



NEW MEXICO  
**FINANCE AUTHORITY**

**REQUEST FOR PROPOSALS**

**ARCHITECTURAL AND ENGINEERING  
SERVICES**

**DATE ISSUED: OCTOBER 4, 2021**

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## I. INTRODUCTION

### A. PURPOSE

The New Mexico Finance Authority (“NMFA”) requests proposals from qualified companies to provide architectural and engineering services related to the purchase and renovation of an existing building or construction of a new building to house the NMFA (“Offerors”).

The NMFA anticipates relocating to an office building in Santa Fe, NM that would occupy approximately 20,000 to 25,000 square feet and house 70 employees, to include office, conference space, a board room with comprehensive, all-inclusive state-of-the-art board room technology solutions and infrastructure, and kitchen/lunch room and similar space.

More specifically, Offeror’s will provide the services outlined in Section I(B) of this Request for Proposal (“RFP”).

### B. SCOPE OF PROCUREMENT

The Architectural and Engineering (“A/E”) services required to be provided to the NMFA under a contract awarded pursuant to this RFP shall include, as directed by the NMFA, the following:

1. Needs Assessment. Assist the NMFA, along with any other contractors, in formulating requirements for new or renovated office space. This assessment may include, but is not limited to, compliance with current building codes and ADA requirements, space requirements, bathrooms, IT, internal program workflow, conference and board rooms, kitchen, desired location, accessibility, lighting, design attributes, and efficiency. As requested, Contractor will meet with NMFA management team to determine needs and desired outcomes.

2. Site Review/Consultation. Perform suitability analysis of existing building or vacant land to ensure that the building/site will meet the NMFA’s needs, as well as to identify potential pitfalls and renovation needs of a potential building/site such as accessibility to infrastructure connections, soil remediation, repurposing of existing use of space, HVAC and ADA upgrades and other infrastructure considerations.

3. Architectural/Engineering. Perform Architectural/Engineering (“A/E”) services for the selected building/site, either for a renovation or new build.

a. Basic Services. Basic services should include the following disciplines needed to complete the design of the project:

- (1) Site Planning Review
- (2) Architectural Design
- (3) Interior Design
- (4) Civil Engineering
- (5) Landscape Architecture
- (6) Structural Engineering
- (7) Mechanical Engineering
- (8) Electrical Engineering

- (9) Plumbing
- (10) Fire Protection
- (11) ADA Compliance and Design
- (12) Code Compliance
- (13) Energy Modeling – LEED principles
- (14) Security/Access Control
- (15) Information Technology
- (16) Life Cycle Cost analysis
- (17) Other services customarily furnished by an A/E Firm on similar projects.

b. Phases. The services provided by the A/E Firm may be divided into the following phases:

- (1) Conceptual Design
- (2) Schematic Design
- (3) Design Development
- (4) Construction Documents
- (5) Bidding and Negotiation Phase
- (6) Construction Administration, including
  - (a) Preparation of contract change orders
  - (b) Preparation of monthly progress reports
  - (c) Periodic project observations
  - (d) Development of punch lists
  - (e) Preparation of close-out documents
- (7) Post-Construction, including record drawings and warranty observations

c. Coordination. The AE Firm will work closely with the owner's Construction Manager and any third-party consultant for the project during Design, Preconstruction and Construction phases of the project.

d. Reporting/Meetings. The A/E Firm will attend meetings as requested or desired by the NMFA, including, but not limited to, regularly scheduled coordination meetings during the design and construction phases. As requested, Contractor shall provide progress reports at regularly scheduled meetings of the NMFA Board of Directors.

4. Other services related to the above referenced transactions, as may be requested by the NMFA from time to time.

### **C. QUALIFICATIONS OF OFFEROR**

Offerors should meet the following qualifications:

- 1. Have a minimum of ten years of experience in providing A/E services as outlined herein.

2. Have provided A/E services for buildings of similar size, and have demonstrated experience with office environments, LEED certification and state of the art IT and other infrastructure.
3. Be licensed to provide the requested services in the state of New Mexico, if required.
4. Maintain insurance coverage in the following minimum amounts: (i) professional liability of \$2 Million per occurrence and \$2 Million in total coverage, (ii) general liability of \$2 Million per occurrence and \$4 Million in total coverage, and (iii) errors and omissions of \$1 Million.

