

# Rio Arriba County



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Procurement: Bonnie Brown-Cordova

**February 22, 2023**

**TO ALL HOLDERS OF SOLICITATION DOCUMENTS FOR:**

**Request for Proposals No. 23-03**

**RFP Name: RAC Skilled Nursing Facility & Rehabilitation Hospital**

## **Addendum No. 3**

This Addendum No. 3 forms a part of the Solicitation Documents and modifies, as noted below, the original Solicitation Documents identified above.

### **Date for Submission of Proposals**

The date for submission of proposal has been extended a second time. (See Below)

### **Closing Date:**

Closing date Shall be March 16, 2023 @ 2:00 P.M. (MST)

Modify Response to RFQ/RFP March 16, 2023 @ 2:00 P.M. (MST)

### **Protest Period**

April 6, 2023 by 5:00 P.M. (MST) - The protest shall be submitted in writing within fifteen calendar days after knowledge of the facts or occurrences giving rise to the protest 13-1-172.

### **Submission of Written Questions**

The deadline for the submission of written questions is set at 10 days prior to the Proposal Submissions March 6, 2023 by 5:00 P.M. (MST)

### **Last Addendum Prior to Submissions of Proposals**

This is the deadline by which the County must issue all addenda for the project so that Offerors have time to finalize their proposals and is set at 3 calendar days prior to the Proposal Submission, March 13, 2023 by 5:00 P.M. (MST)

## **RFP Questions**

## **Proposal Format**

**Please clarify what is expected/required for item 3. Business Identification, item 4. Compliance with Specifications, and item 5. Demonstrated Responsibility, as included on p. 10 of the RFP: "All proposals must include the following:**

- 1. Title Page**
- 2. Table of Contents**

**3. Business Identification – (See Clarification to this item noted below)**

Identify the name(s), title(s), telephone number(s), fax number(s) and email address(es) of the person or persons who have authority to contractually obligate the offeror for the purpose of this RFP and who has sufficient knowledge to fully address all matters and respond to all inquiries included in the RFP submittal. "The Authentication Letter/Letter of Submittal" shall be signed by one of the persons so identified.

**4. Compliance with Specifications (See clarification to this item noted below)**

Item #4 is omitted from this section. Item #6 addresses this sufficiently.

**5. Past Performance/Demonstrated Responsibility – (See clarification to this item noted below)**

Provide past experience with Design/Build method of procurement.

**6. All required documentation and attachments must be complete.**

**Please clarify the preferred organization for the proposal. Are respondents to follow the proposal format on page 10 of the RFP, the Evaluation Criteria on page 12 of the RFP, or the Technical Proposal Format on page 14 of the RFP? (See clarification to this item below)**

Follow the format noted on page 14 of the RFP for organization of the proposal.

Please clarify the page limitation for this response. RFP p.13-14 states “The response shall be limited to 30 (standard, single side 8.5” x 11”) bound pages.” But in the table on p. 14 the maximum number of pages is noted as 50 pages. (See clarification to this item below)

The response shall be limited to 43 pages (See below). PLEASE NOTE: (This is a correction to Addendum #1)

<b>Authentication Letter/Letter of Submittal</b>	<b>2 (delete “use as cover”)</b>
<b>Table of Contents</b>	<b>2</b>
<b>Firm(s) Description</b>	<b>12</b>
<b>Proposed Project Team</b> (DELETE “PROJECT TEAM COMPOSITION FORM”) NOTE, THERE IS NO ATTACHMENT B.	<b>6</b>  (Organizational Chart) 1 page. (Written description) 5 pages showing the specific service each member of the Team (along with the represented firm) will provide.
<b>Resumes</b>	<b>10</b>
<b>Basis for Design Builders Qualification</b>	<b>4</b>
<b>References</b>	<b>5</b>
<b>Cost Summary</b>	<b>2</b>
<b>Maximum</b>	<b>43 pages</b>

### Evaluation Criteria

(p.12) Please clarify what is expected in response to item 2. Project Understanding and Firm’s Strategy to Accomplish Project, item d. Evaluation of proposer’s described methodology.

Item “D” on page 12 has been changed from, “Evaluation of proposers described methodology” to “Describe how construction will be organized, managed and administered to meet the project requirements including security and safety controls, staging areas, delivery routes, crane locations and interfaces required at the site with the using agency”.

**(p.12) Please clarify what is expected in response to item 2. Project Understanding and Firm's Strategy to Accomplish Project, item e. The pairing of staff capabilities to job/task requirements.**

Item "E" on page 12 has been changed from, "The pairing of staff capabilities to job/task requirements" to "Address the extent to which key personnel have worked together as a team on projects of similar or greater magnitude and on projects of the same nature".

