### **GENERAL APS PROPOSAL DOCUMENTS**

### **INSTRUCTIONS TO THE DESIGN PROFESSIONAL**

**December 19, 2016**

1. The Design Professional (DP) shall consult with the APS FD+C Staff Architect when editing these documents.
2. These documents are a Request for Proposals (RFP) from General Contractors for Qualifications and Pricing for a specific project.
3. These documents replace the traditional Instructions to Bidders.
4. The DP is to edit all highlighted (yellow) text based on project-specific requirements.
5. These documents are best edited after the 95% construction documents review, since the bid calendar dates and RFP # (aka ITB #) are dependent upon the documents being ready to bid. Also, the DP’s final cost estimate is needed for the two subcontractor listing forms.
6. The RFP # (ITB #) is requested from the APS Procurement Department Construction Buyer.
7. The 3 digit project number is the number assigned to the project in the APS/FD&C eBuilder project management website.
8. These documents contain options depending on whether or not PSFA funding is used for the project; also, Section 01 3115 Project Management Communications is changed depending on whether or not PSFA funding is provided.
9. APS FD+C may require the use of Bid Lots, Alternates, and/or Allowances as part of the RFP pricing. Coordinate with the Staff Architect.
10. The APS “boilerplate” consists of Division Zero (00) documents, which usually include Cover Page (Architecture and Engineering Firms), Contents, RFP Legal Ad, the Request for Proposals, Appendix A - General Contractor Qualifications submittal with Attachments, Appendix B - Subcontractors Qualifications submittal with Attachments, Appendix C – Subcontractor Listing Form, Appendix D – Price Proposal, Appendix E - Bond Form, Appendix F – Agent’s Affidavit, Appendix G – Campaign Form, Appendix H – Conflict of Interest Form, and Appendix I – Listing Form for Subcontractor Qualifications Questionnaire.
11. The DP is to edit footers and headers for the RFP # (ITB #) and other project-specific information.
12. The DP is to edit the project name and project number whenever these fields appear in the RFP.
13. Delete this page of instructions once all items have been completed.

### **APS Proposal documents – 2012.1 edition**

### **PROJECT CONTACTS**

**PROJECT: (School Name)**

**(Project Name)**

**ADDRESS: (School Address)**

**OWNER:** The Board of Education

Albuquerque Municipal School District No. 12, Bernalillo and Sandoval Counties, New Mexico

(hereinafter, “APS”)

**OWNER’S PROJECT CONTACT:** Karen Alarid, AIA, Director

Facilities Design & Construction

915 Oak Street SE

Albuquerque, N M 87106

(505) 848-8818

Alarid\_k@aps.edu

**OWNER’S PROCUREMENT CONTACT:** Rennette R. Apodaca, MPA, CPPO

Procurement Division

6400 Uptown Blvd NE

Suite 500-E

Albuquerque, NM 87110

(505) 878-6112

rennette.apodaca@aps.edu

**DESIGN PROFESSIONAL OF RECORD:** [Insert Name]

[Insert Address}

[Insert City, State, Postal Code]

Insert Phone and Fax Numbers

(505) (fill in)]

**APS PROJECT MANAGER:** [Insert Name]

Facilities Design & Construction

915 Oak Street SE

Albuquerque, NM 87106

(505) [Insert Direct Phone No.]

00 0000-1

**ARCHITECTURAL AND ENGINEERING FIRMS**

Architectural and engineering firms participating in this project are as follows:

[Insert names of firms below]

ARCHITECT:

CIVIL ENGINEER:

ELECTRICAL ENGINEER

INTERIORS

MECHANICAL ENGINEER

LANDSCAPE ARCHITECT

STRUCTURAL ENGINEER

00 0000-2

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Appendix B Subcontractor Statement of Qualifications and Attachments A – F

Appendix C Subcontractor Listing Form (including Subcontractor Listing Requirements and Assignment of Anti-Trust Claims)

Appendix D Price Proposal for Lump Sum Contract

Appendix E Bond Review and Approval Form

Appendix F Agent’s Affidavit

Appendix G Campaign Contribution Disclosure Form

Appendix H Conflict of Interest Form and Disbarment/Suspension Certification Form

Appendix I Listing Form 00 4334 - Subcontractor Qualifications Questionnaire

00 3100 Supplemental Information (Asbestos Considerations)

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00 4000 Enumeration of the Contract Documents

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00 7000 General Conditions

00 8100 List of Drawings

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**Advertisement Dates:** (Month)(Day), 20\_\_ , (Month)(Day), 20\_\_ & (Month)(Day), 20\_\_

**ALBUQUERQUE PUBLIC SCHOOLS**

**REQUEST FOR PROPOSAL FOR**

SCHOOL NAME

PROJECT NAME

RFP No. 00-000XX-XX

**For Contracting Agency: ALBUQUERQUE PUBLIC SCHOOLS**

**Contact Person:** Michael Madrid, CPPB, Construction Buyer

**Address:** Albuquerque Public Schools (APS)

Offsite Procurement Office

Lincoln Complex, Building M, Room M174

912 Oak Street, SE

**City/State/Zip:** Albuquerque, NM 87106

**Telephone:** 505-848-8826 **Fax:** 505-842-4608 **E-Mail:** michael.madrid@aps.edu

**DEADLINE FOR RECEIPT OF PROPOSALS IS AS FOLLOWS:**

**DATE: 00/00/0000 TIME: 00:00 (AM or PM) Local time**

**DELIVER TO: ALBUQUERQUE PUBLIC SCHOOLS,** Offsite Procurement Office, Lincoln Complex, Building M, Room M174; 912 Oak Street, SE; Albuquerque, NM 87106

**The date and time received will be stamped on the proposals by the District offices. Late Proposals will not be accepted. It is the responsibility of the Offeror to ensure that proposals are delivered on time to the correct address and in the correct format per the RFP Requirements.**

**A MANDATORY PRE-PROPOSAL CONFERENCE shall be held as follows:**

**DATE: 00/00/0000 TIME: 2:00 PM Local time**

**LOCATION:**  (Name and Street Address for Conference)

**CITY/STATE/ZIP:** Albuquerque, NM 87106

Pre-proposal meeting is mandatory for the Prime Contractors; subcontractors are encouraged to attend but are not required.

Proposal Documents may be obtained at Academy Reprographics upon payment of **$150.00** for each complete set. CHECKS SHOULD BE MADE PAYABLE TO ALBUQUERQUE PUBLIC SCHOOLS. Incomplete sets will not be issued. A compact disc containing the RFP documents only is available for a fee of ten dollars ($10.00) from Academy Reprographics. The successful Offeror will receive a refund of his deposit, and any unsuccessful Offeror who returns the Proposal Documents in good and complete condition within fifteen (15) days of the Proposal Opening will also receive refund of this deposit. No deposits will be returned after the fifteen‑day period.

PROPOSAL DOCUMENTS MAY BE REVIEWED AT THE FOLLOWING LOCATIONS:

1. Dodge Reports, Telephone: (505) 565-2440
2. Construction Reporter, Telephone: (505) 243‑9793
3. Academy Reprographics website: www.academyplans.com (505) 821-6666

**NOTE: Visit APS Procurement Website:** [**http://www.aps.edu/procurement/current-bids-and-rfps**](http://www.aps.edu/procurement/current-bids-and-rfps) **to review additional information regarding this project.**

\* \* \* \*

Albuquerque Public Schools

Procurement Division

Rennette R. Apodaca, MPA, CPPO

Procurement Director



**REQUEST FOR PROPOSALS**

**FOR**

**CONSTRUCTION**

**RFP Number: 00-000XX-XX**

**(PROJECT NAME)**

**Albuquerque, New Mexico**

**APS Project No. 0000.0000**

**(Month) (Day), 20\_\_**

**ALBUQUERQUE PUBLIC SCHOOLS**

**CAPITAL OPERATIONS**

**FACILITIES DESIGN & CONSTRUCTION**

**AND**

**OFFSITE PROCUREMENT OFFICE**

**LINCOLN COMPLEX, BLDG. M, ROOM M174**

**912 OAK STREET, SE**

**ALBUQUERQUE, NM 87106**

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5. Bond Review and Approval Form
6. Agent’s Affidavit
7. Campaign Contribution Disclosure Form
8. Conflict of Interest Form and Debarment/Suspension Certification Form
9. Listing Form 00 4334 – Subcontractor Qualifications Questionnaire

**I. OVERVIEW OF RFP AND PROJECT**

1. **PURPOSE OF THIS REQUEST FOR PROPOSALS**

Albuquerque Public Schools (APS) is requesting competitive sealed proposals with the intent of entering into a contract with a general contractor for the purpose of providing the construction services for the project identified in this RFP.  Any contract awarded as a result of this solicitation will be in effect from date of award until the completion of the project. All potential Offerors are to read, understand and accept the requirements of this Request for Proposals (RFP), especial­ly the **mandatory requirements**.

**This is a qualifications-based selection with cost as a consideration.** The Offeror is required to provide, as part of the Technical Proposal, the qualifications and other documents requested in this RFP. The Price Proposal will be evaluated separately from the Technical Proposal.

The award of a contract for construction shall take into consideration certain contractor qualification and performance factors that add value to a procurement contract. Factors such as contractor past performance, technical expertise and experience, management capabilities and resources, subcontractor teams and craft personnel resources, will form the basis for the criteria to be considered, in addition to lump sum price to perform the scope of work. Award shall be made in accordance with the terms conditions, and requirements stated herein.

1. **BACKGROUND – ALBUQUERQUE PUBLIC SCHOOLS**

Albuquerque Public Schools (APS) is the nation’s 28th largest school district covering a 1200 square mile geographical area that encompasses all of the Albuquerque metro area in Bernalillo County and one location in Sandoval County, New Mexico.  An elected board of seven members serving staggered terms of four years each governs the district.  The Albuquerque school district maintains the largest collection of public buildings in the state with approximately 14 million square feet of traditional school buildings, portable classrooms and administrative offices.  The district strives to keep pace with Albuquerque’s growth.  The approximately 90,000 APS students plus 5000 charter school students and 13,000 employees require a continuous building program that includes remodeling or refurbishing projects, new additions and new schools.

1. **PROJECT DESCRIPTION**

The project is described as:

(Insert Project Description here)

1. **PROJECT FUNDING**

Albuquerque Public Schools has funds to administer this project and will be referred to throughout the contract documents as the “Owner”.

1. **MANDATORY PRE-PROPOSAL MEETING**

**Attendance at the pre-proposal meeting is mandatory. The pre-proposal meeting will be conducted at (Location and Address) on (Month) (Day), 20\_\_ at \_:00 \_M local time. All prime contractors who intend to submit a proposal for this project, must attend this meeting. A tour of the project site (will OR will not) be conducted following the pre-proposal meeting.**

1. **PROPOSAL SECURITY**

Offeror shall provide proposal security in the form of a surety bond executed by a surety company authorized to do business in the State of New Mexico in the amount of **5%** of the total price proposal, or the equivalent in cash by means of a cashier's check or in a form satisfactory to the Owner, must accompany each price proposal.

The Offeror will provide, with the proposal, a notarized declaration from a bonding company licensed to do business in the State of New Mexico confirming the Offeror’s ability to obtain Performance; Labor, and Materials Payment Bond in an amount not less than 100% of the price proposal.

No Offeror may withdraw his proposal for **45 days** after the actual date of the opening thereof.

1. **SUBCONTRACTOR LISTING FORMS**

This RFP includes two Subcontractor Listing Forms, each with its own value threshold and separate meaning. The “Combined List of Subcontractors and Assignment of Anti-Trust Claims” is included as Appendix C and must be completed and included in the Price Proposal. The “Listing Form 00 4334 for Submission of Subcontractor Qualifications Questionnaires” is included as Appendix I and must be completed and included in the Technical Proposal – Volume 2.

**[Use the first paragraph H below if the project is funded solely by APS; delete the second paragraph H.]**

1. **Project Management Software**

The successful Offeror shall purchase, at the Offeror’s expense, one or more seat licenses for APS’s Project Management Software, as needed for the General Contractor. Subcontractors are not required to purchase licenses. APS will provide training on the use of the project management software. Further, the successful Offeror is required to work with APS Staff Architect and the Design Professional to ensure the all project communication, correspondence, submittals, change orders, pay requests, etc. are submitted, maintained and managed through APS’s web-based Project Management Software.

**[Use the second paragraphs H below if the project is funded partially or wholly by NM PSFA; delete the first paragraph H above.]**

1. **Project Management Software**

Since the Public School Facilities Authority (PSFA) is providing a substantial portion of the funding for this project, all project communications and administrative actions, (including Pay Applications, Submittals, RFI’s, MCR’s, Change Orders, etc.), will take place on the PSFA’s “eBuilder” electronic project management platform. The PSFA will provide one license seat and training to the General Contractor at no cost. Additional seat licenses may be purchased from eBuilder for an annual fee. (If the contractor already maintains multiple seat licenses for APS’s eBuilder platform, these will NOT be able to support PSFA’s eBuilder functions.)

Although APS Facilities, Design & Construction will maintain their own “eBuilder” project management system for certain project functions, the General Contractor will NOT be required to use or to purchase a license for the APS eBuilder system.

1. **New Mexico Prevailing Wage Rates**

Wages to be paid as a result of a contract awarded for this project will be subject to the minimum wage rate determination by the State of New Mexico, which is included in the Project Manual. This determination will become part of the contract by reference and must be posted, per State of New Mexico Statutes, in a conspicuous place at the General Contractor’s place of business. It is the General Contractor’s responsibility to be aware of the applicable State of New Mexico statutes and responsibilities related thereto. Failure by the Owner to physically make such minimum wage rate determinations available to the General Contractor will not relieve the General Contractor from becoming aware of or complying with such determinations.

1. **PERMITS, PLAN CHECKING FEES, OTHER CHARGES**

Offerors shall include as part of the Price Proposal all costs incurred for permits relating to this scope of work, including any Plan Checking Fees as charged by the City of Albuquerque (or any other applicable entity or agency with jurisdiction over the project) for checking Contract Documents prior to obtaining a building permit. Additionally, the Owner will not pay for business licenses, professional affiliations and similar costs of doing business which are the Offeror's obligation to secure and maintain. The cost of all bonding will be paid by the Offeror and will not be paid by the Owner. These costs are to be included in Offeror’s Price Proposal.

1. **APS BEHAVIORAL Policies Apply to Contractor’s Personnel**

All current behavioral policies of the APS Board of Education such as, but not limited to, “no smoking” and “no alcoholic beverages” on APS property, shall be deemed to be in force for the Contractor’s work forces when they are on APS property, including the project work site.

1. **METHOD OF AWARD:**

The Owner intends to award this Project to the highest ranked Offeror in accordance with the Request For Proposals requirements. The Owner reserves the right to reject any and all proposals, to waive technical irregularities, and to award the contract to the Offeror whose proposal it deems to be in the best interest of the Owner.\*

**\*NOTE: Please read all of the RFP documents carefully for mandatory requirements.**

**II. CONDITIONS GOVERNING THE PROCUREMENT**

This section lists the major events of the Selection Process and specifies general requirements.

