

# LIVING DESIGNS GROUP ARCHITECTS

122A Doña Luz St. | Taos, NM 87571 | T: 575.751.9481 | arch@ldgtaos.com

**PROJECT NAME:** Pablo Roybal Elementary – Site Improvements  
**RFP NO:** 10-2017-2018  
**OWNER:** Pojoaque Valley School District  
**DATE:** February 5, 2018  
**TO:** ALL BIDDERS & PLAN HOLDERS  
**FROM:** LDG Architects, Douglas Patterson – Principal Architect

## ADDENDUM NO. I

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THE FOLLOWING ITEMS CONSTITUTE CHANGES, ADDITIONS, OR CLARIFICATIONS TO THE CONSTRUCTION DOCUMENTS DATED **1-19-2018**, AND PER INDEX, PREPARED BY LIVING DESIGNS GROUP ARCHITECTS. AS SUCH, THESE ITEMS SHALL BECOME PART OF THE CONSTRUCTION DOCUMENTS FOR BIDDING AND CONSTRUCTION OF THIS PROJECT.

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### **PROJECT MANUAL MODIFICATIONS**

**1. Page 1 of RFP**

INSERT/AMEND: Page 1. RFP Proposal Deadline Date Revised: March 9, 2018 at 2 PM  
*(Please find 1 page attached)*

**2. Page 2 of RFP**

INSERT/AMEND: Page 2. Paragraph 2, Sequence of Events: Revised as Follows:

<b>Event</b>	<b>Tentative Date</b>
Release of RFP .....	January 29, 2018
Mandatory Walkthrough.....	February 2, 2018, 2pm
<b>Submission /Deadline date for Substitutions .....</b>	<b>February 16, 2018</b>
<b>Determination of Substitutions .....</b>	<b>February 23, 2018</b>
<b>Submission /Deadline date of Proposals (No later than) ...</b>	<b>March 9, 2018,</b>
	<b>2pm</b>
<b>Evaluation/Committee Review of Proposals .....</b>	<b>March 16, 2018</b>
Interview (if any) .....	TBD
<b>Board Approval .....</b>	<b>March 28, 2018</b>

*(Please find 1 page attached, This is answer to bidders question #2)*

**3. Page 3 of RFP**

INSERT/AMEND: Page 3. RFP Proposal Deadline Date Revised: March 9, 2018 at 2 PM  
*(Please find 1 page attached)*

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## **4. Page 5 of RFP**

INSERT/AMEND: Page 5. Paragraph 7, Evaluation (Rating Criteria) Subsection A.

Revised to: “A. Complete proposal – All items listed in section 5 – no points, incomplete proposals will not be evaluated.”

*(Please find 1 page attached)*

## **5. Section 00-8300 WAGE RATE DECISION**

INSERT/AMEND: Section 00-8300 Wage Rate Decision. Replace Section in its entirety.

*(Please find 5 pages attached)*

## **BIDDING Q&A**

Please find answers to bidding questions received by the architect below.

1. Q: On page 5, paragraph 8. Award, it states that awards may be in the form of multiple contract awards to one or more offerors. Can you please clarify the intent of this language?

A: The intent is that the work as described in RFP page 4 & 5, Paragraph 6. Scope of Work and associated project manual and construction documents is it be awarded as a single contract. Owner does however reserve the right to award any separate contract for additional work that is not identified in paragraph 6. Scope of work, if it so desires.

2. Q: Will substitutes be accepted for review?

A: Yes, substitutes will be accepted for review up until February 16, 2018. Decision on substitute(s) review will be provided by February 23, 2018.

### Attachments:

Page 1 of RFP (1@8.5x11)

Page 2 of RFP (1@8.5x11)

Page 3 of RFP (1@8.5x11)

Page 5 of RFP (1@8.5x11)

Section 00-8300 (5 @ 8.5x11)

## **END OF ADDENDUM NUMBER ONE**

2 page total (plus attachments)

**POJOAQUE VALLEY SCHOOL DISTRICT**  
**Request for Proposals (RFP)– RFP #10-2017-2018**  
**Invitation to Bid**

SUBMIT PROPOSAL TO:  
Ms. Deborah Cowan  
Chief Procurement Officer  
Pojoaque Valley School District  
1574 State Road 502 West  
Santa Fe, New Mexico 87506  
(505) 455-2282

**DEADLINE DATE: March 9, 2018 at  
2 PM**

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Offeror (Company)	Address	City	State	Zip Code
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Signature of member authorized to sign for firm (Title).  
(I certify that I have proposed according to the  
specifications and conditions of this proposal).