#### **D. PROCUREMENT MANAGER**

The NMFA has designated a Procurement Manager responsible for the conduct of this procurement whose name, address, and telephone number are listed below (all deliveries should be sent to this address):

Dora Mae Cde Baca, Chief Administrative Officer  
New Mexico Finance Authority  
207 Shelby Street  
Santa Fe, NM 87501  
Telephone: (505) 984-1454; Facsimile: (505) 992-9661  
Email: [dcdeBaca@nmfa.net](mailto:dcdeBaca@nmfa.net)

This procurement is being conducted in accordance with and subject to the requirements of the NMFA's Procurement Policy ("Procurement Policy"). A copy of the Procurement Policy is available for inspection or review at the NMFA's offices or by request to the Procurement Manager.

Except as part of any interview that may be conducted as part of the evaluation process, until the award is made and notice given to all Offerors, no employee, agent, or representative of an Offeror shall discuss the RFP or make available or discuss an Offeror's proposal with an officer, member, employee, agent, or representative of the NMFA.

Until the award is made and notice given to all Offerors, the NMFA will not disclose the contents of any proposal with an Offeror or potential Offeror so as to make the contents of any offer available to competing or potential Offerors.

## **II. CONDITIONS GOVERNING THE PROCUREMENT**

This section of the RFP contains the schedule for the procurement, describes the major procurement events, and specifies general requirements for the procurement.

**A. SEQUENCE OF EVENTS**

The Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsibility	Date
1. Issuance of RFP	NMFA	10/4/21
2. Deadline to Submit Written Questions	Offerors	10/8/21
3. Response to Written Questions/RFP Amendments	NMFA	10/13/21
4. Submission of Proposals	Offerors	10/18/21
5. Review of Proposals and Oral Presentations (if requested)	Evaluation Committee	10/18/21 through 10/20/21
6. Selection and Recommendation to Committees	Evaluation Committee	10/20/21 through 10/28/21
7. Contract Award(s)	NMFA	10/28/21
8. Protest Deadline		15 days after award

**B. EXPLANATION OF EVENTS**

The following paragraphs describe the activities listed in the sequence of events shown in Section II, Paragraph A.

1.0 Issuance of RFP. This RFP is being issued by the NMFA on October 4, 2021. Potential Offerors may be directly provided with a copy of the RFP by the Procurement Manager or may obtain a copy by visiting the NMFA’s website at [www.nmfinance.com](http://www.nmfinance.com).

At any time prior to the execution of a contract, an RFP may be cancelled or any or all proposals may be rejected in whole or in part when it is determined by the NMFA in its sole discretion, to be in the best interests of the NMFA.

2.0 Deadline to Submit Written Questions. Potential Offerors may submit written questions concerning this RFP until the close of business on October 8, 2021. All questions must be submitted in writing **VIA EMAIL to the Procurement Manager.**

3.0 Response to Written Questions/RFP Amendments. The NMFA will make the questions and the NMFA's responses available via its website at [www.nmfinance.com](http://www.nmfinance.com) on October 13, 2021.

4.0 Submission of Proposal. Offeror proposals, including Appendix A, "Letter of Transmittal", must be received for review and evaluation by the Procurement Manager **VIA EMAIL NO LATER THAN 10:00 AM MOUNTAIN DAYLIGHT TIME ON OCTOBER 18, 2021.** Proposals must be emailed to the Procurement Manager at the address listed in Section I(E). The subject line of the email must clearly indicate that they are in response to the Request for Proposals to provide Architectural and Engineering Services to the NMFA.

A public log will be kept of the names of all Offeror organizations that submitted proposals. The contents of any proposal shall not be disclosed prior to contract award or cancellation of the RFP.

5.0 Review of Proposals. Proposals will be distributed to members of the Evaluation Committee for review on October 18, 2021 for review through October 20, 2021.

The review of proposals will be performed by the NMFA's Evaluation Committee. During this time the Procurement Manager may, on behalf of the Evaluation Committee, initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions **shall not** be initiated by the Offerors.

The Evaluation Committee may elect to have Offerors present their proposals to the Evaluation Committee and stand for questions. The Procurement Manager will schedule the time for each Offeror's presentation. All Offeror presentations will be held by Zoom or other applicable video conferencing platform. Offerors should be prepared to explain their understanding of this procurement and be prepared to answer questions. The Procurement Manager may limit the length of time given to each finalist Offeror for the oral presentation.

6.0 Selection of Contractor(s). The Evaluation Committee will select, and the Procurement Manager will notify the selected contractor(s).

