

AMENDMENT #1

December 19, 2019

**State of New Mexico
New Mexico Environment Department
Ground Water Quality Bureau**

Request for Proposals (RFP)

**PROFESSIONAL ENVIRONMENTAL CONSULTING
SERVICES**



RFP # 20 667 2030 0001

Request for Proposal # 20 667 2030 0001 is amended as described herein:

PRIOR WORDING IN SECTION III.C.1 (page 28) : PROPOSAL CONTENT AND ORGANIZATION

The required organization of folders/envelopes for hard copy proposals are stated below.

1. Proposal Content and Organization

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

Technical Proposal (Binder 1):

- A. Signed Letter of Transmittal
- B. Table of Contents
- C. Summary of Company Experience
- D. Professional Qualifications as Demonstrated by Similar Experience and Past Performance
- E. Proposal Summary
- F. Technical Approach for Scope of Work
- G. Offeror References
- H. Health and Safety/ Quality Assurance
- I. Response to Contract Terms and Conditions
- J. Offeror's Additional Terms and Conditions
- K. Response to Specifications (**except cost information which shall be included in Cost Proposal/Binder 2 only**)
 1. Organizational Experience
 2. Organizational References
 3. Mandatory Specifications
 4. Financial Stability - Financial information considered confidential should be placed in the **Confidential Information** binder.
 5. Performance Surety Bond
 6. Signed Campaign Contribution Form
 7. New Mexico Preferences (If applicable)
- L. Other Supporting Material (If applicable)

Business Specifications (Binder 2):

1. Cost Proposal
2. Completed General Cost Detail Form

Within each section of the proposal, Offerors should address the items in the order indicated above. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal. All discussion of proposed costs, rates or expenses must occur only in Binder #2 on the General Cost Detail form. Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

AMENDED WORDING IN SECTION III.C.1 (page 28) : PROPOSAL CONTENT AND ORGANIZATION

The required organization of folders/envelopes for hard copy proposals are stated below.

1. Proposal Content and Organization

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Technical Proposal (Binder 1):

- A. Signed Letter of Transmittal
- B. Table of Contents
- C. Summary of Corporate Experience
- D. Professional Qualifications as Demonstrated by Similar Experience and Past Performance
- E. Proposal Summary
- F. Technical Approach for Scope of Work
- G. Offeror References
- H. Health and Safety/ Quality Assurance
- I. Response to Contract Terms and Conditions
- J. Offeror's Additional Terms and Conditions
- K. Specifications and Mandatory Forms (**except cost information which shall be included in Cost Proposal/Binder 2 only**)
 1. Organizational References
 2. Mandatory Specifications
 3. Financial Stability - Financial information considered confidential should be placed in the **Confidential Information** binder.
 4. Signed Campaign Contribution Form
 5. New Mexico Preferences (If applicable)
- L. Other Supporting Material (If applicable)

Business Specifications (Binder 2):

1. Cost Proposal
 - a. Financial Stability
 - b. General Cost Detail Form (Completed Mandatory Form)
 - c. Cost tracking
 - d. Unforeseen Circumstances
 - e. Letter of Transmittal Form (Completed Mandatory Form)

Within each section of the proposal, Offerors should address the items in the order indicated above. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal. All discussion of proposed costs, rates or expenses must occur only in Binder #2 on the General Cost Detail form. Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.