Offeror to ensure that proposals are delivered on time to the correct electronic website or County address stated in the solicitation.

**A MANDATORY PRE-PROPOSAL CONFERENCE will be held as follows:**

**DATE:** Tuesday, February 6, 2018

**TIME:** 1:00pm local time

**LOCATION:** Lincoln County Medical Center Physical Therapy Conference Room, 211

**CITY/STATE/ZIP** Ruidoso, NM 88345

*Note: Any unauthorized change to the language or forms issued in this Project Manual or identified in any addenda shall render your proposal 'nonresponsive.'*

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**PROJECT PROPOSAL DOCUMENTS**  
Drawings and Specifications  
for  
**The Lincoln County Medical Center Replacement Hospital**

**A. PROJECT DEPOSIT INSTRUCTIONS**

Proposal Documents may be obtained at **Albuquerque Reprographics, 4716 McLeod Rd NE, Albuquerque, NM 87109** upon payment **\$250.00** for each complete set. CHECKS SHOULD BE MADE PAYABLE TO LINCOLN COUNTY. Incomplete sets will not be issued. The successful Offeror will receive refund of his deposit, and any unsuccessful Offeror who returns the Proposal Documents in good and complete condition within fifteen (15) days of the Proposal Opening will also receive refund of this deposit. No deposits will be returned after the fifteen-day period.

**B. LOCATIONS TO REVIEW PROJECT PROPOSAL DOCUMENTS:**

1. Dodge Reports, 1615 University Boulevard NE, Albuquerque, NM 87102 Telephone: (505) 243-2817
2. Reed Construction Data (CMD), 3351 Candelaria, NE, Suite D, Albuquerque, NM 87107 Telephone: (505) 881-8590
3. Builder's News and Plan Room, 3435 Princeton Drive NE, Albuquerque, NM 87107 Telephone: (505) 884-1752
4. Construction Reporter, 1609 Second Street NW, Albuquerque, NM 87102 Telephone: (505) 243-9793

**C. PROJECT PRICE PROPOSAL:**

Price Proposals shall be presented on the bid form in section 00 4113 of the project specifications. A proposal must be submitted on all proposal items, allowances and alternates; segregated proposals will not be accepted.

**NOTE:** Proposal price shall not include state gross receipts or local options taxes. Taxes will be included in the Contracted Amount at prevailing rates as a separate item to be paid by Owner.

In submitting this proposal, each Offeror must satisfy all terms and conditions of the Proposal Documents. All work covered by this Invitation to Propose shall be in accordance with applicable state laws and, if price proposal amount is \$60,000 or more, is subject to the minimum wage rate determination issued by the office of the NM Work Force Solutions Department for this project. ). If the price proposal amount of the contractor or any subcontractor exceeds \$60,000, the contractor and/or subcontractor must comply with the registration requirements pursuant to the NM Work Force Solutions Department Registration Act.

#### **D. PROJECT PROPOSAL SECURITY**

If Offeror proposal price is greater than \$25,000, Offeror shall provide proposal security in the form of a surety bond executed by a surety company authorized to do business in the State of New Mexico in the amount of **5%** of the total price proposal, or the equivalent in cash by means of a cashier's check or in a form satisfactory to the Owner, must accompany each price proposal in accordance with the Instructions to Offerors.

A 100% Performance Bond and a 100% Payment and Materials Bond executed by a surety company authorized to do business in the State of New Mexico shall be required from the successful Offeror prior to award of contract. The amount of the Bonds shall be the proposal price exclusive of gross receipts tax.

The AIA A312 1984 Labor and Materials Payment Bond shall in effect, limit the time line Surety has to respond. The Payment Bond shall be modified as follows:

“Paragraph 6 of this Payment Bond is deleted in its entirety and replaced with the following provision: Within 45 days (1) after the claimant has satisfied the conditions of Paragraph 4 and (2) after the Surety has received at its home office all supporting documentation it requested to substantiate the amount of the claim, the Surety shall pay or arrange for payment of any undisputed amounts. Failure of the Surety to satisfy the above requirements shall not be deemed a forfeiture or waiver of the Surety’s or the Contractor’s defenses under this Bond or their right to dispute such claim. However in such event the claimant may bring suit against the Surety Company and provided under this Bond.”

The AIA A312 2010 Labor and Materials Payment Bond shall in effect, limit the time line Surety has to respond. The Payment Bond shall be modified as follows:

The Payment Bond must contain the following modification: “Paragraph 7 of this Payment Bond is deleted in its entirety and replaced with the following provisions:  
Within 45 days

(1) after the claimant has satisfied the conditions of Paragraph 5 and (2) after the Surety has received at its home office all supporting documentation it requested to substantiate the amount of the claim, the Surety shall pay or arrange for payment of any undisputed amounts. Failure of the Surety to satisfy the above requirements shall not be deemed a forfeiture or waiver of the Surety’s or the Contractor’s defenses under this Bond or their right to dispute such a claim. However in such event the claimant may bring suit against the Surety Company and provided under this Bond”

## **E. METHOD OF AWARD:**

The Owner intends to award this Project to the highest ranked Offeror in accordance with the Request For Proposal requirements. The Owner reserves the right to reject any and all proposals, to waive technical irregularities, and to award the contract to the Offeror whose proposal it deems to be in the best interest of the Owner.\*

**\*NOTE: Please read all of the RFP documents carefully for mandatory requirements.**

## **C. FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR**

The agreement for the work shall be the AIA Standard Form of Agreement Between the Owner and Contractor and General Conditions, 2007 as presented in the project specifications section 00 7200, with the basis of payment as a Guaranteed Maximum Price.

## **I. PROJECT INFORMATION**

### **A. PURPOSE OF THIS REQUEST FOR PROPOSALS**

Pursuant to the NM Procurement Code governing the competitive sealed proposal process for construction, more specifically 13-1-111, NMSA 1978, 1.4.1.29 through 1.4.1.1.46, and NMAC 1.4.8.1 through 1.4.8.17, the County has made a determination that the use of the competitive sealed bidding method of procurement 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 the Lincoln County Medical Center's Replacement Hospital is the most effective means to ensure the project is delivered accordingly.

The award of a contract for construction shall take into consideration certain contractor qualification and performance factors that add value to a procurement contract. Factors such as contractor past performance, technical expertise and experience, management capabilities and resources, will form the basis for the criteria to be considered, in addition to contractor's fees, preconstruction services costs and general conditions staffing to perform the scope of work. Award shall be made in accordance with the terms, conditions, and requirements stated herein. All potential Offerors are encouraged to read this Request for Proposals carefully, especially **mandatory requirements**.

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 evaluated separately from the Technical Proposal.

### **B. PROJECT FUNDING**

The County of Lincoln, NM has funds to administer this project and will be referred to throughout the contract documents as "Owner".

## **C. PROJECT DESCRIPTION**

The project is described as:

The project consists of a new two story hospital that is approximately 70,000 square feet to replace the existing Lincoln County Medical Center (LCMC). The replacement hospital project is the final phase of a multi-phase master plan for LCMC. The site for the replacement hospital is currently occupied by the Lincoln County EMS main station. As part of the master plan, a new EMS station has been constructed on El Paso road to make the site available for the construction of the replacement hospital. The replacement hospital construction will be required to be completed in two phases. Phase 1 will include the demolition of the existing EMS station, site preparation for the replacement hospital building and the construction of the replacement hospital building. Phase 2 of the project will be demolition of the existing Lincoln County Medical Center after occupancy of the replacement hospital and construction of the new parking lot and site features on the site of the current medical center building.

Construction of the replacement hospital is anticipated to begin in April of 2018 with occupancy of the building in May of 2019. Demolition of the existing medical center and completion of site improvements is anticipated to be completed by September of 2019.

## **D. PROJECT CONTACTS**

Any questions concerning the selection process for this Request for Proposals shall be submitted to the Procurement Manager listed below. Technical questions regarding the scope of work shall be submitted to the Design Professional of record, and if appropriate, to the County Representative.