7.0 Recommendation to NMFA or Board. If applicable, and in conformance with NMFA policies and procedures, the Evaluation Committee will present its decision regarding the selected contractor(s) to the appropriate NMFA committee and/or to the NMFA Board of Directors for final approval.

The contract shall be awarded to the Offeror(s) whose proposals are determined to be most advantageous, taking into consideration the evaluation factors set forth in the RFP and in accordance with the NMFA's Procurement Policy. The most advantageous proposals may or may not have received the most points.

- 8.0 Contract Award(s). Upon approval of the final contract, the parties shall execute the contract(s). An award of contract means a fully executed contract.

The NMFA will provide written notice of the award to all Offerors following the date of the award.

- 9.0 Protest Deadline. Any protest by an Offeror must be in conformance with the Procurement Policy. Protests must be submitted in writing to the NMFA's Finance & Disclosure Committee within fifteen (15) calendar days of the award. Protests must include the name and address of the protester and the RFP number, and state with particularity the basis for the protest and the facts relied upon, including appropriate supporting exhibits. It must also specify the ruling requested from the NMFA. Protests must be delivered to the Procurement Manager for distribution to the Finance & Disclosure Committee.

Protests received after this deadline will not be accepted.

### C. GENERAL REQUIREMENTS

This procurement will be conducted in accordance with the NMFA's Procurement Policy and the following general requirements.

- 1.0 Acceptance of Conditions Governing the Procurement. Offerors must indicate their acceptance of the Conditions Governing the Procurement section of this RFP in their Letter of Transmittal which is attached hereto as Appendix "A". Failure to submit the Letter of Transmittal will disqualify the Offeror from consideration by the Evaluation Committee. Submission of a proposal shall be deemed to constitute acceptance of the requirements outlined in the RFP.
- 2.0 Incurring Cost. Any cost incurred by the Offeror in preparation, transmittal or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.
- 3.0 Prime Contractor Responsibility. Any contract that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of the contract with the NMFA. The NMFA will make contract payments only to the prime contractor.
- 4.0 Subcontractors. Use or potential use of subcontractors for services must be clearly explained in the Offeror's proposal, and subcontractors must be identified by name, to the extent known at the time of submission of the proposal. In the event the name of a subcontractor is not known at the time of the proposal, the Offeror shall describe in detail, the nature of the services that might be obtained from a subcontractor. The prime contractor shall be wholly responsible for the performance of all services, whether or not subcontractors are used.



- 5.0 Amended Proposals. An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposal must be a complete replacement for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The NMFA will not merge, collate or assemble proposal materials.
- 6.0 Offeror's Rights to Withdraw Proposal. An Offeror will be allowed to withdraw a proposal at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative addressed to the Procurement Manager.
- 7.0 Proposal Offer Firm. Responses to this RFP, including proposal prices, will be considered firm and binding for ninety (90) calendar days after the due date for receipt of proposals.
- 8.0 Disclosure of Proposal Contents. The proposals will be kept confidential until a contract is awarded by the NMFA or the Procurement is terminated. At that time, all proposals and documents pertaining to the proposals will be open to the public in accordance with applicable law.

The Offeror hereby acknowledges that the NMFA is subject to state laws, including, without limitation, the Inspection of Public Records Act, Section 14-2-1 through 14-2-12 NMSA 1978, which provides generally that all records relating to a public business are open to public inspection and copying unless exempted under the Inspection of Public Records Act, and the Open Meetings Act, Section 10-15-1 through 10-15-4 NMSA 1978, which provides generally for open meetings for public deliberative bodies. Neither the Offeror nor any related entity shall make any claim against the NMFA if it makes available to the public any document, report, or other information the NMFA received from the Offeror or any related entity which was made public by the NMFA pursuant to the Inspection of Public Records Act or the Open Meetings Act, as permitted by law.

The NMFA acknowledges that an Offeror may desire to protect proprietary or confidential information from disclosure under certain circumstances when reasonable. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal and an Offeror *must* make a written request to keep such information confidential *at the time of submission of a proposal*.

Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, Sections 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated or treated as proprietary or confidential information.

If a request is received for disclosure of information for which an Offeror has made a written request for confidentiality, the NMFA shall examine the Offeror's request and make a determination that specifies which portions of the proposal should be disclosed.

