

OFFICIAL QUESTIONS & ANSWERS RFP #23-70500-23-00463
Architect-Engineer-Landscape Architect Inspection-Commissioning Services On-call Statewide

	QUESTION	ANSWER
1	Will the DMA award separate contracts to specialized disciplines?	No, DMA is looking for proposals for all of the services listed on the RFP, including commissioning.
2	Would the successful prime A/E firm or their sub-consultants be precluded from the design portion of a subsequent Design or Design-Build project if the team is involved in the programming or facility condition assessment efforts under this on-call contract?	No, a firm awarded a task order for a condition assessment will not be precluded from a possible subsequent design task order.
3	Page 8 of the RFP (Section C) states that hard copies of the proposal should be submitted, but Page 13 of the RFP (Sections E/F) indicate electronic proposal submission. Please confirm that the proposal should only be submitted electronically.	Only emailed proposals are accepted.
4	Page 15 of the RFP (Section IV) states that we may include photos on the inside of the Front/Back Covers. Since this is an electronic submission without the ability to utilize double-sided pages, can photos be included on the outside of the Front/Back Covers?	Photos may be used.
5	Page 15 of the RFP (Section IV) states to include a Letter of Transmittal. Does this reference the Letter of Transmittal Form or may an actual letter also be provided? If yes, would this letter be excluded from the page count?	The actual form, "Letter of Transmittal" in Appendix F, must be used. The RFP lists the Letter of Transmittal, under Material excluded from the twenty (20) page maximum count is limited to: Thus, it is not part of the 20-page maximum count.
6	Page 15 of the RFP (Section IV) states that resumes are excluded from the 20-page maximum count, but they are not listed within the Proposal Content and Organization. Where should the resumes be placed within the proposal?	See the answer to Question #9.
7	Page 15 of the RFP (Section IV) states to include a "Signed Employee Health Coverage Form." There is no signature or title block on Page 41 where the form appears. Is the rest of the form missing or should we just sign the bottom of the page?	It appears that the signature line of the form is missing. Please sign at the bottom of the page, below paragraph 4.
8	Page 18 of the RFP (Section VI, #1) states that up to 100 bonus points will be given for New Mexico Residents and Veteran Businesses. How many points will be given to a firm that is a New Mexico Resident but not a Veteran Business?	Because Federal Funds will be used for procurements because of this RFP award, the Veteran Business and NM Business Residents points are not applicable, resulting in zero bonus points.
9	Page 19 of the RFP (Section VI, #2A3) states, "Indicate key personnel to be assigned to this project, their specific roles, experience, background, and Professional Seal/Certificate Number." Does this mean that this is where the Resumes should be placed or is this information in addition to the Resumes?	Resumes of the key personnel assigned to the project shall be included here and should not be considered information in addition to the Resumes.

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10	Page 19 of the RFP (Section VI, #A4) states, "A higher evaluation weighting shall apply to those Offerors providing letters of recommendations for the listed projects." This Response to Specifications section is counted against the 20-page maximum count. If we are to include letters of recommendation, this will eat up most of the 20 pages that we are allotted. Please confirm that letters of recommendation are excluded from the 20-page maximum count.	Keep your references to a minimum of 3 and a maximum of 5. Letters are not an exclusion of the page count, per the RFP document.
11	Page 15 of the RFP (Section IV, #1d) states to include a Response to Specifications indexed in the same order as shown in Section IV. The Specifications appear in Section V, not Section IV. Please confirm that Section IV #1d should state, "Response to Specifications (tabbed or indexed in the same order as the specifications, see section V)."	Page 15, 1. d) - should read: "Response to Specifications (tabbed or indexed in the same order as the specifications, see section V)."
12	Are the forms in Appendices F (Letter of Transmittal), E (Employee Health Coverage Form), and B (Campaign Contribution Disclosure Form) to be provided only by the prime offeror or do you also require them from subconsultants?	Prime Offeror only.
13	Is there any form you require for our response to DMA Standard Agreement Between Owner and Design Professional Terms and Conditions and Offeror's Additional Terms and Conditions, or should we simply document them in writing?	There is not a specific form. Please document them in writing.
14	Does the form in Appendix J satisfy both Affidavit requirements pursuant to the Governmental Conduct Act and Conflict of Interest, or is there a separate form for either?	The form applies to both.
15	What constitutes Other Supporting Material (page 15)?	This may include anything that the firm feels may be presented to the Department of Military Affairs that has not been listed as a required document in the RFP.
16	Will the IDIQ be limited to Army National Guard projects, or will it also include Air National Guard projects? If it includes ANG projects, what types?	This procurement will result in a statewide contract for the Department of Military Affairs and all the components that we provide support for, to include the ANG. There is no way to forecast the types of projects that might be proposed by the other components that we support.