

**CIBOLA COUNTY**

**REQUEST FOR PROPOSALS (RFP)**  
**FOR CONSTRUCTION**



**RFP# 2022 - 002**

**Public Safety Building Interior Improvements  
Grants, NM**

Issue Date: February 23, 2022, 8:00 AM MST

Deadline: Wednesday, March 23, 2022, 4:00 PM MST

Mandatory Pre-Proposal Meeting:  
Thursday, March 3, 2022, 2:00 PM, MST

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**I. PROJECT INFORMATION**

**A. PURPOSE OF THIS REQUEST FOR PROPOSALS**

The Cibola County is requesting competitive sealed proposals for construction services based on the scope of work described below. All potential Offerors are to read, understand and accept the requirements of this Request for Proposals (RFP).

**B. BACKGROUND**

Cibola County government has recently acquired a vacated building constructed as an armory for the New Mexico Army National Guard in 1991. The intent of Cibola County is to co-locate three of the Public Safety functions of the county at this facility to consolidate real estate, modernize its services and move away from non-functioning facilities. Departments to be co-located at this facility include the Sheriff's Office, Office of Emergency Management and the 911 Dispatch offices.

**C. PROJECT DESCRIPTION**

The project will be an adaptive-reuse and near-total interior renovation of the approximately 20,000 SF existing facility to support the functions of the three county departments to be co-located here. This includes extensive spatial reconfiguration and significant supporting power/data and HVAC modifications to support the new building program. Structural and plumbing modifications will take place as necessary. New electrical service will be brought to the building. Exterior work is to include new landscaping, replacement of paving, creation of new secure areas, lighting, and construction of new canopies. Roof repairs will address concerns with existing drainage.

**A MANDATORY PRE-PROPOSAL meeting and site visit will be held at Cibola County Public Safety Building, 2001 Clif Lear Rd, Grants, NM 87020 on March 3, 2022, at 2:00 PM MST. All prime contractors intending to submit on this project must attend this meeting.**

Cibola County reserves the right to reject any or all proposals.

**D. PROCUREMENT SCHEDULE:**

Signed Contract	TBD
Notice to Proceed	TBD
Substantial Completion	TBD

Electronic construction documents are available at:

Albuquerque Reprographics 4716 McLoed NE Albuquerque, NM 87109 (505) 884-0862
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This procurement shall be under the Competitive Sealed Proposals for Construction and Facility Maintenance, Services and Repairs rule per New Mexico Administrative Code (NMAC) 1.4.8, and will result in a single award. The Request for Proposal (RFP) documents consist of the construction documents and all the documents listed in the Table of Contents and all said documents are incorporated in this RFP by reference.

Prospective Offerors are expected to visit the site and understand the local conditions under which the Work will be performed.

**E. DEFINITION OF TERMINOLOGY**

This paragraph contains definitions and meanings that are used throughout this Request for Proposals (RFP), including appropriate abbreviations.

**"Architect"** means a member of the project team who is a New Mexico licensed architect and is responsible for the architectural services.

**"Construction Contractor"** means a member of the project team who is a New Mexico licensed general contractor and is responsible for the construction services for the contract.

**"Contract"** An agreement between Cibola County (the Owner) and a firm for the work covered by this RFP.

**"Contract Documents"** means any one or combination of the following contract documents: contract, conditions of the contract, drawings and specifications, and lease agreement.

**"Contractor"** means any business having a contract with a local public party.

**"Customer Agency"** Cibola County, for which this project is being designed.

**"Customer Agency Contact"** The person designated by the customer agency to act on their behalf concerning the scope of work and programming requirements for the project.

**"Determination"** The written documentation of a decision made by the Evaluation Committee including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

**"Firm"** means the company or other business entity referenced under 1.4.8 NMAC for the purpose of identifying, individually or collectively: a general contractor, a prime contractor or a subcontractor, of any tier, whether basic trade subcontractor, subcontractor or other.

**"General Provisions"** The terms **"can"**, **"may"**, **"should"**, **"preferably"**, or **"prefers"** identifies a desirable or discretionary item of the RFP. Failure to comply with such an item will not result in the rejection of the Offerors proposal.

**"Cibola County Commission"** is the executive level agency with responsibility for the Cibola County.

**"Mandatory Requirements"** The terms **"must," "shall," "will," "is required,"** or **"are required"** identify a mandatory requirement of this RFP. Failure to comply with such a mandatory factor shall result in the rejection of the Offerors proposal. Rejection of the proposal will be subject to review by the Evaluation Committee and a final decision on rejection will be made by the Cibola County Commission.

**"Offeror"** is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP, with the intent of providing services for this project.

**"Owner"** as defined in the Agreement between Owner and Contractor shall be **Cibola County**.

**“Owner’s Team”** is comprised of a Project Manager, Cibola County Commission, Chief Procurement Officer, and the Owner’s legal consultant.

**“Pre-listed subcontractors”** means the subcontractors, of any tier, that the Offeror is required to list, pursuant to 1.4.8.13 NMAC of 1.4.8 NMAC, at the time it submits a proposal in response to a request for proposals.

**"Prime Contractor"** means the New Mexico licensed contractor selected for this project by the Evaluation Committee.

**“Project Team”** All members of the firm, including consultants who will be responsible for the completion of the project.

**"Proposal"** is the Offeror’s response to this RFP.

**"Request for Proposals" or "RFP"** This document, any attachments incorporated by reference, and any amendments issued for use in soliciting proposals, for this project.

**“RFP documents”** means any one or combination of the following request for proposal documents: technical proposal; price proposal; financial proposal; contractor qualifications statement; subcontractor qualification statement, contracts or agreements.

**"Responsive Offer" or "Responsive Proposal"** An offer or proposal which conforms in all material respects to the requirements set forth in the RFP as determined by the Evaluation Committee. Material respects of an RFP include, but are not limited to quality, quantity or delivery requirements.

**"Selection”** A formal written notice by the chair of the Evaluation Committee that a firm has been selected to enter into a contract for services.

**"Selection Committee or Evaluation Committee"** A body constituted in accordance with Section 1.4.8.16 NMAC 2005 to evaluate proposals and make selection recommendation and or selection. The Evaluation Committee consists of at least three members. The committee should collectively possess expertise in the technical requirement of the project, construction design and contracting. The Evaluation Committee is chaired by the Chief Procurement Officer. Cibola County’s contracted Architect t serves as staff to the Evaluation Committee.

**"Statement of Qualifications Forms”** means the forms included as a part of this RFP, which all Offerors shall complete, including the qualifications for the Team member or partners and subcontractors proposed for the project.

**“Technical Irregularities”** Are matters of form rather than substance evident from the proposal document, or insignificant mistakes that can be waived or corrected without prejudice to other Offerors; that is, when there is no effect on price, quality or quantity. If discussions are not held or if best and final offers upon which award will be made have been received, the Evaluation Committee may waive such irregularities or allow an Offeror to correct them if either is in the best interest of the County. Examples include the failure of an Offeror to:

- a) Submit the number of signed proposals required by the RFP
- b) Sign the proposal, but only if the unsigned proposal is accompanied by other material indicating the Offeror’s intent to be bound; or

- c) Acknowledge receipt of an amendment to the RFP, but only if: a) it is clear from the proposal that the Offeror received the amendment and intended to be bound by its terms; or b) the amendment involved had no effect on price, quality or quantity.

## II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP outlines and describes the major events of the Selection Process and specifies general requirements.

### A. SEQUENCE OF EVENTS

	Event	Responsible Party	Date	Time	Location
1.	Issue RFP	Cibola County	February 23, 2022	8:00 AM MST/MDS	Couty Website: cibolacountynm.com
2.	<b>RFP and Construction Documents Available</b>	Cibola County	February 23, 2022	1:00 PM MST/MDS	Albuquerque Reprographics
3.	<b>Mandatory Pre-Proposal Site Meeting</b>	Cibola County, Vigil & Associates Architectural Group, P.C.	March 3, 2022	2:00 PM MST/MDS	Cibola County Public Safety Building, 2001 E. Santa Fe Ave, Grants, NM 87020
4.	Questions/Clarifications Deadline	Potential Offerors to Cibola County	March 14, 2022	4:00 PM MST/MDS	purchasing@co.cibola.nm.us
5.	<b>Organizational Reference Questioner Deadline</b>	Potential Offerors to Cibola County	March 18, 2022	4:00 PM MST/MDS	purchasing@co.cibola.nm.us
6.	<b>RFP Addenda issued for Questions/Clarifications</b>	Cibola County	March 18, 2022	4:00 PM MST/MDS	Couty Website: cibolacountynm.com
7.	<b>Submission of Proposals</b>	Potential Offerors to Cibola County	March 23, 2022	4:00 PM MST/MDS	Cibola County 700 East Roosevelt Avenue Ste. 50, Grants, NM 87020
8.	Proposal Evaluation	Evaluation Committee	TBD		Cibola County 700 East Roosevelt Avenue Ste. 50, Grants, NM 87020
9.	Notice of Intent to Award	Cibola County	TBD		N/A
10.	Protest Period	Offers	15 Days after Notice of Intent to Award	N/A	N/A
11.	Contract Award	County Manager	TBD		

**NOTICE: Cibola County reserves the sole right, without incurring any liability, to change any aspect of the proposed procurement described above, including the right not to proceed with the procurement and/or the right to proceed in a different manner or on a different timeline than as described above.**

### B. EXPLANATION OF SEQUENCE OF EVENTS

1. Issue RFP - This RFP is issued by the Cibola County in accordance with the provisions of Sections 13-1-111 through 13-1-117 NMSA 1978. This and other RFPs will be posted on the County website [www.cibolacountynm.com](http://www.cibolacountynm.com).
  - a. Contract Documents – Full Contract Documents are available for inspection at the locations stated on the Procurement Schedule. Contractors may obtain electronic set of documents from Albuquerque Reprographics Inc., 4716 McLeod NE, Albuquerque, NM 87109, (505) 884-0862 upon paying their reproduction fees. No partial contract document sets will be issued.
  
2. Questions/Clarifications/Site Visits – All questions about the meaning or intent of the RFP, the scope of the project or the Bidding Documents shall be submitted to the Cibola County Chief Procurement Officer **and** to the Architect in writing. Replies will be issued by Addenda to all parties recorded by the Architect/Engineer as having received the Bidding Documents. Questions received less than **seven (7) days** prior to the date for submission of proposal will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Copies of the Standard Agreement between Owner and Contractor are included in the Project Manual. Offerors are encouraged to familiarize themselves with this Standard Agreement between the Owner and Contractor. Any questions concerning the project or selection process contact:

Cibola County:  
Wendy Self, Chief Procurement Officer  
Email: [purchasing@co.cibola.nm.us](mailto:purchasing@co.cibola.nm.us)

AND

Vigil & Associates Architectural Group, P.C.  
Vicente Castillo, Project Architect  
Email: [vicente@va-architects.com](mailto:vicente@va-architects.com)

3. **MANDATORY Pre-proposal Meeting** - Provides interested Offerors an opportunity to request clarification about the procurement process and discuss the intent of the project with Cibola County and the customer. A representative from each interested prime contractor is required to attend. During the meeting a presentation will be made to describe the overall scope of work and intended schedule.