1. **SEQUENCE OF SELECTION PROCESS EVENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Event** | **Responsible Party** | **Date** | **Location** |
| 1. | Issue RFP | APS Procurement | (Month)(Day), 201\_ | Public Advertisement |
| 2. | RFP and Construction Documents Available to Potential Offerors | Contract Architect | (Month)(Day), 201\_ | Academy  Reprographics, Albuquerque, NM |
| 3. | **Mandatory** **Pre-proposal Conference** | **FD+C and Design Professional** | **(Month)(Day), 201\_**  **­\_:00 AM or PM** | **(Address of Location)** |
| 4. | Submission of Requests for Prior Approval of Product Substitutions | Potential Offerors | (Month)(Day), 201\_  ­before 3:00 PM deadline | Sent to Design Professional’s office |
| 5. | Submission of Written Questions | Potential Offerors | (Month)(Day), 201\_  ­before 3:00 PM deadline | Sent to Design Professional’s office |
| 6. | Release of Last Addendum Prior to Submission of Proposals | FD&C and Design Professional | (Month)(Day), 201\_  2:00 PM deadline | Issued to All Potential Offerors |
| 7. | **Submission of Price Proposals – Volume 1** | Offerors | **(Month)(Day), 201\_**  **2:00 PM deadline** | **APS Offsite Procurement Office, Lincoln Complex, Bldg. M, Room M174, 912 Oak Street, SE** |
| 8. | **Submission of Technical Proposals – Volume 2** | Offerors | **(Month)(Day), 201\_ 2:00 PM deadline** | **APS Offsite Procurement Office, Lincoln Complex, Bldg. M, Room M174, 912 Oak Street, SE** |
| 9. | Proposal Evaluation | Evaluation Committee | (Month)(Day), 201\_ | APS FD+C Offices |
| 10. | Notice of Finalists (if interviews are held) | APS Procurement | To be determined, (only if needed). |  |
| 11. | Interviews of Finalists (if interviews are held) | Evaluation Committee | To be determined, (only if needed). | APS FD+C Offices |
| 12. | Professional Courtesy Letter | APS Procurement | 1 Day following final Evaluation Committee Meeting |  |
| 13. | Notice of Intent to Award | APS FD+C | 1 Day following final Evaluation Committee Meeting |  |
| 14. | Contract Negotiations Completed | Successful Offeror | Approx. (Month)(Day), 201\_ | APS FD+C Offices |
| **15.** | **APS Board Approval** | **APS FD+C** | **Approx. (Month)(Day), 201\_** | **APS Board Meeting** |
| **16.** | **Notice of Award** | **APS FD+C** | **Approx. (Month)(Day), 201\_** | **APS FD+C Offices** |

**NOTICE: APS reserves the sole right, without incurring any liability, to change any aspect of the proposed procurement described above, including the right not to proceed with the procurement and/or the right to proceed in a different manner or on a different timeline than as described above.**

1. **EXPLANATION OF SELECTION PROCESS EVENTS**
2. **Issue RFP**

This RFP is issued by the Albuquerque Public Schools in accordance with the provisions of Sections 13-1-111 and 13-1-117 NMSA 1978, General Government Administration Procurement Regulations NMAC 1.4.1.29 through 1.4.1.47, and General Government Administration Procurement Code Regulations for Use of Competitive Sealed Proposals for Construction and Facility Maintenance, Services and Repairs, NMAC 1.4.8.1 through 1.4.8.17.

The Request for Proposals (RFP) documents consist of all the documents listed in the Table of Contents and all documents incorporated in this RFP by reference, including the complete Project Manual, Technical Specifications, and Construction Drawings.

1. **RFP and Construction Documents Made Available to Potential Offerors**

Proposal Documents (RFP, construction drawings, & specifications) may be obtained at Academy Reprographics upon payment of **$150.00** for each complete set. CHECKS SHOULD BE MADE PAYABLE TO ALBUQUERQUE PUBLIC SCHOOLS. Incomplete sets will not be issued. A compact disc containing the RFP documents only is available for a fee of ten dollars ($10) at Academy Reprographics. The successful Offeror will receive a refund of his deposit, and any unsuccessful Offeror who returns the Proposal Documents in good and complete condition within fifteen (15) days of the Proposal Opening will also receive a refund of this deposit. No deposits will be returned after the fifteen‑day period.

RFP & Construction Documents may be reviewed at the following locations:

**Design Professional of Record: (A/E Firm Name)**

**Address: (A/E Firm Street Address)**

**(A/E Firm City/State/Zip)**

**Telephone: 505-000-0000**

1. Dodge Reports, Telephone: (505) 565-2440
2. Construction Reporter, 1609 Second Street NW, Albuquerque, NM 87102 Telephone: (505) 243‑9793
3. Academy Reprographics website: www.academyplans.com (505) 821-6666
4. **Mandatory Pre-Proposal Conference**

This meeting provides potential Offerors an opportunity to request clarification about the procurement process and discuss the intent of the project with FD+C and the user. A representative from each interested prime contractor is required to attend. Subcontractors and suppliers are invited to attend this meeting but it is not mandatory for them.

**THE PRIME CONTRACTOR’S ABSENCE FROM THE MANDATORY PRE-PROPOSAL MEETING PRECLUDES PARTICIPATION AS AN OFFEROR ON THIS PROJECT.**

During the meeting a presentation will be made to describe the overall scope of work and intended schedule. This meeting (will or will not) include a tour of the project site and existing facilities. In addition to attending the pre-proposal meeting, Prospective Offerors shall visit the site and understand the local conditions and restrictions under which the Work will be performed.

To arrange for access to the project site, contact the APS Staff Architect/Engineer:

APS Facilities Design & Construction

(Name of Staff Architect/Engineer), APS Staff Architect (or Engineer)

Phone: (505) 000-0000

Albuquerque, NM 87106

Email: [(email](mailto:mason_t@aps.edu) for Staff Architect/Engineer)

1. **Submission of Requests for Prior Approval of Product Substitutions**

Requests for prior approval of product substitutions shall follow the requirements of Project Manual Section 01 6300-1 Product Substitution Procedures, including submitting the Prior Approval Substitution Request Form 01 6310-1. The deadline for requests is set at least 10 calendar days prior to the Proposal Submission date to allow the Design Professional to evaluate the request and respond in an addendum.

1. **Submission of Written Questions**

This deadline for the submission of written questions is set at least 7 calendar days prior to the Proposal Submission to allow the APS and the Design Professional to respond in an addendum.

**All questions, both those regarding the selection process and those regarding technical construction issues, shall be submitted in writing to the Design Professional, who will route them to APS Procurement or APS Facilities Design & Construction, as required. Responses to all questions will be incorporated into Addenda issued subsequently by the Design Professional.**

Design Professional: **(A/E Contact Name)**

**(A/E Firm Name)**

**(A/E Firm Street Address)**

**(A/E Firm City/State/Zip)**

**Telephone: 505-000-0000**

**Fax: 505-000-0000**

**E-mail: (email address)**

APS Procurement Contact: **Michael Madrid, CPPB, Construction Buyer**

**APS Offsite Procurement Office**

**Lincoln Complex, Building M, Room M174**

**912 Oak Street, SE**

**Albuquerque, NM 87106**

**Telephone: 505-848-8826**

**Fax: 505-842-4608**

**E-mail: michael.madrid@aps.edu**

1. **Last Addendum Prior to Submission of Proposals**

This is the deadline by which the Design Professional must issue all addenda for the project so that Offerors have time to finalize their proposals, and is set at least 4 calendar days prior to the Proposal Submission. The only exception to this deadline is issuance of an addendum that postpones the date for the Submission of Proposals.

By this deadline, the Design Professional (in consultation with APS Procurement and FD+C) shall have responded by addendum to all properly submitted Requests for Prior Approval and all properly submitted written questions.

All addenda shall become part of the Request for Proposals and any information required shall be included in each Offeror’s proposal. The Design Professional will distribute all addenda in writing to all recipients of the RFP.

1. **Submission of Price Proposals, and**
2. **Submission of Technical Proposals**
3. Receipt of Proposals:

Each proposal will consist of Volume 1 - Price Proposal (one original) and the Volume 2 - Technical Proposal (one original and five copies). These two volumes shall be submitted in two separate sealed envelopes or packages. Clearly label each envelope or package with the RFP number, volume number & name, Offeror’s name, address and date of submittal.

**Offeror shall deliver proposals to:**

**Albuquerque Public Schools (APS)**

**Offsite Procurement Office**

**Lincoln Complex, Building M, Room M174**

**912 Oak Street, SE**

**Albuquerque, NM 87106**

**ATTENTION: Michael P. Madrid, CPPB, Construction Buyer**

**Telephone: 505-848-8826**

APS Procurement will time-stamp proposals upon arrival at the Offsite Procurement Office and hold in a secure location. A public log will be kept of the names and submittal times of all proposals**. Proposals delivered after the deadline will be deemed non-responsive, and will be returned unopened to the Offeror.** It is solely the Offeror’s responsibility to ensure that Proposals arrive at the appointed date, time and location. Proposals may be delivered early to avoid any possible delay of the submission.

Proposals may be hand carried/delivered or shipped/mailed by common carrier, courier of US Postal Service. **No other method of delivery will be allowed. Telephone, telegraphic, facsimile offers will NOT be accepted.**

1. Opening of Proposals: Proposals will NOT be opened publicly and shall not be open to public inspection until after an Offeror has been selected for award of the contract. The APS Construction Buyer will designate one or more witnesses to be present during the opening of the proposals. The witness(es) and Construction Buyer will sign an affidavit identifying the offerors’ proposal contents for the procurement file.
2. **Proposal Evaluation**

The Evaluation Committee will meet to review all proposals. The technical proposal evaluation will be scored first and independently of the price proposal evaluation, as described in detail in a later section of this RFP. The Evaluation Committee may decide to hold interviews with the highest-ranked Offerors. The Evaluation Committee reserves the right to award the contract without interviews. If fewer than three proposals are received, the Evaluation Committee may recommend award or may reissue the RFP. The Committee shall determine the rankings without the possibility of a tie.

1. **Notice of Finalists (if interviews are to be held)**

If the Evaluation Committee decides to hold interviews, APS Procurement shall notify all Offerors in writing stating which Offerors will be invited to interview.

Note: The Evaluation Committee may hold interviews with the highest-ranked proposals, where there is a natural break in the scoring. The number of interviews, if held, will be at the discretion of the Evaluation Committee. The Evaluation Committee reserves the right to award the contract without interviews. If interviews are not held, the decision shall be documented for the procurement file.

1. **Interviews of Finalists (if interviews are held)**

If interview(s) are to be held, the date, time, and location of the Interview Meeting will be included with the notice to those Offerors selected for interview. A list of questions shall be distributed to the Finalist Offerors that includes the points to be allocated to each question.

NOTE: A “Pre-Interview” meeting may be held by APS Procurement, if it is determined it is in the best interest of the short-listed Offerors and the Project, to answer questions regarding the interview process, and to distribute the list of prepared questions to be addressed.

1. **Professional Courtesy Letter**

APS Procurement shall prepare a Courtesy Letter to all Offerors stating which Offeror is being recommended to the Board of Education for award of the contract. FD+C shall prepare the recommendation to the Board for award of the Project.

APS Procurement will maintain at least one copy of each Offeror’s proposal. Proposals are open for public inspection after the award and conclusion of successful contract negotiations.

1. **Notice of Intent to Award**

APS FD+C shall prepare the Notice of Intent to Award to notify the highest ranking Offeror in writing of their selection for a tentative contract award.

1. **Contract Negotiations**

The Owner reserves the right to enter into negotiations with the apparent successful Offeror per NMSA 13-1-115, and will begin contract negotiations as soon as possible after the Notice of Intent to Award. If contract nego­­ti­ations are not finalized within a reasonable period of time, the Owner may conclude negotiations with the selected firm and begin negotia­tions with the next ranked firm based on final rank­ing.

1. **APS Board Approval**

APS FD+C shall present the selected Offeror’s proposal to the Board of Education for approval, first by the Capital Outlay/Technology Committee of the Board, and then by the full Board, at their next regularly scheduled meetings.

1. **Notice of Award**

APS FD+C shall prepare the Notice of Award and send it to the selected Offeror.

1. **STANDARD CONDITIONS GOVERNING THE PROCUREMENT**

This section contains guidelines under which this RFP is issued, and conditions concerning how the project will be completed.

The Owner may evaluate the Proposals based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Proposals and re-solicit for new Proposals, or to reject any and all Proposals and temporarily or permanently abandon the Project, should the need arise. Owner makes no representations, written or oral, that it will enter into any form of agreement with any Offeror.

1. **Protests**

In accordance with Section 13-1-172 NMSA 1978, any Offeror who is aggrieved in connection with a solicitation or the award of a contract may protest to the Procurement Director. The protest must be submitted in writing within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest. Protests must be submitted in written form to:

Rennette R. Apodaca, MPA, CPPO

Executive Director – Procurement and Accounts Payable

6400 Uptown Blvd. NE, Suite 600

P.O. Box 25704

Albuquerque, NM 87110

The protest letter shall include the name and address of the protestant, the solicitation number, and a statement of the grounds for protest, including appropriate supporting exhibits.

1. **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.

1. **Third-Party or Subcontracting GC Contract Responsibilities**

Direction of all work that may result from this procure­ment must be performed by the Offeror and payments will only be made to the Offeror. Use of consultants identi­fied in the proposal is permitted, but since the award is made on a quality-based evaluation process, reassignment of GC duties and responsibilities to a third party is not acceptable

1. **Amendments or Modifications to a Proposal by Offeror**

An Offeror may submit an amended proposal prior to the deadline for receipt of proposals. Such an amended proposal must be a complete replacement for a previously submitted proposal and must be clearly identified as such in the transmittal letter. Owner personnel will not collate or assemble proposal materials for the Offeror.

1. **Offeror’s Rights to Withdraw Proposal**

No Offeror may withdraw their proposal for **45 days** after the actual date of the receipt thereof (Proposal Due Date).

1. **Disclosure of Proposal Contents**

Proposal contents will be kept confidential until conclusion of successful contract negotiations. At that time, all proposals will be open to the public, except for the material which has clearly been noted and determined by the APS Procurement to be proprietary or confidential as noted by the Offeror.

1. **Confidential Data**

Confidential data is normally restricted to confidential financial information concerning the Offeror’s organization and data that qualifies as a trade secret under the Uniform Trade Secrets Act, Sections NMSA 1978 § 57-3A-7. Any pages of a proposal on which the Offeror has stamped or imprinted “proprietary” or “confidential” must be readily separable from the proposal in order to facilitate public inspection for the non-confidential portion of the qualifications-based proposal.

1. **Termination of RFP**

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the Owner deter­mines such action to be in the best interest of APS. The RFP process may be terminated at any time if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the Offeror. The FD+C’s decision as to whether sufficient appropriations and authorizations are available will be accepted by the Offeror as final.

1. **Sufficient Appropriation**

Any contract awarded as a result of this RFP process may be terminated if sufficient appro­pri­ations or authorizations do not exist. Such termination­ will be effected by sending written notice to the contrac­tor. The Owner's decision as to whether sufficient appropria­tions and authoriza­tions are available will be accepted by the con­tractor as final.

If the determination is made that there is insufficient funding to continue or finalize a project, the successful Offeror will be compensated to the level of effort performed, as autho­rized by the Owner prior to that determi­nation.

