

**RFP NO. 20-019 RRR
ADDENDUM #1**

March 9, 2020

Please note the following clarifications regarding the RFP:

1. **Page 21: TAB 6: Health and Safety Plan:** Does not count towards 50 page requirement as stated on Page 20: Titled submittal requirements.
2. **Page 26: Price Proposal Form:** Submit in TAB 7.
3. **Page 32: Contractors License's MM98-GB98** not required for this RFP:
4. **Page 32: Specialized Equipment List:** **Not** required for this RFP:
5. **Page 32: Surety Letter:** **Not** required for this RFP:
6. **Pages 4 and 20: Submission:** Each copy (6) of submittal is to be in individual binders. (Note: only one hard copy of Health and Safety is required): Submit (1) electronic USB (aka. Memory stick, thumb drive etc.). Electronic version of safety plan can be added to USB listed above. No other form of submittal will be accepted including CD, E-mail, Zip, etc.
7. **Page 21: TAB 3: Past Performance:** Eliminate Subcontractors: Maximum Points remain the same.
8. **Page 21: TAB 4: Project Staffing:** Management Team: Eliminate subcontractor: Maximum points will remain the same.
9. **Page 21: TAB 4: Project Staffing:** Licenses and Certifications for each team member: Identify the licenses and certifications in written form only. You do not need to attach all the documentation. By signing the Letter of Submittal you are in good faith telling us that each individual's information is valid.
10. **Page 21: TAB 6: Health and Safety Plan Procedures:** Eliminate last bullet point: Recordable Incident Rate for the past Calendar year (OSHA 300 log). Points will be added to Written Safety Plan.
11. **Page 32: Proposal Submittal Requirements:** Specialized Equipment List, Statement of Specialized Equipment and Letter of Surety are not required.
12. **Question:** Envelope commissioning not listed as one of the primary or optional systems to be commissioned:
Response: For building envelope commission, bidders may indicate that they offer this in their suite of services, and even provide a project example. However, APS is not including Envelope Cx in this RFP, because we find it is a specialty discipline that must be vetted separately.
13. **Question:** Under Licensing/Certifications there is a list of desirable Licenses that cover most of the certifying association. Is a certification not mandatory?
Response: We require the firm to have at least one state issued P.E. license in electrical, mechanical, or related field. It is expected that the firm also hold at least one of the listed Cx certifications.



PROCUREMENT DEPARTMENT
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SUPERINTENDENT

- 14. Question:** Under Licensing/Certifications it indicates that the successful contractor shall be properly licensed with CID.
Response: The Cx firm is not required to be licensed unless they are performing contracting work (adjusting, replacements of equipment, etc.) that would require licensing under State Law. This section was included in the RFP to inform applicants of their responsibility should they be asked to perform corrective retro-commissioning.
- 15. Question:** Under Licensing/Certifications it does not mention having a licensed engineer in the State of New Mexico. Work performed under this scope could be considered engineering services.
Response: We require the Cx firm to have at least one state issued P.E. license in electrical, mechanical, or another related field.
- 16. Question:** Site license for E-builder is required, but this is to be a T&M type contract on a PO basis. Should we state in our pricing section that this will be charged back to APS or build it into our billing rates?
Response: APS will not directly reimburse the E-Builder license fee. It must be built into your overhead. Current subscription rate is \$1,500 per year.
- 17. Question:** Are the categories on TAB 7 Cost Response Form restricted or may we include more categories?
Response: Additional categories can be add for consideration. Pricing evaluation will be based on the listed categories on record in the RFP.
- 18. Question:** Will this contract be subject to retention/retainage, and if so, what Percentage (Page 8 Section B.1.C).
Response: There will be no retainage for Cx services. Proposals are normally submitted as hourly not- to-exceed; you bill only for the hours expended.
- 19. Question:** If selected for award, will Buyer consider minor changes to the contractual terms and condition?
Response: The Office of Procurement will consider minor changes to the contractual terms.

ACKNOWLEDGE ADDENDUM WITH RFP SUBMITTAL:

Addendum not signed and returned may cause RFP to be non-responsive and may be rejected.

COMPANY/FIRM NAME

SIGNATURE

DATE