Subcontractors and suppliers are invited to attend this meeting, but it is not mandatory for them.

**THE PRIME CONTRACTOR'S ABSENCE FROM THE PRE-PROPOSAL MEETING PRECLUDES PARTICIPATION AS AN OFFEROR ON THIS PROJECT.**

4. RFP Addenda - If an addendum is deemed necessary it will be issued no later than four (4) working days prior to the submission deadline. Any addenda issued prior to the submittal deadline shall become part of the Request for Proposals and any information required shall be included in your proposal. The architect will distribute the addenda or notice to all attendees to the mandatory pre-proposal meeting.
  - a) Product Approvals – Where reference is made to one or more proprietary products in the Contract Documents, but restrictive descriptive materials of one or more manufacturer(s) is referred to in the Contract Documents, the products of other manufacturers will be accepted, provided they are equal or exceed the standards set forth in the drawings and specifications and are compatible with the intent and purpose of the design, subject to the written approval

of the A/E. Request for approval of substitutions shall be submitted in writing to the Architect at least ten (10) days prior to the date for receipt of proposals. Requirements for substitutions are contained in the Technical Specifications. Approval of substitutions will only be made by addendum. The Architect's written approval of substitutions will only be issued by addendum. If the descriptive material is not restrictive, the products of other manufacturers specified will be accepted without prior approval provided they are compatible with the intent and purpose of the design as determined by the Architect.

5. Submission of Proposal – Offerors shall submit two-part, two-volume written proposals. Each volume shall be submitted in a separate sealed envelope or package. Clearly label each volume with the RFP number, your name, address, and date of submittal and prominently identify each as: Volume I: Technical Proposal and Volume II: Price Proposal, delivered to:

Cibola County  
RFP Number 2022-002  
700 East Roosevelt Avenue Ste. 50,  
Grants, NM 87020  
ATTENTION: Wendy Self, CPO

- a) Receipt of Proposals: Cibola County will time-stamp proposals at the County Manager's Receptionist Desk and hold in a secure location. A public log will be kept of the names and submittal times of all proposals. **Proposals received after the deadline will be deemed non-responsive and will be returned unopened to the Offeror.**
- b) Confidentiality of Proposals: Proposals will not be opened publicly and shall not be open to public inspection until after an Offeror has been selected for award of the contract. An Offeror may request in writing non-disclosure of confidential data. Such data shall accompany the proposal and shall be readily separable from the proposal in order to facilitate eventual public inspections of the non-confidential portion of the proposal.
- c) Non-Conforming Proposals: Proposals will be reviewed, for completeness, format, and compliance with the requirements of the RFP. If any proposal is deemed non-responsive by the Evaluation Committee, the Offeror will be notified in writing of such determination.
6. Security – A Bid Bond in the amount of five percent (5%) of the proposal amount is required of each Offeror.
7. Proposal/Shortlisting -The Evaluation Committee will review each proposal. The technical proposal evaluation will be scored first and independently of the price proposal evaluation. Points will be allocated per Section V of this RFP, by each committee member. Member's point totals will be translated to a numeric ranking. The committee member rankings will be totaled to determine the overall ranking of the firms. The Evaluation Committee may hold interviews with the highest-ranked Offerors. If fewer than three proposals are received, the Evaluation Committee may recommend award to the Cibola County Commission or may reissue the RFP. The Committee shall determine the rankings without the possibility of a tie.
- a) Best and Final Offers - Firms may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers. Best and final offers may be clarified and amended at the interview. Cibola County will notify firms with a due date and time for submission of best and final offers.



- b) Best and Final Offers, Additional Discussions - The Cibola County Commission may make a written determination to conduct additional discussions or change County's requirements and require another submission of best and final offers. Firms shall be informed that if they do not submit a notice of withdrawal or another best and final offer, their immediately previous offer will be construed as their best and final offer.
8. Pre-Interview Conference Call – If interviews are held, Cibola County will notify firms with a date and time for a Pre-Interview Conference Call meeting. The Pre-Interview Conference Call will be conducted by the Chief Procurement Officer or designee to answer any questions regarding the interview process.
9. Interviews/Award – If applicable overall rankings from the interview shall determine the firm to be awarded the project. Notice to finalists will include the interview date, time, and location. The purpose of the interview is to allow the Offeror to present its qualifications, past performance, management plan, schedule, and general plan for constructing the project. It will also provide an opportunity for the Evaluation Committee to seek clarification of the Offeror's proposal. Ninety (90) minutes will be allotted for the interview to include a forty-five (45) minute question and answer session by the evaluation committee. Points will be allocated, by each member. Each member's point totals will be translated into a numeric ranking of the interviewed firms. Individual member rankings will be totaled together to determine the overall ranking from interview. In the event of a tie for first, after the completion of interviews, the tie shall be broken by awarding to the firm with the higher ranking from the shortlist. All calculations of point standings shall occur during the Evaluation Committee meeting for this project with all members in attendance.
10. Notice of Intent to Award - The Chief Procurement Officer will notify the selected Offeror in writing of their selection for tentative contract award. This notice if applicable will include the interview rankings for the project award. Cibola County will maintain at least one copy of each Offeror's proposal. Proposals are open for public inspection after the award and conclusion of successful contract negotiations.
11. Contract Negotiations - The Owner and the successful Offeror will begin contract negotiations as soon as possible after notice of intent to award. If contract negotiations are not finalized within 90 days after Notice of Intent to Award, Owner may conclude negotiations with the selected Offeror and begin negotiations with the next ranked Offeror based on final ranking. After review of the Evaluation Committee Report, the recommendation of the County Management and signed contract, Cibola County will award the contract on the date indicated in the Sequence of Events. This date is subject to change at the discretion of the County, the contract shall be awarded to the Offeror or Offerors whose proposal has met the evaluation factors set forth in the RFP. The proposal may or may not have received the most points. The award is subject to appropriate Cibola County Commission approval.

**C. GENERAL REQUIREMENTS / INFORMATION**

This section contains information about the RFP process and conditions which this RFP is issued and how the intended project will be completed.

1. Governing Law - This procurement and any agreement with Offerors that may result shall be governed by the laws of the State of New Mexico.

2. Legal Review – Cibola County requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror concerns must be promptly brought to the attention of the Cibola County.
3. Right to Protest - In accordance with NMSA 1978, §13-1-172, any Offeror who is aggrieved in connection with a solicitation or the award of a contract may protest to the Cibola County Protest Officer. The protest must be submitted in writing within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest. Protests must be submitted in written form to:  
  
Cibola County Protest Officer  
700 East Roosevelt Avenue Ste. 50,  
Grants, NM 87020  
  
Protests must include the name and address of the protestant, the solicitation number, and a statement of grounds for protest, including appropriate supporting exhibits. Protests received after the deadline will not be accepted.
4. Incurring Cost - Any cost incurred by the Offeror in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.
5. Prime Contractor Responsibility - Any contract that may result from the RFP shall specify that the prime contractor is solely responsible for fulfillment of the contract with the Owner. The Owner will make contract payments only to the prime contractor.
6. Subcontractors - Since the award is made on a qualification-based evaluation process, replacement of subcontractors after award of and prior to the contract execution may cause the Offeror to be disqualified.
7. Pre-listed subcontractors – Prior to the award of the Contract, the A/E will notify the Offeror, in writing, if either the Owner or the A/E, after due investigation, has reasonable and substantial objection to any person or organization on such list, and refuses in writing to accept such person or organization, the Offeror may, at their option, (1) withdraw their proposal, or (2) submit an acceptable substitute Subcontractor with no increase in the proposal price. In the event of withdrawal under this paragraph, Bid Security will not be forfeited, notwithstanding anything to the contrary in Paragraph 9 below.
8. Amended Proposals - An Offeror may submit an amended proposal prior to the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. PCD personnel will not collate or assemble proposal materials for the Offeror.
9. Offeror's Rights to Withdraw Proposal - Offerors will be allowed to withdraw their proposals at any time prior to the date for Interviews, if applicable. (Event 9 – Section II A). The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative addressed to the Chief Procurement Officer.
10. Proposal Offer Firm - Responses to this RFP, including proposal prices, will be considered firm for ninety (90) days after the due date for receipt of proposals or ninety (90) days after receipt of a best and final offer if one is submitted.

11. Disclosure of Proposal Contents - Proposal contents will be kept confidential until conclusion of successful contract negotiations. At that time, all proposals will be open to the public, except for the material, which has clearly been noted and deemed as proprietary or confidential by the Offeror. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret under the Uniform Trade Secrets Act, Sections NMSA 1978, § 57-3A-7. Any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" must be readily separable from the proposal in order to facilitate public inspection for the non-confidential portion of the qualifications-based proposal.
12. Termination of RFP- This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the Cibola County Commission determines such action to be in the best interest of Cibola County.
13. Sufficient Appropriation - The RFP process may be terminated at any time if sufficient appropriations or authorizations do not exist. Such termination will be affected by sending written notice to the Offeror. The Cibola County Commissions decision as to whether sufficient appropriations and authorizations are available will be accepted by the Offeror as final.
14. Contract -. A copy of the standard Agreement between Owner and Contractor is available from Cibola County and included in the Project Manual. Any questions about the contract terms and conditions must be brought to the attention of the Chief Procurement Officer.
15. Right to Waive Minor Irregularities - The Evaluation Committee reserves the right to waive minor or technical irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals fail to meet the same mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.
16. Notice - The Procurement Code, NMSA 1978, §§13-1-28 through 13-1-199, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.
17. Clarifications from Offerors - The Evaluation Committee, after review of the proposals and/or Interviews may request clarifications on information submitted by any and all Offerors in a written format, with a specified deadline for response.
18. Licensing Requirements - The Contractor shall comply with and require all of its subcontractors to comply with the license laws as required by the State of New Mexico.
19. Records Retention - The successful applicant shall maintain and allow access to detailed records documenting services provided and expenses incurred for a minimum of three years.
20. Change in Contractor Representatives - The Owner reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the Owner, meeting its needs adequately.
21. Owner Rights - The Owner reserves the right to accept all or a portion of an Offeror's proposal including the right to purchase software or services from State Purchasing Agent approved price agreements.

