

**ARCHITECTURAL DESIGN SERVICES CONSULTANT TEAM –
LEA COUNTY PUBLIC SAFETY TRAINING CENTER**

Request for Qualifications – Based Proposals

RFQP #6 – (23-24)

NIGP Code: 90607



**DUE DATE: December 1, 2023 – 3:00 p.m. (local
time)**

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**ARCHITECTURAL DESIGN SERVICES CONSULTANT TEAM –
LEA COUNTY PUBLIC SAFETY TRAINING CENTER**

I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR QUALIFICATIONS –BASED PROPOSALS (RFQP)

The Lea County Board of County Commissioners requests sealed proposals from qualified firms to provide design services for the Lea County Public Safety Training Center, Phase One. Services will include consulting engineers consisting of structural, mechanical, electrical, plumbing, fire suppression, civil engineering, and cost estimating services.

B. BACKGROUND

Department Services: The men and women of the Lea County Sheriff's Office are dedicated and strongly committed to providing the citizens of this County with the best possible law enforcement services.

Our goal is to defend the individual rights, assist individuals in the protection of their lives and property, keep the peace, enforce the law, and serve the processes of the courts by exercising our duties intelligently and prudently. We will manage our resources in the most effective and efficient manner possible. Our resolve is to project the utmost professionalism in our actions, treating all citizens with as much dignity and respect as they allow us to.

Law enforcement and firefighting, as a profession, present many dangers. However, proper training can reduce the risks to these professionals, their respective agencies, and the public. To effectively operate and function, agencies are responsible for providing appropriate, up-to-date, and sustainable training. A public safety complex that incorporates various aspects of the tasks encountered routinely or once in a career can positively influence all three perspectives.

The new facility will consist of collaborative, multi-use training spaces tailored to meet the needs of local and regional first responders via a program and master plan as identified from a previously conducted feasibility study. The project site(s) will be located within or near the boundaries of Lea County and the City of Lovington.

The proposed design services are based on a recently completed feasibility study that reviewed the anticipated project program and master plan over two different project sites. The study can be found as attachments to this RFQP.

The awarded Submitter shall provide a pre-design service to finalize the scope of work to be completed in **Phase One, Two, and Three**. The awarded design team shall assist in finalizing the **Phase One, Two, and Three** program scope, estimated costs for each phase, and gain County and Sheriff's Office approval of the phasing plan before the commencement of any other design services for **Phase One**.

At a minimum, the Phase One services will consist of the design and documentation of the following program:

1. Indoor firing range(s) and shoot house.
2. Outdoor firing range(s)

3. The indoor range will include several administrative offices, various assembly and classroom areas, restrooms, an exercise area, a kitchen dining area, a defensive tactics training area, and a backup 911 call center.
4. Emergency vehicle operations course (EVOC), watch tower, and associated support and storage structures.
5. The facility will comply with all ADA requirements, indoor/outdoor firing range design best practices, and NFPA 1221 Standards on Emergency Services Communications Systems.
6. The facility will implement best practices in mitigating lead and noise exposure levels to firing range users and instructors as outlined by OSHA.
7. The facility will implement the use of a modern bullet trap collection system in addition to electronically driven turning/moving target systems.

Project Phase & Financing: The awarded Submitter shall assist the County in developing the final program and budget for **Phase One, Two, and Three** of the project as part of the pre-design services. Upon conclusion of pre-design services and the final determination of **Phase One** work, the awarded Submitter shall provide the following estimates as required to complete documentation services for **Phase One**: Estimates shall be provided at 100% Design Development, 50% Construction Documentation, 75% Construction Documentation, 90% Construction Documentation, and 100% Construction Documentation.

