

NOTICE OF ADDENDUM #1

Request for Proposal No. 2015/16-06

PROFESSIONAL ARCHITECTURAL SERVICES FOR CURRY COUNTY ADULT DETENTION CENTER

This one (1) page 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 agree that they have read and understand all terms, conditions, and requirements set forth in the RFP and the attached Addendum #1. In addition, acknowledges the addenda(s) that have been issued.

Signature: _____

Print Name & Title: _____

Firm Name: _____

Mailing address: _____

City, State, Zip: _____

Phone & Fax: _____

E-Mail address: _____

Addendum acknowledgement:

Addendum #1 Date February 26, 2016 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:** _____

NOTICE OF ADDENDUM #1

Request for Proposal No. 2015/16-06

PROFESSIONAL ARCHITECTURAL SERVICES FOR CURRY COUNTY ADULT DETENTION CENTER

ISSUE DATE: FEBRUARY 26, 2106

The Board of County Commissioners of Curry County, State of New Mexico, has issued the following Addendum #1 to the Request for Proposals for Architectural Services for Curry County Adult Detention Center, RFP No. 2015/16-06. The Mandatory Pre-Proposal Conference was held on February 17, 2016 at 10:00 AM. Questions were invited and received until February 22, 2016 at which date a compilation of questions was made and the following answers are provided to all attendees of the Pre-Proposal Conference.

Questions and Answers:

1. **QUESTION:** Please clarify references to Construction Manager in the RFP. Is the County planning to hire a Construction Manager vs. a Construction Manager-at-Risk?

ANSWER: *In the two (2) instances referenced as "Construction Manager" and "construction management services" the terminology should be "general contractor" thus changing the wording to: Curry County will also issue a request for proposals for General Contractor. The architect chosen will work closely with the General Contractor on this Project and may be involved in the selection process.*

2. **QUESTION:** Are accurate drawing available for both buildings? Are files available in AutoCAD or Revit?

ANSWER: *The drawings are available in PDF only. PDF's are attached for the main building (those were made available at the Pre-Proposal Meeting); a floor plan for the Annex (the setup is currently different, but foot print is accurate); and a demo plan for the ADC kitchen which shows the walls removed and the reconfiguration.*

3. **QUESTION:** Is a topographical and utility survey available for the existing building site and adjacent properties?

ANSWER: *The County will have a topographical and utility survey conducted and that will be provided to the successful respondent in April 2016.*

4. **QUESTION:** What existing documents are available regarding the condition of the existing facility?

ANSWER: *There have been no condition assessment studies done to analyze building systems.*

5. **QUESTION:** How much flexibility is there in the Project Time listed in the RFP? Sixty days is very tight for completion of programming, a simple building condition assessment, as-built drawings, construction of a virtual model, schematic design, and a cost estimate. May the design team propose a schedule?

ANSWER: *The time schedule for the Project is flexible and a proposed schedule by the top rated offeror will be considered as part of negotiations.*

6. **QUESTION:** May the design team propose a schedule for the completion of the design development and construction documents?

ANSWER: *Yes.*

7. **QUESTION:** Page 3 of the RFP states the purpose of the project is to create additional housing for 48 single cells (96 double cells) – is the purpose to create either 48 single cells, or 96 double cells? Or to have 48 single cells which may be converted to double cells?

ANSWER: *The intent was to have 48 single cells which may be converted to double cells making a total added capacity of 96 inmate beds.*

8. **QUESTION:** Is the proof of financial stability (page 6 of the RFP, item 12) excluded from the 20 page limit?

ANSWER: *The financial stability pages are not included in the 20 page limit.*

9. **QUESTION:** Is the 20 page limit 20 printed sheet faces, or 20 sheets (40 printed sheet faces, double sided)?

ANSWER: *The 20 page limit is referring to 20 printed sheet faces, one sided, or 10 double sided pages.*

10. **QUESTION:** Could you clarify the bolded "Evaluation Criteria" at the bottom of page 6, continuing to page 7?

"Architect must identify concepts of how they will optimize the best use for the current space and its cost effectiveness to the County. Concepts such as central control, booking area, attorney/client visitation area, medical area and others unique to architecture for detention facilities must be spelled out and identified. "

As this would normally be addressed during the design phase of a project, and as you stated that this is to be "spelled out and identified", could you clarify the level of detail that we are to provide in our proposal?

ANSWER: Delete EVALUATION CRITERIA IN BOLD ON PAGES 6 AND 7.

