



NEW MEXICO  
**FINANCE AUTHORITY**

**QUESTIONS & ANSWERS TO  
REQUEST FOR PROPOSALS**

**Professional Services related to Regionalization of  
Public Water Systems**

DATE RFP ISSUED: January 15, 2025

DATE OF ANSWERS: February 7, 2025

**Question 1:** If awarded a contract under this procurement, would work with a community under this contract prevent a firm from working with that community in other capacities? For example, if we do a PER or AMP for a community under this NMFA contract, could we still complete the design for that community under a separate contract?

**Answer:** **The NMFA does not anticipate this being an issue, unless some conflict arises.**

**Question 2:** The Purpose states offerors should provide financial and administrative capacity development and direct technical assistance to public domestic water districts, companies and related capital improvement projects. Is it the intent of this RFP for Offerors to provide these services to any qualifying entity and/or project, e.g., including the largest municipal systems such as the Albuquerque Bernalillo County Water Utility Authority, the City of Rio Rancho, the City of Las Cruces, etc., or will there be a specific subset of entities that are eligible for the services in the RFP?

**Answer:** **A public domestic water or wastewater system will need to illustrate to New Mexico Finance staff an inability to provide these services. And based on “staff’s” recommendation, the Water Trust Board will determine which entity to provide the “on-call” services to.**

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**Question 3:** Under Qualifications of Offerors, Item 3. Community Organizers and Facilitators, it appears that residing within the community is a preferred criteria. How will this be ranked without having a specific list of communities qualifying for the services under this RFP?

**Answer:** **Yes, preference is to fulfill these services, to the fullest extent possible, with entities that are local. Determination of community organizers and facilitators will be based on staff’s review. As with all “on-call” services requested in this RFP, none are mutually exclusive, and several contracts can be awarded to provide these services.**

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**Question 4:** Under Section III.B.1.1, the Offeror must provide a statement agreeing to provide all the services requested in the Scope of Procurement. Is it the intent of the RFP that each Offeror is required to document their ability to provide services in all five areas listed in the Scope of Procurement (C.1 through C.5), or will Offerors be allowed to propose on individual work areas, such as only C.1?

**Answer:** **Offerors are not required to provide all the requested services, and can choose all, one, or several of the services to submit a response for.**

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**Question 5:** Under Section III.B.1.4., the Offeror must submit evidence of appropriate professional liability insurance. However, no minimum level of liability insurance is listed and no definition of appropriate is provided. Does NMFA have a minimum level of liability insurance that Offerors are required to meet?

**Answer:** **Professional liability of \$1 Million per occurrence and \$2 Million in total coverage.**

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**Question 6:** Under Section III.B.1.6, each Offeror needs to provide three references for the Offeror's "assurance and advisory services". Can you clarify what the RFP is seeking with regards to "assurance and advisory services" as this does not appear to align with the items listed in the Scope of Procurement?

**Answer:** **The request for the offeror to illustrate successful history of "advising" or providing "planning" services to the water or wastewater service providers on future system and/or infrastructure development.**

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**Question 7:** Is NMFA looking for respondents to compile teams to respond to this proposal to include all of the services required, or will NMFA be looking to hire different respondents for the different disciplines (Engineering, Attorneys, Community Organizers)?

**Answer:** **NMFA staff will assemble the necessary requested service providers, therefore, respondents will not need to assemble a team but can focus on providing the specific service they are looking to provide.**

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**Question 8:** Are Geospatial Mapping, Business Development and IT Services qualifications being sought as part of this procurement? There aren't any specific qualifications noted for these services.

**Answer:** **Geospatial Mapping services are being requested. Business Development and IT Services were intended to be removed from the RFP. There are no specific qualifications requested for providing Geospatial Mapping services beyond**

**the offeror acknowledging the ability to adequately provide those services.**

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**Question 9:** Are there any preferences (local/veteran) that are applicable to this procurement?

**Answer:** **The NMFA's Procurement Policy does contain a "Mainstreet" provision that encourages the solicitation, procurement and purchasing of goods and services from New Mexico businesses.**

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**Question 10:** Are there any requirements for the proposals? There aren't any page limitations, font requirements, etc. in the RFP.

