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**ADDENDUM NO (1) One  
RFP 14-PR-001  
Meadowlark Senior Center Parking Lot Improvements Design**

September 26, 2013

Addendum Number (1) one forms part of the contract documents and modifies them in the manner and extend set forth below.

**ATTENTION CONTRACTORS**

- Questions & Answers
- Remove and replace
- Attached revised Appendix A – Scope of Work

**Questions and Answers**

**Question:** It was stated at the meeting, the total project budget is Approx. \$ 962 K. how much is the MACC . + - ?

**Answer:** The amount of \$ 962,000 provided at the pre-proposal conference is the total budget available for the entire project including design, construction, contingency, etc.

**Question:** Are the cost items: 4.3.6.b, 4.3.6.b.1, 4.3.6.b.2 all not included in the 10 page limit ?

**Answer:** The Cost Proposal and Cost Reasonableness submissions are not included in the total page count of the proposal.

**Question:** Is the schedule 150 or 180 days max. ?

**Answer:** The design will need to be completed approximately 150 days after the award of a contract. The complete design should include bid ready stamped and signed construction plans approved by NMCID.

**Question:** Can the contract be an AIA contract vs. the city contract?

**Answer:** The City intends to utilize the standard professional services agreement attached to the original RFP.

**Question:** Per appendix A, item e- please clarify services to be construction administration ( as defined in a typical AIA contract ) and not construction management.

**Answer:** Please refer to the revised Appendix A attached to this addendum.

**Question:** Clarify – in providing a fee proposal, the scope of work will be limited to work within the property lines of the project and possibly changing the driveway- curbcuts, unless specifically described in a change of the scope of work by addendum.

**Answer:** Yes, the design will be limited to the boundary of the property but it will be at the contractors discretion determine if the access is appropriate as described in the scope of work.

**Question:** Will the city provide a topographical- boundary survey to the awarded project team. ?

**Answer:** The City will provide a topographic survey to the awarded consultant.

**Question:** Can you provide a copy of the survey now? A basic boundary survey would be acceptable at this time, just to see where the property lines are.

**Answer:** The most recent boundary survey available to the City will be provided with this addendum.

**Question:** Will the City of Rancho provide the topographic survey for this project or should that service be included as part of our services & fees? This question was also asked at the preproposal meeting.

**Answer:** The City will provide a topographic survey to the awarded consultant.

**Question:** Per RFP pg. 9 section 3.2.2. proposals should be divided into three clearly defined sections. If dividers/tabs are used, will those be counted toward the 10-pg maximum limit?

**Answer:** No, the dividers will not be counted in the total page count.

**Question:** Will you want full-time construction observation?

**Answer:** Please refer to the revised Appendix A attached to this addendum.

**Question:** What is the extent of construction phase services? Please clarify construction “management” versus construction “administration” and which the City desires.

**Answer:** Please refer to the revised Appendix A attached to this addendum.

**Question:** Please quantify extent of desired construction observation (e.g. hours per day, days per week). It was understood at the pre-proposal meeting that the City will specify a minimum amount of observation time.

**Answer:** Please refer to the revised Appendix A attached to this addendum.

**Question:** Please clarify “creativity” evaluation item (RPF page 11, item 4.3.1).

**Answer:** In the creation of approved construction drawings the proposer must demonstrate creativity in meeting and/or exceeding the Americans Disability Act (ADA) standards; in the creation of a pleasant functional access and entry to the senior center building that is well landscaped and effectively lighted.

**Question:** Will there be public meetings? If so, how many?

**Answer:** No, public meetings will not be held for this project.

**Question:** Will the construction contract be lump sum or per bid item?

**Answer:** The City reserves the right to determine prior to the construction solicitation if a lump sum bid or itemized bid is in the best interest of the City. If there will be any additional fee or cost to the City for an itemized construction bid the amount of that fee must be clearly identified in the cost proposal as a separate, lump sum amount. For the purposes of evaluating the cost section of this RFP the City will calculate scores based on the base fee exclusive of any additional amount proposed for itemized construction bids.

