

**Addendum Number One**  
**RFP P-102 Architectural Services for Magistrate Courthouse Project**

**Call for Proposals RFP P-102**  
**Bid Opening Date: April 26, 2019**

Administrative Office of the Courts  
2905 Rodeo Park Drive East, Bldg 5  
Santa Fe, NM 87505

The following revisions, additions, and clarifications to questions shall be incorporated in the Request for Proposals RFP P-102. All other provisions of the Proposal Documents shall remain unchanged.

**Please Note.** AOC is looking for an architectural firm that can partner with AOC and the municipalities to develop a standard courthouse utilizing best practices for court design and combining creative, innovative ways of designing and constructing the building quickly and efficiently to serve the needs of the court today and into the future. The challenge for this concept will be in how to implement and standardize the process in rural communities that lack a skilled workforce, lack maintenance and operation procedures and require assistance from larger cities. AOC needs these projects to be successful to showcase to other municipalities how partnering with AOC can create a courthouse building that meets the needs of the Judiciary while enhancing the local community to ensure justice for all.

**ITEM #1 Will the sign-in sheet for the pre-proposal meeting be published at any point?**

- A. The sign-in sheet for the pre-proposal meeting will be published on the NM Courts website under the Request for Proposal.

**ITEM #2 The 20 page limit is extremely tight considering the amount of information requested in the RFP. Would AOC consider extending it to 30 pages, or allowing resume and/ or projects descriptions to be placed in an appendix that doesn't count against the page limit?**

- A. The proposal limit will be extended to 25 single spaced single sided, 8 ½ X 11 pages. AOC is requesting the responses be prepared simply and economically and to provide straight forward and concise descriptions of the respondents capabilities to satisfy the requirements of the request. The appendix will **not** count against the 25 page limit and the respondent is free to add any additional information in the appendix that they feel will help the evaluation committee make a decision. *AOC is requesting five (5) hard copies of the proposal and one electronic copy (CD) as part of the submission.*

**ITEM #3 Question II-e specifically mentions the possibility of placing project in an appendix, but it does not say whether the appendix counts against the 20 page limit. Please clarify if the appendices count towards the 20 page limit? What can be included as an exhibit or other attachment?**

- A. The 20 page limit is increased to 25 pages. The appendix will not count against the 25 page limit and the respondent is free to add any additional information in the appendix that they feel will help the evaluation committee make a decision.

**ITEM#4 No where in the outline does it ask for design consultants' resumes. Would the AOC like to see resumes and qualification information from our design consultants?**

- A. Please include under **I. Specialized Design and Technical Competence** of the proposal format and evaluation criteria for RFP #P-102
  - c. Provide a listing of all design consultants the proposer intends to use. Provide type of consultant service, name and address of the firm, and authorized representative name and phone number. Resumes and qualification information of the consultants can be included as part of the appendix.

**ITEM#5 Items IV-a and IV-d seem redundant. Would you please provide more information regarding what AOC is looking for to differentiate these two items? Or can they be combines into one item?**

- A. IV-a shall read: Provide a narrative describing you knowledge regarding safety and security issues as it relates to physical planning of courthouse facilities: for example: Crime prevention through environmental design, concentric circles of protection, site design setback, building layout and detention holding cells, etc.
- B. IV-d shall read: Provide knowledge in working with Pre-fab interior modular wall installations with integrated power, network and technology capabilities.

**ITEM #6 Item II-b states: "Provide information that demonstrates your firm's capacity and capability to perform work, including any specialized services, on short notice and a timely basis" What exactly is AOC looking for here? Typically, the "capacity and Capability" section includes team resumes, team's availability/workload, project management approach, and schedule control, but all of those topics are specifically requested in other items/sections.**

- A. II-b shall read: The proposer should present their approach to accomplishing the requirements of the projects. Please describe your approach to working with two public entities (AOC and Municipalities) that will have different priorities, requirements, schedules and needs. Provide your approach to resolving issues that may arise as the project progresses to ensure a successful experience that can be replicated to other municipalities and counties.