22. Right to Publish - Throughout the duration of this procurement process and contract term, potential Offerors, Offerors, and contractors must secure from Cibola County written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or termination of the contract.
23. Ownership of Proposals - All documents will become the property of Cibola County.
24. Proposal Discussions with Individual Offerors – Cibola County may conduct discussions or interviews with responsible Offerors who submit acceptable or potentially acceptable proposals. It should be clearly understood, however, that the County reserves the right to accept proposals without conducting such discussions or negotiations. If discussions or negotiations are conducted, the County may establish a common date for the submission of Best and Final Offers.
25. Restrictions on Contributions and Other Things of Value - During the time period beginning with public notice of this RFP and ending with the issuance of any determination related to any protest filed following the award of the contract, a prospective Offeror, or family member or representative of the prospective Offeror, as those terms are defined in Section 13-1-191.1 of the New Mexico Procurement Code, is barred by that Section from giving a campaign contribution or other thing of value to public officials, or their employees. Other prohibitions may apply to the successful Offeror upon such an award.
26. Confidentiality - Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of Cibola County. The Contractor(s) agree to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the procuring Cibola County's written permission.
27. Electronic Mail Address Required - A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence.
28. Use of Electronic Versions of this RFP - This RFP is being made available by electronic means. If accepted by such means, the Offeror acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by Cibola County, the version maintained by the Cibola County shall govern.
29. New Mexico Employees Health Coverage.
  - A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.
  - B. Contractor agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

- C. Contractor agrees to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information: <http://insurenemexico.state.nm.us/>
30. Employee Pay Equity Reporting. Contractor agrees if it has ten (10) or more employees OR eight (8) or more employees in the same job classification, at any time during the term of this contract, to complete and submit the PE10-249 form within thirty (30) days of contract award. For contracts that extend beyond one (1) calendar year or are extended beyond one (1) calendar year, Contractor also agrees to complete and submit the required form (PE10-249 or PE250, depending on their size at the time) within thirty (30) days of the annual contract anniversary date or, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract, whichever comes first. Should Contractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, Contractor agrees to provide the required report within ninety (90) days of meeting or exceeding the size requirement. That submittal date shall serve as the basis for submittals required thereafter. Contractor also agrees to levy this requirement on any subcontractor(s) performing more than 10% of the dollar value this contract if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract. Contractor further agrees that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, Contractor will submit the required report, for each such subcontractor, within ninety (90) days of that subcontractor meeting or exceeding the size requirement. Subsequent report submittals, on behalf of each such subcontractor, shall be due on the annual anniversary of the initial report submittal. Contractor shall submit the required form(s) to Cibola County Procurement Office on behalf of the applicable subcontractor(s) in accordance with the schedule contained in this paragraph. Contractor acknowledges that this subcontractor reporting requirement applies even though offeror itself may not meet the size requirement for reporting and be required to report itself.
31. Certification regarding Responsibility Matters - "Any prospective Bidder/ Offeror (hereafter Offeror) and/or any of its Principals who seek to enter into a contract greater than twenty thousand dollars (\$20,000.00) with any state agency or local public body for professional services, tangible personal property, services or construction agree to disclose whether they, or any principal of their company:
- A. Are presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body.
  - B. Have within a three-year period preceding this offer, been convicted of or had civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public ( federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes related to the submission of offers; or commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property.
  - C. Are presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with, commission of any of the offenses enumerated in paragraph B of this disclosure.
  - D. Have preceding this offer, been notified of any delinquent Federal or state taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied.
    - 1) Taxes are considered delinquent if both of the following criteria apply:
    - 2) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

3) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

E. Have within a three-year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body.

Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.

The Offeror shall provide immediate written notice to Cibola County if, at any time prior to contract award, the Offeror learns that its disclosure was erroneous when submitting or became erroneous by reason of changed circumstances.

A disclosure that any of the items in this requirement exist will not necessarily result in withholding an award under this solicitation. However, the disclosure will be considered in the determination of the Offeror's responsibility. Failure of the Offeror to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of an Offeror is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.

The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts. If during the performance of the contract, the contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the contractor must provide immediate written notice to the Procurement Manager or Buyer. If it is later determined that the Offeror knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the Cibola County Procurement Officer may terminate the involved contract for cause. Still further the Cibola County Procurement Officer may suspend or debar the contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the Cibola County Chief Procurement Officer.

### **III. RESPONSE FORMAT AND ORGANIZATION**

#### **A. NUMBER OF RESPONSES/COPIES**

The proposal shall be submitted in two parts: Volume I: Technical Proposal and Volume II: Price Proposal. Only one proposal may be submitted by each Offeror for this project. Offerors shall provide four (4) identical copies of their Technical Proposal, mark one as "Original"; and one (1) original Price Proposal at the location specified in Section II. At notification of Intent to Award, the selected Offeror shall provide one additional copy of the Volume II Price Proposal.

#### **B. VOLUME I: TECHNICAL PROPOSAL FORMAT**

Format will be 8-1/2" x 11" with foldout sheets allowed up to 11" x 17" in size. All foldout sheets, up to a maximum of 11" x 17" sheets will be counted as two pages and shall be labeled as such. Text will be no smaller than 10 point. If there is any question as to format requirements contact the Chief Procurement Officer for clarification, prior to submittal of the proposal.

1. Proposal Organization - All pages shall be numbered. All foldout pages shall be counted as two (2) pages and shall be numbered as such. Proposals shall be organized and tabbed as follows:
  - a. Submittal Letter

- b. Table of Contents
  - c. Glossary (The purpose of the glossary is for the Offeror to list technical or special words with their definitions. The words shall be determined by the Offeror. If unnecessary, the Glossary Tab may be omitted provided there is indication that the section is not used.)
  - d. Part I. General Contractor's Qualifications Statement with tabbed attachments
  - e. Part 2. Subcontractor's Qualifications Statement with tabbed attachments
2. Submittal Letter – (Two page maximum) each proposal must be accompanied by a submittal letter. Submittal letters that omit any of the following minimum information may be deemed non-responsive. The submittal letter shall contain an acknowledgement and certification section with the following provisions:
- a. Be signed by a director, officer, or manager of the submitting firm who has sufficient knowledge to fully address all matters and respond to all inquiries included in RFP documents.
  - b. Provide telephone numbers, fax and e-mail address of the director, officer, or manager to be contacted for clarification questions regarding this RFP.
  - c. Submitting firm shall represent that the information provided in the RFP documents is truthful, accurate and complete and that the firm and individual responsible for the submission shall be fully responsible for and bound by all information, data, certifications, disclosures, and attachments included in the RFP documents.
  - d. Explicitly indicate the information and data provided in connection with the RFP documents, as well as any other relevant information obtained from any other sources regarding the firm, may be reviewed to determine whether it qualifies as a responsible contractor pursuant to 1.4.1.75 NMAC and whether its offer represents the best value to the using agency.
  - e. Explicitly indicate understanding that the firm's failure to meet responsibility standards or provide requested information may render it ineligible to perform work on the prospective procurement contract.
  - f. Explicitly acknowledge the firm's obligation to carefully review and complete, and, when applicable, update the RFP documents.
  - g. Acknowledge that omission of any material fact concerning requested or submitted information, or the submission of any materially false or misleading statement, or misrepresentation of a material fact concerning any requested or submitted information, may lead to the disqualification of the proposal.
  - h. Explicitly agree that if awarded the contract, the RFP documents, and all terms and conditions specified therein, and all information, data, certifications, and disclosures included in the RFP documents, shall be incorporated into the contract.
  - i. Explicitly indicate understanding that if it is determined that it has intentionally or recklessly failed to disclose requested information, or has intentionally or recklessly made a false statement, misrepresentation or omission regarding a material fact relating to the RFP documents, the firm may be declared in default of contract and any such conduct shall be grounds to terminate the contract and/or withhold full or partial payment and/or impose any sanctions or penalties, as deemed appropriate and available under New Mexico law.
  - j. Identify the name and title of the person(s) authorized to contractually obligate the Offeror for the purpose of this RFP and the contract.
  - k. Acknowledge receipt of any and all amendments to this RFP.
3. Statement of Qualifications Form -

- a. Each Offeror shall complete the General Contractor's Statement of Qualifications form (**Part 1**) and include this form in their proposal.
- b. Each Offeror shall also submit, no later than (1) one day following the submission of their proposal, the following Subcontractor's Statement of Qualifications forms:
  1. **Part 2A** - the Subcontractor's Statement of Qualifications form for the following subcontractors: MECHANICAL, PLUMBING, ELECTRICAL AND SPECIAL SYSTEMS.
- c. All Offeror qualifications will be reviewed and rated by the selection committee.

**C. VOLUME II: PRICE PROPOSAL FORMAT**

1. Before submitting a proposal, each contractor shall carefully examine the RFP; shall visit the site of the Work; shall fully inform themselves as to all existing conditions and limitations; and shall include in the proposal the cost of all items required by the RFP. If the contractor observes that portions of the Contract Documents are at variance with applicable laws, building codes, rules, regulations or contain obvious erroneous or uncoordinated information, the contractor shall promptly notify the specified Chief Procurement Officer and the necessary changes shall be accomplished by addendum.
2. Compliance with Construction Budget - Cibola County expects to receive price proposals that are within the stated construction budget.
3. Price Proposal Form – Each Offeror shall complete the Price Proposal Form and include this form in Volume II: Price Proposal. The proposal, bearing original signatures, must be typed or hand-written in ink on the Price Proposal Form and submitted in a sealed envelope at the time and location specified in this RFP. Late proposals will be disqualified and returned to the Offeror unopened. One original of the price proposal is required.
  - a. The contractor shall propose the base bid price and the additive alternates.
4. Subcontractor Listing Form – Each Offeror shall complete the Subcontractor Listing Form and include this form in their proposal. The Offeror shall provide a list of all subcontractors that will perform work on the project above \$17,500.00. The Offeror may not change any of the firms listed without the Owner's consent.
  - a. The Owner will consider any request for a change in the listed firms in conformance with the New Mexico "Subcontractors Fair Practices Act" (NMSA 1978, §§ 13-4-31 through 13-4-43.
5. Campaign Contribution Disclosure Form – A blank form is included at the end of this RFP. Pursuant to NMSA 1978, § 13-1-191.1, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. This form must be filled by any prospective contractor whether or not they, their family member, or their representative has made any contributions subject to disclosure. This signed unaltered form must be submitted with your proposal. Include the completed forms in Volume II: Price Proposal.
6. Assignments of Antitrust Claims Form – Each Offeror shall complete the Assignment of Antitrust Claims Form and include this form in Volume II: Price Proposal.
7. Include Security documents required in Section IV.
8. **New Mexico Preferences**  
Percentages will be determined based upon the point-based system outlined in NMSA 1978, § 13-1-21 (as amended).
  - a. **New Mexico Business Preference**  
If the Offeror has provided their Preference Certificate the Preference Points for a New Mexico Business is 5%.



b. **New Mexico Resident Veterans Business Preference**

If the Offeror has provided their Preference Certificate and the Resident Veterans Certification Form the Preference Point are one of the following:

- 10% for less than \$1M (prior year revenue)
- 8% for more than \$1M but less than \$5M (prior year revenue)
- 7% for more than \$5M(prior year revenue)

#### **IV. SECURITY AND BONDS**

##### **A. SECURITY FOR PRICE PROPOSAL**

1. Security in an amount of not less than five percent (5%) of the total amount of the proposal submitted is required of each Offeror. An acceptable Bond or Cashier's Check must accompany each proposal as a guarantee that, if awarded the contract, the Offeror will enter into a contract promptly and execute the required Contract Documents. The successful Offeror's security will be retained until they have signed a contract and furnished the required payment and performance bonds. The security shall become property of Cibola County as liquidated damages for delay and additional expense caused thereby in the event that the contract is not executed and/or acceptable 100% Performance and Payment bonds are not delivered within the time set forth. Cibola County reserves the right to retain the security of the next two ranked Offerors until the accepted Offeror enters into a contract or until sixty (60) days after the receipt of proposals, whichever is shorter. All other security will be returned within seven (7) days of the selection announcement.
2. The Offeror will provide a Security for the Price Proposal with the Price Proposal submittal.
3. The bonds will be written on the AIA Document A310, Bid Bond
4. The Offeror will require the Attorney-In-Fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his Power of Attorney.