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Doing Business under the Company Name of:

Telephone Number with area code \_\_\_\_\_

Facsimile Number with area code \_\_\_\_\_

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Email address

**Proposal must be submitted in a sealed envelope with the outside marked: RFP #10-2017-2018,  
Contract for Construction. Include Company Name and Address.**

**1. INTRODUCTION**

The Pojoaque Valley School District (PVSD) invites general contractor's (offerors) to submit proposals in accordance with the outlines and specifications contained in this Request for Proposals (RFP). This RFP contains specific requests for information. In responding to this RFP, offerors are encouraged to provide any additional information they believe is relevant. This RFP is being issued pursuant to the New Mexico Procurement Code and shall be governed by its provision.

**2. SEQUENCE OF EVENTS:**

<b>Event</b>	<b>Tentative Date</b>
Release of RFP .....	January 29, 2018
Mandatory Walkthrough.....	February 2, 2018, 2pm
Submission / Deadline date for Substitutions .....	February 16, 2018
Determination of Substitutions .....	February 23, 2018
Submission / Deadline date of Proposals (No later than) ...	March 9, 2018, 2pm
Evaluation/Committee Reveiw of Proposals .....	March 16, 2018
Interview (if any) .....	TBD
Board Approval .....	March 28, 2018

The selection date is subject to extension at the discretion of the School District. The effective date of the contract is tentative and depends on the selection date and the time required for contract negotiation and preparation.

The events identified in the schedule above are briefly described below:

**A. Release of RFP** Notice of the RFP will be published at least once in the local paper 10 days prior to opening bid and published once in newspaper of general circulation. Prospective offerors may request copies and direct questions about this RFP from:

Ms. Deborah Cowan, Chief Procurement Officer  
 Pojoaque Valley School District Central Office  
 1574 State Road 502 West  
 Santa Fe, New Mexico 87506  
 Phone: (505) 455-2282

**B. Submission & Opening of Proposals**

Offerors should provide one (1) original proposal marked Original and 3 identical copies of their Proposal and with supporting documentation for a total of (4) proposals. Proposals must be signed, and the authority of the individual signing must be stated on the proposal.

The deadline for receipt of proposals by the School District is March 9, 2018 no later than 2:00 p.m. local time. Proposals will be time-stamped and dated upon receipt.

All proposals shall be submitted in sealed envelopes marked **RFP #-10-2017-2018 for Contract for Construction, with Company Name and Address** to the Pojoaque Valley School District.

All proposals must be addressed to:

Ms. Deborah Cowan  
Chief Procurement Officer  
Pojoaque Valley School District  
1574 State Road 502 West  
Santa Fe, New Mexico 87506  
Phone: (505) 455-2282

A proposal may be modified by an offeror prior to the deadline for submission of proposals by delivery of a written modification to the above address. The sealed envelope shall be marked "Modification to Proposal for Construction Services to the Pojoaque Valley School District."

The proposal may be withdrawn prior to the deadline of submission of proposal by delivering a properly executed written notice to the Pojoaque Valley School District Chief Procurement Officer at the address listed above.

Any proposal or modification received after the deadline for submission of proposals will be considered late. No late proposal or late modification will be considered unless it would have been timely but for the action or inaction of the Pojoaque Valley School District.

Proposals are due at the Pojoaque Valley School District Central Office located at 1574 State Road 502 West, Santa Fe, New Mexico, 87508, on March 9, 2018 at 2:00 p.m. local time. Proposals will not be opened publicly, but will be available for public inspection after the award and negotiation of the contract by the Pojoaque Valley School District Chief Procurement Officer.

### **C. Evaluation of Proposals**

Proposals will be evaluated by the Pojoaque Valley School District Selection Committee using the criteria listed in Section 7. During the evaluation process, the Selection Committee may seek clarification from offerors.

### **D. Selection of Offerors**

The selection of contractor(s) and or individuals will be made by the Selection Committee and recommended to the School Board. The firms or individuals selected to perform the work, and those not selected, will be notified in writing by the Pojoaque Valley School District Chief Procurement Officer.

### **E. Contract Approval**

The contract may be reviewed and approved as to form, legal sufficiency and budget requirements by the Chief Procurement Officer. A contract will not be considered fully executed and approved until it is approved by the Board of Education and a purchase order has been issued.