The NMFA may endeavor to contact the Offeror before releasing any information, but in no event will the NMFA be under any obligation to either contact the Offeror or refuse to disclose information permitted to be disclosed by New Mexico law. In addition, the Offeror agrees to fully release, waive and hold the NMFA and its employees and officers harmless from any liability or costs associated with the release of any information.

- 9.0 No Obligation. This procurement does not obligate the NMFA to the eventual purchase of any professional services offered.
- 10.0 Termination. This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the NMFA determines, in its sole discretion, such action to be in the best interest of the NMFA.
- 11.0 Sufficient Funding. Any contract awarded as a result of this RFP process may be terminated if sufficient budget, funding or authorizations do not exist. The NMFA's decision as to whether sufficient budget, funding or ad authorizations are available will be accepted by the contractor as final.
- 12.0 Governing Law. This procurement and any agreement with Offerors that may result shall be governed by the laws of the State of New Mexico.
- 13.0 Basis for Proposal. Only information supplied by the NMFA in writing through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.
- 14.0 Offeror Qualifications. The Evaluation Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will, in its sole discretion, reject the proposal of any Offeror who it determines is not a responsible Offeror or fails to submit a responsive offer.
- 15.0 Right to Waive Minor Irregularities. The Evaluation Committee also reserves the right to waive any mandatory requirement provided that all of the otherwise responsive proposals failed to meet the same mandatory requirement and the failure to do so does not otherwise materially affect the procurement. This right is in the sole discretion of the Evaluation Committee.
- 16.0 Change in Contractor Representatives. The NMFA reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the NMFA, meeting its needs adequately.
- 17.0 NMFA's Rights. The NMFA reserves the right to accept all or a portion of an Offeror's proposal.

- 18.0 Ownership of Proposals. One complete copy of all documents submitted in response to the RFP shall be placed into the procurement file. Those documents will become the property of the NMFA. Other copies may be destroyed.

### **III. RESPONSE FORMAT AND ORGANIZATION**

#### **A. NUMBER OF RESPONSES**

Each Offeror may submit only one proposal.

#### **B. NUMBER OF COPIES**

Offerors shall electronically submit all proposals via pdf to the Procurement Manager on or before the closing date and time for receipt of proposals.

#### **C. PROPOSAL FORMAT AND CONTENTS**

All proposals must include the following:

##### **1.0 Proposal Organization**

- 1.1 The Letter of Transmittal, which shall be considered an integral part of the proposal, shall be signed by the responsible individual(s) who is (are) authorized to bind the Offeror contractually. The Offeror shall utilize the Letter of Transmittal template, attached hereto as Appendix A, for completion of this requirement.

Among other requirements, the Letter of Transmittal shall include the name, address, and phone number of the Offeror and a statement from the Offeror agreeing to provide all the services in the Scope of Procurement and adhere to all requirements, specifications, terms and provisions set forth in this RFP and any attachments or amendments to the RFP.

- 1.2 The proposal must supply names and resumes of key personnel to be assigned to the performance of the responsibilities contemplated by the RFP. Resumes describing the qualifications of all professional personnel, excluding support staff, to be utilized in the performance of this agreement, including all subcontractors who have been identified, must show, at a minimum, the person's name, education, position, and total years and types of experience relevant to the performance of the agreement.
- 1.3 The proposal must outline how the Offeror meets the minimum qualifications set out in Section I(D).
- 1.4 The Offeror must submit evidence of appropriate professional liability insurance that will be in force at the inception of the contract and must agree to maintain

such coverage throughout the term of any agreement. Such insurance must be in an amount reasonable for a firm of Contractor's size and financial condition, and shall cover the Offeror, its employees, agents, representatives and subcontractors.

- 1.5 A detailed description of Offeror's knowledge and experience with respect to the services to be provided.
- 1.6 A list of three (3) references for the Offeror's work.
- 1.7 A specific description of the Offeror's proposal for the delivery of the professional services contemplated by this RFP. This proposal may include a work plan, a discussion of the manner in which the personnel will be made available to provide the services and such other information as the Offeror reasonably believes necessary to explain its proposal for meeting the needs of the NMFA.

2. Fee and Cost Schedule

A detailed cost breakout for services required by this RFP. Such fees may be outlined hourly, as a percentage of the cost of any buildout, or otherwise. Offerors must sufficiently explain the details of its cost proposal for each of the services to be provided.

**IV. EVALUATION**

The following is a summary of items for which Offerors can be awarded evaluation points. These weighted factors shall be used in the evaluation of the individual Offeror responses.

