

**NM ENVIRONMENT DEPARTMENT  
DRINKING WATER BUREAU**

**REQUEST FOR PROPOSALS (RFP) AMENDMENT No. 001**

**Professional Services for Capacity Development Assistance  
for Public Water and Wastewater Systems  
in the State of New Mexico**



**RFP#**

**<15-667-00-0011>**

RFP Release: March 23, 2015  
Amendment Release: April 10, 2015

Request for Proposal #15-667-00-0011 is amended as described herein:

**I. Introduction**

**D. Procurement Manager (p. 13)**

**FROM:**

- 2. All deliveries of responses via express carrier (please do not send via US Postal Service) must be addressed as follows:

**TO:**

- 2. All deliveries of responses must be sent via express carrier, or hand-delivered, to the Procurement Manager (or her designee at the NMED Drinking Water Bureau) <deletion> ~~(please do not send via US Postal Service)~~ must be addressed as follows to the address below:

**II. Conditions Governing the Procurement**

**A. Sequence of Events (p. 18)**

**FROM:**

| Action                              | Responsible Party         | Due Dates Sample Time Frames |
|-------------------------------------|---------------------------|------------------------------|
| 1. Issue RFP                        | NMED                      | March 23, 2015               |
| 2. Distribution List                | Agency                    | April 3, 2015                |
| 3. Pre-Proposal Conference          | Agency                    | April 6, 2015                |
| 4. Deadline to submit Questions     | Potential Offerors        | April 8, 2015                |
| 5. Response to Written Questions    | Procurement Manager       | April 10, 2015               |
| <b>6. Submission of Proposal</b>    | <b>Potential Offerors</b> | <b>April 14, 2015</b>        |
| 7. Proposal Evaluation              | Evaluation Committee      | April 15-22, 2015            |
| 8. Selection of Finalists           | Evaluation Committee      | April 23, 2015               |
| 9. Best and Final Offers            | Finalist Offerors         | April 24, 2015               |
| 10. Oral Presentation(s)            | Finalist Offerors         | April 27, 2015               |
| 11. Finalize Contractual Agreements | Agency/Finalist Offerors  | April 28-30, 2015            |
| 12. Contract Awards                 | Agency/ Finalist Offerors | May 1, 2015                  |
| 13. Protest Deadline                | Agency                    | +15 days                     |

**TO:**

| <b>Action</b>  | <b>Responsible Party</b>  | <b>Due Dates Sample Time Frames</b> |
|--|---------------------------|-------------------------------------|
| 1. Issue RFP   | NMED                      | March 23, 2015                      |
| 2. Issue Amendment No. 1   | NMED                      | April 10, 2015                      |
| 3. Submission of "Acknowledgement of Receipt" form to NMED               | Potential Offerors        | April 27, 2015<br>(3:00 PM MDT)     |
| 4. Finalize Distribution List  | Agency                    | April 27, 2015<br>(3:00 PM MDT)     |
| 5. Pre-Proposal Tele-Conference<br>1-888-205-5513<br>(passcode 1144405#) | Agency                    | April 28, 2015<br>(1:00 PM MDT)     |
| 6. Deadline to submit Questions  | Potential Offerors        | April 30, 2015<br>5:00 PM MDT       |
| 7. Response to Written Questions   | Procurement Manager       | May 4, 2015                         |
| <b>8. Submission of Proposal</b>   | <b>Potential Offerors</b> | <b>May 13, 2015<br/>3:00 PM MDT</b> |
| 9. Proposal Evaluation   | Evaluation Committee      | May 14 - 21, 2015                   |
| 10. Selection of Finalists   | Evaluation Committee      | May 22, 2015                        |
| 11. Best and Final Offers  | Finalist Offerors         | May 26, 2015                        |
| 12. Oral Presentation(s)   | Finalist Offerors         | May 28, 2015                        |
| 13. Finalize Contractual Agreements                                      | Agency/Finalist Offerors  | June 1-5, 2015                      |
| 14. Contract Awards  | Agency/ Finalist Offerors | June 8, 2015                        |
| 15. Protest Deadline   | Agency                    | +15 days                            |

**II. Conditions Governing the Procurement**

**B. Explanation of Events**

**2. Distribution List Response Due (p.18)**

**FROM:**

Potential Offerors should hand deliver, return by email or registered or certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document, APPENDIX A, to have their organization placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned to the Procurement Manager by 3:00 pm MST or MDT on April 3, 2015.

**TO:**

Potential Offerors should hand deliver, return by email or registered or certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document, APPENDIX A, to have their organization placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned to the Procurement Manager by 3:00 pm MST or MDT on April 27, 2015.

**II. Conditions Governing the Procurement**

**A. Explanation of Events**

**3. Pre-Proposal Conference (p.19)**

**FROM:**

A pre-proposal conference will be held as indicated in the sequence of events beginning at 1:00PM Mountain Standard Time/Daylight Time in the Runnels Building Auditorium 1190 St Francis Dr. Santa Fe NM. Potential Offeror(s) are encouraged to submit written questions in advance of the conference to the Procurement Manager (see Section I, Paragraph D). The identity of the organization submitting the question(s) will not be revealed. Additional written questions may be submitted at the conference. All written questions will be addressed in writing on the date listed in the Sequence of Events. A public log will be kept of the names of potential Offeror(s) that attended the pre-proposal conference.

**TO:**

A pre-proposal tele-conference will be held as indicated in the sequence of events beginning at 1:00PM Mountain Standard Time/Daylight Time, call-in to 1-888-205-5513 / passcode 1144405# . <delete> ~~in the Runnels Building Auditorium 1190 St Francis Dr. Santa Fe NM.~~ Potential Offeror(s) are encouraged to submit written questions in advance of the conference to the Procurement Manager (see Section I, Paragraph D). The identity of the organization submitting the question(s) will not be revealed. Additional written questions may be submitted at the conference. All written questions will be addressed in writing on the date listed in the Sequence of Events. A public log will be kept of the names of potential Offeror(s) that attended the pre-proposal conference.