1. **Offeror Qualifications**

The Evaluation Committee may consider any relevant information or data, from any reliable source (references) relating to the RFP evaluation factors and the Offeror’s ability to successfully perform the project. Such information may be obtained from the Offeror’s prior customers, commercial and public databases or other reliable sources. The Offeror shall furnish to Owner all such information and data for this purpose as Owner may request including but not limited to proof of financial resources, production or service facilities, personnel and experience adequate to complete the project. Owner reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Offeror fails to satisfy Owner that such Offeror is qualified to carry out the obligations of the Contract and to complete the work described therein.

The Evaluation Committee may reject the propos­al of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13‑1‑83 and 13‑1‑85 NMSA 1978.

1. **Right to Waive Technical Irregularities**

The Evaluation Committee reserves the right to waive technical irregularities per 1.4.1.42 NMAC 2005, (see “Technical Irregularities” in Definitions and Terminology section below). The Evaluation Committee also reserves the right to waive manda­tory requirements provided that all of the otherwise respon­sive proposals failed to meet the same mandatory require­ments and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discre­tion of the Evaluation Committee.

1. **Potential Civil and Criminal Penalties**

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

1. **Release of Information**

Only the Owner, and the Design Professional when acting as the Owner’s representative, are authorized to release information about the project(s) covered by this RFP. The Offerors must refer to the Owner any requests to release any infor­ma­tion that per­tains to the work or activities covered by any action or award related to this RFP.

1. **Clarifications from Offerors**

The Evaluation Committee, after review of the proposals and/or Interviews may request clarifications on information submitted by any and all Offerors in a written format, with a specified deadline for response.

1. **Licensing Requirements**

The Contractor and subcontractors shall comply with all licensing laws and regulations. The Contractor shall, as part of the proposal, provide copies of all of the Contractor’s valid licenses necessary to perform the work in the State of New Mexico. Copies of the subcontractors’ licenses need be provided only if requested of the Owner.

1. **Subcontractors**

The Subcontractors Fair Practices Act, 13-4-31 et. seq. per NMAC 1.4.8.13, para. C applies to this procurement. Therefore, any request for substitution on the part of the Owner or the Offeror shall comply with this section.

Since the award is made on a qualification-based evaluation process, replacement of subcontractors after award and prior to contract execution may cause the Offeror to be disqualified.

1. **Objection to Pre-Listed Subcontractors**

Prior to the award of the Contract, the Design Professional will notify the Offeror, in writing, if either the Owner or the Design Professional, after due investigation, has reasonable and substantial objection to any person or organization on such list, and refuses in writing to accept such person or organization, the Offeror may, at their option, (1) withdraw their bid, or (2) submit an acceptable substitute Subcontractor with no increase in the bid price. In the event of withdrawal under this paragraph, Bid Security will not be forfeited, notwithstanding anything to the contrary elsewhere in this RFP.

1. **Non-Conforming Proposals**

Proposals will be reviewed, for completeness, format and compliance with the requirements of the RFP. Incomplete proposals will be considered non-responsive and subject to rejection.

Proposals that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by the Owner, at its option.

If any proposal is deemed non-responsive by the Evaluation Committee, the Offeror will be notified in writing of such determination

1. **DEFINITIONS AND TERMINOLOGY**

This section contains defini­tions that are used through­out this Request for Proposals (RFP), including appropriate abbreviations.

**“Albuquerque Public Schools”:** Board of Education, Albuquerque Municipal School District Number 12, Bernalillo and Sandoval Counties, New Mexico (also called “APS”).

**“APS”:** Board of Education, Albuquerque Municipal School District Number 12, Bernalillo and Sandoval Counties, New Mexico.

**“Architect”** means a member of the project team who is a New Mexico licensed architect and is responsible for the architectural services.

**“Award of Contract”** shall mean a formal written notice by the District that a firm has been selected to enter into negotiations for a contract for construction services.

**“Construction Contractor”** means successful Offeror awarded the contract that holds a current State of New Mexico general contractor license designation of GB-98.

**“Contract”** means an agreement between Albuquerque Public Schools and a New Mexico licensed contractor for the work covered by this RFP.

**“Contract Documents”** means any one, or combination, of the following documents: Request for Proposal, Addenda, Agreement Between the Owner and the General Contractor for Construction, General Conditions of the Contract for Construction, and the drawings and specifications.

**“Contractor**” means any person, corporation, or partnership that has entered into a contract with a state agency or a local public body.

**“Design Professional”** means architect or engineer.

**“Determination”** The written documentation of a decision made by the Evaluation Committee including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

**“Engineer”** means a member of the project design team who is a New Mexico licensed engineer and is responsible for the engineering services.

**“Evaluation Committee”** A body constituted in accordance with Section 1.4.8.16 NMAC 2005 to evaluate proposals and make selection recommendation and or selection. The Evaluation Committee consists of at least five members. The committee should collectively possess expertise in the technical requirements of the project, construction, design and contracting. The Evaluation Committee is chaired by the Director of the FD+C. The APS Construction Buyer serves as staff to the Evaluation Committee.

**Facilities Design + Construction (FD+C):** A department of Albuquerque Public School (APS). FD+C is the entity requesting proposals.

**“Firm”** means the company or other business entity referenced under 1.4.8 NMAC for the purpose of identifying, individually or collectively: a general contractor, a prime contractor or a subcontractor, of any tier, whether basic trade subcontractor, subcontractor or other.

**“General Provisions” -** The terms **“can”, “may”, “should”, “preferably”,** or **“prefers”** identifies a desirable or discretionary item of the RFP. Failure to comply with such an item will not result in the rejection of the Offerors proposal.

**“LEED®”** (Leadership in Energy and Environmental Design) Green Building Rating System™ is a voluntary, consensus-based national standard for developing high-performance, sustainable buildings, created and administered by the U.S. Green Building Council.

**“Mandatory Requirements”** - The terms **“must,”** **“shall,” “will,” “is required,”** or **“are required”** identify a mandatory requirement of this RFP. Failure to comply with such a mandatory factor may result in the rejection of the Offeror’s proposal. Rejection of the proposal will be subject to review by the Evaluation Committee and a final decision on rejection will be made by the FD+C Director.

**“Offeror”** is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP, with the intent of providing construction services for this project.

**“Owner”,** as defined in the Agreement Between the Owner and Contractor, shall be the Facilities Design & Construction Department of Albuquerque Public Schools.

**“Owner’s Project Team”** is comprised of the FD+C and others in the APS District, FD+C Construction Staff Architect, Construction Manager, representatives of the school or District Facility, and the Design Professional’s design team.

**“Pre-listed subcontractors”** means the subcontractors, of any tier, that the Offeror is required to list, pursuant to 1.4.8.13 NMAC of 1.4.8 NMAC, at the time it submits a proposal in response to this request for proposals.

**“Prime Contractor”** means the New Mexico licensed contractor selected for this project by the FD+C Evaluation Committee.

**“Project Architect, Project Engineer, Contract Engineer or Contract Architect”** means architect/engineer.

“**Project Design Team or Contract Architect or Engineer Design Team”** All members of the Design Professional’s firm, including its consultants, who are responsible for the design of and who will be participating in the construction and completion of the project.

**“Proposal”** is the Offeror’s response to this RFP.

**“Request for Proposals”** or **“RFP”** means this document, any attachments incorporated by reference, and any amendments issued for use in soliciting proposals for construction of this project.

**“Resident Business” or “Resident Contractor”** means an entity that has a valid resident certificate issued by the NM Taxation and Revenue Department pursuant to Section 13-1-22 NMSA 1978.

**“RFP documents”** means any one or any combination of the following documents: Request for Proposals, technical proposal; price proposal; financial proposal; contractor’s qualifications statement; and subcontractor’s qualification statement, contracts or agreements.

**“Responsive Offer” or “Responsive Proposal”** An offer or proposal which conforms in all material respects to the requirements set forth in the RFP as determined by the FD+C Evaluation Committee/APS Procurement. Material respects of an RFP include, but are not limited to quality, quantity or delivery requirements.

**"Responsible Offeror"** means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal.

**“Selection”** A formal written notice by the construction buyer, APS Procurement that a firm has been selected to enter into a contract to provide this service.

**“Staff Architect or Construction Manager”** The person designated as the point of contact by the FD+C to act on its behalf, concerning the scope of work and requirements of the contract documents for the project.

**“Statement of Qualifications Forms”** means the forms included as a part of this RFP, which all Offerors shall complete, including the qualifications for the Team member or partners and subcontractors proposed for the project.

**“Technical Irregularities”** Are matters of form rather than substance evident from the proposal document, or insignificant mistakes that can be waived or corrected without prejudice to other Offerors; that is, when there is no effect on price, quality or quantity. The Evaluation Committee / APS Procurement may waive such irregularities, or allow an Offeror to correct them, if either is in the best interest of Albuquerque Public Schools. Examples include the failure of an Offeror to:

1. Submit the number of signed proposals required by the RFP;
2. Sign the proposal, but only if the unsigned proposal is accompanied by other material indicating the Offeror’s intent to be bound; or
3. Acknowledge receipt of an amendment to the RFP, but only if: a) it is clear from the proposal that the Offeror received the amendment and intended to be bound by its terms; or b) the amendment involved had no effect on price, quality or quantity.

**"User"** means the school district staff occupying the facility or facilities, for which a project is being designed.

**"User Contact"** is the person designated by the District to speak on behalf of the staff concerning the scope of work and programming requirements for the project.

**“Veteran Resident Contractor”** - is a contractor that has applied to the NM Taxation and Revenue Department, qualified, and been issued a valid Veteran Resident Preference Certificate pursuant to Section 13-1-21 NMSA 1978.

**III. CONTRACTUAL AGREEMENT AND BONDS**

1. **FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR**

The agreement for the work shall be the APS Standard Form of Agreement Between the Owner and Contractor, 2008 Edition and General Conditions, 2008 Revision 1, with the basis of payment as a Stipulated Sum. This document is printed in its entirety in the Project Manual, and it is also available on the APS Facilities Design and Construction website at http://www.apsfacilities.org/facilities/, under “Contracts”.

1. **COMPLETION TIME AND LIQUIDATED DAMAGES:**

The Project Proposal Documents contain a time for completion of the work and impose liquidated damages for failure to complete the work within the stated time period. These items are stated in Appendix D, Proposal for Lump Sum Contract.

1. **PERFORMANCE & LABOR AND MATERIALS PAYMENT BONDS**
   * + 1. A 100% Performance Bond and a 100% Payment and Materials Bond executed by a surety company authorized to do business in the State of New Mexico shall be required from the successful Offeror prior to award of contract. The Performance and Labor and Materials Payment Bonds shall be AIA Document A312. The amount of the Bonds shall be the proposal price exclusive of gross receipts tax.
       2. Refer to Document #00 6000 – 1 – Bonds and Insurance, included in the Project Manual.

1. **TIME OF DELIVERY AND FORM OF BONDS**
2. The Offeror will, prior to commencement of Work, furnish such bonds.
3. The bonds will be written on the AIA Document A312, Performance Bond and Labor and Material Payment Bond.
4. The AIA A312 1984 Labor and Materials Payment Bond shall in effect, limit the time line Surety has to respond. The bond shall be modified as follows:

Paragraph 6 of this Payment Bond is deleted in its entirety and replaced with the following provision: Within 45 days (1) after the claimant has satisfied the conditions of Paragraph 4 and (2) after the Surety has received at its home office all supporting documentation it requested to substantiate the amount of the claim, the Surety shall pay or arrange for payment of any undisputed amounts. Failure of the Surety to satisfy the above requirements shall not be deemed a forfeiture or waiver of the Surety’s or the Contractor’s defenses under this Bond or their right to dispute such claim. However in such event the claimant may bring suit against the surety as provided under this bond.

1. **SUBCONTRACTOR BONDING**

Each subcontractor shall provide a performance and payment bond on a public works construction project if the subcontractor’s contract (to the Contractor) for work to be performed on a project is one hundred twenty-five thousand dollars ($125,000) or more. Failure of a Subcontractor to provide required bond shall not subject the Owner to any increase in cost due to approved substitution of Subcontractor.

**IV. PROPOSAL RESPONSE FORMAT AND ORGANIZATION**

1. **NUMBER OF PROPOSALS**

Each Offeror’s proposal shall be submitted in two parts:

**Volume 1: Price Proposal**

**Volume 2: Technical Proposal**

Each volume has its own deadline for submission: Volume 1 on one day, and Volume 2 on the following day. Of course, the Offeror may choose to meet these deadlines by submitting both volumes at the same time by the deadline for Volume 1. Only one (1) complete original proposal may be submitted by each Offeror for this project.

1. **SUBMISSION OF PRICE PROPOSALS – VOLUME 1**

By the date and time of Submission of Price Proposals, Offeror shall submit one (1) original copy each of the following documents:

**Original Price Proposal, sealed in separate envelope, to include:**

\_\_\_ Item 1 **Price Proposal Form** (including the information listed immediately below)

\_\_\_NM State License Number & Classifications

\_\_\_Resident Contractor (or Veteran Resident Contractor) Preference Certificate Number

\_\_\_NM DOL (Workforce Solutions) Certificate Number

\_\_\_Contractor’s New Mexico Gross Receipts Tax Number

\_\_\_Contractor’s Federal Employee Identification Number

\_\_\_Acknowledgment of Receipt of Addenda

\_\_\_Base Bid Price, Alternates & Allowances

\_\_\_Signature and Corporate Seal (if applicable)

\_\_\_ Item 2 **Proposal Security** (Bond or Cash), **Agent’s Affidavit**

\_\_\_ Item 3 **Notarized Declaration Letter from Surety**

\_\_\_ Item 4 **Certificate of Insurance**

\_\_\_ Item 5 **Subcontractors Listing Form (including Subcontractor Listing Requirements and Assignment of Antitrust Claims Form)**

\_\_\_Item 6 **Resident Contractor (or Veteran Resident Contractor) Preference Certificate**

\_\_\_ Item 7 **Campaign Contribution Disclosure Form**

\_\_\_ Item 8 **Conflict of Interest and Debarment/Suspension Certification Form**

\_\_\_ Item 9 **Contractor’s State of NM W-9 Form**

\_\_\_ Item 10 **Offeror’s Contractor’s License(s)**

1. **SUBMISSION OF TECHNICAL PROPOSALS – VOLUME 2**

By the date and time of Submission of Technical Proposals, Offeror shall submit one (1) original, five (5) photocopies, Digital copies of Volume 1 and Volume 2 as referenced in Section IVB and IVC are also required:

\_\_\_Tab 1 Letter of Submittal

\_\_\_Tab 2 General Contractor Statement of Qualifications and Attachments

\_\_\_Tab 3 Listing Form 00 4334 - Subcontractor Qualifications Questionnaire And Subcontractors’ Statements of Qualifications and Attachments.