For questions regarding the selection process:

Orlando Samora - Purchasing Agent  
County of Lincoln  
300 Central Avenue  
P.O. Box 711  
Carrizozo, NM 88301  
(575) 648-2385 x 105

For technical questions regarding the scope of work and request for proposal:

Dekker/Perich/Sabatini  
7601 Jefferson, NE – Suite 100  
Albuquerque, NM 87109  
(505) 761-9700

## **E. PROJECT PLANNING SCHEDULE**

Key project planning schedule milestones are:

Tentative Notice of Intent to Award

Per Sequence Of Events A,  
RFP page 11.

Tentative Notice of Award

Per Sequence Of Events A,  
RFP page 11.

Anticipated Substantial Completion

Phase 1 – June, 2019,  
Phase 2 – October, 2019

## F. SUMMARY SCOPE OF SERVICES

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

- a. Pre-construction budgeting and planning services
- b. 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, if applicable
- 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

## G. DEFINITIONS AND TERMINOLOGY

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

**“Architect”** means a member of the project team who is a New Mexico licensed architect and is responsible for the architectural services.

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

**“Construction Industries Division – licensing treatment of general and limited partnerships and joint ventures.**

(1) General partnerships are to be separately licenses when the partnership is bidding for and performing the work, provided that partnerships are legally authorized to do business in NM in order to be licensed but not requiring that they be separately licensed, see 14.6.3.8 (B)(3) NMAC.

(2) Limited partnerships are required to be separately licenses even though one or more of its partners holds a license or qualifying party certificate (14.6.3.8(B)(1) NMAC.

(3) Joint ventures must be separately licensed per 14.6.3.8(B)(2)(a) NMAC. No two or more persons shall submit a joint bid or jointly engage in contracting unless operating as a validly licensed joint venture.

**“Construction Contractor”** means successful Offeror awarded the contract that holds a current State of New Mexico general contractor license designation of GB-98.

**“Contract”** means an agreement between a state agency or school district and a New Mexico licensed contractor for the work covered by this RFP.

**“Contract Documents”** means any one, or combination, of the following documents: Agreement Between the Owner and the General Contractor for Construction, General Conditions of the Contract for Construction, and the drawings and specifications.

**“Contractor”** means any person, corporation, or partnership that has entered into a contract with a state agency or a local public body.

**“Design Professional”** means architect or engineer.

**“Determination”** means the written documentation of a decision of the County 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.

**“Limited partnership”** is formed upon the filing of a certificate of limited partnership with the Secretary of State. Limited partnership shall state whether partners are general or limited. General partners are agents of the limited partnership, may manage the limited partnership, and may be held liable for the limited partnership’s obligations.

**“Joint venture”** is a partnership formed for a single transaction. As a partnership, it can be created without a formal, written agreement meeting (1) a community of interest in the performance of a common purpose; (2) a joint proprietary interest in the subject matter, (3) a mutual right to control, (4) a right to share in the profits, and (5) a duty to share in any losses which may be sustained.

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

**“Owner”** is the County of Lincoln, NM.

**“Partnership”** is an ‘association of two or more persons who become co-owners of a business for profit per NMSA 1978 54-1A-202(a) 1996. Note: When forming a partnership, written partnership agreements are not required. ‘In a ‘general partnership’ each partner is an agent of and may bind the partnership unless the partnership has limited that partner’s authority.

**“Proposal”** is the Offerors response to this RFP.

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

**“Resident Business”, “Resident Contractor”** or **“Resident Veteran”** means an entity that has a valid resident certificate issued by the NM Taxation and Revenue Department pursuant to Section 13-1-22 NMSA 1978.

**“RFP Documents”** means any one, or combination, of the following documents: Request for Proposal, technical proposal, price proposal, contractor qualification statement, subcontractor qualification statements, Price Proposal.

**“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 or Evaluation Committee"** means a body constituted in accordance with Section 13-1-121 NMSA 1978 and 1.4.8.16 NMAC 2005 to perform the evaluation of Offeror proposals and make a recommendation for selection (short list) or final selection recommendation to the governing body. The Evaluation Committee consists of a minimum of three members, should collectively possess expertise in the technical requirements of the project, construction design and contracting.

**"Statement of Qualifications Forms"** means the forms included as part of this RFP, which all Offerors shall complete, including the qualification for the team member or partners and subcontractors proposed for the project.

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

- a) Submit the number of signed proposals required by the RFP
- b) Sign the proposal, but only if the unsigned proposal is accompanied by other material indicating the Offeror's intent to be bound; or
- c) Acknowledge receipt of an amendment to the RFP, but only if: (1) it is clear from the proposal that the Offeror received the amendment and intended to be bound by its terms; or (2) the amendment involved had no effect on price, quality or quantity.

**Note:** A technical irregularity can be waived if the irregularity does not affect quality, price, or time elements of the project.

**"User"** means the staff occupying the facility or facilities, for which a project is being designed.

**"User Contact"** is the person designated by the County to speak on behalf of the staff concerning the scope of work and programming requirements for the project.

**"Veteran Preference"** see 'Resident Business, Resident Contractor or Resident Veteran' above

a) Through either an RFP process or an ITB process the qualified veteran resident contractor shall receive:

- 10% preference if their annual revenues are less than \$1,000,000;
- 8% preference if their annual revenues are less than \$5,000,000 but more than \$1,000,000
- 7% preference if their annual revenues are more than \$5,000,000

b) If there is a joint bid or joint proposal by a combination of resident veteran, resident or nonresident businesses, the preference shall be calculated in proportion to the percentage of the contract, based on the dollar amount of the goods or services provided under the contract, that will be performed by each business as specified in the joint bid or proposal.

c) The preference is limited in any calendar year, to an aggregate of \$10,000,000 in purchases by public bodies from all resident veteran businesses receiving preferences.

d) The preferences do not apply when the expenditure includes federal funds for a specific purchase.

e) The veteran resident contractor shall provide documentation to validate the % of preference to be awarded.

The terms "**must**," "**shall**," "**will**," "**is required**," or "**are required**" identify a *necessary* item or factor. Failure to comply *with such* an item or factor *may* result in the rejection of the Offerors 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 Offerors 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.*

**H. PROCUREMENT LIBRARY**

The Procurement Manager has established a Procurement Library. Offerors are encouraged to review the material contained in the Procurement Library by accessing the documents available on line. The documents are located on the NM State Purchasing Division website as follows:

<http://www.generalservices.state.nm.us/statepurchasing/>

**NM Procurement Code, Chapter 13 Public Purchases and Property**  
**GSD Procurement Regulations, 1.4.1 NMAC**  
**RFP for Construction, Maintenance Services and Repairs, 1.4.8 NMAC**  
**NM Government Conduct Code**

**II. CONDITIONS GOVERNING THE PROCUREMENT**

This section of the RFP outlines and describes the major events of the selection process and the conditions that govern this procurement.

**A. SEQUENCE OF EVENTS**

	<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
1.	Issue RFP	County	01/26/2018
2.	Mandatory Pre-Proposal Conference Location: Lincoln County Medical Center Physical Therapy Conference Room, 211 Sudderth Drive, Ruidoso, NM.	County  Time: Feb 06, 2018 1:00pm	

3.	Deadline to Submit Written Questions re: RFP Process	Potential Offerors	02/09/2018
4.	Response to Written Questions re: RFP Process and Addendum	County	02/13/2017
5.	Date of Release of Last Addenda Prior to Submission of Proposal	Design Professional	02/20/2018
6.	Submission of Proposal	Offerors Time:3:00pm	02/28/2018
7.	Proposal Evaluation	Evaluation Committee	03/01/2018
8.	Notice of Short Listed Offerors	Procurement Manager	03/02/2018 If required
9.	Interviews of Short-listed Offerors (If held)	Evaluation Committee & Offerors	03/08/2018
10.	Issue Notice of Intent to Award & Recommendation of Award to Governing Board	Design Professional & Procurement Manager	03/13/2018 (would require special commission meeting)
11.	Contract Negotiations	County	03/20/2018
12.	Issue Notice of Award, Prepare Contract	Design Professional & County	03/20/2018
13.	Protest of Award Deadline	Offeror(s)	TBD

**B. EXPLANATION OF SEQUENCE OF EVENTS**

**1. Issue RFP**

This RFP is issued by the County in accordance with the provisions of Sections 13-1-111 and 13-1-117 NMSA 1978, General Government Administration Procurement Regulations NMAC 1.4.1.29 through 1.4.1.47, and General Government Administration Procurement Code Regulations for Use of Competitive Sealed Proposals for Construction and Facility Maintenance, Services and Repairs, NMAC 1.4.8.1 through 1.4.8.17.