## **Reference Section II. Conditions Governing the Procurement**

### **B. Explanation of Events**

#### **6. Submission of Proposal (p.19)**

##### **FROM:**

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 3:00 PM MOUNTAIN STANDARD TIME/DAYLIGHT TIME ON April 14, 2015. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section I, Paragraph D2. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Professional Services for Capacity Development Assistance for Public Water and Wastewater Systems in the State of New Mexico < 15-667-00-0011>. Proposals submitted by facsimile, or other electronic means will not be accepted.

##### **TO:**

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 3:00 PM MOUNTAIN STANDARD TIME/DAYLIGHT TIME ON May 13, 2015. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section I, Paragraph D2. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Professional Services for Capacity Development Assistance for Public Water and Wastewater Systems in the State of New Mexico < 15-667-00-0011>. Proposals submitted by facsimile, or other electronic means will not be accepted; proposals hand-delivered to a person other than the Procurement Manager or left in an office will not be accepted.

## IV. Specifications

### C. Technical Specifications

#### 2. Organizational References (p.32)

##### **FROM:**

Offerors shall provide a minimum of three (3) references from similar projects performed for private, state or large local government clients within the last three years. **Offerors are required to submit APPENDIX G, Organization Reference Questionnaire, to the business references they list. The business references must submit the Reference Form directly to the designee described in Sec I Paragraph D.** It is the Offeror's responsibility to ensure the completed forms are received on or before April 14, 2015 for inclusion in the evaluation process.

##### **TO:**

Offerors shall provide a minimum of three (3) references from similar projects performed for private, state or large local government clients within the last three years. **Offerors are required to submit APPENDIX G, Organization Reference Questionnaire, to the business references they list. The business references must submit the Reference Form directly to the designee described in Sec I Paragraph D.** It is the Offeror's responsibility to ensure the completed forms are received on or before May 13, 2015 for inclusion in the evaluation process.

## IV. Specifications

### B. Technical Specifications

#### 4. Mandatory Specification

##### B. Licensing (p.34)

##### **FROM:**

Offerors must possess all required licenses at the time of proposal submission. Required licenses include a valid New Mexico Driver's License for all contractor employees that will be working on this contract. All individuals providing technical assistance and training must be a licensed public water supply operator in the State of New Mexico certified at a level to perform the work that is the subject of the training. **Evidence of this fact is required.** The Offeror will develop and submit for approval, a list of staff and their qualifications and equipment necessary for assessment of water systems technical problems. The Offeror must demonstrate that they have adequate staff and equipment to execute the contract.

**TO:**

Offerors must possess all required licenses at the time of proposal submission. Required licenses include a valid <deletion> New Mexico Driver's License for all contractor employees that will be working on this contract. <deletion>All individuals providing technical assistance and training must be a licensed public water supply operator in the State of New Mexico certified at a level to perform the work that is the subject of the training. **Evidence of this fact is required.** The Offeror will develop and submit for approval, a list of staff and their qualifications and equipment necessary for assessment of water systems technical problems. The Offeror must demonstrate that they have adequate staff and equipment to execute the contract.

**APPENDIX A**  
**Acknowledgement of Receipt Form (p.43)**

**FROM:**

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than 3:00 pm on April 3, 2015. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

**TO:**

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than 3:00 pm MDT on April 27, 2015. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

## **APPENDIX G**

### **Organizational Reference Questionnaire (p.72)**

#### **FROM:**

The State of New Mexico, as a part of the RFP process, requires Offerors to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document Offeror's experience relevant to the scope of work in an effort to establish Offeror's responsibility.

**Offeror is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to:**

Name: Peggy Cooke, Procurement Manager  
Address: NMED Drinking Water Bureau  
PO BOX 5469  
Santa Fe, NM 87502-5469  
Telephone: (505) 476-8646  
Fax: (505)476-8656  
Email: peggy.cooke@state.nm.us

**by April 14, 2015 for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal. Business references provided may be contacted for validation of content provided therein.**

#### **TO:**

The State of New Mexico, as a part of the RFP process, requires Offerors to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document Offeror's experience relevant to the scope of work in an effort to establish Offeror's responsibility.

**Offeror is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to:**

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Santa Fe, NM 87502-5469  
Telephone: (505) 476-8646  
Fax: (505)476-8656  
Email: peggy.cooke@state.nm.us



by May 13, 2015 for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal. Business references provided may be contacted for validation of content provided therein.

## **APPENDIX G**

### **Organizational Reference Questionnaire (p.73)**

#### **FROM:**

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to the State of New Mexico, NMED Drinking Water Bureau via facsimile or e-mail at:

Name: Peggy Cooke, Procurement Manager  
Address: NMED Drinking Water Bureau  
PO BOX 5469  
Santa Fe, NM 87502-5469  
Telephone: (505) 476-8646  
Fax: (505)476-8656  
Email: peggy.cooke@state.nm.us

no later than April 14, 2015, and **must not** be returned to the company requesting the reference.

#### **TO:**

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to the State of New Mexico, NMED Drinking Water Bureau via facsimile or e-mail at:

Name: Peggy Cooke, Procurement Manager  
Address: NMED Drinking Water Bureau  
PO BOX 5469  
Santa Fe, NM 87502-5469  
Telephone: (505) 476-8646  
Fax: (505)476-8656  
Email: peggy.cooke@state.nm.us

no later than May 13, 2015, and **must not** be returned to the company requesting the reference.