##### **B. SECURITY FOR FAITHFUL PERFORMANCE**

1. The Offeror will furnish and maintain bonds covering the faithful performance of the Contract, and the payment of all obligations arising there under, in an amount equal to one hundred percent (100%) of the Contract Sum as adjusted, and with such sureties secured through the Offeror's usual sources, licensed to do business in the State of New Mexico and as may be agreeable to the parties.

##### **C. TIME OF DELIVERY AND FORM OF BONDS**

1. The Offeror will provide, with the proposal, a letter from a bonding company licensed to do business in the State of New Mexico confirming the Offeror's ability to obtain Performance; Labor, and Materials Payment Bond in an amount not less than 100% of the price proposal. The Offeror will, prior to commencement of Work, furnish such bonds.
2. The bonds will be written on the AIA Document A312, Performance Bond and Labor and Material Payment Bond.
3. The Offeror will require the Attorney-In-Fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his Power of Attorney.

## V. EVALUATION

### A. EVALUATION CRITERIA

Shortlisting - A maximum total of 1000 points are possible in scoring each proposal for the shortlist evaluation. The Evaluation Committee will evaluate the proposals and may conduct interviews with Offerors applying for selection.

The evaluation criteria to be used by the Evaluation Committee for the proposal shortlist and the corresponding point values for each criterion are as follows:

- (1) Past Performance, documented record of performance of the Prime Contractor and subcontractors on projects of a similar nature relative to budget and schedule, quality of work and customer satisfaction, compliance with applicable laws and regulations, and safety record. ....**210 points**
- (2) Project staffing/craft labor capabilities, participation in skill training, reliable staffing sources, reliable project staffing.....**120 points**
- (3) Management Plan, management and administration of the team and team resources, technical approach to the project, safety plan and programs, and detailed project schedule .....**120 points**
- (4) Health & Safety with respect to site safety and quality assurance/quality control...**100 points**
- (5) New Mexico Preference Advantage for in-state businesses.....**50 points**
- (6) Price Proposal (Price Proposal submittal) based on requirements set forth in Plans and Specifications. List any Value Engineering opportunities for this project .....**400 points**

**TOTAL 1000 points**

### B. EVALUATION FACTORS

The completed Statement of Qualification forms will be reviewed by the Evaluation Committee for accuracy and completeness. Each prospective Offeror must answer all of the questions and provide all requested information, where applicable. Any Offeror failing to do so may be deemed not responsive and not responsible with respect to this qualification at the sole discretion of Cibola County. Prime Contractors are hereby informed that in making evaluations and determinations, Cibola County is not restricted to the minimum information required for Qualification Statements and that any relevant information regarding performance from reliable sources may be considered.

A brief explanation of each evaluation category is listed below.

#### 1. Past Performance: (210 points)

- Statement of Qualifications submittal.
- Past performance summary and past capability to meet schedules, meet budgets and meet project administration requirements for comparable projects.
- Illustration of experience integrating new technologies to result in improved cost and time savings for the construction process in delivery of successful projects.

- Describe the role of each teaming partner that will perform the work on the contract.
- Offeror's are cautioned that the Evaluation Committee will use data provided by teaming partners as well as data obtained from other sources in the evaluation of past performance.

**165-210 points** for two or more projects of similar size and complexity. Demonstrates a thorough and detailed understanding of requirements. Experience significantly exceeds minimum standards in a way beneficial to the state. No negative finance or surety information. Strengths of proposal significantly outweigh weaknesses, if any. Little doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.

**66-164 points** for one project of similar size and complexity. Experience meets minimum standards. Demonstrates an acceptable understanding of requirements. No negative finance or surety information. Proposal offers no strengths, or, if there are any strengths, these strengths are offset by weaknesses. Some doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.

**1-65 points** for completed projects of similar size. Demonstrates limited understanding of requirements. Experience is questionable as to whether or not they meet minimum standards necessary for contract performance. Significant doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.

## **2. Project Staffing: (120 points)**

- Statement of Qualifications submittal.
- Provide an organization chart of key project personnel and address how critical subcontractors were selected and will be managed.
- Provide a brief resume (education, professional certification(s), years with firm, total years of experience, and a brief description of experience supporting the proposed role) for each key project personnel.
- Address extent to which key personnel have worked together as a team on projects of the same or greater magnitude and on projects of the same nature.

**90-120 points** for highly qualified staff, consultants and subcontractors, and documented experiences of past collaboration. Demonstrates a thorough and detailed understanding of requirements. Experience and qualifications significantly exceed minimum standards in a way beneficial to the state. Strengths of proposal significantly outweigh weaknesses, if any. Little doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.

**31-89 points** for qualified staff, consultants and subcontractors. Demonstrates an acceptable understanding of requirements. Proposal offers no strengths, or, if there are any strengths, these strengths are offset by weaknesses. Some doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.

**1-30 points** where staff, consultants and subcontractors have limited qualifications or experience. Demonstrates limited understanding of requirements. Experience and qualifications are questionable as to whether or not they meet minimum standards necessary for contract performance. Significant doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.

**3. Management Plan: (120 points)**

- Statement of Qualifications submittal.
- Describe how the construction will be organized, managed, and administered to meet the project requirements, including security and safety controls, staging areas, delivery routes, crane locations and interfaces required at the site with the using agency.
- Address project specific criteria, risks that have been identified by the RFP and additional risks that the team has identified. Describe processes to minimize risk and to ensure that cost, schedule and quality status and issues are clearly communicated with the contractors, subs, and the owner.
- Describe processes to ensure tasks are executed within cost, schedule, and quality goals.
- Describe use of technology to enhance communications between Project Team Members and coordinate construction processes.
- Include your proposed project schedule. Indicate critical dates and other information in sufficient detail for the selection committee to determine if time frames are reasonable.
- Describe ability to deliver the project within the construction time.

**90-120 points** if proposal demonstrates a thorough and detailed understanding of requirements. Management approach exceeds specified minimum performance or quality requirements in a way beneficial to the state. Strengths of proposal significantly outweigh weaknesses, if any. Little doubt exists, based on the Offeror's proposal, that the Offeror can deliver this project by the date for substantial completion.

**31-89 points** if proposal demonstrates an acceptable understanding of requirements. Management approach meets specified minimum performance or quality requirements delineated in the Request for Proposal. Proposal offers no strengths, or, if there are any strengths, these strengths are offset by weaknesses. Some doubt exists, based on the Offeror's proposal, that the Offeror can deliver this project by the date for substantial completion.

**1-30 points** if proposal demonstrates limited understanding of requirements. Proposal does not clearly meet some specified minimum performance or quality requirements delineated in the Request for Proposal. Significant doubt exists, based on the Offeror's proposal, that the Offeror can deliver this project by the optimal date for substantial completion.

**4. Health and Safety: (100 points)**

- Statement of Qualifications submittal.
- Provide evidence of a Health and Safety management system.
- Designate the competent person responsible for and capable of implementing the safety and health program/plan.
- Describe and firm's past record of achievement of health and safety targets.
- Describe best practices to be used in this project.

**80-100 points** for a comprehensive plan, a history of exceeding health and safety targets, a history of Experience Modification Rates at 30% or more below industry average (OSHA), and evidence of subcontractor involvement in firm's health and safety management system.

**31-79 points** for a comprehensive plan, a history of achieving health and safety targets, a history of Experience Modification Rates at 20% or more below industry average (OSHA), and evidence of subcontractor involvement in firm's health and safety management system.

**Up to 30 points** for a comprehensive plan and history of Experience Modification Rates at no greater than industry average (OSHA).

**5. New Mexico Preference Advantage (50 points)**

- Statement of Qualifications submittal.
- Provide a copy of a valid certificate issued by the New Mexico Taxation and Revenue Department.

**50 points** for business or contractor submitting a copy of a valid certificate.

**Up to 49 points** based on percentage of work produced or performed by nonresident contractor when a joint proposal is submitted by both resident and nonresident contractors.

**6. Price (400 points)**

- Price offered is responsive to the RFP requirements and instructions and is realistic in respect to project plans and specifications.
- Price will include base price and all alternate(s).

$$\frac{\text{Price of Lowest Offeror}}{\text{Price of this Offeror}} \times \text{Maximum Price Score} = \text{Price Score of this Offeror}$$

----- END OF REQUEST FOR PROPOSALS -----

# GENERAL CONTRACTOR'S STATEMENT OF QUALIFICATIONS

## PART 1

### 1. ORGANIZATION

Name: \_\_\_\_\_

Address \_\_\_\_\_

Principal \_\_\_\_\_ Office \_\_\_\_\_

Corporation       Partnership       Sole Proprietorship       Joint Venture

Other \_\_\_\_\_

a. How many years has your organization been in business as a Contractor? \_\_\_\_\_

b. How many years has your organization been in business under its present business name?  
\_\_\_\_\_

c. Under what other or former names has your organization operated? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. LICENSING

a. Name of license holder (or qualifying party) exactly as on file with the State of New Mexico Construction Industries Division:  
\_\_\_\_\_

b. License Classification: \_\_\_\_\_ License Code: \_\_\_\_\_

c. License Number: \_\_\_\_\_

d. Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

e. Is the firm's contractor's license free of ever being suspended or revoked by the CID or by the appropriate licensing agency in any other state?

Yes, Free of suspension or revocation       No (Explain)

f. Does your firm hold all applicable Business licenses required by State (New Mexico) OR Local (Grants, Cibola County) Law?

License Number: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

Name of License Holder, exactly as it appears on file with jurisdictional authorities.  
\_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

License Number: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

## GENERAL CONTRACTOR'S STATEMENT OF QUALIFICATIONS

Name of License Holder, exactly as it appears on file with jurisdictional authorities.

\_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

License Number: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

Name of License Holder, exactly as it appears on file with jurisdictional authorities.

\_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

- g. Is your firm and/or any of its Principals free from formal or proposed debarment from public works, federal, state or local jurisdictions?  
 Yes  No (attach explanation)
- h. Is your firm and/or any of its Principals free from conviction of or from judgments rendered against them for commission of fraud or criminal offenses in connection with obtaining or performing public works, federal, state or local jurisdictions?  
 Yes  No (attach explanation)
- i. Is your firm and/or any of its Principals free from notification of any delinquent federal, state or local taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied?  
 Yes  No (attach explanation)

### 3. EXPERIENCE

- a. Has your firm completed **one (1) or more** Detention Center projects and/or projects that are similar to the Cibola County Public Safety Building project with similar complexity? Complete **Attachment A** for **five (5)** maximum projects listed.

