



**RIO RANCHO PUBLIC SCHOOLS  
PROCUREMENT DEPARTMENT**

**February 12, 2018**

**ADDENDA #1**

**RFP No. 2018-009-FAC**

**Project: On-call Architectural Services**

**RFP Submittal Deadline:** February 20, 2018 @ 2:00 p.m. local time  
Rio Rancho Public Schools  
Purchasing Department  
Attn: Michael Madrid, CPPB – Purchasing Agent  
500 Laser Road NE  
Rio Rancho, NM 87124

**Question#1**

Are the projects you are thinking the on-call architect would work on from the list in the 2016 bond?

**Answer to Question #1**

The projects are not isolated to the 2016 Bond List.

**Question #2**

Do you plan on releasing more than one project at a time, or roll them out over the service contract? (this helps us know the size of team to add to the proposal)

**Answer for Question #2**

The intent is to release projects out over the service contract as needed.

**Question #3**

Resident Veteran Business Preference Instructions are to fill in only one box. There is only one box on the form – it is for a “yes” response. There is no place for a “no” response. Is something missing from this form?

**Answer for Question #3**

The attachment is a standard form and if it’s not applicable to your company simply indicate N/A.

#### **Question #4**

Section III Item C 1 Proposal Format and Section V A 1. Evaluation Criteria. The sections listed in Proposal Format do not match the Factors in Evaluation Criteria. "Volume of Work previously Done" is not listed as a factor. Please clarify.

#### **Answer for Question #4**

Delete Section #6 Volume of work Previously Done as referenced on page 14.

#### **Question #5**

Project Listing Form This form is required, but no form was provided in the RFP document.

#### **Answer for Question #5**

A copy of the project listing form is attached this this addenda.

#### **Question #6**

Is Landscape Architectural Design part of the scope of work? If so are we able to submit as a prime for landscape Architectural Design only or is the intention of the RFP to have a full inclusive team to provide all the services? Please feel free to contact me if you have questions or require additional information.

#### **Answer for Question #6**

The scope of work for projects will be developed on a case by case basis through the term of the on-call services price agreement (four years). An offeror may propose for landscape architectural design services.

#### **Question #7**

Do you plan on awarding more than one firm a contract for services?

#### **Answer for Question #7**

Yes, a multi award will be issued.

**Question # 8**

Can you please clarify the scope of work for this contract? Are there any specific types of projects the district is in need of improvement on? Are there any specialty or specific sub-consultants that you would like us to include as part of our core team? Can you please provide a project listing form to be included in the attachments section? How many firms are you looking to award within this contract?

**Answer for Question #8**

The scope of work will be generated on a case by case basis. Sub consultants will be evaluated upon development of a scope of work. Project listing form is attached to this addenda. The total term of price agreements generated under this procurement will be four years.

**Question #9**

Looking at the RFP, in required documents the Veterans Preference Cert is listed but not the Resident Business Cert. If we have the Resident Cert, should we include it or no?

**Answer for Question #9**

Offeror is required to provide a copy of any preference certification they have earned whether its resident or veteran in order to obtain the preference points. Offeror who does not have a resident or veteran preference can still submit a response, however they will not be given any points the preference would offer.

Thank you for your interest in Rio Rancho Public Schools.

**ACKNOWLEDGE ADDENDUM WITH RFP:**

\_\_\_\_\_  
**COMPANY/FIRM NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**ARCHITECT, ENGINEER, SURVEYOR,  
LANDSCAPE ARCHITECT -- SELECTION COMMITTEE**

**PROJECT LISTING FORM**

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

**DATE:** \_\_\_\_\_

	<b>PROJECT</b>	<b>AWARD DATE</b>	<b>CONTRACT DATE</b>	<b>AMOUNT</b>	<b>% COMPLETE</b>
<b>1.</b>					
<b>2.</b>					
<b>3.</b>					
<b>4.</b>					
<b>5.</b>					
<b>6.</b>					
<b>7.</b>					
<b>TOTAL FEES</b>					