**2. Mandatory Pre-Proposal Conference**

This is the date and time of the meeting to review the RFP documents, including the Scope of Work, Response Format, Schedule, and Price Proposal requirements.

In addition to the Pre-Proposal Meeting, the Owner may allow Prospective Offerors the opportunity to visit with the project User Representative with permission from the County Representative. **Please note that after the proposal submission due date, the Offerors are not allowed any contact without the County Representative's permission. The County, may, however, contact Offerors for clarification purposes, changes in the Schedule of Events, notices of non-responsiveness or responsiveness of proposals, and notices of shortlist status and/or interviews.**

**3. Deadline to Submit Written Questions regarding the RFP Process**

This is the date and time set for submitting written questions regarding the RFP document and procurement process to the Procurement Manager. Note: questions regarding the drawings and specifications shall be directed to the Design Professional.

**4. Response to Written Questions to RFP Process and Addendum**

This is the date and time set by the Procurement Manager to issue a response to written questions regarding the RFP procuring document or the procurement process. The Procurement Manager will coordinate this response with the Design Professional to be included in the issuance of addenda, if applicable.

**5. Date of Release of Last Addenda Prior to Submission of Proposals**

This is the date that has been set by the Design Professional that signifies no other addenda will be issued on the project so that Offerors have time to finalize their responses.

**6. Submission of Proposal**

This is the date and time that has been set for the submission 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 delivered early to avoid any possible delay of the submission. The documents shall be in a sealed container with the RFP number and opening date indicated on the bottom left hand side of the container as follows:

Lincoln County

Attn: Procurement Manager - Orlando Samora

If Mailed: P.O. Box 711  
Carrizozo, NM 88301

If Hand Delivered: 300 Central Avenue  
Carrizozo, NM 88301

Procurement Manager Phone Number: (575) 648-2385 x 105

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**PROPOSALS RECEIVED AFTER THE DEADLINE SHALL BE CONSIDERED NON-RESPONSIVE.** Proposal submittals shall be date and time-stamped by the County office that is designated to receive proposals. A public log will be kept of the names and submittal times of all Offerors who submitted proposals.

The Procurement Manager shall review the proposals for completeness and compliance with the mandatory requirements prior to distribution to the Evaluation Committee. If any proposal submitted is deemed non-responsive, the Offeror will be notified in writing of such determination which will include the right of the Offeror to protest the decision. (See Section II.C.1.). The Procurement Manager shall designate a witness to be present during the opening of the proposals. The witness and Procurement Manager shall sign the "List of Offerors" for the procurement file.

**7. Proposal Evaluation**

This is the date and time that the Evaluation Committee will convene to discuss the proposals and to report individual scores to the Procurement Manager. Individual scores shall be recorded on the Master Score/Rank Sheet. After the scores have been recorded, the Procurement Manager shall open the Price Proposals and calculate the points for each Offeror. The Procurement Manager shall record the scores allocated to Price for each Offeror on the Master Score/Rank Sheet.

**8. Notice of Short-Listed Offerors**

The Procurement Manager shall notify all Offerors of the final Technical/Price rank of the proposals in writing and state in the letter whether or not interviews will be held.

**Note:** The Selection Committee may hold interviews with the highest-ranked proposals, where there is a natural break in the scoring. The number of interviews, if held, will be at the discretion of the Selection Committee. The Selection Committee reserves the right to award the contract without interviews. If interviews are not held, the decision shall be documented for the procurement file.

**9. Interview of Short-List Offerors**

If interview(s) are to be held, the date, time, and location of the Interview Meeting will be included with the notice to those Offerors selected for interview. A list of questions shall be distributed to the Short-List Offerors that includes the points to be allocated to each question. Points allocated to the questions shall be evenly distributed.

**NOTE:** A “Pre-Interview” meeting may be held by the County Representative, if it is determined it is in the best interest of the short-listed Offerors and the Project, to answer questions regarding the interview process, and to distribute the list of prepared questions to be addressed.

**10. Issue Notice of Intent to Award**

The Design Professional shall prepare the Notice of Intent to Award a contract to the highest ranked short-listed Offeror after interviews are held. The Procurement Manager shall prepare a procurement report and a recommendation to the County for award of the Project that shall include the ranking of all Offerors and the final ranking of Short-Listed Offerors.

**11. Contract Negotiations**

The Owner reserves the right to enter into negotiations with the highest ranked Offeror per NMSA 13-1-115. If contract negotiations are not 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.

**12. Issue Notice of Award, Prepare Contract**

Upon the successful completion of contract negotiations and Board of Education approval, the Architect shall issue the Notice of Award and prepare the Contract for Construction.

**13. Protest Deadline**

The protest period for **award** of the contract shall begin the day after the date of the Notice of Award. This date shall be determined by the Procurement Manager. See Section C, Paragraph 1, below for more detail.

## C. STANDARD CONDITIONS GOVERNING THE PROCUREMENT

The Standard Conditions section contains statutory guidelines under which this RFP is issued, and conditions concerning how the project will be completed.

The Owner may evaluate the Proposals based on the anticipated completion 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 Section 13-1-172 NMSA 1978, any Offeror who is aggrieved in connection with the solicitation of a contract or the award of a contract may protest to the Procurement Manager or his/her Designee. 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:

Orlando Samora - Purchasing Agent  
County of Lincoln  
300 Central Avenue  
P.O. Box 711  
Carrizozo, NM 88301  
(575) 648-2385 x 105

The protest letter shall include the name and address of the protestant, the solicitation number, and a statement of the grounds for protest, including appropriate supporting exhibits.

### 2. **Incurring Cost**

Any cost incurred by the Offeror in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

### 3. **Third-Party or Subcontracting GC Contract Responsibilities**

Direction of all work that may result from this procurement must be performed by the Offeror and payments will only be made to the Offeror. Use of consultants identified in the proposal is permitted, but since the award is made on a quality-based evaluation process, reassignment of GC duties and responsibilities to a third party is not acceptable.

### 4. **Amendments or Modifications to a Proposal by Offeror**

Per 1.4.1.34 and 1.4.1.35 NMAC, an Offeror may request in writing to amend, modify or withdraw their proposal if the Procurement Manager makes a determination that it is in the best interests of the County and the Offeror to do so, prior to the date and time of the receipt of proposals. If the request is accepted to amend or modify a proposal, the Offeror shall replace the incorrect proposals with corrected proposals in their entirety. Substitution of random pages will not be allowed to avoid information being inserted or removed incorrectly. Any amendment or modification to an Offeror's proposal shall be documented for the procurement file.

### 5. **Late Withdrawals or Late Modifications**

Per 1.4.1.36, inclusive of 1.4.1.21 NMAC, submission of a request to withdraw or modify a proposal after the deadline, shall be documented, and shall not be considered unless the written request is received before contract award, and the request to submit, modify or withdraw the proposal would have been timely but for the action or inaction of the Procurement Manager and/or County personnel directly involved in the procurement.

Any of these occurrences shall be documented by the Procurement Manager, and all Offerors of record shall be notified of the event in writing as soon as possible.

**6. Disclosure of Proposal Contents**

The content of any proposal shall not be opened to public inspection or disclosed prior to award. At that time, all proposals will be open to the public, except for the material which has clearly been noted and determined by the Procurement Manager to be proprietary or confidential as noted by the Offeror.

**7. Confidential Data**

if a request is received for disclosure of data, for which an Offeror has made written request for confidentiality, the Procurement Manager shall make a determination that the data is, in fact, confidential and proprietary financial information concerning the Offeror's organization and whether or not the data qualifies as a trade secret under the Uniform Trade Secrets Act, Sections NMSA 1978 57-3A-7. Unless the Offeror takes legal action to prevent disclosure of data that does not meet the requirements of the Uniform Trade Secrets Act, the data will be so disclosed. After award the proposal shall be open to public inspections subject to any continuing prohibition on the disclosure of confidential data. Any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" shall be readily separable from the proposal in order to facilitate public inspection for the non-confidential portion of the qualifications based proposal.