Yes Number: \_\_\_\_\_  No

Project 1 Name: \_\_\_\_\_

Project 2 Name: \_\_\_\_\_

Project 3 Name: \_\_\_\_\_

Project 4 Name: \_\_\_\_\_

Project 5 Name: \_\_\_\_\_

- b. State the average annual amount of construction work performed during the past five years:  
\_\_\_\_\_
- c. Also in Attachment A, list major construction projects your organization has in progress, giving the name of the project, owner, architect, contract amount, percent complete and scheduled completion date.
- d. List the categories of work that your organization normally performs with its own forces.

## GENERAL CONTRACTOR'S STATEMENT OF QUALIFICATIONS

### 4. KEY PERSONNEL EXPERIENCE

Please note that more consideration will be given to those meeting or exceeding the required qualifications stated below.

a. Does your assigned Project Manager have the following minimum qualifications and experience? (Attach Resume in format shown at Attachment C)

(1) At least ten (10) years' experience in the construction industry?

Yes Number Years: \_\_\_\_\_  No

(2) Experience on at least one (1) construction type as identified in 3a?

Yes Number Projects: \_\_\_\_\_  No

(3) Experience as a Project Manager on one (1) or more construction projects valued at **\$5,000,000** or more?

Yes Number Projects: \_\_\_\_\_  No

b. Does your assigned Project Superintendent have the following minimum qualifications and experience? (Attach Resume in format shown at Attachment C)

(1) At least **ten (10)** years' experience in the construction industry?

Yes Number Years: \_\_\_\_\_  No

(2) Experience on at least **one (1)** construction type as identified in 3a?

Yes Number Projects: \_\_\_\_\_  No

(3) Experience as a Project Superintendent on **one (1)** or more construction projects valued at **\$5,000,000** or more?

Yes Number Projects: \_\_\_\_\_  No

c. Does your assigned Safety Program Manager have the following minimum qualifications and experience? (Attach Resume in format shown at Attachment C)

(1) At least **five (5)** years' experience in a safety management role?

Yes Number Years: \_\_\_\_\_  No

(2) Experience on at least **one (1)** construction type as identified in **3a**?

Yes Number Projects: \_\_\_\_\_  No

d. List the individuals your firm will assign as your project management team, and the roles/functions each individual will perform during the construction/occupancy phase.

(1) Project Manager: \_\_\_\_\_ Years with your firm: \_\_\_\_\_

Present Position/Job Title: \_\_\_\_\_ Years in this Position: \_\_\_\_\_

List other project(s) this person has had a similar role for the past ten (10) years.



**GENERAL CONTRACTOR'S STATEMENT OF QUALIFICATIONS**

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Is your Project Manager a Principal or Officer of the firm?     Yes    No

(2) Superintendent: \_\_\_\_\_ Years with your firm: \_\_\_\_\_

Present Position/Job Title: \_\_\_\_\_ Years in this Position: \_\_\_\_\_

List other project(s) this person has had a similar role for the past ten (10) years.

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Is your Superintendent a Principal or Officer of the firm?     Yes    No

(3) Safety Manager: \_\_\_\_\_ Years with your firm: \_\_\_\_\_

Present Position/Job Title: \_\_\_\_\_ Years in this Position: \_\_\_\_\_

List other project(s) this person has had a similar role for the past ten (10) years.

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## GENERAL CONTRACTOR'S STATEMENT OF QUALIFICATIONS

Is your Safety Manager a Principal or Officer of the firm?      Yes    No

(4) QA/QC Manager: \_\_\_\_\_ Years with your firm: \_\_\_\_\_

Present Position/Job Title: \_\_\_\_\_ Years in this Position: \_\_\_\_\_

List other project(s) this person has had a similar role for the past ten (10) years.

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Is your QA/QC Manager a Principal or Officer of the firm?      Yes    No

- e. Please include a wire organizational diagram (Attachment D) of the management team that will be assigned to this project. Identify relationships, duties and responsibilities and key roles of each individual.

### 5. CAPACITY AND CAPABILITY TO PERFORM THE WORK

#### a. Resources.

(1) Total number of current employees:	Project Managers:	_____
	Estimators:	_____
	Superintendents:	_____
	Foremen:	_____
	Tradesmen:	_____
	Administration:	_____
	Others:	_____

(2) Does your firm have the immediate capacity to perform the work required for this project?

Yes      No

b. Please list all projects currently under contract valued over **\$5,000,000** with scheduled completion dates. (Attachment E)

See Attachment      None

**GENERAL CONTRACTOR'S STATEMENT OF QUALIFICATIONS**

6. SURETY

a. Firm's current surety company: \_\_\_\_\_

Will this surety be used for the construction contract for this project?     Yes             No (explain)

Contact Agent: Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Years utilizing this surety: \_\_\_\_\_ Maximum Capacity: \_\_\_\_\_

Aggregate Total of current surety in force: \_\_\_\_\_

b. Is the surety company to be used on this project licensed to do business in the State of New Mexico?  
 Yes             No (explain)

c. Is your firm free of having any construction contracts taken over by a surety for completion in the past **five (5)** years?  
 Yes             No (Explain)

d. Has your firm used other surety companies since 2005?     Yes (list)     No

Surety company	Contact
----------------	---------

Surety company	Contact
----------------	---------

Surety company	Contact
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e. Is your firm able to obtain bonding in the amount required for the completion of this project? Please provide a notarized declaration from the surety identified above, stating the amount of bonding capacity available to your firm for this project at Attachment F.  
 Yes             No (Explain)

7. SAFETY

a. Does your firm have a written safety program compliant with current State regulations? Provide one (1) copy of your firm's written safety program at Attachment G.  
 Yes             No (Explain)

b. Provide a list of key safety personnel, including the designated safety manager who will be assigned to this project, and list specific duties.

Name and Title	Specific Duties

## GENERAL CONTRACTOR'S STATEMENT OF QUALIFICATIONS

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- c. Submit a letter from your insurance carrier listing your company's Workmen's Compensation Experience Modification Rate (EMR) for the most recent three-year policy period average. Include as ATTACHMENT H. Additionally provide the EMR for the past five (5) years below:

2015\_\_\_\_\_ / 2014\_\_\_\_\_ / 2013\_\_\_\_\_ / 2012\_\_\_\_\_ / 2011\_\_\_\_\_

- d. Provide the information requested below for the years shown using U.S. Bureau of Labor Statistics Guidelines to determine record ability and lost workdays from your firm's OSHA 300 logs.

Total Recordable Injury/Illness Case Rate:

2012:\_\_\_\_\_ 2013:\_\_\_\_\_ 2014:\_\_\_\_\_ 3-year average: \_\_\_\_\_

Lost Workday Case Rate:

2012:\_\_\_\_\_ 2013:\_\_\_\_\_ 2014:\_\_\_\_\_ 3-year average: \_\_\_\_\_

- e. Is your firm free of committing serious or willful violations of federal or state safety laws as determined by a final non-appealable decision of a court or government agency?

Yes  No (Explain)

### 8. INSURANCE & CLAIMS HISTORY

- a. Is your firm free from any court judgments, pending litigation, arbitration and final agency decisions filed within the last **five (5)** years in a construction related matter in which the contractor, or any officer, is or was party?

Yes  No (Explain)

- b. Has your firm during the past five **(5) years** been free of a determination by a court of competent jurisdiction that it filed a false claim with any Federal, State, or local government entity?

Yes  No (Explain)

- c. Does your firm have the ability to provide the required insurance in the limit stated in the project documents (General Liability and Comprehensive Auto at \$1M per occurrence and \$5M in the aggregate)?

Yes  No (Explain)

- d. Please provide a letter from an insurance carrier stating that the firm is able to obtain insurance in the limits stated as Attachment H.

### 9. QUALITY ASSURANCE

- a. Does your firm have a written Quality Assurance Program?

Yes  No

- b. Provide one (1) copy of the written Assurance Program (Attachment I).

### 10. PROJECT MANAGEMENT

- a. Does your firm use a computerized means of transmitting shop drawings?

Yes  No

**GENERAL CONTRACTOR'S STATEMENT OF QUALIFICATIONS**

- b. Does your firm use 3D computer modeling for clash detection?  
 Yes       No

**11. PROJECT SCHEDULING**

- a. Does your firm use computerized scheduling?       Yes       No

- b. If yes, which programs and versions are used? Please list.  
\_\_\_\_\_  
\_\_\_\_\_

- c. Has the firm been involved with a construction project within the past ten (10) years, where the schedule was not met?  
 yes       No

- d. If yes, please indicate the projects (refer to Attachment A).
  - (1) Project: \_\_\_\_\_  
Reason for Delay: \_\_\_\_\_  
\_\_\_\_\_
  - (2) Project: \_\_\_\_\_  
Reason for Delay: \_\_\_\_\_  
\_\_\_\_\_
  - (3) Project: \_\_\_\_\_  
Reason for Delay: \_\_\_\_\_  
\_\_\_\_\_

- e. Has the firm been assessed liquidated damages due to scheduling for any project in the past **ten (10)** years? (Refer to Attachment A)  
 Yes       No

- f. If Yes, List Projects  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. LABOR CODE VIOLATIONS**

- a. Has your firm, during the past **five (5)** years, been free of any determinations by a court or an administrative agency of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects?  
 Yes       No (Explain)

## GENERAL CONTRACTOR'S STATEMENT OF QUALIFICATIONS

- b. Please provide documentation to substantiate this (Attachment J)
- c. Is the firm free of all Sub-contractor Fair Practices Act violations for the past **five (5)** years?  
[ ] Yes    [ ] No (Explain)

### 13. AFFIRMATIVE ACTION POLICY

- a. Does your firm have an active Affirmative Action Policy?                    [ ] Yes                    [ ] No
- b. Provide one (1) copy of the current policy (Attachment K).

### 14. NEW MEXICO RESIDENT BUSINESS PREFERENCE

- a. Submit a copy of a valid resident business certificate or valid resident contractor certificate issued by the New Mexico Taxation and Revenue Department. (Attachment B).
- b. For a joint proposal submitted by both resident and nonresident contractors, provide the percentage of the work produced or performed by the nonresident contractor: \_\_\_\_\_% (Based on dollar amount of contract).

### 15. MANAGEMENT PLAN

On a separate sheet, please describe how you would manage this project, including staffing, technical approach to the project and your proposed schedule, should you be awarded this construction project. What challenges do you see on this project? Do you see any opportunity for value engineering & the estimated cost savings and accelerating the schedule? Explain.

Please comment on how your team would describe success in this effort. (Attachment L).

