

NMED-GWQB RFP #16 667 3000 0052

Response to Questions

October 30, 2015

1. Can we use references within the GWQB/NMED?
 - a. No, references from within GWQB/NMED are not accepted; however, references from other state departments are fine.

2. Financial Stability – what kind of records need to be submitted?
 - a. RFP page 31, C, 1, iv. Offerors must provide:
 - i. Most recent year of financial statements, (independently audited), this should include:
 1. Balance sheet
 2. Statements of income
 3. Retained earnings
 4. Cash flows
 5. Notes to the financial statements
 - ii. Most current 10K,
 - iii. Financial statements for the preceding three years (if they exist),
 - iv. Note: if independently audited financial statements do not exist, state the reason and submit sufficient information (D & B report) to enable the Evaluation Committee to assess financial stability.

3. What is the amount of funding available? How much money was in the previous contract?
 - a. Funding is dependent on each project, and on State and Federal Funding.

4. What is the cap on awards?
 - a. The previous four year cap was 2.5 million dollars for environmental services. The cap for the upcoming four years will depend on projection of funding for projects and on the number of contractors selected.

5. How many contractors will you select?
 - a. We anticipate selecting three or four firms; however selection is dependent on the quality of the proposals received.

6. Are there areas of the State that will have more projects/work?
 - a. No. Work is statewide.

7. Will the pre-proposal conference presentation be posted on the website?
 - a. Yes.

8. Will the pre-proposal conference sign-in sheet be posted on the website?
 - a. Yes.

9. How should financial information be submitted?
 - a. RFP page 31, C, 1, Financial information should be submitted in a sealed, separate envelope

10. Will the information on the sealed forms be redacted?
 - a. Offerors should provide a redacted and an unredacted version. Unredacted versions will be kept confidential.

11. Can questions be submitted through Tuesday, October 27, 2015?
 - a. Yes.

12. What companies are currently under contract?
 - a. INTERA, URS/AECOM, Daniel B. Stephens & Assoc., CDM Smith.

13. Section I.C. (page 2) of the request for proposal (RFP) notes that this is a 4-year contract. However, there is no mention of rate escalation in Appendix D-General Cost Detail Form (page 67). Are the rates proposed in Appendix D intended to be firm for the four-year term of the contract for the prime and team subcontractors (mentioned in Section IV.C.1(i); page 31)?
 - a. The rates are firm for the four year term of the contract. However, if a staff member is promoted their hourly rate can increase to the rate of the new position. NMED requires notification of the rate change.

14. Section IV.B.1 of the RFP, Item vi. Under Completed Forms and Other Supporting Material (page 30) establishes the requirement for “completed reference form(s) for at least three people, businesses or organizations”. During the October 26, 2015 Pre-proposal Conference the NMED stated that reference forms from people employed by the NMED are not acceptable. Is it correct that references from state agencies other than the NMED are acceptable?
 - a. Yes.

15. Section IV.C.1.i of the RFP (page 31), directs Offerors to “submit prices in the format or similar format as shown on the General Cost Detail Form that is included in Appendix D of the RFP.” Understanding that rates must be provided for the five labor categories to be used in the cost evaluation described in Section V.B.8 (marked by an asterisk on page 67), is it acceptable to add other labor and/or equipment/supply categories or to leave blank some of the categories listed?
 - a. Yes.

16. Are there specific qualifications (degrees, years of experience) for the following:
 - a. Senior Engineer/Hydrologist/Scientist
 - b. Project Engineer/Hydrologist/Scientist

- c. Staff Engineer/Hydrologist/Scientist
 - d. Field Technician
 - 1. This will be left to the Offerors discretion. Staff member resumes or short narratives will be reviewed by the evaluation committee. (RFP page 28-29, Section IV. B. 1)
17. Who is responsible for site access negotiations?
- a. NMED will handle access negotiations.
18. Who will be required to sign access agreements? (the subcontractor and the RP; or the GWQB and the RP?)
- a. The property owner signs the NMED access agreement.
19. Section III. Response Format and Organization of the RFP (on page 23) makes several references to “binder(s)”, but does not specify 3-ring binders. Can proposals be submitted using any binding method (e.g., coil bound, 3-ring binder, etc.)?
- a. Yes.
20. Section C. Business Specifications, subsection 1.iv found on p. 31
- a. Who or what entity will be reviewing this information?
 - i. The Evaluation Committee will do the initial review and will consult with the Administrative Division as deemed necessary.
 - b. How does it affect the scoring/ranking/evaluation factors?
 - i. The Cost Proposal has 300 possible points in the evaluation point summary. The other financial documents will be used to verify the firm’s financial stability should they be selected as a finalist.
 - c. How will this information be kept confidential?
 - i. Confidential portions of the proposal will be resealed, labeled confidential, and will be kept in locked storage.
 - d. Can GAAP-qualified accounting records be substituted for the required/preferred submittals specified in the RFP?
 - i. Yes, with a discussion of the reason and sufficiency of the materials submitted.