

Keyline Design for Restoration of Headwater Slope Wetlands in the Holman Creek Wetlands Complex (RFP)

SPD RFP #: 70-667-17-27605

NMED#: 17-667-2060-0007

Questions Answers

#	Question	Response
1	What are the NMED-SWQB qualifications that determine whether someone is a “qualified expert” in Keyline design methods, as mentioned as a requirement on p 3 of the RFP?	NMED expects that a qualified expert has successfully completed at least one keyline design project. A qualified expert can provide documentation of keyline design training and/or successful project completion(s); and references that support such successful completion(s).
2	What text elements in the proposal format outlined on page 27-28 are considered a “section” that needs to be separated by a tab? Is it at the level of Binder-1 and Binder-2, or at the level of elements listed with letters (Letter of Transmittal, Table of Contents, Response to Contract Terms and Conditions, etc.) or even at the level of the numbered subelements (1. Organizational Experience & Contractor Qualifications, 2. Technical Proposal, 3. Signed Campaign Contribution Form)?	Each element of the 2. Technical Proposal (Binder 1) a. through f. is considered a separate section and thus separated by a tab. Sub-sections under section f. can be contained under the section f. tab. Each sub section in f. shall be numbered as is described in section III. 3. of the RFP. ie 1, 2, 3.
3	Is there an expected length or preferred binding or other specifications for the publication?	NMED believes that a successful proposal will require a minimum of 10 pages for Binder 1 and minimum of 10 pages for Binder 2. Binders 1 and 2 must be completely separate. Bindings must conceal the internal contents of each binder. As stated in section III.C., Hard copies must be typewritten on standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within binders with tabs delineating each section.
4	Is it possible for the workshop to be conducted at the NMED Wetland Roundtable?	NMED believes that it will be in the best interest of continued development of New Mexico's Wetlands Program for a presentation to be made at a Wetlands Roundtable about any project findings. A half-day workshop at a conference where a large number of persons are present over several days would be the most appropriate type of venue for such a workshop.

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5	Is building the keyline design expected in 2018, or would 2019 construction be acceptable?	Project construction implementation and completion is expected in 2018. Depending upon project construction implementation success, there may be some time during 2019 to complete additional construction projects to reach the goal of creating an increase in the number of wetland acres to at least 40.
6	Please clarify where the Business Specification falls within the outline of either Binder 1 or Binder 2?	The Business Specifications refer specifically to the Cost Proposal. Any cost related material must be provided in Binder 2.
7	Please clarify how items 2.e. "Organizational Experience and Resources" and 2.f.1 "Organizational Experience & Contractor Qualifications" differ from each other or should they be consolidated in one location.	Please note that Item III.C.2.e. "Organizational Experience and Resources" is to be an outline of all relevant experience of prime and sub contractors with all federal, state, and local government contracts within the last five years. (Please review RFP section I.C.3. Contractor's Qualifications). Please include Items I.C.3.a. and e. in Binder 1 and Items I.C.3. b., c. and d in Binder 2. And please note that Item III.C.2.f.1 "Organizational Experience & Contractor Qualifications" is to be directly related to a Response to Specifications for the proposal. Item III.C.2.f.1 should highlight in greater detail the experience and qualifications of the prime and sub contractors that clearly shows the ability to complete the project in a timely and satisfactory manner.

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8	Does the workshop need to be conducted at the Annual Quivira Coalition Conference?	<p>The workshop does not need to be conducted at the Annual Quivira Coalition Conference. As stated in Item I.C. Scope of Procurement and Appendix C. in the Sample Contract under section 2. Scope of Work and Deliverables within subsection 6., suggests a potential venue to hold the half-day workshop. The Quivira Conference Annual Conference is not an open venue for whomever receives the grant. The Annual Quivira Coalition Conference is a private event that is held by the Quivira Coalition, a private non-profit organization that has complete authority about how it organizes the annual conference of the organization. NMED would ideally like to see the half-day workshop occur within New Mexico during a conference of several days length with several hundred people attending. While the Annual Quivira Coalition Conference would meet these criteria, there are other venues and settings that could also meet these criteria and the promotion of the work accomplished during this project.</p>