### 16. CLARIFICATIONS/EXPLANATIONS (if necessary)

- a. Please provide further explanation of items indicated requiring explanation, or other additional information to further explain any of the questions asked in this Qualification Statement (Attachment M).
- b. Additional information provided as outlined in the Request for Proposal (written qualification limitation of 15 pages) will be attached as Attachment N.

**The undersigned certifies that all of the Qualification information submitted with this form is true and correct.**

_____ <b>Name and Title</b>	_____ <b>Firm Name</b>
_____ <b>Signature</b>	_____ <b>Address of Firm</b>
_____ <b>E-mail Address</b>	_____ <b>City, State, Zip Code</b>
_____ <b>Telephone</b>	

## GENERAL CONTRACTOR'S STATEMENT OF QUALIFICATIONS

General Contractors are reminded to include a copy of each requested sub-contractor's Statement of Qualifications (Parts 2A and 2B) with this Qualification Document.

### ATTACHMENTS INCLUDED:

(Please check all attachments included in this Submittal)

- A Project Experience of Similar Complexity and Scope
- B Resident Business Preference Certificate
- C Resumes of Key Project Personnel
- D Project Management Wire Diagram
- E Current Active Project List Valued over \$5,000,000.00
- F Notarized Declaration from Surety
- G One Copy of Written Safety Program
- H Letter(s) From Insurance Carrier(s) for EMR and Ability to Insure
- I Copy of Assurance Program
- J Substantiation of Non-violation of Labor Codes
- K One Copy of Written Affirmative Action Policy
- L Management Plan
- M Clarifications, and Explanations
- N Additional Information (Optional)
- O Sample Contract

----- END OF QUALIFICATION STATEMENT -----

**ATTACHMENT A**

**REFERENCE: 3.a. Experience in Public Safety projects and/or projects that are similar to the Cibola County Public Safety Building project with similar complexity.**

COMPLETE ONE FORM FOR EACH PROJECT LISTED ON THE QUESTIONNAIRE (MAXIMUM 5)

**PROJECT DESCRIPTION**

Project Type: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Project Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Owner: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

**DESIGN PROFESSIONAL**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Gross Building Area (Sq Ft): \_\_\_\_\_ [ ] New [ ] Addition [ ] Renovation

Project Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Original Contract Amount: \$ \_\_\_\_\_ Original Contract Duration (days) \_\_\_\_\_

Final Contract Amount With all Change Orders: \$ \_\_\_\_\_ Final Contract Duration (days) With All Time Extensions: \_\_\_\_\_

---

**PROJECT EXECUTION**

Were Liquidated Damages Assessed on this Project? [ ] No [ ] Yes days \_\_\_\_\_ \$ \_\_\_\_\_

Percentage of Work Subcontracted: \_\_\_\_\_% Contract Type: [ ] Competitive Bid Lump Sum

[ ] Negotiated Lump Sum

Major Subcontractors: [ ] Guaranteed Maximum Price

[ ] Other (Describe)

Mechanical \_\_\_\_\_

Other \_\_\_\_\_

Electrical \_\_\_\_\_

Plumbing \_\_\_\_\_

Roofing \_\_\_\_\_

Fire Protection \_\_\_\_\_

---

**CUSTOMER SATISFACTION**

How was this measured? [ ] Customer Survey Attached [ ] Yes [ ] No [ ] other (describe)

\_\_\_\_\_  
\_\_\_\_\_



**ATTACHMENT B**

**REFERENCE 14. Resident Business Certificate or Resident Contractor Certificate**

## ATTACHMENT C

### **REFERENCE: 4.a, b c. Resumes.**

ATTACH ONE (1) PAGE RESUMES OF THE PROPOSED  
PROJECT MANAGER  
PROJECT SUPERINTENDENT  
SAFETY PROGRAM MANAGER  
QA/QC MANAGER  
OTHER KEY PERSONNEL (OPTIONAL)

#### 1.0 EDUCATION

High School, College, Trade Schools, Trade Seminars, Trade/Management Specialized Courses, etc.

#### 2.0 RELATED EXPERIENCE

Related experience should include the Position Title, Duties and Responsibilities, Major Accomplishments, and Number of Personnel Supervised.

Related experience must cover, at a minimum, the time period identified in the Statement 4a (1), b (1), and c (1).

#### 3.0 PROJECT EXPERIENCE

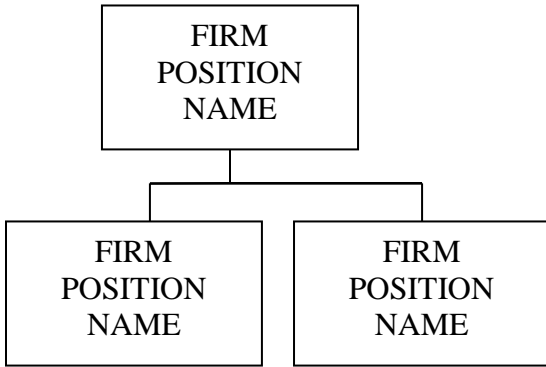
Identify project experience requested in the Statement at 4a (2) (3), 4b (2)(3), and 4c(2). Include the Project Title and Location.

4.0 Other information that demonstrates the individual's strengths for this project.

5.0 Project Professionals and Project Owner Reference may be included.

**ATTACHMENT D**

**REFERENCE: 4.e Wire Diagram of Project Management Structure.**



WIRE DIAGRAM SHOULD INCLUDE  
THE ENTIRE PROJECT TEAM,  
SUBCONTRACTOR KEY PERSONNEL  
AND SUPERVISION

1. Indicate the relationship between the PM/Supt of the Subcontractors and the GC PM/SUPT.
2. Indicate the relationship of the Safety Manager of the Subcontractors and GC, and the relationship of the Safety Manager with others on the job site.
3. Indicate the relationship between the QA/QC Manager with other personnel on the job site.

**ATTACHMENT E**

**REFERENCE: 5.b. Projects currently under contract valued over \$5 Million.**

<u>PROJECT TITLE &amp; LOCATION</u>	<u>START DATE</u>	<u>PROJECTED COMPLETION</u>
-------------------------------------	-----------------------	---------------------------------

**ATTACHMENT F**

**REFERENCE: 6.e. Notarized declaration of surety.**

ON LETTERHEAD OF SURETY ORGANIZATION

**ATTACHMENT G**

**REFERENCE: 7.a. Copy of Firm's written Safety Plan.**

SUBMIT ONLY ONE COPY WITH SUBMITTAL PACKAGE

**ATTACHMENT H**

**REFERENCE: 8.d. Letter(s) from Insurance Carrier(s).**

ON LETTERHEAD OF INSURANCE CARRIER ORGANIZATION

**ATTACHMENT I**

**REFERENCE: 9.b Written Assurance Program.**

SUBMIT ONLY ONE COPY WITH SUBMITTAL PACKAGE



ATTACHMENT J

**REFERENCE: 12.b Affidavit of non-violation of Labor codes.**

**Name of Firm:**

**Address:**

**Project**

**Reference:** Cibola County Public Safety Building - Additions & Renovations **Request for Proposal No:** 101  
2016

Affidavit of Non-violation of Labor Codes

**TO:** Cibola County

The undersigned officer of \_\_\_\_\_ hereby states that  
\_\_\_\_\_ has, during the past five years, been free of any determinations  
by a court or an administrative agency, of repeated or willful violations of laws and/or regulations pertaining to the  
payment of prevailing wages or employment of apprentices of public works projects.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

NOTARY

State of \_\_\_\_\_ )

)

County of \_\_\_\_\_ )

Signed or attested before me on \_\_\_\_\_ by \_\_\_\_\_

seal

\_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**ATTACHMENT K**

**REFERENCE: 13.b Copy of Affirmative Action Policy.**

Submit one (1) copy of the Firm's Affirmative Action Policy.

**ATTACHMENT L**

**REFERENCE: 15 Management Plan**

**ATTACHMENT M**

**REFERENCE: 16.a Clarifications/Explanations**

Additional written explanations or comments required for clarification of items contained in the Statement of Qualifications.

ITEM REF  
NUMBER

COMMENTS

---

## ATTACHMENT N

### **REFERENCE: 16.b Additional Information**

Additional written qualifications (optional) are limited to a maximum of fifteen (15) pages of text/photos, single sided, excluding a single cover letter, title page, table of contents, dividers and covers. Material should be limited to 8-1/2" x 11" format.

# SUBCONTRACTOR'S STATEMENT OF QUALIFICATIONS

## PART 2B

MECH     PLUMBING     ELECTRICAL     SPECIAL SYSTEMS

### 1. ORGANIZATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Principal Office: \_\_\_\_\_

Corporation     Partnership     Sole Proprietorship     Joint Venture

Other \_\_\_\_\_

a. How many years has your organization been in business as a Contractor? \_\_\_\_\_

b. How many years has your organization been in business under its present business name?  
\_\_\_\_\_

d. Under what other or former names has your organization operated? \_\_\_\_\_  
\_\_\_\_\_

### 2. LICENSING

a. Name of license holder (or qualifying party) exactly as on file with the State of New Mexico Construction Industries Division:  
\_\_\_\_\_

b. License Classification: \_\_\_\_\_ License Code: \_\_\_\_\_

c. License Number: \_\_\_\_\_

d. Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

e. Is the firm's contractor's license free of ever being suspended or revoked by the CID or by the appropriate licensing agency in any other state?

Yes, Free of suspensions or revocation     No (Explain)

f. Does your firm hold all applicable Business licenses required by State (New Mexico) or Local (Grants, Cibola County) Law?

License Number: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

Name of License Holder, exactly as it appears on file with jurisdictional authorities.  
\_\_\_\_\_

## SUBCONTRACTOR'S STATEMENT OF QUALIFICATIONS

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

License Number: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

Name of License Holder, exactly as it appears on file with jurisdictional authorities.

\_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

License Number: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

Name of License Holder, exactly as it appears on file with jurisdictional authorities.

\_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

g. Is your firm free from formal debarment from public works, federal, state or local jurisdictions?  Yes  No (attach explanation)

### 3. EXPERIENCE (In Addition to AIA Document A305)

a. Has your firm completed **one (1) or more** Detention Center projects and/or projects that are similar to the Cibola County Public Safety Building project with similar complexity? Complete **Attachment A** for **three (3)** maximum projects listed.

Yes Number: \_\_\_\_\_  No

Project 1 Name: \_\_\_\_\_

Project 2 Name: \_\_\_\_\_

Project 3 Name: \_\_\_\_\_

### 4. KEY PERSONNEL EXPERIENCE

Please note that more consideration will be given to those meeting or exceeding the required qualifications stated below.

a. Does your assigned Project Manager have the following minimum qualifications and experience? (Attach Resume in format shown at Attachment C)

(1) At least **ten (10)** years' experience in the construction industry?

Yes Number Years: \_\_\_\_\_  No

(2) Experience on at least one (1) construction type as identified in 3a?

Yes Number Projects: \_\_\_\_\_  No

**SUBCONTRACTOR'S STATEMENT OF QUALIFICATIONS**

(4) Experience as a Project Manager on one (1) or more projects requiring construction coordination of a project valued at a **total** construction cost of **\$5,000,000** or more?