**8. Termination**

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the County determines such action to be in the best interest of the County and the State of New Mexico.

**9. Sufficient Appropriation**

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. 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 the determination is made that there is insufficient funding to continue or finalize a project, the successful Offeror will be compensated to the level of effort performed, as authorized by the Owner prior to that determination.

**10. Offeror Qualifications**

The Evaluation Committee may consider any relevant information or data, from any reliable source (references) relating to the RFP evaluation factors and the Offeror's ability to successfully perform the project. Such information may be obtained from the Offeror's prior customers, commercial and public databases or other reliable sources. The Selection

Committee may reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.

**11. Right to Waive Minor Irregularities**

The Selection Committee reserves the right to waive minor irregularities per 1.4.1.42 NMAC 2005 (see Definitions). The Selection Committee also reserves 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. This right is at the sole discretion of the Selection Committee.

**12. Notice**

The New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

**13. Release of Information**

Only the Owner is authorized to release information about the project(s) 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. New Mexico 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 by the State of New Mexico, and will be attached to the final contract documents. This determination will become part of the contract by reference and must be posted, per State of New Mexico Statutes, in a conspicuous place at the General Contractor's place of business. It is the General Contractor's responsibility to be aware of the applicable State of New Mexico statutes and responsibilities related thereto. Failure by the Owner to physically make such minimum wage rate determinations available to the General Contractor will not relieve the General Contractor from becoming aware of or complying with such determinations.

**15. Clarifications from Offerors**

The Procurement Manager may, at the request of a Selection Committee designee request clarifications on information submitted by any and all Offerors.

**16. Licensing Requirements**

The Contractor and subcontractors shall comply with all licensing regulations and the Contractor shall provide copies of all valid licenses necessary to perform the work in the State of New Mexico.

**17. Subcontractors**

The Subcontractors Fair Practices Act, 13-4-31 et. seq. per NMAC 1.4.8.13, para. C applies to this procurement. Therefore, any request for substitution on the part of the Owner or the Offeror shall comply with this section.

### III. RFP RESPONSE FORMAT AND ORGANIZATION

#### A. NUMBER OF RESPONSES

General Contractors shall only submit one offer. Multiple offers by one General Contractor are not allowed. Please note that the Procurement Manager, after award, shall retain the original Technical Proposal and Price Proposal for procurement file as a matter of record.

If awarded the contract, Offeror shall provide the County with one additional copy of the Price Proposal.

NOTE: DO NOT submit copies of the Price Proposal. Only the original Price Proposal is necessary. The original Price Proposal shall be submitted with the original Technical Proposal. It shall be submitted in a clearly marked sealed envelope easily removable from the Technical Proposal.

#### B. NUMBER OF COPIES OF RESPONSES

In addition to the Original Technical Proposal and Price Proposal submittal, Offerors shall provide **Five (5)** identical copies of the proposals for the Evaluation Committee.

After award of a contract, all Offerors of record may make arrangements with the County to have their proposal copies returned or picked up. The County shall not be responsible for any shipping or mailing costs to return copies of the proposals.

#### C. SUBMISSION OF PROPOSAL

**Hand Carried:** Proposals may be hand carried/delivered. If requested, the County may give the person delivering the proposal package a receipt that notes the firm name, date and time the proposal was delivered for the Offeror files.

Lincoln County  
Attn: Procurement Manager - Orlando Samora  
300 Central Avenue  
Carrizozo, NM 88301

Procurement Manager Phone Number: (575) 648-2385 x 105

**Common Carrier or USPS:** Offers may be shipped/mailed by common carrier or courier. Be advised that the County is not responsible for offers that are not received timely. It is solely the responsibility of the Offeror to ensure the submittal arrives on time at the location state herein.

Lincoln County  
Attn: Procurement Manager - Orlando Samora  
P.O. Box 711  
Carrizozo, NM 88301

Procurement Manager Phone Number: (575) 648-2385 x 105

**No Other Methods of Offer Delivery Allowed:** Telephone, telegraphic, facsimile or electronic offers will NOT be accepted.

**D. GENERAL RESPONSE INSTRUCTIONS AND INFORMATION**

1. Proposals shall be prepared SIMPLY AND ECONOMICALLY, providing straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFP. Emphasis shall be on the QUALITY, 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 non-responsive 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 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 Proposal for clarification purposes.
5. If your proposal contains proprietary/confidential information, you shall stamp those pages so that they are easily identifiable by the Procurement Manager. Those pages shall be examined and a written determination shall be made that specifies which portions of the proposal may not be disclosed. If the Offeror disagrees, they are entitled to take legal action to prevent the disclosure
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. Receipt of addendum of shall be acknowledged on the Price Proposal Form where designated. Any amendment to the RFP documents, if issued by the Procurement Manager, not the Design Professional, shall be acknowledged in the Transmittal Letter accompanying the Technical Proposal.

**VOLUME I – TECHNICAL PROPOSAL**

**A. Technical Proposal Format**

Proposals may be submitted in a spiral or three-ring binder. Page format shall include 8-1/2" x 11" paper and up to 11" x 17" foldout sheets in size. Text will be no smaller than 10 point. If there are any questions regarding format requirements, please contact the Procurement Manager prior to submission. There is no page limit so that the Offeror may be afforded the ability to address questions adequately. However, Offerors are cautioned

to please keep the required documents/attachments in each category to concise, easily readable and applicable information.

**B. Tabs/Evaluation Categories:**

All sections shall be separated by a numbered tab that corresponds to the Evaluation Category, 1 through 6, described below.

**TAB 1 SIGNED LETTER OF SUBMITTAL AND MANDATORY FORMS**

**00 4334 Subcontractor Qualifications Statement Listing Form**  
**00 4336 Subcontractor Listing Form w/Registration Number and Anti-Trust signatures (before contract is signed)**  
**Resident Contractor Preference Certificate**  
**OR**  
**Resident Veteran Preference Certificate**  
**Campaign Contribution Form**

**TAB 1 Letter of Submittal Requirements**

Each proposal must be accompanied by a submittal letter. **Any submittal letter that omits any of the following information may be deemed ‘non-responsive’.** The submittal letter shall include acknowledgment and where appropriate, certification of the following:

1. Name of the entity submitting the proposal.
2. Identify the name(s), title(s), telephone number(s), fax number(s) and e-mail address(es) of the person or persons who have authority to sign documents and who has sufficient knowledge to fully address all matters and respond to all inquiries included in the RFP submittal.
3. If a joint proposal is being submitted, identify the firm, and disclose the percentage of the work/services to be executed by the nonresident contractor based on the dollar amount of the fee proposed in the Price Proposal.
4. Acknowledge acceptance of all conditions that govern the procurement.
5. Acknowledge that the information provided in the proposal is truthful, accurate and complete, and that the firm is bound by all information, data, certifications, disclosures and attachments submitted.
6. Acknowledge that the omission of any material fact concerning requested information, or the submission of any material false or misleading statement, or misrepresentation of a material fact concerning any requested or submitted information, may deem the proposal ‘non-responsive’.
7. Acknowledge that the Owner has a right to obtain relevant information from other sources (references) to determine that the Offeror is ‘responsible’.

8. Acknowledge that if awarded the contract, the RFP documents, all terms and conditions stated herein, all information, data, certifications, disclosures and addendum shall be a part of the Contract.
9. Price Proposal – shall acknowledge the receipt of all addenda relating to the proposal. **If an amendment to the procuring documents was issued by the Procurement Manager**, separate from the addendum issued by the Design Professional, acknowledge receipt of the amendment(s) in the transmittal letter.
10. Statement/Certification and/or documentation that the firm possesses the necessary equipment, financial resources, technical resources, management, professional and craft personnel resources and other required capabilities to successfully perform the contract, or will achieve same through its prelisted subcontractors with supporting information, pictures, diagrams, reports, etc.

