

RFP B-16-04 Sandpoint Landfill Engineering Services - Addendum 1

**It has been brought to the County’s attention that we have included a cost response form (Appendix C) and cost-based scoring criteria. According to NMSA 13-1-120 through 13-1-124 and NMAC 1.4.1.29 section B it requires qualification-based proposals, not cost-based proposals for engineering services.**

**Due to the above the following have been changed:**

1. **IV.C. Proposal Format**

## PROPOSAL FORMAT

All proposals must be printed on standard 8 ½ x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section. Each proposal should be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated with a tab for each item listed below.

 **Proposal Organization**

a. Letter of Transmittal Form (See Appendix D)

b. Table of Contents

c. \*Proposal Summary

d. Response to Specifications/Mandatory Requirements/Scope of Work

e. Campaign Contribution Disclosure Form (See Appendix E)

f. Response to Agency Terms and Conditions (if any)

g. Offeror's Additional Terms and Conditions (if any)

h. Response to Statement of Compliance (See Appendix G)

i. References

j. Applicable Preference Certificate(s)

Within each section of their proposal, offerors should address the items in the order in which they appear in this RFP. Any forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

**Any proposal that does not adhere to these requirements WILL be deemed non-responsive and rejected on that basis.**

\*A proposal summary may be included by offerors to provide the Evaluation Committee with an overview of the technical and business features of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal.

1. **VI. Mandatory Requirements**

## VI. MANDATORY REQUIREMENTS

## The following information MUST be provided as part of responses. Any information not received will automatically disqualify offerors from contract award. Ability to answer all questions, quality and organization of responses will be weighed numerically, as described below.

### **Specialized Design and Technical Competence (25 Points)**

Offeror must have a minimum of eight (8) years experience providing similar services as identified in the Scope of Work with experience in a county or local government setting being preferred. Offerors must describe, in narrative format, how they meet this requirement.

### **2. Capacity and Capability (25 Points)**

 Offeror must provide a list of technical experts to support the Scope of Work, Engineering Services for Sandpoint Landfill, their respective titles/labor categories, their experience and credentials including a joint venture or association, regarding the type of service required, including any consultants, their representatives, qualifications and locations to perform the work, including any specialized services within the time limitations.

1. **Past Record of Performance (15 Points)**

Offeror must provide a complete current and former client list, of those clients for which they are providing similar services as described in Attachment 1 – Engineering Services for Sandpoint Landfill and include contact information for each client. The evaluation committee or the procurement manager for Eddy County may contact any of the clients listed.

(Page limit – 1 page).

1. **Familiarity with the Contracting Agency (15 Points)**

Offeror must provide describe their proximity to and familiarity with the area in which the project is located. Also describe your experience working with a local government agency.

### **Work to be done in New Mexico (10 Points)**

Offeror must provide the amount of design work that will be produced by a New Mexico business within this state.

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### **Current Volume of Work with Eddy County (10 Points)**

### Offeror must list the volume of work previously done for Eddy County which is not 75% complete.

**7. Litigation History (0 Points – Pass/Fail)**

Offeror must detail their litigation history (including dates) over the past five (5) years. At a minimum this must include (A) the total number of lawsuits they filed, (B) the total number of lawsuits filed against them, (C) how many judgments they have against them and (D) how many lawsuits they have settled. For lawsuits they filed, offeror must explain who they were filed against, why, and the outcome of each. **If there has been no litigation history, offerors may state “no litigation history” for this section of your proposal.**

### **8. Capability and Agreement to Perform (0 Pass/Fail Only)**

Offeror certifies that they are capable and qualified to provide the products or services required by this RFP as described in “Specifications,” “Mandatory Requirements and Evaluation Criteria,” and agrees to perform the Scope of Work, see Appendix G.