Replace with:

EVALUATION CRITERIA: Each applicant will be reviewed and the proposal considered regarding its capacity and capability to prepare architectural plans for the remodel, renovation and/or addition of the building at 801 Mitchell, within time limitations and budget guidelines established by the County. The Offeror Architect must identify concepts of how they will optimize the best use for the current space and its cost effectiveness to the County based on past record of performance. Concepts such as central control, booking area, attorney/client visitation area, medical area and others unique to architecture for detention facilities are areas of concern to Curry County. Provide examples and references of projects in which the Architect stayed within established budget and timeline.

11. **QUESTION:** Item 3 on page 10 of the RFP says we have to submit a sheet stating our exceptions, if any to the RFP. Is this page, or are these pages, counted in the 20-page limit noted on the top of page 6 RFP?

ANSWER: *The exception page or pages would not be included in the 20 page limit.*

12. **QUESTION:** Page 10 of the RFP states that the contract shall "run for a period of two (2) years thereafter..." Is there a reason that the design and construction of the Project has to be completed in that time, or can that duration be increased, if needed?

ANSWER: *The RFP states upon completion of the Scope of Work or the two (2) years from contract start date, whichever comes first. The duration could be*

extended if the County deemed it necessary and is subject to negotiations with the successful respondent.

- 13. QUESTION:** Pages 4 and 10 of the RFP state that construction cannot interfere with their occupancy”.

ANSWER: *The County does not have the luxury of closing the Detention Center until all work is completed. Construction will have to be planned and scheduled in such a way that portions of the Detention Center can still house inmates securely.*

- 14. QUESTION:** Please further explain item 4 on page 5 of the RFP that says the County will provide the Architect awarded the Project with “conceptual plans and the architect will be required to consider these conceptual plans for the layout of the work on the detention center”. Can the County tell us who prepared these plans that the County will provide, and when they were prepared, and whether the preparers were compensated by the County.

ANSWER: *Please remove in its entirety item 4 on page 5 from the RFP. For clarity in future referencing, items 5 through 10 will retain the numbers as in the original RFP.*

- 15. QUESTION:** Item 7 on page 5 of the RFP says “bid each and every phase of the Project”. Has the County decided that it will negotiate the construction contract as a Guaranteed Maximum Price (GMP) with a Construction Manager/General Contractor (CM/GC), and that the Design Team will most likely issue multiple Bid Packages to the CM/GC?

ANSWER: *As noted in Question #1, the County is issuing an RFP for a General Contractor as opposed to the Construction Manager. It is the County’s intention to enter into a contract for a guaranteed maximum price with a General Contractor who will be accountable for the maximum price established by the County.*

- 16. QUESTION:** Page 6 of the RFP refers to the “County’s established budget and timeline”. Would you provide the County’s Budget inclusive of all hard (construction) and “soft” costs, and confirm whether this figure is also inclusive of Gross Receipts Taxes? And, could you please provide the County’s preferred date for completion of construction?

ANSWER: *The County has issued a hold harmless gross receipts tax revenue bond. There is approximately \$10 million left under the bond. The County would like to see the project completed and under the \$10 million including gross receipts tax, hard and soft construction cost as far as infrastructure and equipment needs to be included. The contract must be completed within two (2) to two and a half (2 ½) years after the date of awarding the contract for Architectural Services.*

17. **QUESTION:** On the bottom of page 6 of the RFP the last sentence states “Architect must identify concepts of how they will optimize the best use for the current space and its cost effectiveness to the County.” Is the County requesting that Design Concepts be presented with the Proposal that is due March 4th?

ANSWER: *Design Concepts are not expected with the proposal that is due March 4th. Please refer to question #10 above with the new Evaluation Criteria paragraph.*

18. **QUESTION:** Page 8 has a section titled “Project Time (Estimated)”. Sixty (60) days for completion of “final architectural plans for the remodel, stamped drawings for construction permits and bid specifications” from the time the County has approved Schematic and preliminary designs is not sufficient. Will the County increase that duration upon the advice of the selected Architect?

ANSWER: *Yes, refer to question #5 and #6 above.*

19. **QUESTION:** Page 2 of the RFP states that the County will be “issuing a request for proposals for construction management services”. Could you please elaborate on whether this will be a construction manager advisor only or a construction manager at risk for time and money? Does the County expect to involve the Architect in the selection of this construction manager? Does the County have a target date for issuing its RFP for construction management?

ANSWER: Please see Answer to Questions #1 and 15.

20. **QUESTION:** Clarify how the questions on page 6 relate to the Evaluation Criteria on Page 7. This should help the proposals to be consistent.

ANSWER: *The factors on Page 6, Paragraphs #1-12 are items that must be included in the proposal. The offeror is to determine how and where they put those factors in its submission.*

All of the remaining aspects of the original RFP are not altered by this addendum.

Questions concerning this addendum should be directed to Carol Pipes, Finance Director/Procurement Officer at (575)763-6016 or Lance A. Pyle, County Manager at (575)763-6016.