\_\_\_Tab 4 Past Performance

\_\_\_Tab 5 Project Staffing

\_\_\_Tab 6 Management Plan

\_\_\_Tab 7 Health and Safety

\_\_\_Tab 8 New Mexico Produced Work

After award of a contract, all Offerors of record may make arrangements with the District to have their proposal copies returned or picked up. The District shall not be responsible for any shipping or mailing costs to return proposals. If Offeror does not request the return of proposals within a reasonable period of time, the District will shred and destroy them

1. **PRICE PROPOSAL – VOLUME 1 - DETAILED REQUIREMENTS**

**ITEM 1 - PRICE PROPOSAL FORM:**

* 1. Price Proposals shall be presented in the form of a total Base Proposal under a Lump Sum Contract (using the Price Proposal Form provided in the Project Manual) plus any additive or deductive alternates selected by the Owner per Allowances (Section 01 2100 ) and Alternates (Section 01 2300) . A proposal must be submitted on all proposal items, allowances and alternates; segregated proposals will not be accepted.
  2. The proposal, bearing original signatures, must be typed or hand-written in ink on the Price Proposal Form.
  3. Proposal price shall not include state gross receipts or local options taxes. Taxes will be included in the Contracted Amount at prevailing rates as a separate item to be paid by Owner.
  4. If a joint proposal is being submitted, be sure to state the percentage of the work/services to be executed by each proposing firm, based on the dollar amount of the fee proposed in the Price Proposal, so that the resident contractor preference or veteran resident contractor preference can be applied in proportion to the value of the work being performed by each contractor.
  5. In submitting this proposal, each Offeror must satisfy all terms and conditions of the Proposal Documents. All work covered by this Request for Proposals shall be in accordance with applicable state laws and, if price proposal amount is $60,000 or more, is subject to the minimum wage rate determination issued by the office of the NM Work Force Solutions Department for this project. If the price proposal amount of the contractor or any subcontractor exceeds $60,000, the contractor and/or subcontractor must comply with the registration requirements pursuant to the NM Work Force Solutions Department Registration Act.
  6. Before submitting a proposal, each Offeror shall carefully examine the RFP; shall visit the site of the Work; shall fully inform themselves as to all existing conditions and limitations; and shall include in the proposal the cost of all items required by the RFP. If the contractor observes that portions of the Contract Documents are at variance with applicable laws, building codes, rules, regulations or contain obvious erroneous or uncoordinated information, the contractor shall promptly notify the specified FD+C Representative and the necessary changes shall be accomplished by addendum.

**ITEM 2 - Proposal Security (Bond or Cash):**

Offeror shall provide proposal security in the form of a surety bond executed by a surety company authorized to do business in the State of New Mexico in the amount of **5%** of the total price proposal, or the equivalent in cash by means of a cashier's check or in a form satisfactory to the Owner, which bond or check must accompany Offeror’s price proposal.

No Offeror may withdraw his proposal for **45 days** after the actual date of the opening thereof.

**ITEM 3 – NOtarized declaration Letter from Surety:**

The Offeror will provide, with the price proposal, a notarized declaration letter from a bonding company licensed to do business in the State of New Mexico confirming the Offeror’s ability to obtain a Performance Bond, and a Labor and Materials Payment Bond in an amount not less than 100% of the price proposal.

**ITEM 4 - certificate of insurance:**

Offeror shall provide a Certificate of Insurance that meets the requirements listed in Project Manual Section 00 6000 Bond and Insurance.

**ITEM 5 - Subcontractor listing form (including Subcontractor Listing Requirements and Assignment of Antitrust Claims)**

Each Offeror shall complete the Subcontractor Listing Form and include this form in their proposal. The Offeror shall provide a list of all subcontractors that will perform work on the project above the threshold indicated on the List of Subcontractors. The Offeror may not change any of the firms listed without the Owner’s consent.

The Owner will consider any request for a change in the listed firms in conformance with the New Mexico “Subcontractors Fair Practices Act” (New Mexico Statutes Annotated, Chapter 13, Sections 13-4-31 through 13-4-43).

The Offeror, and the successful Offeror’s subcontractors, and suppliers, at the time the Agreement between Owner and Contractor is signed, shall complete the Assignment of Antitrust Claims Form.

**ITEM 6 - RESIDENT CONTRACTOR (OR VETERAN RESIDENT CONTRACTOR) PREFERENCE CERTIFICATE:**

It will be the sole responsibility of any Proposer claiming a Resident Contractor Preference or Veteran Resident Contractor Preference to apply to the State of New Mexico Department of Taxation and Revenue for the proper certification and to receive approval, a certification number, and a certificate prior to the date and time for receipt of Proposals. Requests for qualification as a Resident Contractor or a Veteran Resident Contractor after receipt of Proposals will not be considered.

1. To receive a resident business preference, a business or contractor shall submit with its bid or proposal a copy of a valid resident business certificate or valid resident contractor certificate issued by the NM Taxation and Revenue Department.
2. When a public body awards a contract using a formal request for proposals process, a resident contractor shall be awarded the equivalent of five percent of the total possible points to be awarded based on the resident contractor possessing a valid resident contractor certificate.
3. To receive a veteran resident contractor preference, a contractor shall submit with its bid or proposal a copy of a valid veteran resident contractor certificate issued by the NM Taxation and Revenue Department.
4. Through either an RFP process or an ITB process the qualified veteran resident contractor shall receive:
   * 1. 10% preference if their annual revenues are less than $3,000,000;
5. The preferences do not apply when the expenditure includes federal funds for a specific purchase.
6. In addition to the veteran resident preference certificate, the veteran resident contractor shall provide any addition documentation required to validate the percentage of preference to be awarded.
7. If there is a joint bid or joint proposal by a combination of resident veteran, resident or nonresident businesses, the preference shall be calculated in proportion to the percentage of the contract, based on the dollar amount of the goods or services provided under the contract, that will be performed by each business as specified in the joint bid or proposal.

**ITEM 7 - campaign contribution disclosure form:**

The blank form is included in an Appendix of this RFP. Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. This form must be filed by any prospective contractor whether or not they, their family member, or their representative has made any contributions subject to disclosure.

**ITEM 8 – Conflict of Interest and Debarment/Suspension Certification Form:**

Each Offeror shall complete this form (which is provided in the Appendix of the RFP) and include it in their proposal.

**ITEM 9 – Contractor’s State of NM W-9 Form:**

Each Offeror shall complete and provide a State of New Mexico W-9 Form.

**ITEM 10 – OFFEROR’S Contractor’s License(s)**

Each Offeror shall provide a photocopy of their Contractor’s License or Licenses.

1. **TECHNICAL PROPOSAL – VOLUME 2 - DETAILED REQUIREMENTS**

**1. Technical Proposal Format**

Proposals shall be submitted in a spiral or three-ring binder. Page format shall be 8-1/2” x 11” with foldout sheets (if any) allowed up to 11” x 17” in size. Foldout pages shall be counted as two pages **and shall be numbered as such**. Text will be no smaller than 10 point. **No information shall be submitted on electronic media.**

**Proposals shall not exceed 30 pages total for all of the tabbed sections listed below. Each sheet face that is printed with text or graphics counts as one page. Tab Dividers do not count as pages provided the only text or graphics on the dividers are the tab numbers and section titles:**

**Tab 1 – Letter of Submittal**

**Tab 4 – Past Performance**

**Tab 5 – Project Staffing**

**Tab 6 – Management Plan**

**Tab 7 – Health and Safety**

**Tab 8 – New Mexico Produced Work**

**Any response that exceeds the referenced page limitation shall be considered unresponsive and will not be considered for evaluation.** If there are any questions regarding format requirements, please contact the APS Procurement Contact prior to submission of Documents.

**2. Tabs/Evaluation Categories:**

All sections shall be separated by numbered tabs that correspond to the Submission Requirements and Evaluation Categories, 1 through 8, as shown below. Within Tab 3, provide Sub-Tabs to separate and label each Subcontractor’s Statement of Qualifications. Pages within each Tab shall be numbered consecutively.

**TAB 1 - LETTER OF SUBMITTAL**

Each proposal must be accompanied by a submittal letter. **Any submittal letter that omits any of the following information may be deemed ‘non-responsive’.** The submittal letter shall include acknowledgment and, where appropriate, certification of the following:

1. Identify the name(s), title(s), telephone number(s), fax number(s) and e-mail address(es) of the person or persons who have authority to contractually obligate the Offeror for the purpose of this RFP and who has sufficient knowledge to fully address all matters and respond to all inquiries included in the RFP submittal. The Letter of Submittal shall be signed by one of the persons so identified.
2. If a joint proposal is being submitted, identify the firms, and disclose the percentage of the work/services to be executed by each firm, based on the dollar amount of the fee proposed in the Price Proposal, so that the resident contractor preference or veteran resident contractor preference can be applied in proportion to the work done by each contractor.
3. Acknowledge acceptance of all conditions that govern the procurement. Acknowledge that the information provided in the proposal is truthful, accurate and complete, and that the firm is bound by all information, data, certifications, disclosures and attachments submitted.
4. Acknowledge that, the omission of any material fact concerning requested information, or the submission of any material false or misleading statement, or misrepresentation of a material fact concerning any requested or submitted information, may lead to the disqualification of the proposal as ‘non-responsive’.
5. Acknowledge that the Owner has a right to obtain relevant information from other sources (references) to determine that the Offeror is ‘responsible’.
6. Acknowledge that if awarded the contract, the RFP documents, and all terms and conditions stated therein, and all information, data, certifications, disclosures and addendum shall be incorporated as part of the Contract.
7. Acknowledge the receipt of all addenda to this RFP and list them by number.
8. Provide certification and/or documentation that the firm possesses the necessary equipment, financial resources, technical resources, management, professional and craft personnel resources and other required capabilities to successfully perform the contract, or will achieve same through its prelisted subcontractors.

**TAB 2 - GENERAL Contractor STATEMENT OF Qualifications & Attachments**

Completely fill out the attached General Contractor Statement of Qualifications form and its associated attachments, providing all requested information.

NOTE: Offeror should submit only one copy of Attachment F – Firms Written Safety Plan, bound separately from the rest of the Technical Proposal.

**TAB 3 – SUBCONTRACTORS LISTING FORM 00 4334 - SUBCONTRACTOR QUALIFICATIONS QUESTIONNAIRE AND STATEMENTS OF QUALIFICATIONS & ATTACHMENTS**

The “Listing Form 00 4334 for Submission of Subcontractor Qualifications Questionnaires” is included as Appendix I and must be completed and included.

Then, completely fill out the Subcontractor Statement of Qualifications form (see Appendix for form) and its associated attachments, providing all requested information, for each subcontractor that meets one or both of the following two criteria:

1. Per NMAC 1.4.8 RFP for Construction and Facility Maintenance, Services and Repairs, Para. 1.4.8.12, subparagraph D (2), the value of the subcontractors’ work that meets the listing threshold stated below shall submit a Subcontractor Statement of Qualifications:

“Subcontractor Qualification Statements. Subcontractor qualification statements shall be required for all subcontractors identified in the technical proposal pursuant to the subcontractor listing requirements 1.4.8.13 NMAC, where the value of the subcontract is fifty thousand ($50,000) or five percent (5%) of the estimate whichever is greater. A using agency MAY reserve the right to require subcontractor qualification statements from any other subcontractors, at whatever tier and regardless of the value of the subcontract.”

1. Subcontractor Statement of Qualifications Forms shall be provided for the subcontractors performing the trades listed below, regardless of the value of the subcontract. If the Offeror is to self-perform the work, then Offeror is to complete the Forms:
   1. (Subcontractor #1)
   2. (Subcontractor #1)
   3. (Subcontractor #1)
   4. (Subcontractor #1)
   5. (Subcontractor #1)
2. Provide Sub-Tabs to separate and label each Subcontractor’s Statement of Qualifications.

**TAB 4 – PAST PERFORMANCE**

Provide the following information:

1. Past performance summary and past capability to meet schedules, meet budgets and meet project administration requirements for comparable projects.

Specifically, in the last five projects you have completed for APS, please answer the following: (If you have not done five projects for APS, please complete the list with the last five projects you have completed for any school district or institutional client in New Mexico.)

* 1. Was the project completed early? If yes, how was that accomplished?
  2. Was the project completed late? If yes, how many days and why?
  3. How many days after Substantial Completion were required to complete the punch list items?
  4. Were you or your subcontractors called back to the job for any reason during the warranty period? After the warranty period?
  5. Were there any outstanding issues remaining after the warranty inspection?
  6. Did your firm refuse to do additional work requested by the owner? If yes, why?
  7. What was your company’s process for vetting the pricing from your subcontractors and suppliers on change orders in order to ensure fair pricing to the owner?
  8. What was the dollar threshold below which your firm absorbed additional cost changes in order to avoid disproportionate administrative costs for all parties? Give examples of the changes on this project for which your firm absorbed the costs?

1. Describe the role of each teaming partner on the contract.
2. Evidence of past performance quality and overall customer satisfaction.
3. Record of compliance with applicable laws and regulations on past projects.
4. Past record of achievement of health and safety targets.
5. Firm’s experience in delivering LEED-rated or equivalent green/sustainable buildings.

Offerors are cautioned that the Evaluation Committee will use data provided by teaming partners as well as data obtained from other sources in the evaluation of past performance.

**TAB 5 – PROJECT STAFFING**

Provide the following information:

1. Brief resume (education, professional certification(s), years with firm, total years of experience, and a brief description of experience supporting the proposed role) for each key project personnel.
2. Address the extent to which key personnel have worked together as a team on projects of similar or greater magnitude and on projects of the same nature. To this end, provide a matrix that lists key staff members’ names across the top of the matrix and lists past projects down the side of the matrix. The project list should begin with all of the projects that appear in Item 3.a. of the General Contractor’s Statement of Qualifications. The project list may also include up to five more projects that demonstrate how the key personnel have worked together as a team. At each intersection within the field of the matrix, list the role that the person filled on that particular project (such as Project Manager, Site Superintendent, Safety Manager, QA/QC Manager, Estimator, etc).
3. Describe Contractor’s and subcontractors’ participation in skill training.
4. Address reliable staffing sources/project staffing.

**TAB 6 – MANAGEMENT PLAN**

Provide the following information:

1. Management Team: provide an organization chart of the Management Team and address how critical subcontractors were selected and will be managed.
2. Describe how the construction will be organized, managed, and administered to meet the project requirements, including security and safety controls, staging areas, delivery routes, crane locations and interfaces required at the site with the using agency.
3. Describe the technical approach to project that is intended to ensure that tasks are executed within cost, schedule, and quality goals.
4. Address protocol to support optimization of sustainability principles and achievement of LEED certification.
5. Provide proposed project schedule. Indicate critical dates and other information in sufficient detail for the Evaluation Committee to determine if time frames are reasonable.
6. Description of ability to deliver the project within the construction time.

**TAB 7 – HEALTH AND SAFETY**

Provide the following information:

1. Provide a summary description of the General Contractor’s Health and Safety management system. (One copy only of the full General Contractor’s written Safety Plan is required as Attachment F of the General Contractor Statement of Qualifications).
2. Identify the competent person responsible for, and capable of, implementing the safety and health program/plan.
3. Address project specific health and safety risks that have been identified by the RFP and additional risks that the Offeror’s team has identified. Describe processes to minimize risk and to ensure that health and safety issues are clearly communicated with the contractors, subs, and the owner.

(See Section V.B Evaluation Criteria, below, for detailed scoring guidelines for the “Health and Safety” category)

**TAB 8 – NEW MEXICO PRODUCED WORK**

One of APS’s goals is to support New Mexico owned businesses and New Mexico based workers. Indicate the volume of work, by percentage, to be produced by New Mexico firms, using New Mexico based employees on this project. Indicate the number of New Mexico based employees that will be part of the Project Team.