**A statement of concurrence is required.**

**9. Campaign Contribution Disclosure Form (0 Pass/Fail Only)**

Offeror must complete and sign the Appendix E, Campaign Contribution Disclosure Form – whether any applicable contribution has been made or not. This form must be submitted with your proposal whether an applicable contribution has been made or not. Note that there are two (2) different signature sections within the form. (For purposes of this requirement, the applicable elected public officials within the County of Eddy include, but are not limited to, BOCC Chairman; Royce O. Pearson; Vice Chair; Stella Davis, Commissioners, Glenn Collier, James Walterscheid, and , Susan Crockett. **Failure to sign and turn in this form will disqualify offeror from potential award.**

### **10. Property Tax Obligations ( 0 Pass/Fail Only)**

Bidders/Proposers are required to certify that they are not delinquent in the payment of their property tax obligations and that they will not become delinquent in the payment of their property tax obligations during the term of any contract that may be awarded pursuant to this solicitation. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant contractor. Proposals that fail to comply with the certification requirements will be considered non-responsive and excluded from further consideration.

**A statement so certifying is required.**

### **11. Letter of Transmittal Form (0 Points – Pass/Fail)**

Offeror must complete and submit the “Letter of Transmittal Form,” found at Appendix D, with their proposal. The form **must** be signed and dated by an individual authorized to contractually bind the firm.

1. **Standards Compliance (0 Points – Pass/Fail)**

Offeror must agree to comply with current and future standards established by the Eddy County, New Mexico Environment Department, Federal Government agencies, and the State of New Mexico.

 **A statement of concurrence is required for this mandatory requirement.**

1. **VII. Evaluation – A. Evaluation Point Summary**

## Evaluation

## A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with the point value assigned to each or a Pass/Fail evaluation. These, along with the general requirements, will be used in the evaluation of individual offeror proposals.

|  |  |  |
| --- | --- | --- |
| **REF.** | **REQUIREMENT** | **POINTS****AVAIL.** |
|  |  |  |
| V.1 | Specialized Design and Technical Competence | 25 |
| V.2 | Capacity and Capability | 25 |
| V.3 | Past Record of Performance | 15 |
| V.4 | Familiarity with Contracting Agency | 15 |
| V.5 | Work to be done in New Mexico | 10 |
| V.6 | Current Volume of Work with Eddy County | 10 |
| V.7 |  Litigation History | 0\* |
| V.8 | Capability and Agreement to Perform | 0\* |
| V.9 | Campaign Contribution Disclosure Form | 0\* |
| V.10 | Property Tax Obligations | 0\* |
| V.11 | Letter of Transmittal Form |  0\* |
| V.12 | Standards Compliance | 0\* |
| **TOTAL** |  | **100** |

###  \*Pass/Fail only

### Points will be awarded based the evaluation factors found above.

When proposals are evaluated, New Mexico resident businesses that are registered with the Department of Taxation and Revenue, will receive additional points equivalent to 5% of the total points possible for award.

Qualified Resident Veteran’s businesses will be given points as described in Appendix F.

**Only one of these preferences may be used.**

1. **Appendix C – Cost Response Form has been eliminated**
2. **Table of Contents has been updated to reflect changes**
3. **Please submit Acknowledgement of Receipt Form – Addendum 1**

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# APPENDIX A

## ACKNOWLEDGEMENT OF RECEIPT FORM

###### **Request for Proposals**

ENGINEERING SERVICES FOR THE SANDPOINT LANDFILL

for

EDDY COUNTY

###### EDDY County RFP B-16-04 – Addendum 1

In acknowledgment of receipt of this Request for Proposals, the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix G.

The acknowledgment of receipt should be signed and returned (by fax, e-mail and courier or hand delivery) to the Procurement Manager **no later than 3/3/2016.**

The firm listed below does/does not (circle one) intend to respond to this Request for Proposals.

FIRM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NO.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX NO.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE: \_\_\_\_\_\_ ZIP CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposals.

Please return to:

Roberta Smith

Eddy County Procurement Manager

101 W. Greene

Carlsbad, NM, 88220

**Phone: 575-887-4820**

**Fax: 575-628-3275**E-mail: roberta@co.eddy.nm.us