## **TAB 2– GENERAL CONTRACTOR**

### **PAST PERFORMANCE**

This section shall the overall past performance and capability of the proposed team to meet schedules, budgets, and meet project administration requirements for comparable projects.

### **TAB 2 - General Contractor Qualifications Questionnaire**

1. Firm name and address, type of organization, years in business, other names business may have operated under
2. Licensing Information
3. Experience completing three (3) or more medical facilities, addition and/or renovation project of similar complexity totaling 50,000 square feet or more since **the year 2010** as the proposed project – List a maximum of 5 Projects (Projects will be described in detail in Attachment A of the Contractor Qualification Questionnaire)
4. Capacity and Capability to Perform the Work
5. Surety Name and Bonding information
6. Safety Information
7. Insurance Claims and History
8. Quality Assurance
9. Project Scheduling
10. Labor Code Violations
11. Judgments/Breach of Contract
12. Contractor Comments/Other Information

## **TAB 2 ATTACHMENTS**

**Attachment A** – Project Experience of Similar Complexity and Scope/Qualifications

**Provide maximum of 5 examples** on Attachment A Form provided

- a. Experience on Similar projects totaling 50,000 square feet since 2010
- b. Project execution
- c. Customer satisfaction

**Attachment B** – Resumes for Project Manager, Superintendent, Safety, other key personnel

**Attachment C** – Organizational Chart of Project Management Team

**Attachment D** – Projects currently under construction totaling 50,000 or more square feet.

**Attachment E** – Notarized declaration of surety

**Attachment F** – Copy of Firm’s written safety plan

**Attachment G** – Letter from Insurance Carrier on their letterhead

**Attachment H** – Written Assurance Program

**Attachment I** – Affidavit of non-violation of Labor codes

**Attachment J** – Judgments/Breach of Contract/Protests

**Attachment K** - Contractor Comments/Other Information (4 page maximum)

### **TAB 3 – PROJECT APPROACH**

**Provide a brief narrative of the approach to the following issues as they pertain to this project:**

1. Provide a description of how your company will approach the project if selected including preconstruction and construction activities.
2. Identify any particular challenges you foresee and address proposed solutions to the challenges.
3. Provide a detailed CPM schedule for review, include preconstruction, construction, transition between phases, owner move in, Substantial Completion, Certificate of Occupancy and DOH inspection ready dates as appropriate.
4. Provide a summary of your safety program and training.
5. Provide a general construction staging and parking plan for phase 1 and phase 2 construction durations.

### **TAB 4 – PROJECT STAFFING**

1. Provide an organizational chart of key project staff, their roles and time allocated to this project. Address phases of the project listed below:
  - a. Preconstruction phase
  - b. Construction phases.
2. Provide resumes for all key personnel indicating in particular their experience and roles with recent similar acute care hospital projects.

**TAB 5 – BIM Utilization and Project Commissioning**

1. Provide a description of how your firm will utilize BIM for this project.
2. Provide a description of how your firm will participate in the building commissioning process.

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**VOLUME 2 – PRICE PROPOSAL**

**(Provide One Original Copy of Below Information in Separate Sealed container.)**

1. **PRICE PROPOSAL AMOUNT**— use the bid form provided section 00 4113 of the project specifications. . Price shall not include NM Gross Receipts Tax. However, the NMGRT will be added to the contract.

**NOTE:** If a joint proposal is being submitted, be sure you have stated the % of the work/services that will be performed the nonresident contractor based on the dollar amount of the fee proposed and include your valid in-state preference number.

Veteran Resident Contractor Preference Number: \_\_\_\_\_ %  
of preference qualified for: \_\_\_\_\_ (10% / 8% / 7%).

**NOTE:** Attach a copy of the valid certificate and documentation to validate % preference to the Price Proposal.

2. **ANY ALTERNATES OR BID LOTS LISTED** must be clearly identified by cost.
3. **STATE OF NEW MEXICO W-9**
4. **COMBINED LIST OF SUBCONTRACTORS AND ASSIGNMENT OF ANTITRUST CLAIMS** use form provided in the project manual.
5. **AGENT’S AVIDAVIT**
6. **PROPOSAL BOND**
7. **CERTIFICATE OF INSURANCE**
8. **POWER OF ATTORNEY**
9. **LICENSES, PREFERENCE, REGISTRATION, AND ANY OTHER NUMBERS REQUIRED ON THE PROPOSAL FORM**
10. **CAMPAIGN CONTRIBUTION FORM**

## IV. PROPOSAL EVALUATION

### A. EVALUATION PROCESS AND SCORING METHODOLOGY

#### 1. Receipt and Opening of Proposals

Proposals and modifications to proposals received prior to or at submission shall be time-stamped upon receipt and the Price Proposal shall be separated from the Technical Proposal and held in a secure place until the Evaluation Committee has scored the Technical Proposal. Proposals shall not be opened publically and shall not be open to public inspection until the contract for construction is signed by the successful Offeror.

#### 2. Evaluation Committee

The Evaluation Committee shall consist of a minimum of three (3) persons appointed by the Owner. The team 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 the Committee, provided appropriate precautions are taken to avoid potential conflicts of interest.

#### 3. Technical Proposal

The Procurement Manager shall review each proposal to determine if it meets all of the mandatory requirements. Proposals that do not meet the mandatory requirements shall be considered “nonresponsive”. The Offeror shall be notified in writing of the determination as soon as possible. The Procurement Manager will then distribute the proposals and individual score sheets to the Evaluation Committee, and will review how the proposals shall be scored.

#### 4. 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 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 Offeror’s 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:

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

The Evaluation Committee members shall score the technical proposals individually. Those individual scores will then be combined with the price proposal score and converted to a numeric ranking of all proposals per committee member. The individual member rankings per Offeror will then be totaled together to determine the overall

ranking of the proposals. The Committee will then determine whether or not to conduct interviews based on the final ranking.

**5. Resident Preference**

Per 13-1-21 and 13-1-122 NMSA 1978 (SB 1, 2011 Special Legislative Session, effective 10/5/2011) a resident contractor who holds a valid certificate issued by the NM Taxation and Revenue Department, shall be awarded the equivalent of five percent of the total possible points assigned to the procurement. When a joint proposal is submitted by both a resident and nonresident contractor, the resident preference shall be reduced in proportion to the percentage of the contract, based on the dollar amount of the services to be provided that will be performed by a nonresident business.

**The preference calculation formula shall be applied to each Offeror on the Procurement Manager’s Master Score/Rank sheet, that has a valid preference number issued by the NM Taxation and Revenue Department.**

**6. Proposal Discussions**

Per 1.4.1.39 NMAC 2005, if mistakes are discovered after receipt of the proposal, The Evaluation Committee may request clarifications of information submitted by any or all Offerors in a written format with a specified deadline for response.

Short-listed Offerors shall be accorded fair and equal treatment with respect to any clarifications of proposals. If during discussions there is a need for any substantial clarification of or change in a RFP, the RFP shall be amended to incorporate such clarification or change. Any substantial oral clarification of a proposal shall be reduced to writing by the short-listed Offeror.

**NOTE:** Except for circumstances and situations otherwise approved by the Procurement Manager, negotiations of the relevant terms and conditions as well as any other important factors in an RFP and proposed contract are negotiated **PRIOR TO AWARD OF A CONTRACT, NOT AFTER AWARD.**

**7. Interviews:**

If interviews are held, the Evaluation Committee shall score each question, and the total points shall be translated to a rank. Each interview question shall have the same weight. Example: If the Interview is worth 50 points, and you have 5 questions, each question shall be worth 10 points. The same questions will be issued to each short listed firm as a benchmark for evaluation purposes. Each question may lead to other questions to help clarify and better understand the firm’s capabilities, which may be considered in scoring the interview.

**Interview points shall be added to the Technical Proposal and Price Proposal and re-calculated to determine the final overall rank of Short-listed Offerors for recommendation for award of a contract.**

**8. Short-Listed Offeror Withdrawal from Interview:**

A short-listed firm may withdraw their proposal if they determine that cannot improve their position in the interview. This event shall be documented for the procurement file,

and a notice shall be sent to all Offerors of record of the event. If the next ranked firm is invited to interview, their final points/rank for their Technical/Price evaluation does not change.