Yes Number Projects: \_\_\_\_\_  No

b. Does your assigned Project Superintendent/Lead Forman have the following minimum qualifications and experience? (Attach Resume in format shown at Attachment C)

(1) At least **ten (10)** years' experience in the construction industry?

Yes Number Years: \_\_\_\_\_  No

(2) Experience on at least one (1) construction type as identified in 3a?

Yes Number Projects: \_\_\_\_\_  No

(3) Experience as a Superintendent/Lead Forman on one (1) or more projects requiring construction coordination of a project valued at a total construction cost of \$5,000,000 or more?

Yes Number Projects: \_\_\_\_\_  No

c. Does your assigned Safety Program Manager have the following minimum qualifications and experience? (Attach Resume in format shown at Attachment C)

(1) At least **three (3)** years' experience in a safety management role?

Yes Number Years: \_\_\_\_\_  No

(2) Experience on at least **one (1)** construction type as identified in 3a?

Yes Number Projects: \_\_\_\_\_  No

d. List the individuals your firm will assign as your project management team, and the roles/functions each individual will perform during the construction/occupancy phase.

(1) Project Manager: \_\_\_\_\_ Years with your firm: \_\_\_\_\_

Present Position/Job Title: \_\_\_\_\_ Years in this Position: \_\_\_\_\_

List other project(s) this person has had a similar role for the past ten (10) years.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your Project Manager a Principal or Officer of the firm?  Yes  No



**SUBCONTRACTOR'S STATEMENT OF QUALIFICATIONS**

(2) Supt/Lead Forman: \_\_\_\_\_ Years with your firm: \_\_\_\_\_

Present Position/Job Title: \_\_\_\_\_ Years in this Position: \_\_\_\_\_

List other project(s) this person has had a similar role for the past ten (10) years.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your Superintendent a Principal or Officer of the firm?     [ ] Yes [ ] No

(3) Safety Manager: \_\_\_\_\_ Years with your firm: \_\_\_\_\_

Present Position/Job Title: \_\_\_\_\_ Years in this Position: \_\_\_\_\_

List other project(s) this person has had a similar role for the past three (3) years.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your Safety Manager a Principal or Officer of the firm?     [ ] Yes [ ] No

(4) QA/QC Manager: \_\_\_\_\_ Years with your firm: \_\_\_\_\_

Present Position/Job Title: \_\_\_\_\_ Years in this Position: \_\_\_\_\_

List other project(s) this person has had a similar role for the past five (5) years.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your QA/QC Manager a Principal or Officer of the firm?     [ ] Yes [ ] No

**5. CAPACITY AND CAPABILITY TO PERFORM THE WORK**

**SUBCONTRACTOR'S STATEMENT OF QUALIFICATIONS**

a. Resources.

(1) Total number of current employees:

Project Managers: \_\_\_\_\_

Estimator's \_\_\_\_\_

Superintendents \_\_\_\_\_

Foremen \_\_\_\_\_

Tradesmen \_\_\_\_\_

Administration \_\_\_\_\_

Others \_\_\_\_\_

(2) Does your firm have the immediate capacity to perform the work required for this project?  Yes  No

b. Please list all projects valued at a total construction cost of \$5,000,000 or more with scheduled completion dates. (Attachment E)

See Attachment  None

6. SURETY

a. Firm's current surety company: \_\_\_\_\_

Will this surety be used for the construction contract for this project?

Yes  No (explain)

Contact Agent: Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Years utilizing this surety: \_\_\_\_\_ Maximum Capacity: \_\_\_\_\_

Aggregate Total of current surety in force: \_\_\_\_\_

b. Is the surety company to be used on this project licensed to do business in the State of New Mexico?

Yes  No (explain)

c. Is your firm free of having any construction contracts taken over by a surety or a General Contractor for completion in the past **five (5)** years?

Yes  No (Explain)

d. Has your firm used other surety companies since 2010?  Yes (list)  No

\_\_\_\_\_  
Surety company

\_\_\_\_\_  
Contact

\_\_\_\_\_

\_\_\_\_\_

**SUBCONTRACTOR'S STATEMENT OF QUALIFICATIONS**

Surety company

Contact

\_\_\_\_\_

Surety company

\_\_\_\_\_

Contact

- e. Is your firm able to obtain bonding in the amount required for the completion of this project? Please provide a notarized declaration from the surety identified above, stating the amount of bonding capacity available to your firm for this project at Attachment F.

Yes      No (Explain)

**7. SAFETY**

- a. Does your firm have a written safety program compliant with current State regulations? Provide one (1) copy of your firm's written safety program at Attachment G.

Yes      No (Explain)

- b. Provide a list of key safety personnel, including the designated safety manager who will be assigned to this project, and list specific duties.

Name and Title

Specific Duties


- c. Provide the Experience Modification Rate for the past five (5) years, and the most recent three-year policy period average:

2015 \_\_\_\_\_ / 2014 \_\_\_\_\_ / 2013 \_\_\_\_\_ / 2012 \_\_\_\_\_ / 2011 \_\_\_\_\_

- d. Provide the Recordable Incident Rate for the past calendar Year: \_\_\_\_\_

- e. Is your firm free of committing serious or willful violations of federal or state safety laws as determined by a final non-appealable decision of a court or government agency?

Yes      No (Explain)

**8. INSURANCE & CLAIMS HISTORY**

## SUBCONTRACTOR'S STATEMENT OF QUALIFICATIONS

- a. Is your firm free from any court judgments, pending litigation, arbitration and final agency decisions filed within the last **five (5)** years in a construction related matter in which the contractor, or any officer, is or was party?

Yes     No (Explain)

- b. Has your firm during the past five **(5) years** been free of a determination by a court of competent jurisdiction that it filed a false claim with any Federal, State, or local government entity?

Yes     No (Explain)

- c. Does your firm have the ability to provide the required insurance in the limit stated in the project documents (General Liability and Comprehensive Auto at \$1M per occurrence and \$5M in the aggregate)?

Yes  No (Explain)

- d. Please provide a letter from an insurance carrier stating that the firm is able to obtain insurance in the limits stated as Attachment H.

### 9. QUALITY ASSURANCE

- a. Does your firm have a written Quality Assurance Program?

Yes     No

- b. Provide one (1) copy of the written Assurance Program (Attachment I).

### 10. PROJECT SCHEDULING

- a. Does your firm use computerized scheduling?     Yes             No

- b. If yes, which programs and versions are used? Please list.

\_\_\_\_\_

\_\_\_\_\_

- c. Has the firm been involved with a construction project within the past ten (10) years, where the schedule was not met?

yes     No

- d. If yes, please indicate the projects (refer to Attachment A).

(1) Project: \_\_\_\_\_

Reason for Delay: \_\_\_\_\_

\_\_\_\_\_

(2) Project: \_\_\_\_\_

**SUBCONTRACTOR’S STATEMENT OF QUALIFICATIONS**

Reason for Delay: \_\_\_\_\_  
\_\_\_\_\_

(3) Project: \_\_\_\_\_

Reason for Delay: \_\_\_\_\_  
\_\_\_\_\_

e. Has the firm been assessed liquidated damages due to scheduling for any project in the past **five (5)** years? (Refer to Attachment A)

Yes     No

f. If Yes, List Projects

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. LABOR CODE VIOLATIONS**

a. Has your firm, during the past **five (5)** years, been free of any determinations by a court or an administrative agency of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects?

Yes     No

b. Please provide documentation to substantiate this (Attachment J)

c. Is the firm free of all Sub-contractor Fair Practices Act violations for the past **five (5)** years?

Yes     No (Explain)

**12. AFFIRMATIVE ACTION POLICY**

a. Does your firm have an active Affirmative Action Policy?             Yes     No

b. Provide one (1) copy of the current policy (Attachment K).

**13. CONTRACTOR’S COMMENTS**

a. Please provide further explanation of items indicated requiring explanation, or other additional information to further explain any of the questions asked in this Qualification Statement (Attachment M).

## SUBCONTRACTOR'S STATEMENT OF QUALIFICATIONS

- b. Additional information may be provided as outlined in the Request for Proposal; however, it will be included in the General Contractor's additional information limitation.

The undersigned certifies that all of the Qualification information submitted with this form is true and correct.

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address of Firm

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone

Subcontractors are reminded to include a copy of this Statement of Qualifications with each General Contractor submitting Qualification Documents.

Attachments Included: (Please check all attachments included in this Submittal. Use attachment forms found after the General Contractor Statement of Qualifications)

- A Project Experience of Similar Complexity and Scope
- B NOT USED
- C Resumes of Key Project Personnel
- D NOT USED
- E Current Active Project List Valued over \$5,000,000
- F Notarized Declaration from Surety
- G One Copy of Written Safety Program
- H Letter from Insurance Carrier for Ability to Ensure
- I One Copy of Written Assurance Program
- J Substantiation of Non-violation of Labor Codes
- K One Copy of Written Affirmative Action Policy
- L NOT USED
- M Contractor's Comments, Clarifications and Explanations

-----END OF QUALIFICATION QUESTIONNAIRE-----

SUBCONTRACTOR LISTING FORM

CIBOLA COUNTY

**SUBCONTRACTOR & DEPARTMENT OF WORKFORCE SOLUTIONS  
INDUSTRIAL & LABOR DIVISION LISTING REQUIREMENTS**

This form was developed in conjunction with the New Mexico Branch Association of General Contractors, to help clarify requirements under the “Sub-Contractors Fair Practices Act” of 1988, Sections 13-4-31 to 13-4-42 NMSA 1978, and subsequent changes thereto. Architects, State Agencies and Local Public Bodies are encouraged to use it when soliciting Public Works Projects, as that term is defined in the procurement code, Sections 13-1-66.1 and 13-1-91 NMSA 1978.

Date: \_\_\_\_\_ Project No.: \_\_\_\_\_ Bid No.: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contractor: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

In accordance with the “Subcontractor Fair Practices Act”, **the following listing is required to be submitted with this bid:**

- 1) **Name and License No. of each subcontractor who will be performing work or rendering service on the public works project and whose total contract will be the greater of:**
  - A. \$5,000.00; or
  - B. \$17,500.00 which represents one/half of one percent of the total project (to be estimated by the architect and/or engineer of record).
- 2) **Location of place of business (city or county).**
- 3) **Type of work and/or service to be performed by the subcontractor.**
- 4) **Public Works Registration No. for any subcontractors that submit a bid over \$60,000 for a public work project. The owner may not accept a bid on a public works project from a subcontractor that does not provide proof of the required registration. If the value of the work is below the \$60,000 threshold requiring registration, note “BELOW THRESHOLD” under Public Works Registration No.**

**NOTE: YOUR BID MAY BE DEEMED NON-RESPONSIVE IF ALL (4) ITEMS ABOVE ARE NOT ADDRESSED**

Note: The Statute Does Not Require The Following Listings:

- (1) 2<sup>nd</sup> tier subcontractors;
- (2) Material, suppliers;
- (3) Subcontractors whose contract is less than the greater of A or B above.

