



NEW MEXICO  
**FINANCE AUTHORITY**

**QUESTIONS & ANSWERS TO  
REQUEST FOR PROPOSALS**

**ARCHITECTURAL AND ENGINEERING  
SERVICES**

**DATE RFP ISSUED: OCTOBER 4, 2021**

**DATE OF ANSWERS: OCTOBER 13, 2021**

**Question:** As procurement law dictates that professional services must be proposed on as a qualifications-based system and not include a cost proposal, is a fee proposal required?

**Answer:** The NMFA is not subject to the New Mexico Procurement Code. A fee proposal is required.

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**Question:** The General liability limits are twice that of the standard State requirements. Are these required to be so high and if so, will the NMFA be willing to provide compensation for the increased limits?

**Answer:** The NMFA is willing to consider lowering the general liability limits, and such limits should therefore be outlined in the Offeror's proposal. NMFA will not provide compensation for increased limits.

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**Question:** Is there a site already selected or does this project include site selection services?

**Answer:** A site has not been selected and this project will include assistance in evaluating the suitability of any site under consideration – existing building renovations or land purchase and building construction.

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**Question:** Will there be a pre-proposal conference?

**Answer:** No. However, the NMFA may conduct interviews with Offerors as outlined in the RFP.

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**Question:** The RFP identifies the Fire Protection discipline in the list of Basic Services. Is it NMFA's intent for the AE team to hire a licensed Fire Protection Engineer to produce Fire Alarm and Fire Sprinkler designs or shall the AE provide performance requirements and specifications that will guide the Construction Contractor's fire sprinkler and fire alarm subcontractors to develop the required designs and submit for the AEs review during the construction submittal phase?

**Answer:** The NMFA will hire a Fire Protection & Alarm Engineer, with assistance and review by the selected Offeror.

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**Question:** Please clarify if the AE design team is to design a complete Security/Access Control system for the NMFA project (equipment, conduit, cabling, devices, programming, etc.,) or if the AE design is to provide infrastructure to support NMFA's Security/Access Control system that is designed by a NMFA vendor/provider outside the AE basic services.

**Answer:** The NMFA is willing to consider either of the above scenarios. Each Offeror should expressly outline the firm's ability and willingness to provide such services – inclusive of the firm's expertise and experience in providing such services or, in the alternative, overseeing/reviewing such services.

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**Question:** Please define the expectations for Life Cycle Cost analysis identified under Basic Services.

**Answer:** Offerors should be able to meet commercially acceptable best practices in estimating the Life Cycle Cost of any build-out or renovation.

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**Question:** The RFP mentions the AE working closely with a Construction Manager and any third-party consultant for the project. Is it the intent for NMFA to hire a CM or CMaR to manage the project budget through design and construction?

**Answer:** The NMFA may hire a CM or CMaR.

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**Question:** The RFP indicates in 3.d (page 2) that "As requested, Contractor shall provide progress reports at regularly schedule meetings of the NMFA Board of Directors." Is this intended for the Construction Contractor or the selected AE team to make these progress reports during design and construction?

**Answer:** The NMFA anticipates periodic reporting by key contractors, including the selected offeror to the NMFA Board of Directors.

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**Question:** This procurement schedule is very aggressive with Contract Award anticipated within 4 weeks of the initial RFP being issued. Is there a reason for the accelerated procurement schedule and will that aggressive of a schedule be expected to carry forward through design and construction?

**Answer:** NMFA has walked several existing buildings and been presented with several vacant lots to consider. The NMFA has determined that having the selected Offeror in attendance during evaluation of potential purchases will be beneficial to the NMFA, the selected Offeror and the project. NMFA will pursue an aggressive, but reasonable design and construction period. The selected Offeror should provide NMFA a reasonable timeline for design and renovation of an existing building, and/or reasonable timeline for land purchase, entitlement process, selection of key contractors and subcontractors for land development, permitting, construction costs and construction schedule.

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**Question:** RFP Section III, item C.1.3 indicates how the Offeror meets the minimum qualifications set out in Section I(D), but this section identifies the Procurement Manager and does not define minimum qualifications. Should this reference Section I(C) QUALIFICATIONS OF OFFEROR instead?

**Answer:** Yes.

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**Question:** Will NMFA identify the evaluation committee for this procurement?

**Answer:** No.

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**Question:** What will be the basis for the contract between NMFA and the selected offeror?

**Answer:** The NMFA will follow commercially reasonable practices.

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**Question:** Are there any page limitations for proposals?

**Answer:** No.

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**Question:** Is LEED certification for the existing or new building a requirement of the contract?

**Answer:** No. That said, LEED certification may be a significant factor for the NMFA in considering any final renovation and build-out.

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**Question:** Please clarify what non-transaction advisory services are?

**Answer:** Section IV(B)(3.4) is erroneous and should be considered stricken.

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**Question:** Has there been an established budget or an estimated MACC for the project?

**Answer:** Not at this time and will depend upon needs when a suitable building or vacant lot has been identified.

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**Question:** Is ‘Conceptual Design’ listed in your RFP on page 3, 3. b. what you might call ‘Programming’ or is it referencing the need for building/site analysis?

**Answer:** Conceptual Design represents preliminary design drawings to allow NMFA to determine suitability of a selected building or vacant lot in order to match requirements of the space with the goals of NMFA.

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**Question:** Are we analyzing one existing building (or site) or more than one? If more than one, how many? (we could attempt to provide a fee per analysis)

**Answer:** Initial services will include site visits with NMFA to provide information regarding suitability of each space under consideration, entitlements, potential issues with services to site, roofing, windows, electrical, HVAC and plumbing systems. More than one site will be under consideration, but detailed work will commence upon determination of a selected building or vacant lot to be purchased.

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**Question:** Does a ‘Program’ need to be created? (Vision, Mission, goals, wants, needs, space requirements, preliminary cost estimate, project schedule) Or do you have all of this?

**Answer:** The NMFA has created most of these, however, will seek additional guidance from the selected Offeror to refine and finalize the needs assessment to ensure that it is adequate. Further, preliminary cost estimate, project schedule and other needs may only be created after site selection.

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**Question:** Might the new location fall within the Historic District of Santa Fe?

**Answer:** Potentially.

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**Question:** Under Evaluation Factors, 1.4; Please elaborate on “Presentation skill in both technical and non-technical terms”?

**Answer:** Offerors should outline their ability and experience to communicate clearly to various stakeholders, including staff, committee members, NMFA Board members – as well as selected contractors and subcontractors that will be working on the project.

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