**Answer:** **There are not any specific requirements on formatting of an offeror's responses.**

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**Question 11:** The Water Project Finance Act authorizes funding for multiple project types: (1) storage, conveyance or delivery of water to end users; (2) implementation of federal Endangered Species Act of 1973 collaborative programs; (3) wastewater conveyance and treatment; (4) restoration and management of watersheds; (5) flood prevention; or (6) water conservation or recycling, treatment or reuse of water as provided by law. Is the scope of services requested by the RFP intended to cover all six areas that qualify for water project funding under the Water Projects Finance Act?

**Answer:** **The technical assistance program was developed to provide services to water & wastewater services providers who can request on-line services in support of the project types that relate to water and wastewater system capacity development.**

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**Question 12:** Since New Mexico requires qualification-based selection for engineering projects, can the Fee Proposal be removed as part of the scored criteria for this solicitation?

**Answer:** **The Fee Proposal is required.**

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**Question 13:** If a Fee Proposal is required, should this just include a Fee Schedule? If a breakdown of tasks is required, could you provide a detailed scope associated with a project?

**Answer**      **Just a Fee Schedule is required, not a breakdown of tasks.**

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**Question 14:** Should a Fee Proposal be submitted as a separate document?

**Answer:**      **Yes, a Fee Proposal should be submitted as a separate document.**

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**Question 15:** The RFP asks for evidence of appropriate professional liability insurance. Please list the insurance requirements for this contract.

**Answer:**      **Professional liability of \$1 Million per occurrence and \$2 Million in total coverage.**

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**Question 16:** If we are selected for a contract, would this preclude us from providing services directly to the communities that utilize this contract?

**Answer:**      **No, as long as the Scope of Works are different and are not duplicate.**

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**Question 17:** Pursuant to RFP Section III. B. 2.1, kindly clarify NMFA's expectations regarding the fees to be included in the proposal. Specifically, does submittal of an offerors standard fee schedule meet the requirements of this section?

**Answer:**      **Yes, an offerors standard fee schedule meets the requirement RFP Section III.B.2.1**

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**Question 18:** Will NMFA be selecting more than one consultant?

**Answer:** Yes, NMFA will select multiple consultants; and multiple consultants within each respective request for “on-call” services.

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**Question 19:** If selecting more than one consultant, will NMFA be selecting consultant(s) for the specific discipline areas described in section I.C. Scope of Procurement?

**Answer:** Yes, multiple selections will be made, and multiple contracts will be awarded in each specific discipline.

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**Question 20:** Does providing planning or project management services through this contract preclude a contractor from preparing follow-on services, such as engineering services during design, bidding, construction, and closeout on the same project?

**Answer:** No, based on the scopes of work being different and not duplicated.

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**Question 21:** May we propose on only one of the three services listed in Section D?

**Answer:** Yes, you may respond to all, several or just one.

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**Question 22:** Is there a page limit for this proposal?

**Answer:** There are no specific format requirements, to include length of offerors proposal.

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**Question 23:** Could you please clarify if this proposal’s scope, as outlined in Section C.1 Engineering or Technical and Hydrologic Services, includes services for improving drinking water, sewer, and stormwater infrastructure improvements?

**Answer:** Refers to professional services provided by engineers & technical experts who use their knowledge of water flow and management (hydrology) to assess, design, and implement upgrades to existing systems that deliver clean drinking water, collect wastewater, including identifying potential issues, proposing solutions to improve overall water infrastructure efficiency and resilience.

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**Question 24:** Can you please clarify NMFA's criteria and process ("endeavor to contact the Offeror before releasing" ...but under no obligation) for deciding whether or not documents are kept confidential?  
And if so, how do we specifically mark and designate these to ensure they remain confidential?

**Answer:** The NMFA is subject to the State's open records laws. Should an Offeror deem a portion of its response confidential, the Offeror should expressly indicate which material it believes is confidential. Notwithstanding such designation, the NMFA will comply with applicable law.

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