**A. EVALUATION POINT TABLE/SUMMARY:**

	<b>Possible Points</b>
1. Demonstrated Qualifications and Experience	35
2. Technical Capabilities	35
3. Cost Proposal	15
4. External recognition for architectural projects	10
5. Knowledge of NMFA or New Mexico experience.	5
Total Points	<u>100</u>

**B. EVALUATION FACTORS**

The award of a contract shall be made to the responsible Offeror(s) whose proposal is most advantageous to the NMFA taking into consideration the above weighted evaluation factors. **Please note**, however, that a serious deficiency in any one criterion may be grounds for rejection and that the listing of cost as an evaluation factor does not require the NMFA to select the

Offeror who submits the lowest cost proposal. The NMFA shall, in its sole discretion, have the right to obtain, from any and all sources, information concerning an Offeror which is deemed pertinent to the RFP and to consider such information in the evaluation of the Offeror's proposal.

1.0 Demonstrated Qualifications and Experience: 35 points

1.1 Offeror's qualifications and if applicable those of any subcontractor of Offeror.

1.2 Offeror's experience and if applicable those of any subcontractor of Offeror including:

- renovations of existing older buildings
- design and construction of new buildings

1.3 Knowledge of flexible workplace design consistent with advancements in information technology applications.

1.4 Presentation skill in both technical and non-technical terms.

2.0 Technical Capabilities: 35 points

2.1 Offeror's technical capabilities in planning, design and construction of new buildings.

2.2 Offeror's technical capabilities in planning, redesign and renovation of existing buildings.

3.0 Cost Proposal: 15 points

3.1 Offeror's cost proposal with respect to consultation services for building/site selection.

3.2 Offeror's cost proposal with respect to redesign and renovation of an existing building.

3.3 Offeror's cost proposal with respect to design and construction of a new building.

3.4 Offeror's cost proposals with respect to additional non-transaction advisory services provided pursuant to Scope of Procurement. Advisory services of less than 40 hours will not be paid by NMFA.

4.0 Recognition: 10 points

4.1 Recognition of offeror by industry entities for excellence/exceptional achievement in building design and construction.

5.0 New Mexico Experience: 5 points

5.1 Offeror's qualifications and experience in the State of New Mexico.

5.2 Knowledge of relevant Santa Fe and New Mexico building codes and law.

**C. EVALUATION PROCESS**

1.0 All Offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.

2.0 The Procurement Manager may contact the Offeror for clarification of the response as specified in Section II(B)(5).

3.0 The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section IV(B).

4.0 Responsive proposals will be evaluated utilizing the factors outlined in Section IV(A) that have been assigned a point value in order to assist the Evaluation Committee in selecting an Offeror(s) most advantageous to the NMFA. The responsible Offeror(s) whose proposal is most advantageous to the NMFA, taking into consideration the evaluation factors in Section IV, will be recommended for contract award.

**APPENDIX A  
ARCHITECTURAL AND ENGINEERING SERVICES**

**LETTER OF TRANSMITTAL FORM**

In acknowledgement of its intent to respond to this Request for Proposal the undersigned makes the following representations as required by the RFP.

OFFEROR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_

PHONE NO.:( ) \_\_\_\_\_ FAX NO.: ( ) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

FEDERAL EMPLOYER ID#: \_\_\_\_\_

The aforementioned firm and its authorized representatives hereby confirm and acknowledge:

1. This Proposal is a firm and irrevocable offer for a period of 180 days, beginning \_\_\_\_\_, 2021.
2. The Offeror is willing to perform all of the services as outlined in the RFP.
3. The Offeror is able to provide all of the services as outlined in the RFP beginning \_\_\_\_\_, 2021.
4. The Offeror accepts all terms and conditions as outlined in the RFP.
5. The following material is considered by the Offeror to be trade secret information:
6. The Offeror hereby acknowledges that the NMFA is subject to the Inspection of Public Records Act, (NMSA 1978 Ch. 14, Article 2) and the Offeror hereby indemnifies and agrees to hold the NMFA harmless for the release of any information, including information deemed confidential commercial information by the Offeror, if the NMFA reasonably believes the NMFA is permitted to release such information in accordance with law.
7. The Offeror hereby certifies that the undersigned is authorized to contractually bind the Offeror:

By submission of this cover letter, the Offeror hereby certifies that the above are true and correct statements.

\_\_\_\_\_  
Signature  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_