- A. Work covered by Contract Documents;
- B. Coordination with occupants;
- C. Work restrictions & Prohibited Activities;
- D. Specifications and drawing conventions;
- E. Access to site;
- F. Labor laws;
- G. Bond matters;

**7. EVALUATION (Rating Criteria)**

The responsible offeror(s) whose proposal(s) are most advantageous to the District shall be selected to perform the services. The weight to be given to the evaluation factors is set forth below. **COST IS A FACTOR, BUT THE INCLUSION OF COST AS A FACTOR DOES NOT REQUIRE THE DISTRICT TO SELECT THE LOWEST COST PROPOSAL.**

- A. Complete proposal – All items listed in section 5 – no points, incomplete proposals will not be evaluated.
- B. Past Performance/References on projects of similar size and scope **(20 points)**
- C. Project team and sub consultants **(10 points)**
- D. Price/Bid/Cost **(60 points)**
- E. Veterans Preference **(5 Points)**
- F. Resident Contractor Preference **(5 Points)**

**8. AWARD**

Awards may be in the form of multiple contract awards to one or more offerors.

The Pojoaque Valley School District may interview any contractor that submits an acceptable or potentially acceptable proposal. However, contracts may be awarded without such interviews.

**9. CONTRACT TERMS AND CONDITIONS**

The contract between the District and the successful offeror(s) shall contain substantially the following terms and conditions:

- A. Scope of Work** This portion of the contract will incorporate the scope of work in Sections 5 and 6 above and the description of services from the offerors proposal.
- B. Compensation** Proposals should not include gross receipts tax. Gross receipts should be added separately to each final invoice.
- C. Term** It is the intent of the owner to complete the work over the school summer break of 2018. Last and first day of school to be identified by Pojoaque Valley Schools. Last Day 2017-2018 school year Friday, May 25, 2018.
- D. Termination** The contract may be terminated by either of the parties thereto upon written notice delivered to the other party at least 30 days prior to the intended date of termination. By such

**SECTION 00\_8300 - WAGE RATE DECISION**

A State of New Mexico Department of Workforce Solutions Wage Rate Decision for the project follows.



### Wage Decision Approval Summary

1) Project Title: Pablo Roybal Elementary Site Improvements  
 Requested Date: 01/19/2018  
 Approved Date: 01/22/2018  
 Approved Wage Decision Number: SF-18-0093-A

**Wage Decision Expiration Date for Bids: 05/22/2018**

2) Physical Location of Jobsite for Project:  
 Job Site Address: 1574 State Road 502 West  
 Job Site City: Santa Fe  
 Job Site County: Santa Fe

3) Contracting Agency Name (Department or Bureau): Pojoaque Valley Schools  
 Contracting Agency Contact's Name: Deborah Cowan  
 Contracting Agency Contact's Phone: (505) 455-4074 Ext.

4) Estimated Contract Award Date: 05/30/2018

5) Estimated total project cost: \$200,000.00  
 a. Are any federal funds involved?: No  
 b. Does this project involve a building?: No  
 c. Is this part of a larger plan for construction on or appurtenant to the property that is subject to this project?: No  
 d. Are there any other Public Works Wage Decisions related to this project?: No  
 e. What is the ultimate purpose or functional use of the construction once it is completed?: The Pablo Roybal Elementary School Site Improvements in a new construction project that will be located on the existing 29.95 acre site owned by the Pojoaque Valley School District. The site improvements consists of new artificial turf surface installation and associated ground work along areas designated for bus drop-off and pickup

6) Classifications of Construction:

Classification Type and Cost Total	Description
<b>Highway/Utilities (A)</b> <b>Cost: \$200,000.00</b>	The Pablo Roybal Elementary School Site Improvements is a new construction project that will be located on the existing 29.95 acre site owned by the Pojoaque Valley School District. The site improvements consist of new artificial turf surface installation and associated ground work along areas designated for bus drop-off and pick-up



## TYPE "A" - STREET, HIGHWAY, UTILITY & LIGHT ENGINEERING

Effective January 1, 2018

Trade Classification	Base Rate	Fringe Rate
Bricklayer/Blocklayer/Stonemason	23.52	8.84
Carpenter/Lather	24.00	9.97
Cement Mason	17.42	6.35
Ironworker	26.50	15.30
Painter (Brush/Roller/Spray)	16.75	6.28
Plumber/Pipefitter	28.95	12.23
<b>Electricians (outside)</b>		
Groundman	22.36	11.56
Equipment Operator	32.08	14.09
Lineman/Wireman or Tech	37.75	15.57
Cable Splicer	41.53	16.56
<b>Laborers</b>		
Group I	11.96	5.55
Group II	12.26	5.55
Group III	12.66	5.55
<b>Operators</b>		
Group I	16.94	6.33
Group II	17.69	6.33
Group III	17.80	6.33
Group IV	17.88	6.33
Group V	18.00	6.33
Group VI	18.14	6.33
Group VII	18.52	6.33
Group VIII	18.75	6.33
Group IX	25.70	6.33
Group X	28.60	6.33
<b>Truck Drivers</b>		
Group I	16.00	7.17
Group II	16.00	7.17
Group III	16.00	7.17
Group IV	16.00	7.17

