

NOTICE OF ADDENDUM #2

Request for Proposal No. 2013/14 – 05

PROFESSIONAL ARCHITECTURAL SERVICES – 417 GIDDING REMODEL

The attached five (5) page addendum shall be completed and submitted with all other documents in the Proposal Package.

Vendor information:

By signing this page and submitting a proposal, offeror hereby agrees that they have read and understand all terms, conditions, and requirements set forth in the RFP and the attached Addendum #2.

Signature: _____

Print Name & Title: _____

Firm Name: _____

Mailing address: _____

City, State, Zip: _____

Phone & Fax: _____

E-mail address (if applicable): _____

Addendum acknowledgement:

Addendum #2 Date July 31, 2014 Initials _____

Statement of non-discrimination

Company/Firm does not discriminate on the basis of color, national origin, sex, religion, age or disabled status an employment of the provision of service.

Signature: _____ Date: _____

ADDENDUM #2
to
Request for Proposal No. 2013/14 – 05

**PROFESSIONAL ARCHITECTURAL SERVICES
REMODEL 417 GIDDING**

ISSUE DATE: JULY 31, 2014

The Board of County Commissioners of Curry County, State of New Mexico, does hereby issue this Addendum #2 to the Request for Proposals for Architectural Services – Remodel 417 Gidding, RFP No. 2013/14-05

This Addendum #2 applies to RFP No. 2013/14-05 and shall be incorporated into the RFP packet for RFP 2013/14-05. It is important to read and consider the information contained herein when preparing a proposal. Please be advised of the following:

- 1) Page 7 Under Fee Structure, the last sentence in bold which reads **“The fee schedule shall be in a separate envelope, clearly marked on the outside “FEES” and included with the proposal.”** has been removed.
- 2) Page 8 Paragraph 4 has been modified to read **“Pursuant to the New Mexico Procurement Code, prices are to be determined through formal negotiations relating to the scope of work.”** Everything else in this paragraph has been removed.
- 3) **Under Evaluation Criteria Page 6 Paragraph 8 Financial Stability and the condition of the Architectural Offeror, what would satisfy this requirement? i.e. financial statements to be included to include balance sheets.**

Curry County would propose a certified copy (notarized) of current financial report with the proposal. Such information may be marked “Confidential” so as not to be disclosed once the proposal becomes public information.

- 4) **On Page 6 of the Evaluation Criteria regarding capacity and capability, after reviewing these questions it seems there’s a duplication in this request. It appears both questions ask about the architect’s ability to perform construction administration potentially from a remote area. Is this the intent of the County the offeror respond to that issue in both questions?**

Yes, it is the intent of the County for the offeror to respond to both paragraphs under the evaluation criteria in the RFP.

- 5) Page 4 – Proposal Package lists 11 items to be included in our proposal. Should those be addressed independently of the Evaluation Criteria?**

This information could be incorporated in the evaluation criteria, but the eleven (11) items listed under Proposal Package must be included in the RFP for it to be considered responsive.

- 6) Page 4 Requirements for Proposal Paragraph 3 reads “Proposals shall not exceed twenty (20) pages in length.” The maximum 20 page limitation – does that include front and back cover, index page, campaign form, etc.? Are there any exclusions to this page count?**

Curry County has amended the maximum length of the proposal to not exceed thirty (30) pages, which shall include all pages with the exception of the addendum acknowledgement forms and the campaign disclosure form.

- 7) Page 12 Paragraph 26 are the Health Insurance requirements required?**

Curry County will require the successful offeror to be in compliance with all State and Federal laws pertaining to health insurance for its employees.

- 8) Page 15 Bid and Performance Bond which states “A minimum bonding capacity of 50% of contract price and copy shall be submitted with proposal.”**

This has been removed entirely from the RFP.

- 9) It was stated the construction budget/MACC (maximum allowable construction cost) is between \$3.2 and \$4.0 mil. Because of the range in amount, is it acceptable to list our fee as a percentage of construction/MACC?**

This will be negotiated with the successful offeror.

- 10) Under purpose/goal it states “The plans that have been prepared shows the following breakdown...” Who/what firm prepared the plans? Is that work available for us to see? Are there any reports or anything else that should be shared?**

All information the County has pertaining to the remodel/renovation of 417 Gidding will be shared with the successful offeror upon signing a contract.