**Question:** Appendix F: Reference Form notes identifying the “RFP Offeror/Firm Name.” Are the three References only for the prime consultant or may subconsultants provide references?

**Answer:** Reference forms should only be submitted for the prime contractor.

**Question:** Does the 150 Day Contract Time include the City's approval process?

**Answer:** Yes, the contract time begins once the selected firm is given notice to proceed from the City and the approved design will need to be completed within 150 days.

**Question:** Will the City provide a topographic and boundary survey or should these items be included in the scope of services?

**Answer:** A boundary survey is attached to this addendum and a topographic survey will be provided to the awarded contractor by the City.

### **Remove and Replace**

Remove from the RFP document Appendix A – Scope of Work and replace with the revised Appendix A – Scope of Work attached hereto.

**All other provisions of the Contract Documents shall remain unchanged. Each Offeror should ensure that they have received all addenda and amendments to this RFP before submitting their proposal.**

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**Appendix A**  
**Scope of Work / Specifications for RFP # 14-PR-001**  
**Meadowlark Senior Center Parking Lot Improvements Design**

In accordance with the terms and conditions of the Contract, the Architect-Engineer (Contractor) shall perform work for the City of Rio Rancho (City) as described below.

- a) All services required for this project shall be performed by licensed Architects and Engineers registered in the State of New Mexico.
- b) Design the upgrade for the parking lot, sidewalks, and access route(s) to the Meadowlark Senior Center building. Existing parking lot and sidewalks that serve the senior center do not currently meet ADA guidelines and standards.
- c) Contractor shall incorporate elements of universal design.
- d) Preliminary Design plans for this facility/project are available. The Contractor shall evaluate these plans for further development.
- e) Design should include, but not be limited to plans for the demolition and reconstruction of the parking lot, sidewalks, drainage on parking lot and sidewalks, landscaping, landscape irrigation, shade structure, seating and patio area, signage, site and parking lot lighting; and development of a grading and drainage plan, and the re-grading of the parking lot as necessary to meet or exceed ADA guidelines and standards. Design should provide accessible spaces and routes and improved circulation. Design may involve some reconfiguration of site access points.
- f) Services to include design, construction documents, project manual including technical specifications and general construction requirements, bidding and construction administration services, along with record documents, in accordance with the City of Rio Rancho Development Process Manual (DPM) Chapter II.7 and warranty.
- g) The Contractor shall prepare Design Documents for City review at 30%, 60%, 90%, and 100% and obtain a permitted/approved set of Construction Plans including necessary utilities. All documents shall be prepared in accordance with applicable codes, City standard details, the City's Development Process Manual, and Construction Standards and shall meet if not exceed current American's with Disabilities Act (ADA) Standards.
- h) All plans and specifications for this project shall be completed and ready for construction phase by no later than 150 days after the award of the Agreement. The complete design should include bid ready stamped and signed construction plans approved by the State of New Mexico Construction Industries Division (CID) and all other necessary approvals. The Contractor will be responsible to determine and acquire all approvals necessary to begin construction.
- i) Contractor must provide a phased plan for construction taking into consideration the traffic for regular on-going Senior Center activities, transportation and meal site services. Senior Center may be closed to the public during construction only between of June 1, 2014 to August 1, 2014.
- j) Bidding phase services shall include:
  - Assistance with the development of the bidding documents
  - Respond to questions from bidders regarding specifications and products
  - Provide project construction estimate

k) Construction phase services shall include but are not limited to:

- Part-time construction administration
- Advising the City and awarded construction contractor during construction to ensure project is built to plan
- Review and advise the City regarding change order request from the City and awarded construction contractor
- Review and advise the City regarding pay applications
- Perform submittal review and provide recommendations to the City regarding
- Maintain records related to construction documents
- On-site inspection or site visits at intervals appropriate to the stage of construction
- Assist the City in issuing a determination of substantial completion and final completion of the project
- Produce and provide to the City complete as-built drawings for the completed project as described in the City of Rio Rancho Development Process Manual (DPM) Chapter II.7.