**NOTE: All contractors are required to pay SUBSISTENCE, ZONE AND INCENTIVE PAY according to the particular trade. Details are located in a PDF attachment at [WWW.DWS.STATE.NM.US](http://WWW.DWS.STATE.NM.US). Search Labor Relations/Labor Information/Public Works/Prevailing Wage Rates.**



STATE OF NEW MEXICO  
NEW MEXICO DEPARTMENT OF  
WORKFORCE SOLUTIONS  
Labor Relations Division  
121 Tijeras Ave NE, Suite 3000  
Albuquerque, NM 87102  
[www.dws.state.nm.us](http://www.dws.state.nm.us)

## PUBLIC WORKS PROJECT REQUIREMENTS

As a participant in a Public Works project valued at more than \$60,000 in the State of New Mexico, the following list addresses many of the responsibilities that are defined by statute or regulation to each project stakeholder.

### Contracting Agency

- Ensure that all Contractors wishing to bid on a Public Works project when the project is \$60,000 or more are actively registered with the Public Works and Apprenticeship Application (PWAA) website: <http://www.dws.state.nm.us/pwaa> (Contractor Registration) prior to bidding.
- Please submit Notice of Award (NOA) and Subcontractor List(s) to the PWAA website promptly after the project is awarded.
- Please update the Subcontractor List(s) on the PWAA website whenever changes occur.
- All Sub-Contractors and tiers (excluding professional services) regardless of contract amount must be listed on the Subcontractor List and must adhere to the Public Works Minimum Wage Act.
- Ninety days after project completion please go into the PWAA system and close the project. Only Contracting Agencies are allowed to close the project. Agents or Contractors are not allowed to close projects.

### General Contractor

- Provide a complete Subcontractor List and Statements of Intent (SOI) to Pay Prevailing Wages for all Contractors, regardless of amount of work, to the Contracting Agency within 3 (three) days of award.
- Ensure that all Subcontractors wishing to bid on a Public Works project have an active Contractor Registration with the Public Works and Apprenticeship Application (PWAA) website: <http://www.dws.state.nm.us/pwaa> prior to bidding when their bid will exceed \$60,000.
- Submit weekly certified payroll bi-weekly to the Contracting Agency.
- Make certain the Public Works Apprentice and Training Act contributions are paid either to an approved Apprenticeship Program or to the Public Works Apprentice and Training Fund.
- Confirm the Wage Rate poster, provided in PWAA, is displayed at the job site in an easily accessible place.
- Make sure, when a project has been completed, the Affidavits of Wages Paid (AWP) are sent to the Contracting Agency.



STATE OF NEW MEXICO  
NEW MEXICO DEPARTMENT OF  
WORKFORCE SOLUTIONS  
Labor Relations Division  
121 Tijeras Ave NE, Suite 3000  
Albuquerque, NM 87102  
[www.dws.state.nm.us](http://www.dws.state.nm.us)

- All Subcontractors and tiers (excluding professional services) regardless of contract amount must be listed on the Subcontractor List and must adhere to the Public Works Minimum Wage Act.

### **Subcontractor**

- Ensure that all Subcontractors wishing to bid on a Public Works project have an active Contractor Registration with the Public Works and Apprenticeship Application (PWAA) website: <http://www.dws.state.nm.us/pwaa> prior to bidding when their bid will exceed \$60,000.
- Submit weekly certified payroll bi-weekly to the General Contractor(s).
- Make certain the Public Works Apprentice and Training Act contributions are paid either to an approved Apprenticeship Program or to the Public Works Apprentice and Training Fund.
- All Subcontractors and tiers (excluding professional services) regardless of contract amount must be listed on the Subcontractor List and must adhere to the Public Works Minimum Wage Act.

### **Additional Information**

Reference material and forms may be found at New Mexico Department of Workforce Solutions Public Works web pages at: <https://www.dws.state.nm.us/Labor-Relations/Labor-Information/Public-Works>.

### **CONTACT INFORMATION**

Contact the Labor Relations Division for any questions relating to Public Works projects by email at [public.works@state.nm.us](mailto:public.works@state.nm.us) or call (505) 841-4400.