#### **Technical Proposal Format**

**Please clarify the number of pages for Proposed Project Team, which is noted as 11 pages in the table on p. 14, but also noted as "An organizational chart (1 page) and written description (5 pages) showing the specific service that each member of the team (along with the represented firm) will provide." (See clarification to this item noted below)**

The number of pages for "Proposed Project Team" shall be 6 pages. Organizational Chart – 1 page, Written Description – 5 pages, showing the specific service that each member of the team (along with the represented firm) will provide. Note, there is no "Attachment B, Project Team Composition Form".

**Please clarify the number of pages for the Basis for Design Builders Qualification, which is noted as 8 pages in the table on p. 14 of the RFP but note also noted as "Basis for Design Builder's Qualifications – Provide, in no more than four (4) pages, an explanation of what differentiates your team as the best candidate for this unique project." (See clarification to this item noted below)**

The number of pages for the "Basis for Design Builders Qualification" shall be 4 pages. The table on page 14 reflects this change.

**Please clarify what is meant by "Use as Cover" for the Authentication letter on p. 14. Is the intent of the County to have respondents use this letter as the proposal binder cover? (See clarification to this item noted below)**

The phrase "Use as Cover" in the table on page 14 has been deleted. The "Authentication Letter" is synonymous with "Letter of Submittal" and is not intended for use as the proposal binder cover.

**Please provide the referenced Attachment "B" Project Team Composition form (as noted on p. 14 of the RFP). (See clarification to this item noted below)**

There is no Attachment B – "Project Team Composition Form" as part of the RFP. The request for this attachment has been omitted

**The Firm(s) Description(s) under the Technical Proposal Format (p. 14) requests a Standard Form 254 for each firm. Per the General Services Administration website, the SF254 was replaced with the SF330 June 8, 2004. Is the County requesting an SF330 from the design-build team for this response? If so:**

- The SF330 was developed for architecture/engineering firm qualifications, not design-build team qualifications. Would the intent be for a single SF330 for *only* the design team?
- How will the SF330 be scored?
- SF330s can reach 50+ pages; will these be excluded from the page count? (See clarification to this item noted below)

The SF254 Form, now Form SF330 is a form used for the evaluation of Architects/Engineers by Federal Agencies and is not relevant for this project. The request for this form is omitted from this RFP.

- will the owner provide existing site survey information documents, including boundary, utility, and topological information? (See clarification to this item noted below)

If existing survey documents are available, they will be provided by Owner. If not, the Owner will provide necessary surveys.

- will the owner provide existing plat information, including easements, setbacks, and zoning designations? (See clarification to this item noted below)

If existing plat information is available, they will be provided by the Owner. If not, the Owner will provide necessary plat information.

- will the owner provide existing subsurface information, including geotechnical, environmental, phase 1, cultural and historical assessments? (See clarification to this item noted below)

The Owner will provide geo-technical testing and a soils report during early stages of design. Any other sub-surface testing will be performed/provided by the Owner as required.

- will the owner provide a list of spaces to be included within the rehabilitation hospital? (See clarification to this item noted below)

The Project Summary on page 10 of the RFP notes spaces to be included in the rehabilitation hospital. More detail with regard to additional spaces will be studied during the Programming Phase of design.

- will the owner provide a list of spaces to be included within the admin/office area? (See clarification to this item noted below)

More detail with regard to spaces to be included within the admin/office area will be studied during the Programming Phase of design.

- will the owner provide a list of equipment items for the:
  - medical equipment: diagnostic, x-ray, etc.
  - gymnasium, OT/PT equipment
  - cafeteria, kitchen equipment (See clarification to this item noted below)

As noted in the RFP, the Owner will be responsible for FF&E.

- Do each of the patient rooms require independent HVAC zones/ their own thermostat? (See clarification to this item noted below)

There is no requirement for independent HVAC zones or thermostats in each room.

- should the DB team propose VE options to keep the proposed price form/schedule of values within the proposed project budget?
  - can VE items include changes to the statement of basis of design and quality?
  - can VE items include changes to the project description including number or size of rooms? (See clarification to this item noted below)

Any consideration for value engineering will be determined after the submission of the RFP responses if necessary.

All other provisions of the Solicitation Documents shall remain unchanged. This Addendum No. 3 is hereby made a part of the Solicitation Documents to the same extent as those provisions contained in the original documents and all itemized listings thereof.

Each Respondent is requested to acknowledge receipt of this Addendum No. 3 with the Proposal Forms.

I hereby acknowledge receipt of this Addendum No. 3.

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Signed

Print Name

Date

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Title

Company