**B. EVALUATION CRITERIA:**

The criteria below align with the 1.4.8 NMAC 2007 Rules that govern the process.

**VOLUME 1 – TECHNICAL PROPOSAL**

<b>TAB 1</b>	<b>LETTER OF SUBMITTAL</b>	<b>Mandatory</b>
<b>TAB 2</b>	<b>PAST PERFORMANCE (Prime Contractor’s Questionnaires)</b>	<b>20 POINTS</b>
<b>TAB 3</b>	<b>PROJECT APPROACH</b>	<b>20 POINTS</b>
<b>TAB 4</b>	<b>PROJECT STAFFING</b>	<b>20 POINTS</b>
<b>TAB 5</b>	<b>BIM Utilization and Project Commissioning</b>	<b>20 POINTS</b>

**VOLUME 2 – PRICE PROPOSAL**

<b>PRICE PROPOSAL FORM (Amount stated to be translated to points)</b>	<b>20 POINTS</b>
<b>TOTAL POINTS</b>	<b>100</b>
<b>INTERVIEWS, If Held</b>	<b>100 POINTS</b>
<b>GRAND TOTAL</b>	<b>200 Points</b>

## D. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

### Note: Submit with Price Proposal Documents

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE:

The following definitions apply:

“Applicable Public Official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contributions” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contributions” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

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

“Pendency of the Procurement Process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

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

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

(Note: If you have made more than one contribution, please attach a list of the public officials you have contributed to following the format and attach the list to this document. Please write "see attached" in the blank below.)

Contribution Made By:

---

Relation to Prospective Contractor:

---

Name of Applicable Public Official

Date Contribution(s) Made:

---

Amount(s) of Contribution(s):

---

Nature of Contribution(s):

---

Purpose of Contribution(s)

---

(Attach extra pages if necessary)

---

Signature

Date

---

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

---

Signature

Date

Title (position) \_\_\_\_\_

End of RFP Procurement Documents

**Lincoln County Medical Center  
Replacement Hospital  
REQUEST FOR PROPOSAL FOR CONSTRUCTION  
RFP # 17-18-002**

*For the convenience of the contractors, an electronic version of this RFP may be issued for your use. Any changes to the document's questions or language that differs from the wording as issued in the Project Manual dated 01/22/2018 other than to fill in answers for the questions asked, will constitute a non-responsible proposal.*

**STATEMENT OF QUALIFICATIONS FOR GENERAL CONTRACTORS**

Project Name: \_\_\_\_\_

1. 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?  
\_\_\_\_\_  
\_\_\_\_\_

2. 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. Is the firm's contractor's license free of ever being suspended or revoked by the CID or by the appropriate licensing agency in any other state?

Yes, free of suspension or revocation       No IF no, attach explanation.

f. Does your firm hold all applicable Business licenses required by State of New Mexico?

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

Yes                       No (Attach explanation)

3. EXPERIENCE

a. Has your firm completed one (1) or more medical facility, addition and/or renovation project(s) of similar complexity totaling 25,000 square feet or more since 2001, as the proposed project? Complete **Attachment A** for five (5) maximum projects listed:

Yes      Number of Projects: \_\_\_\_\_       No

Project 1 Name: \_\_\_\_\_

Project 2 Name: \_\_\_\_\_

Project 3 Name: \_\_\_\_\_

Project 4 Name: \_\_\_\_\_

Project 5 Name: \_\_\_\_\_

- b. State the average annual amount of construction work performed during the past five years:  
\$ \_\_\_\_\_
- c. Also, on **Attachment A**, list major construction project your organization has in progress, giving the name of the project, owner, architect, contract amount, percent of completion, and scheduled completion date.
- d. List the categories of work that your organization normally performs with its own forces.

4. KEY PERSONNEL EXPERIENCE

Please note that more consideration will be given to those meeting or exceeding the required qualifications below:

- a. Does your assigned Project Manager have the following minimum qualifications and experience? (Attach Resume at **Attachment B**)
- (1) At least ten (10) years experience in the construction industry?  
 Yes      Number of Years: \_\_\_\_\_       No
- (2) Experience on at least one (1) construction type as identified in 3. EXPERIENCE item a  
 Yes      Number of Projects \_\_\_\_\_       No
- (3) Experience as a Project Manager on one (1) or more construction projects  
Totaling 25,000 square feet or more?  
 Yes      Number of Projects \_\_\_\_\_       No
- b. Does your assigned Project Foreman/Superintendent have the following minimum qualifications and experience? (Attach Resume at **Attachment B**)
- (1) At least ten (10) years experience in the construction industry?  
 Yes      Number of Years: \_\_\_\_\_       No
- (2) Experience on at least one (1) construction type as identified in 3a.?  
 Yes      Number of Projects \_\_\_\_\_       No
- (3) Experience as a Project Manager on one (1) or more construction projects  
Totaling 25,000 square feet or more?  
 Yes      Number of Projects \_\_\_\_\_       No

c. Does your Safety Program Manager have the following minimum qualifications and experience? (Attach Resume to **Attachment B**)

(1) At least five (5) years experience in a safety management role?

Yes      Number of Years: \_\_\_\_\_       No

(2) Experience on at least one (1) construction type as identified in 3a.?

Yes      Number of Projects \_\_\_\_\_       No

d. Does your Quality Assurance/Quality Control (QA/QC) Manager have the following minimum qualifications and experience? (Attach Resume to **Attachment B**)

(1) At least five (5) years experience in a safety management role?

Yes      Number of Years: \_\_\_\_\_       No

(2) Experience on at least one (1) construction type as identified in 3a.?

Yes      Number of Projects \_\_\_\_\_       No  
\_\_\_\_\_  
Years with your firm: \_\_\_\_\_

Present Position/Job Title: \_\_\_\_\_ Years in position: \_\_\_\_\_

List other project(s) this person has had a similar role for the past five (5) years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your QA/QC a Principal or Officer of the firm?  Yes  No

e. Please include an Organizational Chart (**Attachment C**) of the Management Team that will be assigned to this project. Identify relationships, duties and responsibilities and key roles of each individual.

5. CAPACITY AND CAPABILITY TO PERFORM THE WORK

a. Resources: Total number of current employees: Project Managers \_\_\_\_\_  
Estimators \_\_\_\_\_  
Superintendents \_\_\_\_\_  
Foremen \_\_\_\_\_  
Tradesmen \_\_\_\_\_  
Administration \_\_\_\_\_

Other \_\_\_\_\_

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

c. Please list all projects currently under contract totaling over 25,000 square feet with scheduled completion dates (**Attachment D**)

See Attachment D  None

6. SURETY

a. Firm's current surety company:

\_\_\_\_\_

Will this surety be used for the construction contract for this project:?

Yes  No (attach explanation)

Contact Agent Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Years utilizing this surety: \_\_\_\_\_ Maximum Capacity: \_\_\_\_\_

Aggregate Total of current surety in force: \_\_\_\_\_

b. Is the surety company to be used on this project licensed to do business in the State of New Mexico?

Yes  No (attach explanation)

a. Is your firm free of having any construction contracts taken over by a surety for completion in the past five (5) years?

Yes  No (attach explanation)

c. Has your firm used other surety companies since 2001?  Yes (list)  No

\_\_\_\_\_  
Surety Company Contact

\_\_\_\_\_  
Surety Company Contact

\_\_\_\_\_  
Surety Company Contact

d. Is your firm able to obtain bonding in the amount required for the completion of this project? Provide a notarized declaration from the surety identified above, stating the amount of bonding capacity available to your firm for this project at **Attachment E**.

Yes

No (attach explanation)

7. SAFETY

- a. Does your firm have a written safety program compliant with current State regulations? Provide one (1) copy of your firm's written safety program at **Attachment F**.

Yes

No (attach explanation)

- b. Provide a list of key safety personnel, including the designated safety manager who will be assigned to this project, and list specific duties.

