



**ALBUQUERQUE PUBLIC SCHOOLS
PROCUREMENT DEPARTMENT**

May 07, 2014

ADDENDUM #1

BID NO. 14-052MM-SL

Project: General Contractor – Small Projects on Demand

**RFP Submittal Deadline: May 13, 2014 @ 2:00 p.m. local time
APS Procurement Off-Site Procurement Office
915 Locust, St., SE (Bldg. A), Rm 7
Albuquerque, NM 87106**

Please note the following changes and clarifications:

Changes to Pricing Section:

- **Page 9, Paragraph C – Delete second paragraph.**
- **Page 16, Paragraph B - Submission of Price Proposals – Volume 1 and Paragraph C – Submission of Technical Proposals – Volume 2**
 - **All of the Items and Tabs listed in these two paragraphs need to be completed in it’s entirety and submitted with the applicable volume as stated in the proposal. Any offeror who does not provide any of the required documents will be determined to be unresponsive and their proposal will not be evaluated.**
- **Page 16, Paragraph C –Submission of Technical Proposals – Volume 2 – A total of one original and six copies of the technical proposal is required.**
- **Page 26 – Statement of Qualifications for Subcontractors is deleted. The section is changed to read:**

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 Landscaping Contractors

- a. Written Safety Program Compliant; Provide One Copy 1.5
- 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) 1.4
- d. Recordable Incident Rate for Past Calendar Year OSHA 300 Log 1.4
- e. Free of Committing Serious/Willful Violations of Federal/State Safety Laws 1.2

➤ **The following are revised fringe Rates for each of the 15 position labor categories. Please note the Base Rate is unchanged:**

- **POSITION 1: Carpenter/Lather - \$6.25**
- **POSITION 2: Bricklayer/Stonemason - \$6.00**
- **POSITION 3: Laborer Group I - \$4.25**
- **POSITION 4: Laborer Group II - \$4.25**
- **POSITION 5: Laborer Group III - \$4.25**
- **POSITION 6: Laborer Group IV - \$4.25**
- **POSITION 7: Laborer Group V - \$4.25**
- **POSITION 8: Laborer Group VI - \$4.25**
- **POSITION 9: Glazier - \$4.15**
- **POSITION 10: Painter - \$3.88**
- **POSITION 11: Drywall Finisher - \$3.91**
- **POSITION 12: Plasterer - \$7.15**
- **POSITION 13: Electrician (Inside Wireman/Technician) - \$8.62**
- **POSITION 14: Plumber - \$11.00**
- **POSITION 15 Soft Floor Layer (Carpet & Tile) - \$4.40**

QUESTION/ANSWER:

Q#1: If a project requires payment and performance bonding, will that cost be reimbursed by APS?

Response: No

Q#2: Technical Specifications 1.3 Supervision; Due to legal issues, the authority to hire and fire personnel is not allowed at the foreman level. If a working foreman has the authority to add/remove site personnel, will that suffice in lieu of the authority to hire and fire?

Response: This is a company policy issue.

Q#3. Labor Rates; If we pay a higher base pay than listed on the labor position form, can we simply increase the base pay amount from that which is listed? Otherwise, how are we to calculate this cost on the form?

Response: Yes

Q#4 Labor Rates; Can a portion of the Fringe Benefits requirement be paid directly as added base pay over the minimum base pay required? If so, how are we to calculate that cost on the form?

Response: It's understood that the fringe amount can be paid directly to the employee or the employer can breakout the fringe benefit as your own company policy dictates.

Q#5. Labor Rates; Per the RFP documents, it appears that all listed labor rates must be performed by the prime contractor. If we do not directly employ the Electrician or Plumber category, how are we to respond?

Response: The offeror would need to contract the services through a third party and negotiate a labor rate which would comply with the minimum hourly labor referenced on the pricing form.

Q#6 Fixed Fee page 91; This cost schedule is only for the cost and allowed markup of fixed price subcontractors used and not total project cost? Please confirm.