C. SCOPE OF SERVICES

The awarded Submitter shall provide at a minimum the following:

General Scope of Services:

1. All work shall be conducted via Building Information Modeling software to a Level of Detail 300 defined by the American Institute of Architects.
2. The Submitter must demonstrate that their firm has the capability to conduct virtual reality (VR) tours of the projects 3D model with both the County and Sheriff's Office.
3. Owner Submissions at the following durations:
 - Pre-Design
 - Schematic Design
 - 100% Design Development
 - 50% Construction Documents
 - 75% Construction Documents
 - 90% Construction Documents
 - 100% Construction Documents
4. All Owner Submissions occurring during the Design Development and Construction Documents phase shall include drawings, specifications, and a minimum of a 10-minute colored, 3D walk-through video of the project, encompassing all major structures as identified in Phase One.
5. Each Owner Submission shall be concluded with a page turn review of the submitted documents and virtual reality tour of the 3D model of all major structures, at a minimum including the indoor firing range building, EVOC, and watch tower, field classroom building,

and outdoor ranges.

Pre-Design Scope of Services:

6. The awarded Submitter shall provide a pre-design service to finalize the scope of work to be completed in Phase One, Two, and Three. The awarded Submitter shall assist in the finalization of the Phase One, Two, and Three scope, estimated cost and gain County and Sheriff's Office approval prior to commencement of any other design services for Phase One.
7. The awarded architect shall assist in the finalization of determining which sites should contain the various portions of the indicated program for all three phases.
8. Conduct Surface Danger Zone diagram overlays for the proposed site that will contain the outdoor range program.
9. Produce narratives of three different wall and roof assemblies of the indoor firing range envelope to review with the Owner and Sheriff's Office the following information:
 - a. Cost per SF.
 - b. Ballistic stopping power
 - c. STC rating
 - d. NRC rating

Schematic Design Scope of Services:

10. Complete Schematic Design Services for all identified portions of Phase One scope.
11. Prepare building floor plan(s) that meet all the determined needs and fit both scopes of work for each project site.
12. Include all integral training and safety features described in the Program.
13. Meet current industry standards, current and emerging standards regarding operational efficiency and safety, and personnel training.
14. Meet current and expected future operational requirements.
15. Meet current and expected future code and industry standards.
16. Clearly address indoor firing range health and safety regarding OSHA standards on bloodborne lead levels and noise exposure to instructors and students.
17. Conduct a needs assessment of NFPA 1221 Standards on Emergency Services Communications Systems and share said results with County and end users.
18. Prepare one or more site plans demonstrating that the station will work effectively at the designated site.
19. Prepare a minimum of three (3) 3D exterior renderings of all major buildings identified in Phase One and colored floor and site plans in sufficient detail to allow the community to understand the project fully. In addition to exterior renderings, a minimum of a 10-minute fully colored 3D fly-through video of the proposed work shall be made.
20. Video capable of supporting VR walk-through tour, facilitated by the design team in person with the Owner.
21. Prepare and deliver a presentation fully describing the project at a time and location determined by the County. The presentation must be made in person.

Design Development and Construction Documentation Scope of Services:

22. Based on the schematic design approved by the County, provide working drawings and specifications for the Design Development and Construction Document Phases for the construction of the Project.
23. Appropriate details for special indoor and outdoor firing range spaces and functions.
24. Comprehensive details and specifications for special hardware and systems.
25. Comprehensive details and specifications for firing range bullet trap, target carries, wall, and ceiling baffle systems.
26. Comprehensive details and specifications for firing range ventilation systems.
27. Comprehensive details and specifications for interior finishes to maximize building efficiency and occupant health and safety, especially for those related to mitigating bloodborne lead levels and noise exposure to range users and instructors.
28. Design Development and Construction Document Phase estimates of hard and soft construction costs per submissions listed above.
29. Project cost estimating services to ensure adherence to the project budget.
30. Provide front-end development services for the project manual to be adapted and coordinated against the County's boilerplate front end documentation.

Bidding Scope of Services:

Support to the County and Sheriff's Office during Bidding with the following services:

1. Responses to Requests for Information (RFI's).
2. If desired by the County, the development of the Construction RFP.

Construction Administration Scope of Services:

Final scope and fee of Construction Administration Services to be negotiated between County and awarded Submitter between 90% and 100% Construction Documentation submission. Respondents to this RFQ shall demonstrate they can provide the following services:

1. Review of submittals and substitution request.
2. Review of change order request and payment applications.
3. Review of proposed material and system substitutions.
4. Attend bi-weekly construction coordination meetings.
5. Review and advise the County on the payment of contractors' requests for payment.