Name and Title

Specific Duties

_____	_____
	_____
	_____
	_____

Name and Title

Specific Duties

_____	_____
	_____
	_____
	_____
_____	_____
	_____
	_____
_____	_____
	_____

- c. Provide the experience modification Rate for the past five (5) years:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /

- d. Provide the Recordable Incident Rate for the past calendar year: \_\_\_\_\_

e. Is your firm free of committing serious or willful violations of federal or state safety laws as determined by a final non-appealable decision of a court or government agency?

Yes

No (attach explanation)

8. INSURANCE & CLAIMS HISTORY

a. Is your firm free of any court judgments, pending litigation, arbitration and final agency decisions filed within the last five (5) years in a construction related matter in which the contractor, or any officer, is or was a party?

Yes

No (attach explanation)

b. Has your firm during the past five (5) years been free of a determination by a court of competent jurisdiction that is filed a false claim with any federal, state or local government entity?

Yes

No (attach explanation)

c. Does your firm have the ability to provide the required insurance in the limit stated in the project documents (General Liability and Comprehensive Auto at \$1 Million per occurrence and \$1 Million in the aggregate)?

Yes

No (attach explanation)

d. Please provide a letter from an insurance carrier stating that the firm is able to obtain insurance in the limits stated as **Attachment G**.

9. QUALITY ASSURANCE – ATTACHMENT H

a. Does your firm have a written Quality Assurance Program?

Yes

No

b. Provide one (1) copy of the written Assurance Program for **Attachment H**

10. PROJECT SCHEDULING

a. Does your firm use computerized scheduling?  Yes  No

b. If YES, which programs and versions are used? Please list:

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c. Has the firm been involved with a construction project within the past five (5) years, where the schedule was not met?  Yes  No

d. If YES, please indicate the project (refer to **Attachment A**)

i. Project: \_\_\_\_\_

Reason for Delay: \_\_\_\_\_

ii. Project: \_\_\_\_\_

Reason for Delay: \_\_\_\_\_

iii. Project: \_\_\_\_\_

Reason for Delay: \_\_\_\_\_

e. Has the firm been assessed liquidated damages due to scheduling for any project in the past five (5) years? (Refer to **Attachment A**)  Yes  No

If YES, please list projects

(1) Project: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Reason for assessment \_\_\_\_\_

(2) Project: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Reason for assessment \_\_\_\_\_

(3) Project: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Reason for assessment \_\_\_\_\_

## 11. LABOR CODE VIOLATIONS

a. Has your firm 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? Refer to **Attachment I**

Yes  No

b. Is the firm free of all Subcontractor Fair Practices Act violations for the past five (5) years?

Yes  No (explain)

12. JUDGEMENTS/BREACH OF CONTRACT/PROTESTS, MEDIATIONS AND ARBITRATIONS  
Attachment J

- a. List any judgments against the firm during the past 5 years.
- b. List any breach of contract other than for cause
- c. If applicable, list any formal bid protests and the outcome, whether denied or upheld
- d. Has your company been involved in any mediations/arbitrations in the last 5 years.  
  
(  ) Yes (If yes, explain who initiated? What was the outcome?) (  ) No

13. CONTRACTOR COMMENTS/OTHER INFORMATION

- a. Certify and/or documentation that the firm possesses the necessary equipment, financial resources, technical resources, management, professional and craft personnel resources and other required capabilities to successfully perform the contract, or will achieve same through its pre-listed subcontractors. Refer to Attachment K (4 PAGE MAXIMUM)

**THE UNDERSIGNED CERTIFIES THAT ALL OF THE QUALIFICATION INFORMATION SUBMITTED WITH THIS FORM IS TRUE AND CORRECT.**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address of Firm

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

End of GENERAL CONTRACTOR QUALIFICATIONS QUESTIONNAIRE

**ATTACHMENT A  
GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS**

**REFERENCE: 3.a. EXPERIENCE**  
COMPLETE ONE FORM FOR EACH PROJECT LISTED (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 Amt.:** \$ \_\_\_\_\_ **Original No. of Days to Complete:** \_\_\_\_\_

**Final Contract Amount** **Final Contract Days to Complete:**  
**With all Change Orders:** \$ \_\_\_\_\_ **with all Time Extensions:** \_\_\_\_\_

**PROJECT EXECUTION**

**Were Liquidated Damages assessed on this Project?**  No  Yes **Days** \_\_\_\_ **\$** \_\_\_\_\_

**Percentage of Work Subcontracted:** \_\_\_\_\_ % **Contract Type**  Competitive Bid Lump Sum  
 Negotiated Lump Sum  
 Guaranteed Maximum Price  
 Other (Describe)

**Major Subcontractors:**

**Mechanical:** \_\_\_\_\_

**Electrical:** \_\_\_\_\_

**Plumbing:** \_\_\_\_\_

**Concrete:** \_\_\_\_\_

**CUSTOMER SATISFACTION**

**How was this measured?**  Customer Survey  Attached  Yes  No  Other (Describe)

**ATTACHMENT B**  
**GENERAL CONTRACTOR'S STATEMENT OF QUALIFICATIONS**

**REFERENCE: 5.**  
**Notarized Declaration of Surety**

DOCUMENTATION FROM SURETY

**ATTACHMENT C**  
**GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS**

**REFERENCE: 6. SAFETY**  
**Copy of Firm’s written Safety Program**

SUBMIT ONLY COPIES OF SAFETY PLAN WITH SUBMITTAL PACKET

Include Work Loss Incidents and History

**ATTACHMENT D**  
**GENERAL CONTRACTOR'S STATEMENT OF QUALIFICATIONS**

**REFERENCE: 7.**  
**Letter from Insurance Carrier regarding limits of liability**

DOCUMENTATION OF INSURABILITY

**ATTACHMENT E**  
**GENERAL CONTRACTOR'S STATEMENT OF QUALIFICATIONS**

**REFERENCE: 8**  
**Written Quality Assurance Program**

SUBMIT COPIES WITH SUBMITTAL PACKET

**ATTACHMENT F**  
**GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS**  
**REFERENCE: 10**  
**Affidavit of non-violation of Labor Codes**

**Name of Firm:**

**Address:**

**Project**

**Reference:** (Name of Owner & Project)

**Request for Proposal #** \_\_\_\_\_

**Affidavit of Non-violation of Labor Codes**

**To:**           **The Board of Education**  
                  **School District**

**The undersigned officer of \_\_\_\_\_ hereby states that \_\_\_\_\_ 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 G**  
**GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS**

**REFERENCE: 11**  
**Judgments/Breach of Contract/Mediations/Arbitrations**

- a. List any judgments against the firm during the past 5 years  
Who initiated? What was the outcome?
  
- b. List any other actions brought against you for breach of contract during the past 5 years,  
Who initiated? What was the outcome or current status?
  
- c. List all mediations/arbitrations in the last 5 years,  
Who initiated? What was the outcome?

**Lincoln County Medical Center  
Replacement Hospital  
REQUEST FOR PROPOSAL FOR CONSTRUCTION  
RFP # 17-18-002**

*For the convenience of the contractors, an electronic version of this RFP is issued for your use. Any changes to the document's questions or language that differs from the wording as issued in the Project Manual dated 01/22/2018 other than to fill in answers for the questions asked, will constitute a non-responsible proposal.*

**STATEMENT OF QUALIFICATIONS FOR SUBCONTRACTORS**

Project Name: \_\_\_\_\_

1. OFFEROR INFORMATION

Firm Name: \_\_\_\_\_

Type of Firm:

Corporation       Partnership       Sole Proprietorship       Joint Venture

Other

a. Year Firm was established: \_\_\_\_\_

b. Parent Company (if applicable) \_\_\_\_\_

c. All former names during the past 10 years your organization has operated?

\_\_\_\_\_  
\_\_\_\_\_

2. LICENSING

Provide your team's New Mexico contractor's license, which is current and in good standing with the State of New Mexico Construction Industries Division (CID).

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. Is the firm's contractor's license free of ever being suspended or revoked by the CID or by the appropriate licensing agency in any other state?

