

# GENERAL INFORMATION FOR RESPONDENTS TO THE ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY NOTICE OF REQUEST FOR PROPOSALS

This general information supplement has been provided in an effort to clarify the **Albuquerque Bernalillo County Water Utility Authority's** ("Water Authority's") expectations when responding to certain sections and topics of the proposal outline. **The topics addressed in this supplement are NOT all inclusive of the information you need to provide for this project.** Please refer to the "Proposal Outline" page for a complete list of Sections and related questions to which you are expected to respond.

## TAKE ORIGINAL AND FIVE (5) COPIES OF YOUR BOUND PROPOSAL TO:

Selection Advisory Committee Office  
Albuquerque Bernalillo County Water Utility Authority  
Albuquerque/Bernalillo County Government Center  
One Civic Plaza NW, 5<sup>th</sup> Floor, Room 5027  
Albuquerque, NM 87102

Please note that additional copies may occasionally be required. If so, the number of copies you must provide will be stated in the published legal advertisement for this project.

## FORMAT FOR PROPOSALS:

Provide information required in Categories I through V of the attached RFP. These categories are:

- I General Information
- II Project Team Members
- III Respondent Experience
- IV Technical Approach
- V Cost Control

For specific information required in each category, see the attached "Proposal Outline". **Do not provide any information for Category VI - Quality and Content of Response.** This category is for the Selection Advisory Committee's use only.

## MANDATORY ITEMS TO BE INCLUDED IN PROPOSALS:

- Agreement and Insurance Certification form – **NOTE:** Be sure you read and understand the attached copy of the **standard form of agreement** to be used for this project **before** you execute this form.
- Campaign Contribution Disclosure Form.
- Firm Consolidation form

At least one of each of the above forms must have an original signature (and notary seal if applicable). All others may be copies.

**MAXIMUM PAGE LIMITATION: 15 (single-sided) unless otherwise specified in the published legal advertisement.**

- A. If supplied, the following pages will be excluded from being counted as part of the maximum page limitation:
- Front and back cover and binding pages
  - The Letter of Introduction
  - The Title Page
  - The Table of Contents
  - Dividers between proposal information categories
  - The Agreement and Insurance Certification form and other certifications
- B. Any 17" x 11" pages shall be numbered as two pages.
- C. Drawings on 24" x 36" sheets shall be numbered as four pages.
- D. Your proposal should be as clear and concise as you can make it while still providing the Selection Advisory Committee with information addressing the requirements in each of the five categories stipulated in the RFP.

If double-sided pages are used, each side shall be numbered and counted as separate pages. Remember to read the published legal advertisement carefully. The page limitation is occasionally increased. **Proposals exceeding the maximum page limitation will be rejected and will not be evaluated.**

**CLARIFICATION OF EVALUATION CRITERIA CATEGORIES:**

The following guidelines have been prepared to assist respondents in the preparation of their Responses to the RFP by clarifying certain components of the evaluation criteria categories. All respondents should adhere to the format shown below. Use of this format will help expedite the review process.

**Category I - General Information (Component 1, 2, and 3)**

- **Component 1, Provide name, address and telephone number of respondent and, if firm, when firm was established.**
- **Component 2, Provide number of employees, technical discipline, registration and registration number.**
- **Component 3, Indicate where the services are to be performed – If the work is to be shared among firms and offices at different locations, indicate where each office is located and what work is to be performed at each location.**

**Category II - Project Team Members (Components 1, 2 3, and 4)**

- **Component 1, Provide an organization plan for management of the project – can be accomplished using an organizational chart that shows the proposed relationships between the key team members and support staff who are expected to participate on the project. Also indicate which aspects of the work each person will be responsible for performing.**
- **Component 2, Identify all consultants to be used on the project – you should also provide a summary description of the work to be performed by each consultant proposed for the project.**
- **Component 3, Provide qualifications of project team members shown in the organizational plan, including registration and membership in professional**

**organizations** – describe each person's work experience, field or fields of specialization, and education.

- **Component 4**, Provide any unique knowledge of key team members relevant to the project.

### **Category III - Respondent Experience (Component 1 and 2)**

- **Component 1**, Describe previous projects of a similar nature, including client contacts (with phone numbers), the year(s) services were provided, construction costs (if applicable) and a narrative description of how those projects relate to this project – The projects described should be projects that were worked on by the people shown on the organizational chart provided under Component 1 of Category II. Specific project responsibilities of these individuals should be discussed.
- **Component 2**, Provide examples of the Project Manager's City and Water Authority experience within the past five (5) years that serve to demonstrate the Project Manager's knowledge of Water Authority procedures.

### **Category IV - Technical Approach (Component 1, 2, and 3)**

- **Component 1**, Describe respondent's understanding of the project scope.
- **Component 2**, Describe how respondent plans to perform the services required by the project scope – To demonstrate your understanding of the project scope, you must describe what you intend to do. You must also describe the quality control procedures you will use to assure the accuracy and adequacy of the work that you and your consultants propose to perform.
- **Component 3**, Describe specialized problem solving required in any phase of the project.

### **Category V - Cost Control (Components 1 and 2)**

- **Component 1**, Describe cost control and cost estimating techniques to be used for this project – This component should be sub-divided as follows:
  - A. **Cost Control of the Design Process** – How will you control expenditures for this project within your organization for work-hours, other direct costs, and all other costs associated with the basic services fee that you will negotiate with the Water Authority? For example, some firms use a project management application software program to monitor work-hour usage and costs as a means of controlling total expenditures for accomplishing design tasks.
  - B. **Cost Control of the Construction Cost** – How often do you make estimates of probable costs to construct the project as design progresses and compare these to the budget for the project? For example, some firms review project costs bi-weekly basis using a spreadsheet application software program and a job costing database. What corrective actions do you take if it appears that the budget will be exceeded or that the project scope can be achieved at a much lower cost than what was discussed during negotiations?
  - C. **Cost Estimating Techniques** – What techniques will you use for this project and why? Design professionals use a variety of cost estimating techniques such as:
    - ★ In-house databases from bid prices on projects designed by the firm.
    - ★ Estimating data published by specialists in construction estimating such as Means, Building News, etc.

- ★ City of Albuquerque City Engineer's estimated Unit Cost Guide for contract items.
- ★ Current six month compilation of New Mexico Department of Transportation (NMDOT) unit prices.
- ★ Businesses specializing in construction cost estimating.
- **Component 2, Provide comparisons of bid award amount to final cost estimate for projects designed by the respondent during the past two (2) years. The consultant may provide justification for any discrepancies that may exist with this information – Component two should be supplied in the following format:**

Name of Project	Month and Year Bid	No. of Bids	Final Cost Estimate	Bid Award Amount
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The final cost estimate is the dollar amount you provided to your client at bid opening. For a Water Utility Authority project, it would be the estimated construction cost you provided to the Water Utility Authority for their use at the bid opening and would contain all adjustments to earlier estimates caused by addenda issued during the bidding time for the project.

**Category VI - Cost Control (Components 1)**

- **Quality and Content of Proposal (Reserved for Committee Use Only)**

**LOBBYING OF SELECTION ADVISORY COMMITTEE MEMBERS IS PROHIBITED AND CAUSE FOR REJECTION OF PROPOSALS**

Please be advised of the following excerpt from the Selection Advisory Committee Rules and Regulations (Section III.C.5):

“Attempts on the part of respondents to lobby Committee members are considered to be unprofessional and unacceptable conduct. Such conduct may be cause for the Committee to reject the respondent's proposal.”