Indoor Firing Range Building:

1. The indoor firing range will contain at a minimum the following areas or spaces:
2. 15-lane 50-yard range, with a fully dynamic firing line, inverted turning target carrier system, inverted dual running man target system, and steel bullet trap. 50-yard range to allow APC type vehicles to enter the range and advance up to the 25-yard line. A doorway that allows vehicle entry to the range shall not compromise the ballistic containment of the range and contain an STC rating of 55 or greater.
3. 5-lane 100-yard range, with a static firing line, inverted target carrier system, and steel bullet trap.
4. Live fire shoot house.
5. All indoor firing ranges to receive live fire training shall be specified to contain appropriate interior materials to allow for the absorption and containment of gunfire.

6. Fully ventilated ranges and shoot house. Range ventilation to produce a 75-foot-per-minute laminar airflow.
7. Shoot house ventilation to have a complete air exchange rate every 5 minutes of active use.
8. Incorporation of all required firing range support spaces, inclusive of lead collection areas and equipment.
9. Interior and exterior training features.
10. Adequate offices, kitchen, and exercise area to support the training needs.
11. SWAT briefing and locker room area.
12. Back up 911 call center.
13. Meeting/training areas.
14. ADA-compliant male and female restrooms and locker areas.
15. Adequate laundry facilities.
16. Adequate storage areas.
17. Adequate parking areas to support the facility.

Outdoor Firing Range Building:

1. Field classroom pavilion containing instructor offices, storage areas, and classroom spaces.
2. Adequate parking areas to support the facility.
3. 500-yard range complete with observation towers at every 100-yard firing line. Target backstop to be building façade “peak-a-boo” target system and tarp.
4. Physical agility yard.
5. 20-lane, 200-yard range with inverted turning target carrier system, inverted dual running man target system, and steel bullet trap covered with canopy awning.

EVOC:

1. EVOC to conform to the requirements of the Lea County Sheriff’s Office.
2. Observation tower.
3. Field storage building containing instructor office and storage areas.

Minimum Qualifications:

A recent study, the Lea County Public Safety Training Complex master plan, provided a Design Program identifying all rooms, spaces, and functions within the proposed building and reflecting the needs of the indoor and outdoor firing range. A copy of this program will be made available as attachments to this RFQP.

The Submitter must demonstrate within the RFQ that they have thoroughly familiarized themselves with this program.

The County intends to retain an Architectural Design Consultant Team that has deep experience in the planning and design of both indoor and outdoor firing ranges for public safety training along with a thorough understanding of emergency services operations inclusive of joint Fire and EMS, Law Enforcement Public Safety Training Centers, and 911 Call Centers. Indoor and or outdoor firing ranges for commercial use are considered as unacceptable experience for this project.

Outline your firm’s specific experience providing professional architectural consulting services similar to those requested in this RFQP.

Provide name and telephone number and email of current or former clients.

Submitters must include the following within their RFQP response:

1. Demonstrate that the design of firing ranges, public safety training centers, 911 call centers, and law enforcement facilities is a primary activity of the firm.
2. Commit principal(s) of the prime architect to be the project leader and lead designer. Designated Principal(s) shall have an active and continual engagement throughout the entire project duration.
3. Demonstrate that the prime architect has successfully completed the **design and or construction** of at least ten (10) public safety training centers within the last five (5) years, that have been designed by the principal(s) who will lead this project. Provide specific examples of how joint Fire, EMS, and Law Enforcement training were implemented in the design of these projects.
4. Demonstrate that the prime architect has successfully completed the **design and or construction** of at least five (5) firing ranges and or shoot houses within the last three (3) years, that have been designed by the principal(s) who will lead this project. Provide project examples at least one of each project type (firing range/shoot house.)
5. Demonstrate that the prime architect has successfully completed the design and construction of at least three (3) 911 Call Centers/Dispatch Centers within the last ten (10) years that have been designed by the principal(s) who will lead this project.
6. Demonstrate an understanding of the relationship between fire range design and issues such as ballistic containment, range ventilation, and acoustical absorption and containment within the facility. Demonstrate this understanding with a minimum of five examples.
7. Demonstrate a thorough knowledge of range user safety, the role of the firing range design in addressing these concerns, and your experience using the correct systems and details to address these issues.
8. Demonstrate how the submitters firm has been recognized as an industry leader in the design of firing ranges. Provide direct examples of how your firm has garnered industry recognition.
9. Demonstrate knowledge of 911 call center design and prior application of NFPA 1221 recommendations regarding Standards on Emergency Services Communications Systems.
10. Demonstrate the ability to design a facility to meet the overall project budget and provide value engineering alternative if necessary.
11. Possess all necessary current licenses and registrations to qualify under New Mexico law to perform the function of the designer of the Project.
12. Provide evidence of insurance for commercial general liability (\$2 million combined single limit), automobile (\$2 million combined single limit), worker's compensation (statutory), and aggregate professional services liability (\$4 million minimum).

Required Content of Submissions:

Submissions shall include sufficient information for the County's review and shall include the aforementioned minimum requirements.

The various work tasks shall be detailed for the entire scope of the project. These shall reflect the outline included in the Scope of Services section of the RFQ; however, modifications are encouraged based on successful experience elsewhere.

The submission shall provide resumes for key personnel that will be used on the project, noting their qualifications and experience in appropriate disciplines and activities.

The contract issued because of this RFQ will be based on a negotiated fee with the most qualified Submitter, after that Submitter has been identified via the RFQ review process and contacted by the County to begin fee negotiation. If a fee cannot be negotiated or agreed upon with the first selected Submitter, the County affords the right to move on to negotiations with the next qualified Submitter. Payments shall be approved monthly based on invoices submitted by the Submitter indicating the amount of work completed to date. The full fee will not be paid until the County satisfactorily receives all deliverables.

D. CONTRACT TERM

The County intends to enter into an agreement and provide a Notice to Proceed to the selected firm after the selection process concludes. The County also desires to have bid-ready contract documents complete by February 2025. The contract will be effective upon execution by Lea County.

E. PROCUREMENT OFFICER

Lea County's Procurement Officer, whose name and contact information is listed below is responsible for the conduct of this procurement.

Name: Kelli Ferguson, Procurement Officer
Address: Lea County
Finance Department, 4th Floor
100 North Main, Suite 11
Lovington, NM 88260
Email: kferguson@leacounty.net

F. QUESTIONS:

1. You must submit any questions regarding this procurement in writing, ONLY to the Procurement Officer at: kferguson@leacounty.net.
2. No one other than the Procurement Officer has the authority to respond on behalf of the County.
3. Questions will be answered by an addendum to the RFQP that will be distributed to vendors who have completed and returned the "Acknowledgement of Receipt Form" and will be posted to Lea County's website at: [Requests for Proposals \(leacounty.net\)](http://leacounty.net)

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFQP contains the schedule, description and conditions governing the procurement.

A. SEQUENCE OF EVENTS

The PROCUREMENT OFFICER will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates (Local Time)
1. Issue of RFQP	Lea County	October 29, 2023
2. Acknowledgement of Receipt	Potential Offerors	By November 8, 2023 – 5:00 pm
3. Deadline for Written Questions	Potential Offerors	By November 14, 2023 - 5:00 pm
4. Response to Written Questions	Procurement Officer	By November 17, 2023 - 4:00 pm
5. Submission of Proposals	Potential Offerors	December 1, 2023 - 3:00 pm
6. Proposal Evaluation	Evaluation Committee	TBD
7. Best & Final Offer <i>If Requested</i>	Offerors	TBD
8. Selection of Finalist(s)	Evaluation Committee	TBD
9. Contracts Negotiations	Lea County and Potential Offeror(s)	TBD
10. Contract Award(s)	Lea County	TBD
11. Protest Deadline		By 15 days after award

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section II. A. (above).