(See Section V.B Evaluation Criteria, below, for detailed scoring guidelines for the “New Mexico Produced Work” category)

***3. Important Note on the Technical Proposal’s Contents***

**Regarding the apparent duplication of required information between certain Attachments of the General Contractor’s Statement of Qualifications and the other sections of the Technical Proposal:**

**The intention of Tab’s 4, 5, 6, 7 & 8 of the Technical Proposal is to provide a place for the proposer to make a concise presentation of the strengths of the proposed team in the exact categories that the committee will be scoring, unencumbered by the format of the Statement of Qualifications Forms.  If the proposer so chooses, other sections of the Technical Proposal may be referenced within these Tabs, without wholly duplicating that information.  Also, information presented elsewhere may be summarized or condensed within these Tab sections to make the proposer’s presentation more clear.**

*-----------------------------------------------------------------------------------------------------------------------------*

**V. PROPOSAL EVALUATION**

1. **EVALUATION PROCESS AND SCORING METHODOLOGY**
   1. **Receipt and Opening of Proposals**

Proposals, and modifications to proposals, received prior to or at the submission deadline shall be time-stamped upon receipt and the Price Proposal shall be separated from the Technical Proposal and held in a secure place until the Evaluation Committee has scored the Technical Proposal. Proposals shall not be opened publically and shall not be open to public inspection until the successful Offeror has signed a contract.

* 1. **Proposal Discussions**

Per 1.4.1.39 NMAC 2005, if mistakes are discovered after receipt of the proposal, The Evaluation Committee may request clarifications of information submitted by any or all Offerors in a written format with a specified deadline for response.

Short-listed Offerors shall be accorded fair and equal treatment with respect to any clarification of proposals. If during discussions there is a need for any substantial clarification of, or change to, a Proposal, the Proposal shall be amended to incorporate such clarification or change. Any substantial oral clarification of a proposal shall be documented in writing by the short-listed Offeror.

* 1. **Evaluation Committee**

The Evaluation Committee shall consist of a minimum of five (5) persons appointed by the Owner.  The team shall collectively possess expertise in the technical requirements of the project, construction design and contracting. The Owner may use independent consultants or agents to support the Committee, provided appropriate precautions are taken to avoid potential conflicts of interest.

* 1. **Technical Proposal Evaluation**

The Procurement Manager shall review each proposal to determine if it meets all of the mandatory requirements. Proposals that do not meet the mandatory requirements shall be considered “nonresponsive”.  The Offeror shall be notified in writing of the determination.  The Procurement Manager will then distribute the proposals and individual score sheets to the Evaluation Committee, and will review how the proposals shall be scored.  The Evaluation Committee members shall score the technical proposals individually.

* 1. **Price Proposal Evaluation**

The Price Proposal shall be initially evaluated to ensure that the price(s) offered is responsive to the RFP requirements and instructions and is realistic in respect to the project plans and specifications.

The price basis for this RFP is the price proposed for the Base Bid. APS may award one or more Bid Lots and any number of Alternates at the sole discretion of APS, subject to availability of funds.

The Offeror with the lowest price shall receive the maximum price score, i.e., the maximum numerical weight assigned to the price below. The price score of each other Offeror shall be determined by applying the following mathematical formula: price of lowest Offeror divided by the price for this Offeror multiplied by the maximum price score:

Price of lowest Offeror **X** maximum price score **=** price score this Offeror

Price of this Offeror

* 1. **Combining Scores, Preference Adjustments and Ranking of Proposals**

The individual scores on the Technical Proposals will be combined with the price proposal score. These individual subtotals will then be adjusted for Resident Contractor Preference or Veteran Resident Contractor Preference.

Per 13-1-21 and 13-1-122 NMSA 1978 (SB 1, 2011 Special Legislative Session, effective 10/5/2011) a resident contractor who holds a valid certificate issued by the NM Taxation and Revenue Department shall be awarded the equivalent of five percent of the total possible points assigned to the procurement.

A veteran resident contractor who holds a valid certificate issued by the NM Taxation and Revenue Department shall be awarded the equivalent of between zero and ten percent of the total possible points assigned to the procurement, depending on the annual revenues of the firm and the aggregate annual veteran preference awards, as described in detail in Section IV above.

When a joint proposal is submitted by a combination of resident veteran, resident or nonresident businesses, the preference shall be calculated in proportion to the percentage of the contract, (based on the dollar amount of the goods or services provided under the contract), that will be performed by each business as specified in the joint bid or proposal.

The adjusted point subtotals will be converted to a numeric ranking of all proposals per committee member. The individual member rankings per Offeror will then be totaled together to determine the overall ranking of the proposals.  The Committee will then determine whether or not to conduct interviews based on the final ranking. All calculations of point standings shall occur during the Evaluation Committee meeting for this project with all members in attendance.

* 1. **Short-Listed Offeror Withdrawal from Interviews (if held):**

A short-listed firm may withdraw their proposal if they determine that cannot improve their position in the interview. This event shall be documented for the procurement file, and a notice shall be sent to all Offerors of record of the event. If the next ranked firm is invited to interview, their final points/rank for their Technical/Price evaluation does not change.

* 1. **Interviews (if held)**

If Interviews are held, notice to finalists will include the interview date, time, and location. The purpose of the interview is to allow the Offeror to present its qualifications, past performance, management plan, schedule and general plan for constructing the project. It will also provide an opportunity for the Evaluation Committee to seek clarification of the Offeror’s proposal.

Prior to the interviews, APS will issue the same set of written questions to each short listed Offeror as a basis for evaluation. Points will be assigned to each question, totaling 50 points. Each Evaluation Committee member will score each question. During the interviews, the written questions may lead to other questions to help clarify and better understand the firm’s capabilities, which may be considered in scoring the interview.

Each committee member’s total interview points for a given Offeror will be adjusted for Resident Contractor (or Veteran Resident Contractor) Preference first and then added to that committee member’s Technical Proposal score and the Price Proposal score (both already adjusted for Resident or Veteran Resident Preference) to generate an adjusted subtotal. **These subtotals will be then evaluated as described in the last paragraph under section 6, immediately above.**

1. **EVALUATION CRITERIA**

Short listing - A maximum total of 100 points are possible in scoring each proposal for the shortlist evaluation. The Evaluation Committee will evaluate the proposals and may conduct interviews with Offerors. The Technical Proposal shall consist of **60 points** total, the Price Proposal shall consist of **40 points**, and the Interview (if held) shall consist of an additional 50 points.

The evaluation criteria to be used by the Evaluation Committee for the proposal shortlist and the corresponding point values for each criterion are as follows:

**Volume 2 – Technical Proposal**

(1) Past Performance, **17 points**

(2) Project Staffing **14 points**

(3) Management Plan, **16 points**

(4) Health and Safety (see detailed scoring guidelines below) **10 points**

(5) New Mexico Produced Work (see detailed scoring guidelines below) **3 points**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subtotal of Technical Proposal**……….. **60 points**

**Volume 1 – Price Proposal**

(6) Price Proposal (Price Proposal submittal) based on requirements set forth in Plans and Specifications. **40 points**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL POINTS** (before Interviews) ……….. **100 points**

**Interviews (if Held)**…………………………………………………………………. **50 points**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GRAND TOTAL** (after Interviews, if held) ……….. **150 points**

APS intends to award this project to the highest ranked Offeror in accordance with the Request for Proposals. APS reserves the right to reject any and all proposals, to waive technical irregularities, and to award the contract to the Offeror whose proposal APS deems to be in the best interest of APS.

**Detailed Scoring Guidelines for “Health and Safety” criterion:**

a.1 Summary Description of Health and Safety Plan 0.5

a.2 One Full Copy of Written Safety Plan 0.5

b. Competent Person Responsible/Capable of Implementing 0.5

c.1 Project Specific Health/Safety Risks 2.0

c.2 Describe Processes to Clearly Communicate Health/Safety Issues 0.5

**Statement of Qualifications for General Contractors**

a. Written Safety Program Compliant; Provide One Copy 1.0

b. List of Key Safety Personnel/Safety Manager for This Project 0.5

c. Experience Modification Rate Past 5 Years (Equal to, or Better Than

Average) 1.0

d. Recordable Incident Rate for Past Calendar Year OSHA 300 Log 1.0

e. Free of Committing Serious/Willful Violations of Federal/State

Safety Laws 1.0

**Statement of Qualifications for Subcontractors**

a. Written Safety Program Compliant; Provide One Copy 0.5

b. Experience Modification Rate Past 5 Years 0.4

c. Recordable Incident Rate for Past Calendar Year OSHA 300 Log 0.4

d. Free of Committing Serious/Willful Violations of Federal/State

Safety Laws 0.2

**Total Possible Points 10.0**

**Detailed Scoring Guidelines for “New Mexico Produced Work” criterion:**

Based on the submitted Subcontractor Listing Form, total points for this category will be listed according to the following table:

If **all** listed subcontractors are New Mexico firms 3 pts

If **all except** **one** of the listed subcontractors are New Mexico firms 2 pts

If **all except** **two** of the listed subcontractors are New Mexico firms 1 pts

If **all except three (or more)** of the listed subcontractors are NM firms 0 pts

1. **STATUTORY RULES GOVERNING PROPOSAL EVALUATION**

The following rules have been excerpted from the New Mexico General Government Administration Procurement Code Regulations for Use of Competitive Sealed Proposals for Construction and Facility Maintenance, Services and Repairs, NMAC 1.4.8.1 through 1.4.8.17. This information is being provided to demonstrate that the current RFP’s evaluation process is consistent with these rules.

1. WEIGHT ASSIGNED TO PRICE AND RFP EVALUATION FACTORS:

A. Numerical ratings systems. Numerical ratings systems are required for procurements under 1.4.8 Use of Competitive Sealed Proposals for Construction and Facility Maintenance, Services and Repairs and shall comply with the requirements of 1.4.8.14 NMAC.

B. Total available points. The RFP shall specify the total points available for the procurement (for example, 1,000 total points for all price and non-price technical evaluation factors) and shall assign specific numerical weights or points to price and to each of the non-price evaluation factors identified in the RFP.

C. Numerical weight for price. The numerical weight assigned to price shall be no greater than seventy (70) percent of the total evaluation points available. (NMAC 1.4.8.14).

D. Numerical weight for core evaluation factors. The numerical weight assigned to the non-price evaluation factors shall be as follows:

1. Each of the four core evaluation factors specified in Section 1.4.8.15 NMAC shall be assigned at least twenty (20) percent of the available points for non-price technical evaluation factors:
2. The weight assigned to any additional evaluation factors shall be determined by the using agency in accordance with the needs of the agency and the project. [1.4.8.14 NMAC – N, 09-30-05]
3. RFP EVALUATION FACTORS – Technical Proposal:
4. Core evaluation factors. Each RFP issued pursuant to 1.4.8 NMAC shall include the following core evaluation factors, for both general and subcontractors for which qualification statements are required, with the sub-factors and criteria specified herein:
5. Past performance:
   1. Budget and schedule data;
   2. If available, performance quality and overall customer satisfaction;
   3. Compliance with applicable laws and regulations;
   4. Safety performance record.

(2) Management plan:

* 1. Management team;
  2. Technical approach to project;
  3. Safety plan/programs;
  4. Project schedule.

(3) Project staffing/craft labor capabilities:

* 1. Participation in skill training;
  2. Reliable staffing sources/project staffing.

(4) Health & Safety.

1. Additional evaluation factors:

(1) A using agency may include additional evaluation factors in an RFP issued pursuant to -1.4.8:15 of this NMAC 1.4.8 provided that any such factor is relevant to the successful completion of the contract or otherwise in the best interest of the state or using agency;

(2) Examples of such additional factors may include, but are not limited to financial capabilities, project schedule, contract warranty or hiring of local construction or maintenance craft labor. [1.4.8.15 NMAC – N, 09-30-05]

End of RFP Procurement Documents

**School & Project Name**

**Albuquerque Public Schools**

**REQUEST FOR PROPOSAL FOR CONSTRUCTION #\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*For the convenience of the contractors, an electronic version of this RFP may be issued for your use. Any changes to the document’s questions or language that differs from the wording as issued in the Project Manual dated* ***mm/dd/yyyy*** *other than to fill in answers for the questions asked, will constitute a non-responsible proposal.*

**STATEMENT OF QUALIFICATIONS FOR GENERAL CONTRACTORS**

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. OFFEROR INFORMATION

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(\_\_) Corporation (\_\_) Partnership (\_\_) Sole Proprietorship (\_\_) Joint Venture

(\_\_) Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

a. How many years has your organization been in business as a Contractor? \_\_\_\_\_\_\_\_\_\_\_\_

1. How many years has your organization been in business under its present business name?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Under what other or former names has your organization operated?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. LICENSING
   1. Name of license holder (or qualifying party) exactly as on file with the State of New Mexico Construction Industries Division:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. License Classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Issue Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Is the firm’s contractor’s license free of ever being suspended or revoked by the CID or by the appropriate licensing agency in any other state?

(\_\_) Yes - free of suspension or revocation (\_\_) No – Attached explanation

1. Does your firm hold all applicable Business licenses required by State of New Mexico?

License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Jurisdiction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)

Issue Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Jurisdiction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)

Issue Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Jurisdiction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)

Issue Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is your firm free from formal debarment from public works, federal, state or local public works jurisdictions?

(\_\_) Yes (\_\_) No (Attach explanation)

1. EXPERIENCE
   1. Has your firm completed one (1) or more educational facility, addition and/or renovation project(s) of similar complexity totaling **\_\_\_\_\_\_\_\_ square feet** **or more since 20\_\_**, as the proposed project? Complete **Attachment A** for five (5) maximum projects listed:

(\_\_) Yes Number of Projects: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

Project 1 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project 2 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project 3 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project 4 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project 5 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. State the average annual amount of construction work performed during the past five years: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Also, on **Attachment A**, list major construction project your organization has in progress, giving the name of the project, owner, architect, contract amount, percent of completion, and scheduled completion date.
2. List the categories of work that your organization normally performs with its own forces.

4. KEY PERSONNEL EXPERIENCE

Please note that more consideration will be given to those meeting or exceeding the required qualifications below:

* 1. Does your assigned Project Manager have the following minimum qualifications and experience? (Attach Resume at **Attachment B**)

1. At least ten (10) years experience in the construction industry?

(\_\_) Yes Number of Years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

(2) Experience on at least one (1) construction type as identified in 3. EXPERIENCE item a

(\_\_) Yes Number of Projects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

1. Experience as a Project Manager on one (1) or more construction projects

totaling **\_\_\_\_\_\_\_\_\_\_ square feet or more**?

(\_\_) Yes Number of Projects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

b. Does your assigned Project Foreman/Superintendent have the following minimum qualifications and experience? (Attach Resume at **Attachment B**)

* + 1. At least ten (10) years experience in the construction industry?

(\_\_) Yes Number of Years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

(2) Experience on at least one (1) construction type as identified in 3a.?

(\_\_) Yes Number of Projects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

(3) Experience as a Project Foreman/Superintendent on one (1) or more construction projects

totaling \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_square feet or more?

(\_\_) Yes Number of Projects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

c. Does your Safety Program Manager have the following minimum qualifications and experience? (Attach Resume to **Attachment B**)

1. At least five (5) years experience in a safety management role?

(\_\_) Yes Number of Years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

(2) Experience on at least one (1) construction type as identified in 3a.?