**ITEM#7 What are the requirements for LEED?**

- A. Many rural communities are not familiar with planning, designing and constructing court facilities. AOC is working with municipalities on a concept whereas the municipality seeks financing from the New Mexico Finance Authority to fund the project. AOC will enter into a Joint Powers Agreement to oversee and project manage the design, and construction of the building and AOC will pay the debt service along with maintenance and operations through a lease agreement. The municipality will own the facility and at the end of the term AOC will pay a reduced rental rate. Since the facility will be owned by each municipality, the decision to design and construct the facility utilizing LEED requirements will be negotiated with each project. Proposers and their major consultants should demonstrate through their project examples that they are familiar with LEED requirements.

**ITEM #8 SectionC-6.0 Paragraphs II-e, III-a and III-d requirement to list 10 projects representing expertise in Judicial Institutional projects. Is the intent for the question to be Judicial and Institutional Projects?**

- A. With the concept of creating a standardized Magistrate Court for rural communities throughout the state. The intent of II-e is to seek projects that represent your knowledge regarding judicial functions such as: controlling movement in circulation spaces, understanding of detention holding, security planning, crime prevention through environmental design, acoustical requirement, etc. The projects listed in II-e can be both judicial or institutional that reflect understanding of what a magistrate court will require. Record of Performance III-a is seeking project examples that demonstrate your ability to work with local governments and understanding of the needs in rural New Mexico communities such as: designing and constructing in areas with low skilled labor, ability to showcase local vernacular architecture, use of local materials and workforce, etc. Within the list of projects, we are asking that you include projects that utilize CMAR as the construction delivery and to showcase projects that include LEED. You may use the same projects or showcase others, but the intent is to demonstrate that you understand the requirement of a judicial institution and understand how to work with local rural governments. You may list the projects within your page requirements and add any additional information regarding the projects to that appendix. Section III-d is requesting a list of clients where you have provided work

similar to the that requested in this RFP so that AOC may contact them for additional information.



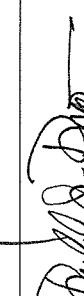
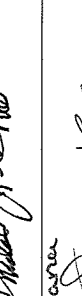
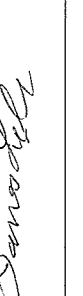



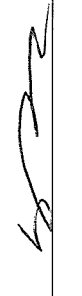
**ITEM #9 During the mandatory Pre-Proposal meeting a question was raised whether a fee proposal was required. Can the following be clarified: Is a fee proposal in the formation of Exhibit D (Architectural Compensation) of the draft Architects Agreement included in the RFP required to be submitted as part of the RFP response? If required, does it have any point designation for evaluation criteria; and does that page count toward the 20 page limit of is it considered as an attachment: If not required to be submitted as part of the proposal, does a fee proposal need to be submitted in a separate sealed envelope?**

- A. The Architectural Agreement and Fee Proposal are included to inform the Respondents of the type of agreement that AOC intends to use. A Fee Proposal is not required as part of this RFP. As a State Entity, AOC plans to use the state rate scale to determine the percentage for basic services and negotiate additional, reimbursable and special services with the selected Respondent.

**ITEM#10 On page 17, under item II Capacity and Capability, letter e, we are asked to describe ten projects which best represent our firm's expertise in the Judicial Institutional Projects. Exhibits may be dispersed throughout the proposal or included as part of an appendix. Then, under III. Record of Performance letter a, we are asked to provide ten examples indicating our past record of performance on contracts with governmental agencies and/or municipalities and judicial institutions with respect to such factors as quality of work and ability to meet schedules. Then item c asks us to provide your ten most recent project-identifying examples of final cost estimates compared to actual cost of various projects including, but not limited to, studies (such as parking), fees, evaluations, and designed remodels. Then we are asked to provide five examples of cost effectiveness.**

- A. Please see Item Number 8 above for clarification. **Regarding III-c:** AOC is seeking information that demonstrates your ability to work within budget. The majority of funding for the magistrate court projects will be coming in a form of a loan from the local municipality and the design professional will need to adhere very closely to a predetermined budgets. AOC is seeking information that demonstrates that you can stay within the given budget. The respondents must note at least 10 projects showing final cost compared to budgeted cost. Those projects can be projects noted in other sections of the RFP. Within the projects, please provide five examples that demonstrate cost effectiveness for example: standardized structural module for ease of construction, use of local materials to shorten construction schedules, movable wall partitions to shorten construction time, etc.

# Sign In - 3/29/2019

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