Response: The fixed fee is used to cover the offeror's markup on materials, rental and subcontractor(s). Invoices of actual costs will be required and it's the total of these items that will determine the fixed fee amount

Q#7: Are we allowed to mark up contractor purchased material? If so, where do we list the percentage request for this?

Response: Yes, you can mark-up materials based on the fixed fee table.

Q#8 Technical Specifications 2.3 Specialized Equipment; I presume that this is for contractor owned equipment used on projects. Will we be allowed to rent third party equipment? If so, are we allowed to mark up their invoice and where do we provide that percentage information?

Response: Yes, you can mark-up equipment rental based on the fixed fee table.

Q#9: What is the anticipated annual volume of work that APS expects to issue per contractor awarded?

Response: The answer would depend upon operational budgets, bond funding and grant funding. Any contractor selected under this procurement is not guaranteed any level of work.

Q#10. How many contracts does APS intend to award on this RFP?

Response: The number of contractor(s) selected will be determined after evaluations are conducted. It's pre-mature to answer this question without seeing the quality of responses the district will receive.

Q#11: Will a document from the NM Dept of Workforce Solutions showing the registration has been submitted and paid if full suffice in lieu of the certificate number requested in the RFP. Note, this certificate can take 2 weeks before receipt.

Response: Only contractors with the applicable licensing issued by the date and time of the submittal deadline are eligible.

Q#12: Are miscellaneous supplies purchased and consumed such as blades, bits, cleaning products, sand paper, grinding disks, etc., chargeable as project material?

Response: No

Q#13: Project estimates are not fix price proposals, we only invoice APS for the actual cost

incurred for labor, material, equipment and subcontractors. Correct?

Response: Yes, plus applicable fixed fee.

Q#14: If it is determined during construction that costs will exceed the initial estimate, are we to stop work until additional funds are authorized?

Response: Communication with the APS project manager needs to be on-going and an appropriate MCR will be generated to modify the existing purchase order.

Q#15: Will monthly progress billings be allowed or will we only invoice one time on each completed project?

Response: Monthly billings are allowed.

Q#15: What specific invoice documents will be required by APS payment processing?

Response: Copies of invoices for materials, rental of equipment and subcontractor are required to substantiate the general contractor's invoice to the district. A pay application format will be provided to the contractor. It should be understood that through the audit of any invoice received, the district could ask for other source documents that are deemed necessary to ensure compliance.

Q#16: RFP Page 19, Item 1 - Technical Proposal Format: In the pre-bid meeting someone asked if Tab Dividers need to be included in the page count if they include graphics. I understood the verbal response to be "no". The RFP states, "*Tab Dividers do not count as pages provided the only text or graphics on the dividers are the tab numbers and section titles.* **Please clarify.**

Response: Tab dividers will not count towards the page count. Please refrain from attempting to use the tabs to provide additional explanation/clarification as part of your response.

Q#17: RFP Page 17, Item 4 – *Offeror shall provide a Certificate of Insurance that meets the requirements listed in Project Manual Section 00 6000 Bond and Insurance.* **Please confirm specific requirements – Project manual not included with this RFP.**

Response: Offeror's shall provide an accord certificate of insurance and applicable policy information as required in the RFP. There is no project manual included in the procurement solicitation.

Q#18: RFP Page 57, Detail at Bottom of Page: *Offerors must submit labor pricing for in order to allow for cost analysis to be performed.* **It Appears that some text might have been inadvertently omitted in this statement -- after the word "for". Please review and confirm.**

Response: The paragraph should read:

The primary trades and uses for this proposal are referenced in the pricing section. **Offerors must submit labor pricing for all trade categories identified (Positions 1-15) in order to allow for cost analysis to be performed. Omission of any of the classifications will constitute a non-responsive offeror.**

NOTE: Your acknowledgement of this Addendum #1 should be provided with your response.

Thank you for your interest in Albuquerque Public Schools.

ACKNOWLEDGE ADDENDUM WITH RFP:

COMPANY/FIRM NAME

SIGNATURE

DATE

Michael Madrid CPPB, Construction Buyer