1. Issuance of RFQP

This RFQP is being issued on behalf of the Lea County Sheriff's Department.

2. Acknowledgement of Receipt – Appendix A

Potential offerors/responders may e-mail, hand deliver, return by facsimile or registered or certified mail the "*Acknowledgement of Receipt Form*" that accompanies this document to have the offeror placed on the "**Procurement Distribution List**". The form should be signed by an authorized representative of the offeror, dated and returned to the Procurement Officer kferguson@leacounty.net by 5:00 pm MDT/MST on November 8, 2023.

The "*Procurement Distribution List*" will be used for the distribution of Addenda (including written responses to questions).

3. Deadline to Submit Written Questions

Potential offerors must submit all questions in writing only to the Procurement Officer before November 14, 2023 at 5:00 pm (MDT/MST) as indicated in the "Sequence of Events" (Section II-A). Questions shall be clearly labeled and shall name the Section(s) in the RFQP or other document which form the basis of the question.

4. Response to Written Questions

Written responses to written questions will be answered by Addendum and emailed to all potential offerors whose name(s) appear on the "*Procurement Distribution List*". Addenda will also be posted to Lea County's website at: [Requests for Proposals \(leacounty.net\)](https://leacounty.net)

5. Submission of Proposals

All RFQP documents as well as any future addenda may be found on the Lea County website: [Requests for Proposals \(leacounty.net\)](https://leacounty.net)

Lea County will accept responses only at the address below up to 3:00 pm (MDT/MST) on December 1, 2023. Faxed or emailed responses will not be accepted. Responses received after that date and time will not be accepted. The Lea County Board of Commissioners reserves the right to reject any and all responses that are not in its best interest and to cancel and reissue the RFQP.

Name: Lea County Finance Dept.
 Attn: Kelli Ferguson
Address: Lea County Finance Dept. (4th floor)
 100 North Main, Suite 11
 Lovington, NM 88260

Proposals must be sealed and labeled on the outside of the package to indicate they are in response to RFQP 6 – (23-24) Architectural Design Services Consultant Team - Lea County Public Safety Training Center.

A public log will be kept of the names of all offerors that submitted proposals.

6. Proposal Evaluation

An Evaluation Committee will review and score proposals. Offerors shall not initiate discussions.

7. Best and Final Offers

Finalists may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers.

8. Selection of Finalists

Any Contractual agreement(s) resulting from this RFQP will be finalized with the most advantageous offeror(s). In the event mutually agreeable terms cannot be reached with the

apparent most advantageous offeror in the time specified, the County reserves the right to finalize a contractual agreement with the next most advantageous offeror without undertaking a new procurement process.

9. Contract Negotiations

Pursuant to § 13-1-116 NMSA 1978, the contents of proposals shall not be disclosed to competing potential offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded and executed pursuant to this Request for Qualifications – Based Proposals.

If an Agreement cannot be negotiated with the firm(s) on the ranking list, the County may choose to negotiate with other qualified offerors scored by the Committee or to terminate negotiations.

The County will negotiate with the successful offeror(s) on a contract incorporating the General Requirements, Scope of Services and any other provisions of this Request for Proposal, and acceptable to both parties.

10. Contract Awards

The contract may be awarded to the offeror(s) whose proposal(s) are most advantageous to Lea County, taking into consideration the evaluation factors set forth in this RFQP.

The award will be made in the best interest of the County. In determining what would be in the best interest of the County, the following shall be considered:

- A. The ability and skill of the Submitter to perform the service required.
- B. The Submitter can provide the service within the specified time, without delay or interference.
- C. The experience of the Submitter for the design of similar facilities.
- D. The quality of performance of previous contracts or services.

11. Protest Deadline

Any protest by an offeror must be timely and in conformance with § 13-1-172 NMSA 1978 *et. seq.* and applicable procurement regulations.