Yes, free of suspension/revocation  No IF no, attach explanation

3. EXPERIENCE

a. Has your firm completed one (1) or more medical facility, addition and/or renovation project of similar complexity and of 25,000 square feet or more since 2005, as the proposed project?  
Complete **Attachment A** for three (3) maximum projects listed:

Yes      Number of Projects: \_\_\_\_\_       No

Project 1 Name: \_\_\_\_\_

Project 2 Name: \_\_\_\_\_

Project 3 Name: \_\_\_\_\_

Provide copies of Performance Evaluation Reports prepared in connection with projects described in Para. 3.a above.

b. State the average annual amount of construction work performed during the past five years:  
\$ \_\_\_\_\_

c. Also, on **Attachment A**, list major construction project your organization has in progress, giving the name of the project, owner, architect, contract amount, percent of completion, and scheduled completion date.

4. KEY PERSONNEL EXPERIENCE

Please note that more consideration will be given to those meeting or exceeding the required qualifications below:

a. Does your assigned Project Manager have the following minimum qualifications and experience?  
(Attach Resume at **Attachment B**)

(1) At least ten (10) years experience in the construction industry?

Yes      Number of Years: \_\_\_\_\_       No

(2) Experience on at least one (1) construction type as identified in 3a.?

Yes      Number of Projects \_\_\_\_\_       No

(3) Experience as a Project Manager on one (1) or more construction projects valued at \$1.1 Million or more?

Yes      Number of Projects \_\_\_\_\_       No

b. Does your assigned Project Foreman/Superintendent have the following minimum qualifications and experience? (Attach Resume at **Attachment B**)

i. At least ten (10) years experience in the construction industry?

Yes      Number of Years: \_\_\_\_\_       No

(2) Experience on at least one (1) construction type as identified in 3a.?

Yes      Number of Projects \_\_\_\_\_       No

(3) Experience as a Project Foreman/Superintendent on one (1) or more construction projects valued at \$1.1 Million or more?

Yes      Number of Projects \_\_\_\_\_       No

(1) Does your Firm have a Quality Assurance/Quality Control (QA/QC) Manager:

Yes     No

Name: \_\_\_\_\_ Years with your firm: \_\_\_\_\_

Present Position/Job Title: \_\_\_\_\_ Years in position: \_\_\_\_\_

List other project(s) this person has had a similar role for the past five (5) years:

---

---

Is your QA/QC a Principal or Officer of the firm?       Yes     No

5. CAPACITY AND CAPABILITY TO PERFORM THE WORK

a. Resources

- (1) Total number of current employees: Project Managers \_\_\_\_\_  
Estimator's \_\_\_\_\_  
Foremen \_\_\_\_\_  
Tradesmen \_\_\_\_\_  
Administration \_\_\_\_\_  
Other \_\_\_\_\_

b. Please list all projects currently under contract at square footage listed in 3a. with scheduled completion dates (**Attachment C**)

See Attachment E       None

6. SAFETY

a. Does your firm have a written safety program compliant with current State regulations?  
Provide one (1) copy of your firm's written safety program at **Attachment D**.

Yes       No (attach explanation)

b. Provide your Experience Modification Rate for the past five (5) years:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /

c. Provide the Recordable Incident Rate for the past calendar year: \_\_\_\_\_

e. Is your firm free of committing serious or willful violations of federal or state safety laws as determined by a final non-appealable decision of a court or government agency?

Yes       No (attach explanation)

7. INSURANCE & CLAIMS HISTORY

a. Is your firm free of any court judgments, pending litigation, arbitration and final agency decisions filed within the last five (5) years in a construction related matter in which the contractor, or any officer, is or was a party?

Yes       No (attach explanation)

- b. Has your firm during the past five (5) years been free of a determination by a court of competent jurisdiction that is filed a false claim with any federal, state or local government entity?

Yes  No (attach explanation)

- c. Does your firm have the ability to provide the required insurance in the limit stated in the project documents (General Liability and Comprehensive Auto at \$1 Million per occurrence and \$1 Million in the aggregate)?

Yes  No (attach explanation)

8. QUALITY ASSURANCE

- a. Does your firm have a written Quality Assurance Program?

Yes  No

- b. Note: If you have a Quality Assurance Program, please provide one (1) copy of the written Assurance Program for **Attachment E**

9. LABOR CODE VIOLATIONS

- a. Has your firm 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?

Refer to **Attachment F**

Yes  No

- b. Is the firm free of all Subcontractor Fair Practices Act violations for the past five (5) years?

Yes  No (explain)

10. SUBCONTRACTOR COMMENTS

Please provide further explanation of any of the attachments/items indicated, or other additional information you may want to submit to further clarify any of the information provided in this questionnaire as **Attachment G**

11. OTHER INFORMATION

- a. Certify and/or documentation that the firm possesses the necessary equipment, financial resources, technical resources, management, professional and craft personnel resources and

other required capabilities to successfully perform the contract, or will achieve same through its pre-listed subcontractors. Refer to **Attachment H**

- b. Additional information, pictures, diagrams, reports, etc. may provided as outlined in the Request for Proposal (written qualification limitation of 5 pages will be attached as **Attachment I**

THE UNDERSIGNED CERTIFIES THAT ALL OF THE QUALIFICATION INFORMATION SUBMITTED WITH THIS FORM IS TRUE AND CORRECT.

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address of Firm

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

End of SUBCONTRACTOR QUALIFICATIONS QUESTIONNAIRE

**ATTACHMENT A**  
**SUBCONTRACTOR’S STATEMENT OF QUALIFICATIONS**

**REFERENCE: 3.a. Experience on similar projects over square footage amounted stated in 3.a**

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

**PROJECT DESCRIPTION**

Project Type: \_\_\_\_\_ Owner: \_\_\_\_\_

Project Name and Location: \_\_\_\_\_

Gross Building Area (Sq. Ft.) \_\_\_\_\_ ( New  Addition  Renovation

Original Contract Amt.: \$ \_\_\_\_\_ Completion Date/Percentage Complete: \_\_\_\_\_

**DESIGN PROFESSIONAL**

Name of Firm: \_\_\_\_\_ Contact Name: \_\_\_\_\_

**GENERAL CONTRACTOR**

Name of Firm: \_\_\_\_\_ Contact Name: \_\_\_\_\_

---

**CUSTOMER SATISFACTION**

How was this measured? ( Customer Survey  Attached  Yes  No  Other (Describe)

---

**ATTACHMENT B**  
SUBCONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 4 a, b, c, d Resumes**

ATTACH ONE (1) PAGE RESUMES OF THE PROPOSED

1. PROJECT MANAGER
  2. PROJECT FOREMAN/SUPERINTENDENT
  3. OTHER KEY PERSONNEL (OPTIONAL)
- 
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  
Identify project experience requested in the Statement at 4.a. (2) (3), 4.b. (2) (3), and 4.c. (2).  
Include the project Title and Location.
  4. Other information that demonstrates the individual’s strengths for this project.
  5. Project Professionals and Project Owner Reference may be included.



**ATTACHMENT D**  
SUBCONTRACTOR'S STATEMENT OF QUALIFICATIONS

**REFERENCE: 7.a. Copy of Firm's written Safety Plan**

SUBMIT COPIES OF SAFETY PLAN WITH SUBMITTAL PACKET

Include Work Loss Incidents & History

**ATTACHMENT E**  
SUBCONTRACTOR'S STATEMENT OF QUALIFICATIONS

**REFERENCE: 9.b. Written Quality Assurance Program**

SUBMIT COPIES WITH SUBMITTAL PACKET



**ATTACHMENT G**  
SUBCONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 14. Subcontractor comments**

Additional written explanations or comments required for clarification of items contained in the Statement of Qualifications.

ITEM REF.  
NUMBER

COMMENTS

---

**ATTACHMENT H**  
SUBCONTRACTOR'S STATEMENT OF QUALIFICATIONS

**REFERENCE: 15.a. Other Information**

Certify and/or documentation that the firm possesses the necessary equipment, financial resources, technical resources, management, professional and craft personnel resources and other required capabilities to successfully perform the contract, or will achieve same through its pre-listed subcontractors.

**ATTACHMENT I**  
SUBCONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 15.b. 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 Team. Material should be limited to 8-1/2” x 11” format.