(\_\_) Yes Number of Projects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

1. Does your Quality Assurance/Quality Control (QA/QC) Manager have the following minimum qualifications and experience? (Attach Resume to **Attachment B**)
2. At least five (5) years experience in a safety management role?

(\_\_) Yes Number of Years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

(2) Experience on at least one (1) construction type as identified in 3a.?

(\_\_) Yes Number of Projects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years with your firm: \_\_\_\_\_

Present Position/Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years in position: \_\_\_\_\_

List other project(s) this person has had a similar role for the past five (5) years:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your QA/QC a Principal or Officer of the firm? (\_\_) Yes (\_\_) No

1. Please include an Organizational Chart (**Attachment C**) of the Management Team that will be assigned to this project. Identify relationships, duties and responsibilities and key roles of each individual.

5. CAPACITY AND CAPABILITY TO PERFORM THE WORK

1. Resources: Total number of current employees: Project Managers \_\_\_\_\_\_\_\_\_\_

Estimators \_\_\_\_\_\_\_\_\_\_

Superintendents \_\_\_\_\_\_\_\_\_\_

Foremen \_\_\_\_\_\_\_\_\_\_

Tradesmen \_\_\_\_\_\_\_\_\_\_

Administration \_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_

1. Does your firm have the immediate capacity to perform the work required for this project: (\_\_) Yes (\_\_) No
2. Please list all projects currently under contract totaling over \_\_\_\_\_\_\_\_\_\_\_\_square feet with scheduled completion dates (**Attachment D**)

(\_\_) See Attachment D (\_\_) None

6. SURETY

1. Firm’s current surety company:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will this surety be used for the construction contract for this project:?

(\_\_) Yes (\_\_) No (attach explanation)

Contact Agent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years utilizing this surety: \_\_\_\_\_\_\_\_\_\_\_\_\_ Maximum Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Aggregate Total of current surety in force: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Is the surety company to be used on this project licensed to do business in the State of New Mexico?

(\_\_) Yes (\_\_) No (attach explanation)

* 1. Is your firm free of having any construction contracts taken over by a surety for completion in the past five (5) years?

(\_\_) Yes (\_\_) No (attach explanation)

c. Has your firm used other surety companies since 2001? (\_\_) Yes (list) (\_\_) No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surety Company Contact

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surety Company Contact

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surety Company Contact

1. Is your firm able to obtain bonding in the amount required for the completion of this project? Provide a notarized declaration from the surety identified above, stating the amount of bonding capacity available to your firm for this project at **Attachment E**.

(\_\_) Yes (\_\_) No (attach explanation)

1. SAFETY
2. Does your firm have a written safety program compliant with current State regulations? Provide one (1) copy of your firm’s written safety program at **Attachment F**.

(\_\_) Yes (\_\_) No (attach explanation)

1. Provide a list of key safety personnel, including the designated safety manager who will be assigned to this project, and list specific duties.

Name and Title Specific Duties

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title Specific Duties

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Provide the Experience Modification Rate for the past five (5) years:

\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_ /

1. Provide the Recordable Incident Rate for the past calendar year: \_\_\_\_\_\_\_\_\_\_\_\_\_

e. Is your firm free of committing serious or willful violations of federal or state safety laws as determined by a final non-appealable decision of a court or government agency?

(\_\_) Yes (\_\_) No (attach explanation)

1. INSURANCE & CLAIMS HISTORY
2. Is your firm free of any court judgments, pending litigation, arbitration and final agency decisions filed within the last five (5) years in a construction related matter in which the contractor, or any officer, is or was a party?

(\_\_) Yes (\_\_) No (attach explanation)

1. Has your firm during the past five (5) years been free of a determination by a court of competent jurisdiction that is filed a false claim with any federal, state or local government entity?

(\_\_) Yes (\_\_) No (attach explanation)

1. Does your firm have the ability to provide the required insurance in the limit stated in the project documents (General Liability and Comprehensive Auto at $1 Million per occurrence and $1 Million in the aggregate?

(\_\_) Yes (\_\_) No (attach explanation)

d. Please provide a notarized declaration from an insurance carrier stating that the firm is able to obtain insurance in the limits stated as **Attachment G**.

1. QUALITY ASSURANCE – ATTACHMENT H
2. Does your firm have a written Quality Assurance Program?

(\_\_) Yes (\_\_) No

1. Provide one (1) copy of the written Assurance Program for **Attachment H**
2. PROJECT SCHEDULING

a. Does your firm use computerized scheduling? (\_\_) Yes (\_\_) No

1. If YES, which programs and versions are used? Please list:

c. Has the firm been involved with a construction project within the past five (5) years, where the schedule was not met? (\_\_) Yes (\_\_) No

d. If YES, please indicate the project (refer to **Attachment A**)

* + 1. Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Delay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Delay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Delay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e. Has the firm been assessed liquidated damages due to scheduling for any project in the past five (5) years? (Refer to **Attachment A**) (\_\_) Yes (\_\_) No

If YES, please list projects

(1) Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for assessment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for assessment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for assessment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. LABOR CODE VIOLATIONS

a. Has your firm during the past five (5) years, been free of any determinations by a court or an administrative agency of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects? Refer to **Attachment I**

(\_\_) Yes (\_\_) No

b. Is the firm free of all Subcontractor Fair Practices Act violations for the past five (5) years?

(\_\_) Yes (\_\_) No (explain)

1. JUDGEMENTS, BREACH OF CONTRACT, PROTESTS, MEDIATIONS AND ARBITRATIONS
2. List any judgments against the firm during the past 5 years; use **Attachment J**
3. List any breach of contract other than for cause
4. If applicable, list any formal bid protests and the outcome, whether denied or upheld
5. List all mediations/arbitrations in the last 5 years.  Who initiated?  What was the outcome?

**THE UNDERSIGNED CERTIFIES THAT ALL OF THE QUALIFICATION INFORMATION SUBMITTED WITH THIS FORM IS TRUE AND CORRECT**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title Firm Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Address of Firm

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address City/State/Zip

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number Fax Number

End of GENERAL CONTRACTOR STATEMENT OF QUALIFICATIONS

**ATTACHMENT A**

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 3.a. EXPERIENCE**

**COMPLETE ONE FORM FOR EACH PROJECT LISTED (MAXIMUM 5)**

PROJECT DESCRIPTION

Project Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESIGN PROFESSIONAL

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gross Building Area (Sq. Ft.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) New (\_\_) Addition (\_\_) Renovation

Project Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Original Contract Amt.: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Original No. of Days to Complete: \_\_\_\_\_\_\_\_

Final Contract Amount Final Contract Days to Complete:

With all Change Orders: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with all Time Extensions: \_\_\_\_\_\_\_\_

PROJECT EXECUTION

Were Liquidated Damages assessed on this Project? (\_\_) No (\_\_) Yes Days \_\_\_\_ $ \_\_\_\_\_\_\_\_\_

Percentage of Work Subcontracted: \_\_\_\_\_\_\_\_\_\_\_\_% Contract Type (\_\_) Competitive Bid Lump Sum

(\_\_) Negotiated Lump Sum

Major Subcontractors: (\_\_) Guaranteed Maximum Price

(\_\_) Other (Describe)

Mechanical: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electrical: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plumbing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roofing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CUSTOMER SATISFACTION

How was this measured? (\_\_) Customer Survey (\_\_) Attached (\_\_) Yes (\_\_) No (\_\_) Other (Describe)

**ATTACHMENT B**

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 4 a., b, c, d Resumes**

ATTACH ONE (1) PAGE RESUMES OF THE PROPOSED

PROJECT MANAGER

PROJECT SUPERINTENDENT

SAFETY PROGRAM MANAGER

OTHER KEY PERSONNEL (OPTIONAL)

1. EDUCATION

High School, College, Trade Schools, Trade Seminars, Trade/Management Specialized Courses, Etc.

1. RELATED EXPERIENCE

Related experience should include the following:

* 1. Position Title
  2. Duties and Responsibilities
  3. Major accomplishments
  4. Number of personnel supervised

1. PROJECT EXPERIENCE

Identify project experience requested in the Statement at 4.a. (2) (3), 4.b. (2) (3), and 4.c. (2). Include the project Title and Location.

1. Other information that demonstrates the individual’s strengths for this project.
2. Project Professionals and Project Owner Reference may be included.

**ATTACHMENT C**

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 4.e. Organizational Chart of Project Management Team**

|  |
| --- |
| FIRM  POSITION  NAME |

Chart should include the entire

Project Team

Subcontractor Key Personnel

And Supervision

|  |
| --- |
| FIRM  POSITION  NAME |

|  |
| --- |
| FIRM  POSITION  NAME |

1. Indicate the relationship between PM/Supt. Of the Subcontractors and the General Contractor’s PM/SUPT.
2. Indicate the relationship of the Safety Manager of the Subcontractors and General Contractor, and the relationship of the Safety Manager with others on the job site.
3. Indicate the relationship between the QA/QC Manager with other personnel on the job site.

**ATTACHMENT D**

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 5.c. Projects Currently Under Contract**

START PROJECTED

PROJECT TITLE AND LOCATION DATE COMPLETION

**ATTACHMENT E**

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 6.d. Notarized Declaration of Surety**

DOCUMENTATION FROM SURETY

**ATTACHMENT F**

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 7.a. Copy of Firm’s Written Safety Plan**

SUBMIT ONLY ONE (1) COPY OF SAFETY PLAN WITH SUBMITTAL PACKET

Include Work Loss Incidents and History

**ATTACHMENT G**

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 8.d. Letter from Insurance Carrier**

DOCUMENTATION OF INSURABILITY

**ATTACHMENT H**

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 9.b. Written Quality Assurance Program**

SUBMIT ONLY ONE (1) COPY WITH SUBMITTAL PACKET

**ATTACHMENT I**

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 11.a. Affidavit**

**of Non-violation of Labor codes**

**Name of Firm:**

**Address:**

**Project**

**Reference: (Name of Owner & Project) Request for Proposal #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Affidavit of Non-violation of Labor Codes**

**To: The Board of Education**

**School District**

**The undersigned officer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby states that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has, during the past five (5) years, been free of any determinations by a court or an administrative agency, of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

NOTARY

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Signed or attested before me on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Commission Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT J**

GENERAL CONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 12.a.b.c. Judgments, Breach of Contract, Protests**

1. **List any judgments against the firm during the past 5 years.**
2. **List any breach of contract other than for cause.**
3. **If applicable, list any formal bid protests and the outcome, whether denied or upheld.**
4. **List all mediations/arbitrations in the last 5 years. Who initiated? What was the outcome?**

**School & Project Name**

**Albuquerque Public Schools**

**REQUEST FOR PROPOSAL FOR CONSTRUCTION #\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*For the convenience of the contractors, an electronic version of this RFP is issued for your use. Any changes to the document’s questions or language that differs from the wording as issued in the Project Manual dated* ***mm/dd/yyyy*** *other than to fill in answers for the questions asked, will constitute a non-responsible proposal.*

**STATEMENT OF QUALIFICATIONS FOR SUBCONTRACTORS**

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. OFFEROR INFORMATION

Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Firm:

(\_\_) Corporation (\_\_) Partnership (\_\_) Sole Proprietorship (\_\_) Joint Venture

(\_\_) Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

a. Year Firm was established: \_\_\_\_\_\_\_\_\_\_\_\_

b. Parent Company (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. All former names during the past 10 years your organization has operated?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. LICENSING

Provide your team’s New Mexico contractor’s license, which is current and in good standing with the State of New Mexico Construction Industries Division (CID).

* 1. Name of license holder (or qualifying party) exactly as on file with the State of New Mexico Construction Industries Division:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. License Classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Issue Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Is the firm’s contractor’s license free of ever being suspended or revoked by the CID or by the appropriate licensing agency in any other state?

(\_\_) Yes - free of suspension or revocation (\_\_) No – Attach explanation

1. EXPERIENCE
   1. Has your firm completed one (1) or more educational facility, addition and/or renovation project of similar complexity and of \_\_\_\_\_\_\_\_ square feet or more since 20\_\_, as the proposed project? Complete **Attachment A** for three (3) maximum projects listed:

(\_\_) Yes Number of Projects: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

Project 1 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project 2 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project 3 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide copies of Performance Evaluation Reports prepared in connection with projects described in Para. 3.a above.

b. State the average annual amount of construction work performed during the past five years: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Also, on **Attachment A**, list major construction project your organization has in progress, giving the name of the project, owner, architect, contract amount, percent of completion, and scheduled completion date.

4. KEY PERSONNEL EXPERIENCE

Please note that more consideration will be given to those meeting or exceeding the required qualifications below:

* 1. Does your assigned Project Manager have the following minimum qualifications and experience? (Attach Resume at **Attachment B**)

1. At least ten (10) years experience in the construction industry?

(\_\_) Yes Number of Years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

(2) Experience on at least one (1) construction type as identified in 3a.?

(\_\_) Yes Number of Projects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

1. Experience as a Project Manager on one (1) or more construction projects

totaling \_\_\_\_\_\_\_\_ square feet or more?

(\_\_) Yes Number of Projects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

b. Does your assigned Project Foreman/Superintendent have the following minimum qualifications and experience? (Attach Resume at **Attachment B**)

(1) At least ten (10) years experience in the construction industry?

(\_\_) Yes Number of Years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

(2) Experience on at least one (1) construction type as identified in 3a.?

(\_\_) Yes Number of Projects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

(3) Experience as a Project Foreman/Superintendent on one (1) or more construction projects

totaling \_\_\_\_\_\_\_\_ square feet or more?

(\_\_) Yes Number of Projects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) No

c. Does your Firm have a Quality Assurance/Quality Control (QA/QC) Manager?:

(\_\_) Yes (\_\_) No

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years with your firm: \_\_\_\_\_

Present Position/Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years in position: \_\_\_\_\_

List other project(s) this person has had a similar role for the past five (5) years:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is your QA/QC a Principal or Officer of the firm? (\_\_) Yes (\_\_) No

* + 1. CAPACITY AND CAPABILITY TO PERFORM THE WORK

1. Resources

(1) Total number of current employees: Project Managers \_\_\_\_\_\_\_\_\_\_

Estimator’s \_\_\_\_\_\_\_\_\_\_

Foremen \_\_\_\_\_\_\_\_\_\_

Tradesmen \_\_\_\_\_\_\_\_\_\_

Administration \_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_

* 1. Please list all projects currently under contract at square footage listed in 3a. with scheduled completion dates (**Attachment C**)

(\_\_) See Attachment C (\_\_) None

6. SAFETY

1. Does your firm have a written safety program compliant with current State regulations? Provide one (1) copy of your firm’s written safety program at **Attachment D**.

(\_\_) Yes (\_\_) No (attach explanation)

1. Provide your Experience Modification Rate for the past five (5) years:

\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_ /

1. Provide the Recordable Incident Rate for the past calendar year: \_\_\_\_\_\_\_\_\_\_\_\_\_

e. Is your firm free of committing serious or willful violations of federal or state safety laws as determined by a final non-appealable decision of a court or government agency?

(\_\_) Yes (\_\_) No (attach explanation)

* 1. INSURANCE & CLAIMS HISTORY

1. Is your firm free of any court judgments, pending litigation, arbitration and final agency decisions filed within the last five (5) years in a construction related matter in which the contractor, or any officer, is or was a party?