C. GENERAL REQUIREMENTS

1. Acceptance of Conditions Governing the Procurement

By responding to this RFQP, potential offeror(s) indicate their acceptance of the Conditions Governing the Procurement and of the Evaluation Factors.

2. Incurring Cost

Any cost incurred by the potential offeror in response to this RFQP shall be borne solely by the offeror.

3. Company Responsibility

The awarded company is solely responsible for fulfillment of all requirements of the contractual agreement which may derive from this RFQP.

4. Amended Proposals

An offeror may submit an amended proposal before 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. The County personnel will not merge, collate, or assemble proposal materials.

5. Offeror's Right to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The offeror must submit a written withdrawal request addressed to the PROCUREMENT OFFICER and signed by the offeror's duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

6. Proposal Offer Firm

Responses to this RFQP will be valid until Proposal is awarded.

7. Disclosure of Proposal Contents

- A. Proposals will be kept confidential until negotiations and the award are completed by the County. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The PROCUREMENT OFFICER will not disclose or make public any pages of a proposal on which the potential offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirement:
- B. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
- C. Confidential data is restricted to:
 - 1. confidential financial information concerning the offeror's organization;
 - 2. any data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, § 57-3A-1 to 57-3A-7 NMSA 1978.
 - 3. PLEASE NOTE: The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

8. Termination

This RFQP may be canceled at any time and any and all proposals may be rejected in whole or in part when the County determines such action to be in the best interest of Lea County.

9. Sufficient Appropriation

Any contract awarded as a result of this RFQP process may be terminated if sufficient budget appropriations or authorizations do not exist. Such terminations will be effected by sending written notice to the company. The County's decision as to whether sufficient appropriations are available shall be final.

10. Governing Law

This RFQP and any agreement with an offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.

11. Basis for Proposal

Only information supplied, in writing, by Lea County through the PROCUREMENT OFFICER or in this RFQP should be used as the basis for the preparation of offeror proposals.

12. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities.

13. Notice of Penalties

The Procurement Code, § 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor and felony criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

14. Ownership of Proposals

All documents submitted in response to the RFQP shall become property of Lea County.

15. Campaign Contribution Disclosure Form – Appendix B

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form as a part of their proposal.

16. New Mexico Preferences – Appendix C (If applicable, not required)

A. New Mexico Resident / Resident Veterans Preference Certification

To ensure adequate consideration and application of § 13-1-21 NMSA 1978, Offerors must include a copy of their New Mexico preference certificate with their

proposal. Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue: <http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>. Preference is not applicable unless a certificate from the State is submitted with the response to this RFQP.

In addition to a copy of the certification, the offeror should sign and complete the Resident/Resident Veterans Preference Certificate form, as provided in this RFQP.

Only one of the above Preference designations may be applied to this "Request for Qualifications Based Proposals".

The New Mexico Preferences shall not apply when the expenditures for this RFQP includes federal funds.

17. Insurance Requirements

The Consultant shall provide evidence of insurance for commercial general liability (\$2 million combined single limit), automobile (\$2 million combined single limit), worker's compensation (statutory), and aggregate professional services liability (\$4 million minimum).

III. RESPONSE FORMAT AND ORGANIZATION

This section describes the format and organization of the offeror's proposal. Failure to conform to these guidelines may result in the disqualification of the proposal.

A. NUMBER OF RESPONSES

Offerors shall submit only one proposal in response to this RFQP.

B. NUMBER OF COPIES

1. Hard Copy Responses

The original and all copies, including packaging shall be clearly marked with the RFQP number and title on the front.

Offerors must submit one (1) original, three (3) copies, and one copy on flashdrive.

The original and other copies of information **must be identical**. In the event of a conflict between versions of the submitted proposal, the Original hard copy shall govern.

Any proposal that does not adhere to the requirements of this Section and **Section III.C "Proposal Format"**, may be deemed non-responsive and rejected on that basis.