- 11) Per the purpose/goal section, the following is a statement and question: Not counting the mezzanine level spaces which is mainly mechanical and ductwork spaces, and not counting the catwalk-spy walks, the area for the interior remodel appears to be + -11,680 sf. If one adds up the square**

footage of the spaces proposed it comes to 13,510 sf NET area, and then one needs to factor in the support areas – toilets, commission meeting room, storage, hallways, elevator, etc....that will all add up to well over 21,000 gross square feet when factoring in walls, circulation, etc. Thus, in order to fit all your needs into the building, assuming no new additions, the new floor level appears that it will need to be the entire floor area of 11,680 sf. Multiplied X's 2 to meet all of your requirements. However, those two floor levels will need to fit into the space between what is now the top of the finished first floor level and the underside of the current second level, which I approximate as only being 19'-0" high-but that is a guess. When you then factor in the thickness of the floor slab/decking = 4", plus new second floor structure = 14", mechanical ductwork for both levels = 36", lighting for both levels = 12", and ceiling system = 6", that all adds up to 6'-0" of space, giving you 13' for two areas which equals a 7'6" ceiling height, or maybe I will round up to 8' ceiling height for each level, but nevertheless, that is not a sufficient ceiling height for an office space in which there will be many people working including a large meeting room/commission meeting room. I do not think you will be happy with that. So I think you need to think about an addition from the start and at least utilizing the loading dock area for your building project. So, my question is, knowing that there are severe limitations to the project from the start, will you be willing in your design review process and/or before this RFP is even due, to consider the possibilities that additional monies might be needed to build out the project and/or to reduce the scope in order to reasonably 'fit' some of your desired spaces into the building at this time. That goes along with your desire to complete this project for the next twenty years – but how to do it realistic manner is my concern and I know it is yours. I just don't like going into projects knowing the clients expectations will may not be met.

The plans that Curry County has had done have been conceptual plans. In stating that, the County recognizes the work of the successful offeror, as well as the construction manager, will have to perform to develop and prepare plans to renovate and remodel the old post office space and the scope of work is outlined in the proposal on page 3 and page 4 should work more closely to get the County to its goal of moving the County elected officials; Clerk, Assessor, and Treasurer, and County Administration to include Finance, Information Technology and Administration to 417 Gidding and have adequate space for the next twenty (20) years.

12) Will you be able to provide us data on the County: number and type of staff for the last 20 years, County population, trends, general infrastructure, etc.

This information, if available, will be provided to the successful offeror upon signing a contract.

- 13)Page 4 number 2 under Proposal Package states “The experience of the architects in design of commercial office renovation and remodel similar to the “Project.” This must include environmental, technical, operational and maintenance aspects.” Please explain what you are thinking about, looking for terms of the environmental aspects.**

Curry County is looking for experience with possibly the abatement of asbestos and other environmental hazards that may be contained in a building of this age or may become discovered when the renovation and remodel of 417 Gidding occurs.

- 14)Page 5 number 4 under Proposal Package states “The architect’s previous experience with remodeling a building formerly used as a Post Office.” This item asks for experience in remodeling a building formerly used as a post office. Since this project was a post office, why is this relevant? I would assume office remodel experience, no matter what the previous use was would be most important. It seems like a limiting factor.**

Curry County is not limiting the RFP, but would like to know if any of the offerors have experience in remodeling a building formerly used as a post office.

- 15)Page 10 Paragraph 2 under Additional Terms states “Payment terms: Payment by credit card (VISA) is the preferred method of payment for Curry County. Payment shall be made net thirty (30) days from invoice date after receipt of goods and services unless additional documentation is requested by the Finance Department to support the expenditure. All invoices shall be submitted directly to the Curry County Finance Department at 700 N. Main, Suite 10, Clovis, NM 88101.” Can you pay by direct deposit in lieu of having to set up a credit card account system?**

No, Curry County will either pay by check or credit card. Again, our preferred method of payment is by credit card (VISA).

- 16)Question pertaining to Addendum #1 Paragraph 2 Change in project timeline: I’m a little confused as far as sequencing; do you really want us to submit for building permit prior to the County approving the project and the term construction used in a 90 day period is also confusing?**

Curry County does not want the successful offeror to submit for building permit prior to the County approving the project. After the County has approved the project, then at that stage, the successful offeror will need to work with the County’s construction manager in determining when to submit the building permit and any and all other permits that may be required.

17)Is there any expected maximum time the County will spend reviewing each phase?

Architect will have to work with the construction manager in determining appropriate timelines. County has established a goal to have this project completed within fifteen (15) months after the end of the contract phase and prior to August 19, 2016.

Pursuant to Addendum #1 that was issued on July 15, 2014, the proposal is due to the County no later than Wednesday, August 6, 2014 at 2:00 p.m. Mountain Time.

As a reminder, please include NOTICE OF ADDENDUM #1 acknowledgement and this NOTICE OF ADDENDUM #2 acknowledgement in your response to RFP No. 2013/14-05.