**Be advised, the Architect Engineer may require additional information**

By signing this document, the contractor and/or subcontractor agrees that any and all claims which the firm may have or may inure to it for overcharges resulting from antitrust violations as to goods, services and materials purchased in connection with the above referenced project are hereby assigned to the State of New Mexico, but only to the extent that such overcharges are passed on to the State. It is agreed that the firm retains all rights to any such

## SUBCONTRACTOR LISTING FORM

antitrust claims to the extent of any overcharges not passed on to the State, including the right to any treble damages attributable thereto.

**List of Subcontractors: (Please do not include suppliers)**

<b>Name &amp; License No.</b>	<b>Address (City or County)</b>	<b>Work to be performed</b>
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<b>Name &amp; License No.</b>	<b>Address (City or County)</b>	<b>Work to be performed</b>
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SUBCONTRACTOR LISTING FORM

**List of Subcontractors: (Please do not include suppliers)**

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PROPOSAL FOR LUMP SUM CONTRACT

Date of Proposal: \_\_\_\_\_

New Mexico State Contractor's License No. \_\_\_\_\_

Contractor's New Mexico Gross Receipts Tax No. \_\_\_\_\_

Contractor's Federal Employee Identification No. \_\_\_\_\_

**Cibola County Project No.** \_\_\_\_\_

**Cibola County RFP #101-2016**

**Project Name: Cibola County Public Safety Building - Additions & Renovations**

Proposal of (company name): \_\_\_\_\_  
(Hereinafter called the "Offeror") organized and existing under the laws of the State of New Mexico, doing business as a Corporation, Partnership or Individual. **(Circle correct one).**

To: Cibola County, Grants, New Mexico (hereinafter called the "Owner") for:

**Cibola County Public Safety Building - Additions & Renovations**

The undersigned, as an authorized representative for the Offeror named above, in compliance with the Request for Proposals for **Cibola County Public Safety Building Additions & Renovations**, having examined the drawings and specifications, with related documents, and having examined the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of labor, materials and supplies, hereby proposes to furnish all labor, materials and supplies, and to construct the project in accordance with the contract documents at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part.

The undersigned Offeror's representative also acknowledges receipt of the following Addenda:

Addendum No: \_\_\_\_, dated \_\_\_\_\_, Addendum No: \_\_\_\_, dated \_\_\_\_\_

Addendum No: \_\_\_\_, dated \_\_\_\_\_, Addendum No: \_\_\_\_, dated \_\_\_\_\_

The following information is required for state reporting purposes only, and will not be used in evaluating or awarding the contract.

## PROPOSAL FOR LUMP SUM CONTRACT

**BASE BID:** The Base Bid consists of renovation of Cibola County Public Safety building. The renovation of the new building is to facilitate Sheriff's office, 911 Dispatch offices, and Office of Emergency Management. Work includes demolition of existing interior partitions for reconfiguration of existing space for new space. The project includes demolition of ceilings, flooring, and misc. work as noted on drawings. All exterior shell of building to remain as is and exterior EIFS replacement of walls as indicated on drawings. The project includes new interior partitions, wall infills, ceiling, flooring, and misc. as noted on drawings. Site to be cleared from all debris and waste around existing building and entirety of site. Site to have new asphalt parking, irrigation, and upgrades as noted on drawings. New canopy along plan east and plan west sides of building to be included in base bid.

**ADDITIVE ALTERNATES:**

Add. Alt. 1: New plantings, boulders, and irrigations system as shown on drawings.

Add. Alt. 2: New construction of entry trellis with signage, exterior window pop-out, fiber cement siding as shown and described on drawings

Add. Alt. 3: Demolition of existing kitchen for new construction of kitchen and exercise room as noted on drawings.

**ALLOWANCE:** A cash allowance of \$70,000.00 will be become part of the contract for unforeseen conditions and other needed work as revealed onsite. The Bidder will include this amount in the base price. It will be paid out only if needed and justified during the project at the unit price rates proposed.

**BASE PRICE:** The Bidder agrees to perform all work for the construction of the Cibola County Public Safety Building - Additions & Renovations as described in the Project Manual and as shown on the Drawings for the following lump sum which includes the allowance of \$70,000.00 as described above: (Amounts to be shown in both words and figures). In case of a discrepancy, the amount shown in words will govern, **please print**. All sums will **exclude NM Gross Receipts Tax**.

**BASE BID:**

Base Bid Proposal Lump Sum: \_\_\_\_\_  
\_\_\_\_\_ Dollars, (\$ \_\_\_\_\_)

**ADDITIVE ALTERNATE:**

Add. Alt. Proposal Lump Sum: \_\_\_\_\_  
\_\_\_\_\_ Dollars, (\$ \_\_\_\_\_)

**TOTAL PRICE PROPOSAL (Base Bid and accepted Additive Alternate):**

Total Proposal Lump Sum: \_\_\_\_\_  
\_\_\_\_\_ Dollars, (\$ \_\_\_\_\_)

PROPOSAL FOR LUMP SUM CONTRACT

The Offeror understands that the contract will be awarded in accordance with the provisions of the Instructions to Bidders/Offerors and that the Owner reserves the right to reject any or all bids and to waive any formalities in the proposals.

The Offeror agrees that this price will be good and may not be withdrawn for a period of one hundred twenty (120) calendar days after the scheduled closing time for receiving proposals or one hundred twenty (120) calendar days after receipt of best and final offer if submitted.

Upon receipt of written notice of acceptance of this Price, Offeror will execute the final contract and deliver surety bonds as required by the Instructions to Bidder/Offerors within seven calendar days.

The BID SECURITY attached in the sum of 5% of the amount bid is:

\_\_\_\_\_ Dollars, (\$\_\_\_\_\_)

And will become the property of the Owner in the event the contract and bonds are not executed within the time set forth herein, as liquidated damages for the delay and additional expenses to the Owner caused thereby.

Respectfully Submitted,

By :( Authorized Signature) \_\_\_\_\_ Date: \_\_\_\_\_

By :( Same Name, Printed or Typed) \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

(Affix Corporate Seal if bid by Corporation)

PROPOSAL FOR LUMP SUM CONTRACT

THIS FORM MUST BE ATTACHED  
TO BOND

REVIEW AND APPROVAL:

This Bond has been executed by a Surety named in the current list of "companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies," as published in Circular 570 (amended) by the Audit Staff Bureau of Accounts, United States Treasury Department.

APPROVED:

\_\_\_\_\_  
Owner's Representative or Governing Authority

Date: \_\_\_\_\_

PROPOSAL FOR LUMP SUM CONTRACT

AGENT'S AFFIDAVIT

(To be filled in by Agent.)

THIS FORM MUST BE USED BY SURETY

STATE OF \_\_\_\_\_ )
) ss.
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and says that he / she is the duly appointed agent for \_\_\_\_\_ and is licensed in the State of New Mexico.

Deponent further states that a certain bond given to indemnify the State of New Mexico in connection with the construction of \_\_\_\_\_

dated the \_\_\_\_\_ day of \_\_\_\_\_, 2000, \_\_\_\_\_ executed by \_\_\_\_\_ Contractor, as principal, and, \_\_\_\_\_ as surety, signed by \_\_\_\_\_

This Deponent; and Deponent further states that said bond was written, signed, and delivered by him/her; that the premium on the same has been or will be collected by him/her; and that the full commission thereon has been or will be retained by him/her.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission expires:

\_\_\_\_\_  
AGENT'S ADDRESS:

Telephone: \_\_\_\_\_

## **CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state Cibola County or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state Cibola County or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state Cibola County or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

\_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

\_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)



NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

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Signature

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Date

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Title (Position)

# RESIDENT VETERANS CERTIFICATION

## New Mexico Preference Resident Veterans Certification

**Reminder, a copy of Resident Veterans Preference Certificate must be submitted with the proposal in order to ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended).**

\_\_\_\_\_ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

**Please check one box only**

- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under NMSA 1978, § 13-1-21 or 13-1-22, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

\_\_\_\_\_  
(Signature of Business Representative)\*      (Date)

\*Must be an authorized signatory for the Business. The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or termination of award of the procurement involved if the statements are proven to be incorrect.

## ORGANIZATIONAL REFERENCE QUESTIONNAIRE

Cibola County, 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: Wendy Self, CPO by March 18, 2022 by 4:00 PM MST/MDS** 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.

**RFP # 2022-002**  
**ORGANIZATIONAL REFERENCE QUESTIONNAIRE**  
**FOR:**

\_\_\_\_\_  
(Name of Offeror)

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 Cibola County via e-mail at:

Name: Wendy Self, Chief Procurement Officer  
Email: purchasing@co.cibola.nm.us

No later than 3/18/2022 by 4:00 PM MST/MDS, and **must not** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact Cibola County Chief Procurement Officer listed above. When contacting us, please be sure to include the Request for Proposal number listed at the top of this page.

<b>Company providing reference:</b>	
<b>Contact name and title/position</b>	
<b>Contact telephone number</b>	
<b>Contact e-mail address</b>	
<b>Project description;</b>	
<b>Project dates (starting and ending);</b>	

QUESTIONS:

1. In what capacity have you worked with this organization in the past?

COMMENTS:

2. How would you rate this organization's knowledge and expertise?  
\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

3. How would you rate the organization's flexibility relative to changes in the project scope and timelines?

\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

4. What is your level of satisfaction with services performed by the organization?

\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

5. How would you rate the dynamics/interaction between the organization and your staff?

\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

6. Who were the organization's principal representatives involved in your project and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?  
(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

Name: \_\_\_\_\_ Rating:

Name: \_\_\_\_\_ Rating:

Name: \_\_\_\_\_ Rating:

Name: \_\_\_\_\_ Rating:

COMMENTS:

7. With which aspect(s) of this organization's services are you most satisfied?  
COMMENTS:

8. With which aspect(s) of this organization's services are you least satisfied?  
COMMENTS:

9. Would you recommend this organization's services to your organization again?  
COMMENTS:

**ASSIGNMENT OF ANTITRUST CLAIMS**

TO BE EXECUTED BY GENERAL CONTRACTORS, SUBCONTRACTORS, SUPPLIERS, AND  
SUBSUBCONTRACTORS  
OF CONTRACTORS ON STATE CONTRACTS.

FIRM NAME:  
ADDRESS:

PROJECT:

PHONE NO.:

PROJECT NO:

\_\_\_\_\_ agrees that any and all claims which it may have or may inure to it for overcharges resulting from antitrust violations as to goods, services, and materials purchased in connection with the above-referenced project are hereby assigned to the State of New Mexico, but only to the extent that such overcharges are passed on to the State. It is agreed that the undersigned retains all rights to any such antitrust claims to the extent of any overcharges not passed on to the State, including the right to any treble damages attributable thereto.

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_  
Signed by Individual empowered to obligate Suppliers, Subcontractors,  
or Subsubcontractors

TITLE: \_\_\_\_\_