C. PROPOSAL FORMAT

All proposals must be submitted as follows: Hard copies must be typewritten on standard 8 ½ x 11inch paper (larger paper is permissible for charts, spreadsheets, etc.) with a minimum size 12 font. Proposals shall be placed within binders with tabs delineating each section.

Offerors must address items in the order indicated below. All forms provided in this RFQP including those in the APPENDIX must be completed and included in each Proposal.

1. Proposal Content and Organization:

The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the order indicated with divider tab inserts.

a. Letter of Transmittal – Each proposal must be accompanied by a letter of transmittal. The letter of transmittal MUST:

- Identify the submitting organization;
- Identify the name and title of the person authorized by the organization to contractually obligate the organization;
- Identify the name, title and telephone of the person authorized to negotiate the contract on behalf of the organization;
- Identify the names, titles and telephone numbers of persons to be contacted for clarification;
- Explicitly indicate Acceptance of the Conditions Governing the Procurement stated in Section C.;
- Be signed by the person authorized to contractually obligate the organization;
- Accept receipt of any and all addenda to this RFQP.

b. Table of Contents

c. Response to Evaluation Criteria – Responsive proposals will be evaluated by a committee and assigned points under each criterion specified below. Points will be awarded based on the thoroughness and clarity of the response.

1. Description of Design Team

a. Identify all consultants and all key team members. Include resumes, noting their qualifications and experience in appropriate disciplines and activities.

2. Demonstration of Compliance with Minimum Qualifications

a. Acknowledge and address each of the outlined minimum qualifications. Any exception, option or variation should be detailed in the proposal.

3. Work Plan and Approach

a. Describe work plan including approach, adherence to scope of work and proposed schedule.

4. References

a. Provide at least three (3) references for the prime architect, to include name,

organization and contact information.

d. Appendix Forms

IV. EVALUATION

An evaluation committee will review and evaluate all replies and detailed proposals, may conduct oral presentations, or a combination of both, unless otherwise indicated in this solicitation. The evaluation committee will have only the response to this solicitation to review for selection of finalists and, therefore, it is important that offerors emphasize specific information considered pertinent to the services to be provided.

The County Purchasing department has the option to initiate discussions with offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the offerors.

Evaluation of the responses will be based on the following criteria:

	<u>Possible Points</u>
1. Design Team	25
2. Demonstration of Compliance with Minimum Qualifications	30
3. Work Plan and Approach	20
4. References	<u>25</u>
Total points possible	100

Resident Veterans OR Resident Business Preference (if applicable)

EVALUATION PROCESS

1. All Offeror proposals will be reviewed for compliance with the requirements and specifications stated within the RFQP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The PROCUREMENT OFFICER may contact the offeror for clarification of the response.
3. Responsive proposals will be evaluated on the factors set forth in the RFQP, which have been assigned a point value. The responsible offerors with the highest scores may be selected as finalists, based upon the proposals submitted. The responsible offeror(s) whose proposals are most advantageous to the County, taking into consideration the evaluation factors, will be recommended for award.
4. Percentages for New Mexico Preferences will be determined based upon the point based system outlined in § 13-1-21 NMSA 1978

Appendix A

ACKNOWLEDGEMENT OF RECEIPT FORM –

ARCHITECTURAL DESIGN SERVICES CONSULTANT TEAM –

LEA COUNTY PUBLIC SAFETY TRAINING CENTER

****ONLY this form may be submitted by EMAIL: kferguson@leacounty.net**

The acknowledgement of receipt should be signed and returned to the PROCUREMENT OFFICER no later than November 8, 2023 by 5:00 p.m. (local time). Only potential offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions (if any) and the written responses to those questions via an Addendum. Addenda are also immediately posted to Lea County's website: [Requests for Proposals \(leacounty.net\)](https://www.leacounty.net/Requests-for-Proposals)

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

** This name and address will be used for all correspondence related to this Request for Proposals (RFP)

Firm **does / does not** (circle one) intend to respond to this Request for Proposal.