(\_\_) Yes (\_\_) No (attach explanation)

1. Has your firm during the past five (5) years been free of a determination by a court of competent jurisdiction that is filed a false claim with any federal, state or local government entity?

(\_\_) Yes (\_\_) No (attach explanation)

1. Does your firm have the ability to provide the required insurance in the limit stated in the project documents (General Liability and Comprehensive Auto at $1 Million per occurrence and $1 Million in the aggregate?

(\_\_) Yes (\_\_) No (attach explanation)

* 1. QUALITY ASSURANCE

1. Does your firm have a written Quality Assurance Program?

(\_\_) Yes (\_\_) No

1. Note: If you have a Quality Assurance Program, please provide one (1) copy of the written Assurance Program for **Attachment E**
   1. LABOR CODE VIOLATIONS

a. Has your firm during the past five (5) years, been free of any determinations by a court or an administrative agency of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects? Refer to **Attachment F**

(\_\_) Yes (\_\_) No

1. Is the firm free of all Subcontractor Fair Practices Act violations for the past five (5) years?

(\_\_) Yes (\_\_) No (explain)

THE UNDERSIGNED CERTIFIES THAT ALL OF THE QUALIFICATION INFORMATION SUBMITTED WITH THIS FORM IS TRUE AND CORRECT.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title Firm Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Address of Firm

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address City/State/Zip

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number Fax Number

End of SUBCONTRACTOR STATEMENT OF QUALIFICATIONS

**ATTACHMENT A**

SUBCONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 3.a. Experience on Similar Projects over Valuation Stated in 3.a**

COMPLETE ONE FORM FOR EACH PROJECT LISTED ON THE QUESTIONNAIRE (MAXIMUM 3)

PROJECT DESCRIPTION

Project Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name and Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gross Building Area (Sq. Ft.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) New (\_\_) Addition (\_\_) Renovation

Original Contract Amt.: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Date/Percentage Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESIGN PROFESSIONAL

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GENERAL CONTRACTOR

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CUSTOMER SATISFACTION

How was this measured? (\_\_) Customer Survey (\_\_) Attached (\_\_) Yes (\_\_) No (\_\_) Other (Describe)

**ATTACHMENT B**

SUBCONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 4 a, b, c, d Resumes**

ATTACH ONE (1) PAGE RESUMES OF THE PROPOSED

1. PROJECT MANAGER
2. PROJECT FOREMAN/SUPERINTENDENT
3. OTHER KEY PERSONNEL (OPTIONAL)
4. EDUCATION

High School, College, Trade Schools, Trade Seminars, Trade/Management Specialized Courses, Etc.

1. RELATED EXPERIENCE

Related experience should include the following:

* 1. Position Title
  2. Duties and Responsibilities
  3. Major accomplishments
  4. Number of personnel supervised

1. PROJECT EXPERIENCE

Identify project experience requested in the Statement at 4.a. (2) (3), 4.b. (2) (3), and 4.c. (2). Include the project Title and Location.

1. Other information that demonstrates the individual’s strengths for this project.
2. Project Professionals and Project Owner Reference may be included.

**ATTACHMENT C**

SUBCONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE:**

**5.b. Projects Currently Under Contract**

START PROJECTED

PROJECT TITLE AND LOCATION DATE COMPLETION

**ATTACHMENT D**

SUBCONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 7.a. Copy of Firm’s Written Safety Plan**

SUBMIT ONLY **ONE (1) COPY** OF SAFETY PLAN WITH SUBMITTAL PACKET

Include Work Loss Incidents & History

**ATTACHMENT E**

SUBCONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 9.b. Written Quality Assurance Program**

SUBMIT ONLY **ONE (1)** **COPY** WITH SUBMITTAL PACKET

**ATTACHMENT F**

SUBCONTRACTOR’S STATEMENT OF QUALIFICATIONS

**REFERENCE: 11.b. Affidavit of non-violation of Labor codes**

Name of Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project

Reference: (Name of Owner & Project) Request for Proposal #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affidavit of Non-violation of Labor Codes

To: The Board of Education

(School District)

The undersigned officer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby states that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has, during the past five (5) years, been free of any determinations by a court or an administrative agency, of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

NOTARY

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Signed or attested before me on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Commission Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMBINED**

**LIST OF SUBCONTRACTORS**

**and**

**ASSIGNMENT OF ANTITRUST CLAIMS**

**by**

**CONTRACTOR, SUBCONTRACTORS,**

**SUBSUBCONTRACTORS, and SUPPLIERS**

|  |
| --- |
| **EXAMPLE TRADES AND SUPPLIERS:** SITE WORK, CONCRETE, MASONRY, FRAMING, LUMBER, STEEL, STEEL FABRICATION, ROOFING, EXTERIOR INSULATION AND FINISH, DRYWALL, DOORS, GLASS AND GLAZING, PLASTER, PAINTING, CARPET, RESILIENT, CONVEYING SYSTEMS, HVAC, CONTROLS, PLUMBING, SHEET METAL, ELECTRICAL |

**1.** Subcontractor Listing shall be included with Cost Proposal as a condition of the Proposal and be fully complete with regards to all Subcontractors providing services valued at $5,000.00 or more, or one-half of one percent of the architect's or engineer's estimate of the total project cost, not including alternates, whichever is greater pursuant to Section 13-4-34, NMSA 1978.

Listing Threshold for this Project: DP TO INSERT AMOUNT HERE $

**a.** Subcontractor Listing shall be expanded after Proposal award, and before Contract, to include major Suppliers and, each entity listed shall be signed by individual empowered to obligate Supplier, Subcontractor, or Subsubcontractor.

**b.** Subcontractor Listing shall also be expanded after Proposal award by apparent low Offeror if Awarded, and before Contract, to include the Department of Workforce Solutions labor enforcement fund registration number. See the Department of Workforce Solutions web site at [www.dws.state.nm.us](http://www.dws.state.nm.us) under “Public Works” for registration form, listings and information.

**c.** See Instructions to Offerors, Section 00 2113 Paragraph 4.5, Subcontractors, for rules regarding changes in this list after Proposal award.

**2. PROJECT NAME**: NAME OF PROJECT HERE

**REQUEST FOR PROPOSAL NUMBER**: INSERT PROPOSAL NUMBER HERE:

The undersigned agrees that any and all claims which the firm may have or may inure to it for overcharges resulting from antitrust violations as to goods, services, and materials purchased in connection with the above-referenced project are hereby assigned to the Owner, but only to the extent that such overcharges are passed on to the Owner. It is agreed that the firm retains all rights to any such antitrust claims to the extent of any overcharges not passed on to the District, including the right to any treble damages attributable thereto.

Subcontractor Listing

and Assignment of Anti-Trust Claims

**\***Signature required Upon Notice of Intent to Award

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TYPE OF WORK** | **ENTITY NAME** | **CITY & STATE** | **Labor Enforcement Fund Registration #**  **(if over $60,000)** | **SIGNATURE \*** |
| SITE WORK |  |  |  |  |
| CONCRETE |  |  |  |  |
| MASONRY |  |  |  |  |
| FRAMING |  |  |  |  |
| STEEL ERECTION |  |  |  |  |
| ROOFING |  |  |  |  |
| INSULATION |  |  |  |  |
| DRYWALL |  |  |  |  |
| GLAZING |  |  |  |  |
| PLASTER |  |  |  |  |
| FLOORING |  |  |  |  |
| PAINTING |  |  |  |  |
| FURNISHINGS |  |  |  |  |
| ELEVATOR |  |  |  |  |
| HVAC |  |  |  |  |
| CONTROLS |  |  |  |  |
| PLUMBING |  |  |  |  |
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| **TYPE OF WORK** | **ENTITY NAME** | **CITY & STATE** | **Labor Enforcement Fund Registration #**  **(if over $60,000)** | **SIGNATURE \*** |
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Date of Proposal:

New Mexico State Contractor's License No. \_\_

License Classifications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Contractor's Preference Certificate No. \_\_

Veteran Resident Contractor Preference Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Percent of preference qualified for: \_\_\_\_\_\_\_\_\_(10%).

NOTE:  Attach a copy of the valid certificate and documentation to validate percent preference.

NM DOL (Workforce Solutions) Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor's New Mexico Gross Receipts Tax No. \_\_

Contractor's Federal Employee Identification No. \_\_

**FD+C Project No. 0000.0000**

**Project Name:**  **(insert Project Name)**

Proposal of (company name): ————————————————————

(Hereinafter called the "Offeror") organized and existing under the laws of the State of New Mexico, doing business as a Corporation, Partnership or Individual. (Circle correct one).

To: Board of Education

Albuquerque Municipal School District Number 12

Bernalillo and Sandoval Counties, New Mexico (hereinafter called "APS") for:

The construction of (insert Project Name)

The undersigned, as an authorized representative for the Offeror named above, in compliance with the Request for Proposals for the construction of a (insert Project Name, FD+C ProjectNo. 0000.0000, having examined the drawings and specifications, with related documents, and having examined the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of labor, materials and supplies, hereby proposes to furnish all labor, materials and supplies, and to construct the project in accordance with the contract documents at the bids stated below. These bids are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part.

The undersigned Offeror's representative also acknowledges receipt of the following Addenda:

Addendum No: \_, dated , Addendum No: \_, dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addendum No: \_\_\_, dated \_, Addendum No: \_, dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following information is required for state reporting purposes only, and will not be used in evaluating or awarding the contract. Is project material offered grown, produced or wholly manufactured in New Mexico? \_\_\_\_\_\_\_ (Yes/No) (Percentage; reference V-B-5 of the RFP)

Page 1 of 3

**BASE BID**: The Offeror agrees to perform all work for the construction of the (insert Project Name), as described in the Project Manual and as shown on the Drawings for the following Base Bid. Also provide Bid Lot amounts, and Additive Alternate amounts if requested.

(Amounts to be shown in both words and figures. In case of a discrepancy, the amount shown in words will govern, **please print**.) **All sums will exclude NM Gross Receipts Tax**.

The Work to be performed under this Contract shall be commenced not later than ten (10) consecutive days after the date of written Notice to Proceed, and that Substantial Completion shall be achieved not later than \_\_\_\_ calendar days after the date of written Notice to Proceed, except as hereafter extended by valid written Change Order by the Owner, for Base Bid, and Bid Lots \_\_\_ and/or Alternates\_\_\_\_\_

Should the Contractor neglect, refuse, or otherwise fail to complete the Work within the time specified, the Contractor agrees to pay to the Owner in partial consideration for the award of this Contract the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dollars ($0,000.00) per consecutive day, not as a penalty, but as liquidated damages for such breach of the Contract.

The price basis for this RFP is the bid proposed for the Base Bid, subject to the availability of funds. APS may award one or more Bid Lots and/or one or more Alternates at the sole discretion of APS, subject to availability of funds.

**ALLOWANCES:**

(1) Allowance No. 1 – Pre-Selected HVAC Equipment; include the lump sum of $\_\_\_\_\_\_\_\_\_\_\_\_ in the base bid.

**BASE BID:**

Base Bid:

**Total Base Bid Lump Sum:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dollars, ($**  **)**

**BID LOTS**

Bid Lot No. 1 – HVAC Post-Warranty Service and 3 Year Maintenance Agreement

**Total Bid Lot No. 1 Lump Sum:**

**Dollars, ($**  **)**

Bid Lot No. 2 – Turn-key Solar Photovoltaic System

**Total Bid Lot No. 2 Lump Sum:**

**Dollars, ($**  **)**

Page 2 of 3

**ADDITIVE ALTERNATE BIDS (modifications to the Base Bid)**

Additive Alternate No. 1 – xxx

**Total Additive Alternate No. 1 Lump Sum:**

**Dollars, ($**  **)**

Additive Alternate No. 2 – yyy

**Total Additive Alternate No. 2 Lump Sum:**

**Dollars, ($**  **)**

The Offeror understands that the contract will be awarded in accordance with the provisions of the Request for Proposals and that the Owner reserves the right to reject any or all proposals and to waive any technical irregularities.

The Offeror agrees that this bid will be good and may not be withdrawn for a period of forty- five (45) calendar days after the scheduled closing time for receiving bid proposals.

Upon receipt of written notice of acceptance of this Bid, Offeror will execute the final contract and deliver surety bonds as required by the Request for Proposals within seven calendar days.

The PROPOSAL SECURITY attached in the sum of 5% of the amount proposed is:

Dollars, ($ )

And will become the property of the Owner in the event the contract and bonds are not executed within the time set forth herein, as liquidated damages for the delay and additional expenses to the Owner caused thereby.

Respectfully Submitted,

By :( Authorized Signature) Date:

By :( Same Name, Printed or Typed)

Title:

Company:

Address: Phone:

Zip:

Fax: Email:

(Affix Corporate Seal if proposal is by Corporation)

Page 3 of 3

BOND REVIEW AND APPROVAL FORM

THIS FORM MUST BE ATTACHED TO BOND 1

REVIEW AND APPROVAL:

This Bond has been executed by a Surety named in the current list of "companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies," as published in Circular 570 (amended) by the Audit Staff Bureau of Accounts, United States Treasury Department.

APPROVED:

Date:

Owner's Representative or Governing Authority

Page 1 of 1

THIS FORM MUST BE USED BY SURETY 2

**AGENT'S AFFIDAVIT**

(To be filled in by Agent.)

STATE OF )

) ss.

COUNTY OF )

, being first duly sworn, deposes and says that he/she is the duly appointed agent for

and is licensed in the State of New Mexico.

Deponent further states that a certain bond given to indemnify the State of New Mexico in connection with the construction of

dated the day of ,2012 executed by Contractor, as principal, and,

as surety, signed by this

Deponent; and Deponent further states that said bond was written, signed, and delivered by him/her; that the premium on the same has been or will be collected by him/her; and that the full commission thereon has been or will be retained by him/her.

Subscribed and sworn to before me this day of , 2011,

Notary Public

My Commission expires:

AGENT'S ADDRESS:

Telephone:

Page 1 of

# CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars ($250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“**Applicable public official**” means a person elected to an office or a person appointed to

complete a term of an elected office, who has the authority to award or influence

the award of the contract for which the prospective contractor is submitting a

competitive sealed proposal or who has the authority to negotiate a sole source or

small purchase contract that may be awarded without submission of a sealed

competitive proposal.

“**Campaign Contribution**” means a gift, subscription, loan, advance or deposit of money

or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“**Contract**” means any agreement for the procurement of items of tangible personal

property, services, professional services, or construction.

“**Family member**” means spouse, father, mother, child, father-in-law, mother-in-law,

daughter-in-law or son-in-law.

“**Pendency of the procurement proces**s” means the time period commencing with the

public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“**Person**” means any corporation, partnership, individual, joint venture, association or any

other private legal entity.

“**Prospective contractor**” means a person who is subject to the competitive sealed

Page 1 of 2

proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“**Representative of a prospective contractor**” means an officer or director of a

corporation, a member or manager of a limited liability corporation, a partner of a

partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The above fields are unlimited in size)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title (position)

**--OR—**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS ($250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title (Position)

Page 2 of 2

**CONFLICT OF INTEREST AND**

**DEBARMENT/SUSPENSION CERTIFICATION FORM**

**(insert Project Name)**

**RFP 00-000XX-XX**

# CONFLICT OF INTEREST

As utilized herein, the term “Vendor” shall mean that entity submitting a proposal to Albuquerque Public Schools in response to the above referenced request for proposals.

**The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge:** No employee or board member of Albuquerque Public Schools (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any Albuquerque Public Schools employee, board member or close relative, with the exception of the person(s) identified below. Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the legislator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ List below the name(s) of any Albuquerque Public Schools employee, board member or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor’s stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the vendor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# DEBARMENT/SUSPENSION STATUS

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or any State agency or local public body, or in receipt of a notice or proposed debarment from any Federal or State agency or local public body. The vendor agrees to provide immediate notice to Albuquerque Public School’s Purchasing Department in the event of being suspended, debarred or declared ineligible by any department or agency of the Federal government, or any agency of local public body of the State of New Mexico, or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract.

Page 1 of 2

## CERTIFICATION

The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST and DEBARMENT/SUSPENSION Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named **and that the information contained in this document is true and accurate to the best of their knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Signing (typed or printed):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company (typed or printed):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax No.:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:

Page 2 of 2

**LISTING FORM 00 4334**

**For Submission of**

**SUBCONTRACTOR**

**QUALIFICATIONS QUESTIONNAIRE**

|  |
| --- |
| **THRESHOLD: $50,000 OR 5% OF ESTIMATE WHICHEVER IS GREATER**  **DP/AE ESTIMATE OF TOTAL PROJECT COST: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **QUALIFICATION THRESHOLD FOR THIS PROJECT: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. The using agency has the right and requires that the contractor provide subcontractor qualifications from the subcontractors listed below, at whatever tier and regardless of the value of the subcontract.
2. Also, Per NMAC 1.4.8.12 D. (2): Subcontractor qualification questionnaires shall be required for all subcontractors identified in the Technical Proposal pursuant to the subcontractor listing requirements 1.4.8.13 NMAC, where the value of the subcontract is fifty thousand ($50,000) or five percent (5%) of the estimate, whichever is greater.

This Subcontractor Questionnaire Listing Form shall be included in the Technical Proposal, in **TAB 3.**

**Note:** This form must be completed and submitted by the deadline for proposal submission. The offeror has the option to submit the original and required copies of the Subcontractor Qualifications Questionnaires up to 24 hours after the date and time of the proposal submission.

|  |  |
| --- | --- |
| **SUBCONTRACTOR** | **ENTITY NAME** |
| HVAC |  |
| Electrical |  |
| Concrete |  |
| Plumbing |  |
| Masonry |  |
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**PROJECT: [Insert Name of Project]**

**SUPPLEMENTAL INFORMATION**

**ASBESTOS CONSIDERATIONS**

1. The Contractor, Subcontractors, and Materials Suppliers will to the best of their abilities, provide and install materials that are *ASBESTOS-FREE*. Any material violating AHERA regulations must be removed by a licensed asbestos abatement Contractor and replaced with non-asbestos containing equal(s) at no cost to Owner. The area where such work is conducted will be returned to its substantially complete condition. Such replacement action will be in effect for the period of construction and continue through the entire warranty year.

2. The Architect and the Contractor shall execute the attached asbestos document.

3. The following Considerations are made available as information for Bidders:

[Insert Title of Asbestos Considerations and similar documents]

[Insert Asbestos (and other) Considerations following this page]

**DOCUMENT FOLLOWS**

00 3100-1

**ALBUQUERQUE PUBLIC SCHOOLS**

**DEPARTMENT OF FACILITIES PLANNING AND CONSTRUCTION**

**915 OAK STREET SE**

**PO BOX 25704**

**ALBUQUERQUE, NEW MEXICO 87125-0704**

**(505) 242-5865**

**RAQUEL REEDY KAREN ALARID**

**SUPERINTENDENT EXECUTIVE DIRECTOR**

****

**PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In accordance with 40 CFR 763.99, this is to certify that the above referenced project drawings and specification have been reviewed and that to the best of our knowledge, no Asbestos Containing Building Materials (ACBM) were specified for the construction of this building.**

**Project Architect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This is to certify that for the above referenced project, to the best of our knowledge, no Asbestos-Containing Building Materials were used in the construction of this building.**

**Construction Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AHERA/NIOSH Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROJECT: [Insert Name of Project]**

**SUPPLEMENTAL INFORMATION**

**GEO-TECHNICAL INVESTIGATIONS**

1. This report is included for information only. Neither Owner nor the Design Professional assumes responsibility for the accuracy of the investigation. The data is made available for interpretation by potential Bidders and is not intended as a warranty of continuity of conditions. Recommendations, if any, shall not be construed as contract requirements unless specifically stated or referenced in the contract documents.

2. The following Reports are made available as information for Bidders:

[Insert Title of Geotechnical Report and similar documents]

[Insert Geotechnical (and other) Reports following this page]

**DOCUMENT FOLLOWS**

00 3200-1

**ENUMERATION OF THE CONTRACT DOCUMENTS**

**PROJECT:**

The Contract Documents will consist of the Agreement between the Owner and the Contractor and General Conditions, plus all attachments, exhibits, project specifications, schedules, the construction drawings, the Project Manual, the Request for Proposal (including the RFP Legal Notice and all Attachments), the Price Proposal Form and Proposal Bond Form, the Subcontractor Listing Requirements, any Bond/Insurance Certificate/Insurance Endorsement Forms, Minimum Wage Information, Contractor’s Price Proposal and relevant Addenda or portions thereof, which shall be deemed to be so modified and amended as set out in the balance of the Contract Documents), all other documents identified in Article 7.22 of the Agreement between the Owner and the Contractor, and any modifications, Change Orders, Addenda, or amendments to any of those documents executed after the effective date of the agreement.

1. The Drawings are identified as follows: As listed in Section 00 8100 – List of Drawings
2. The Specifications are identified as follows: As listed in Section 00 8200 – Index to Technical Specifications
3. All addenda to the Drawings/Specifications as issued during the RFP process.

00 4000-4

**OWNER/CONTRACTOR AGREEMENT**

The form of Owner/Contractor Agreement to be executed is the standard [*Insert* “APS Construction Agreement and General Conditions” *if project is funded solely by APS*; *insert* “PSFA Construction Agreement and General Conditions” *if project is jointly funded by APS and PSFA*.]

A sample Agreement follows. *[Insert sample Owner/Contractor Agreement as following pages.]*

**DOCUMENT FOLLOWS**

00 5000-1

**BONDS AND INSURANCE**

BONDS:

1. Proposal Security: Must be submitted with Price Proposal using AIA Document 310, or similar standard form acceptable to Owner.

2. Performance and Labor and Material Payment Bonds: Contractor shall furnish in connection with the performance of the Work, in a form acceptable to Owner (AIA Documents A 312, or similar standard form acceptable to Owner) and executed by a surety company satisfactory to Owner, a payment bond for the protection of persons furnishing labor and materials and a performance bond for the protection of Owner. The penal sum of each bond shall be equal to the Contract Sum. Bonds shall be dated as of the Effective Date of this agreement and shall be furnished promptly by Contractor to Owner, accompanied by a certified copy of the “Power of Attorney” document issued by the surety company. Contractor shall notify the surety of any changes affecting the general scope of the Work or change in the Contract Sum and the amount of the applicable bonds shall be adjusted accordingly. Contractor shall furnish proof of such adjustment to Owner upon request. The performance bond shall remain in effect until satisfactory completion of all of Contractor’s obligations under this Agreement (including performance of warranty obligations). The labor and material payment bond shall remain in effect until final payment is made to all tiers of subcontractors, suppliers and others furnishing labor or materials.

3. Modification to Bonds: Paragraph 6 of this Payment Bond is deleted in its entirety and replaced with the following provision: “Within 45 days (1) after the claimant has satisfied the conditions of Paragraph 4 and (2) after the Surety has received at its home office all supporting documentation it requested to substantiate the amount of the claim, the Surety shall pay or arrange for payment of any undisputed amounts. Failure of the Surety to satisfy the above requirements shall not be deemed a forfeiture or waiver of the Surety’s or the Contractor’s defenses under this Bond or their right to dispute such claim. However in such event the claimant may bring suit against the Surety as provided under this Bond.

INSURANCE:

Contractor's insurance requirements are as set forth in these documents. Four (4) signed copies of all required certificates, endorsements, or other evidence of insurance must be delivered to Owner. The forms of any required insurance certificates or insurance endorsements are attached as part of this Section 00 6000, or are as described herein.

00 6000-1

Insurers must (1) be authorized to do business in New Mexico; (2) maintain an address for service of process in New Mexico; and (3) either (a) have an “A” policyholder’s rating and a financial rating of at least Class XI in accordance with the most current A.M. Best’s Rating; or (b) be acceptable to Owner as evidenced by Owner’s written approval of such insurer.

If mandatory deductibles should be required under the terms of any insurance to be provided for this project, or if Contractor should elect to increase the mandatory deductible amounts or purchase insurance with voluntary deductible amounts, the Contractor shall not be entitled to any reimbursement from Owner for payment of the amount of the deductible in the event of a paid claim. Owner must approve any changes in deductible amounts in writing.

Certificates of insurance and endorsements must be on forms acceptable to Owner and delivered to Owner prior to commencement of the work. The Contractor shall furnish a Certificate of Insurance under current form of ACORD 25 (2010/05).

In addition, if requested by Owner, Contractor shall deliver to Owner a certified copy of any policies called for in these documents including any endorsements, addenda or amendments to such policies within 10 days. If Owner is damaged by Contractor’s failure to obtain and maintain the required insurance, then Contractor shall be liable to Owner for all costs, expenses and damages which may result, including reasonable attorney’s fees. All insurance policies to be furnished by Contractor for purposes of this project shall be subject to approval by Owner. All policies shall be on an occurrence as opposed to claims made basis.

To the extent Contractor or any Subcontractor would be reimbursed by Owner for any loss covered by the insurance provided, the Contractor or Subcontractor shall waive any claim they may have for such reimbursement to the extent covered by the insurance.

The types of insurance the Contractor shall obtain and maintain are as follows:

Workers’ Compensation Insurance and Employers’ Liability:

Workers’ Compensation Insurance and Employers’ Liability insurance shall be maintained in full force and effect for the full warranty period provided for in the contract documents. Contractor shall comply with all applicable provisions of the New Mexico Workers’ Compensation Act, and the New Mexico Occupational Disease Disablement Law. Workers’ and Employer’s Liability insurance will be procured and maintained in accordance with New Mexico laws and regulations.

00 6000-2

Contractor shall require each Subcontractor to provide the same Workers’ Compensation and Employers’ Liability coverage for all the Subcontractor’s employees working on the project. Neither Owner nor the Design Professional, their directors, officers, board members, representatives, agents or employees will be responsible for any claims or actions occasioned by the failure of the Contractor to comply with this obligation.

At the time of the Contractor’s execution of the contract, Contractor shall deliver to Owner a certificate(s) of insurance testifying that he has obtained full Workers’ Compensation and Employer’s Liability insurance coverage, for all persons whom he employs or may employ during the course of the project. Such coverage shall be maintained for the duration of the contract and the warranty period and shall meet the most current requirements.

Liability Insurance:

General Liability Insurance shall be provided with the following limits.

$1,000,000 General Aggregate

$1,000,000 Products/Completed Operations Aggregate

$1,000,000 Personal Injury and Advertising Injury

$1,000,000 Each Occurrence

$50,000 Fire Damage (any one fire)

$5,000 Medical Expense (any one person)

The policy shall include coverage for bodily injury liability, broad form property damage liability, blanket contractual liability, Contractor’s protective liability, products liability and completed operations. Where applicable, the policy shall include coverage for the hazards commonly referred to as “XCU.”

Business Automobile Liability Insurance with a minimum limit of not less than Two Million Dollars ($2,000,000) per accident with respect to Contractor’s vehicles whether owned, hired, or non-owned, assigned to or used in the performance of any Work required to be performed by Contractor pursuant to the Contract Documents. Excess insurance or umbrella liability insurance will be acceptable in attaining the required limits.

Builder’s Risk Insurance:

Contractor shall obtain and maintain Builder’s Risk “Special Form” insurance coverage for full insurable value to replace or repair up to the contract sum, with provision for endorsements to increase coverage if the contract sum is increased. Such insurance coverage shall include the interests of Owner, Contractor, Subcontractor and Sub-subcontractors in the work and shall insure without limitation against the perils of fire

00 6000-3

with extended coverage and shall include “Special Form” insurance for the physical loss or damage including, without duplication of coverage, theft, vandalism, and malicious mischief. Such coverage shall include work in progress and completed work. If not covered by the “Special Form” insurance, Contractor shall also obtain similar property insurance coverage on portions of the work stored off the site or in transit when such portions of the work are to be included in an application for payment. Such insurance shall include as additional insured Owner, Owner’s representative(s) and each of their respective directors, officers, board members, employees and agents. The form of coverage and policy called for herein must be accepted and approved by Owner.

Such insurance may have a deductible clause but not to exceed $5000 per occurrence. Contractor shall be liable for the deductible on any loss to which the deductible applies.

Any loss insured under this section shall be adjusted with Owner and made payable to Owner. Upon receipt of the insurance proceeds Owner shall reimburse Contractor or his Subcontractors for any insured losses less any deductible charged to Owner.

Contractor shall deliver to Owner such endorsements to the coverage provided herein to insure coverage of the entire work even if Owner should take partial occupancy of part of the work before substantial completion is reached on all the work. The policy shall contain a “Permission to Occupy” endorsement acceptable to Owner.

00 6000-4

**MINIMUM WAGE RATE INFORMATION**

The New Mexico State Minimum Wage Rates applicable for this Contract, as evidenced by the attached determination by the New Mexico Labor and Industrial Commission, shall be paid to all workers employed in the performance of the Work. See Request for Proposals and General Conditions to the Owner/Contractor Agreement.

(Wage Rate Schedules Attached)

**NM DECISION NO.\_\_\_\_\_\_\_\_\_\_\_\_\_, dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DOCUMENTS FOLLOW**

00 6600-1

#### GENERAL CONDITIONS

The General Conditions of this Contract are incorporated in the standard *[Insert* “APS General Conditions of the Contract for Construction” *if project is funded solely by APS*; *insert* “PSFA General Conditions of the Contract for Construction” *if project is jointly funded by APS and PSFA.]*

A sample Agreement is previously attached (see 00 5000).

**DOCUMENT FOLLOWS**

*[Insert General Conditions on following pages]*

00 7000-1

**LIST OF DRAWINGS**

Sheet No. Sheet Title

(insert list of drawings)

00 8100-1

#### INDEX TO TECHNICAL SPECIFICATIONS

DIVISION 01 – GENERAL REQUIREMENTS

01 1000 Summary

01 2000 Price and Payment Procedures

01 2010 Modification/Change Request (MCR) Worksheet

01 3100 Project Management and Coordination

01 3115 Project Management Communications

01 3300 Submittal Procedures

01 3310 Submittal Transmittal Form

01 3510 APS Project Procedures

01 4000 Quality Requirements

01 5000 Temporary Facilities and Controls

01 6000 Product Requirements

01 6300 Product Substitution Procedures

01 6310 Prior Approval Substitution Request Form

01 6320 Contractor Substitution Request Form

01 7000 Execution Requirements

01 7700 Closeout Procedures

01 7800 Closeout Submittals

***[Design Professional to Revise General Requirements list above to match current APS Division 01 sectionm and Insert index of additional Technical Specifications sections]***

00 8200-1