Kelli Ferguson, Procurement Officer

Lea County

Finance Dept., 4th floor

100 N. Main, Ste. 11

Lovington, NM 88260

Fax: 575-396-1127

E-mail: kferguson@leacounty.net

Appendix B

Campaign Contribution Disclosure Form

Pursuant to the Procurement Code, NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency 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 agency 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 agency 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.

Continued on next page.....

“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.

Name(s) of Applicable Public Official(s):

Board of County Commissioners: Dean Jackson, Gary Eidson, Jonathan Sena, Pat Sims, Brad Weber; Assessor Ava Benge, Clerk Keith Manes, Treasurer Susan Marinovich, Sheriff Corey Helton, Probate Judge LaDonna Hardin.

DISCLOSURE OF CONTRIBUTIONS: *(Attach extra pages if necessary)*

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s): _____

Purpose of Contribution(s): _____

SIGNATURE REQUIRED BELOW

Signature

Date

Title (position)

—OR—

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.

Signature

Date

Title (Position)

Appendix C

New Mexico Resident / Resident Veterans Preference Certification

Reminder: A COPY of the actual NM Resident / 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 of the boxes only:

Resident VETERAN Business:

- 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.

RESIDENT Business:

- I declare under penalty of perjury that my business is a New Mexico resident business allowing me the 5% preference discount on this bid or proposal. 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 veteran's 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.

X _____
(Signature of Business Representative)* (Title) (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.*

Appendix D - Related Party Disclosure Form

1. Are you indebted to or have a receivable from any member of the Board of County Commissioners; elected county officials, administration officials, department heads, and key management supervisors with the County of Lea?

Yes _____ No _____

2. Are you, or any officer of your company related to any member of the Board of County Commissioners; elected county officials, administration officials, department heads, key management supervisors of the County of Lea and have you had any of the following transactions since January 1, 2016, to which Lea County was, is to be, a party?

	Yes	No
Sales, Purchase or leasing of property?	___	___
Receiving, furnishing of goods, services or facilities?	___	___
Commissions or royalty payments	___	___

3. Does any member of the Board of County Commissioners; elected county officials, administration officials, department heads, key management supervisors with the County of Lea, have any financial interest in your company whether a sole proprietorship, partnership, or corporation of any kind that currently conducts business with the County of Lea?

Yes _____ No _____

4. At any time from January 2016 through the present, did you, your company, or any officer of your company have an interest in or signature authority over a bank account for the benefit of a member of the Board of County Commissioners; elected county officials, administration officials, department heads, key management supervisors with the County of Lea?

Yes _____ No _____

5. Are you negotiating to employ or do you currently employ any employee, officer or family member of an employee or officer of County of Lea?

Yes _____ No _____

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Signature of Owner or Company President: _____ **Date** _____

(Print Name and Title): _____

Appendix E
Certification Regarding

Debarment, Suspension, and Other Responsibility Matters

Offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of, had a 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) transaction or contract under a public transaction; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any offenses; and
4. Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. Under 18USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Signature of Authorized Representative

Date

Typed Name & Title of Authorized Representative

Appendix F
NON-COLLUSION AFFIDAVIT

STATE OF _____)

County OF _____)

_____ (name) being first duly sworn, deposes and says
that he/she is (title) _____
of (organization) _____

who submits herewith to the County of Lea, a proposal:

That all statements of fact in such proposal are true:

That said proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That said bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the County of Lea, or of any bidder of anyone else interested in the proposed contract; and further,

That prior to the public opening and reading of proposal, said bidder:

1. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal
2. Did not directly or indirectly collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposals;
3. Did not in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of their proposal price, or of that of anyone else;
4. Did not directly or indirectly, submit his proposed price or any breakdown thereof, or the contest thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, bid depository or to any member or agent thereof, or to any individual of group of individuals, except that County of Lea, or to any person or persons who have a partnership or other financial interests with said bidder in his business.

By: _____

Title _____

SUBSCRIBED and sworn to before me this _____ day of _____, 20_____.

Notary Public: _____

My Commission Expires: