REQUEST FOR QUALIFICATIONS (RFQ)

Incorporated County of Los Alamos
Procurement Division
101 Camino Entrada, Building 3
Los Alamos, NM 87544

NOTIFICATION REGARDING SUBMISSION PROCESS AND REGISTRATION INSTRUCTIONS

The Incorporated County of Los Alamos ("County") has recently implemented a new on-line eProcurement portal. This new platform, Euna Procurement powered by Bonfire, provides the County's electronic Bid and Proposal process ("County's Procurement Portal"). It is where the County will post solicitation opportunities, including Invitation for Bids (IFB), Request for Proposals (RFQ), Request for Qualifications (RFQ) and Request for Information/Interest (RFI). The County's Procurement Portal will streamline the County's Bid process for Bid or Proposal submission, acceptance, evaluation, and award. For vendors, the County's Procurement Portal will enhance communication, allow for fast and accurate Bids and Proposals, and provide automatic notification about projects.

Registered vendors will view and submit Bids and Proposals electronically. The past practice of submitting electronic Bids and Proposals by email or submitting paper Bids and Proposals is being phased out. If you are seeing this notification in a solicitation document, **submissions will be accepted ONLY electronically through the County's Procurement Portal for this solicitation**. It is every Offeror's responsibility to read, understand, and submit Bids and Proposals in accordance with the instructions provided in and specific to each solicitation document.

Requested Action: Please register as a vendor on the County's Procurement Portal by visiting https://losalamosnm.bonfirehub.com and click on "Register". Registration is free and only takes a few minutes. Please be sure to select the applicable NIGP: The Institute for Public Procurement ("NIGP") Commodity Codes for your business when you are prompted so that you can receive notification of recommended opportunities when they are sent out by the County to the NIGP Commodity Codes you have selected.

Already Have a Bonfire Vendor Account? If you already have a Bonfire vendor account and are already registered for another agency's portal, you will still need to visit the County's Procurement Portal at https://losalamosnm.bonfirehub.com and click on "Log In" to provide County-requested information, view open opportunities, receive opportunity notifications, and submit Bids and Proposals through the County's Procurement Portal. You will be able to manage the multiple agencies with whom you do business through the button labelled "My Supplier Hub" in your Bonfire account.

For Bonfire Support, visit the Vendor Help Center at https://vendorsupport.gobonfire.com where you can view support articles and videos and search FAQ's on all aspects of Bonfire. For personal assistance, you can email Support.Bonfire@eunasolutions.com . Support is available Monday to Friday from 6:00 a.m. to 6:00 p.m. Mountain Time.

NEEDS STATEMENT

County is requesting Statement of Qualifications ("SOQ") in response to this RFQ from qualified and experienced firms for landscape architecture, multidisciplinary architectural, and engineering services on a recurring basis for the study, planning, and design of public parks and recreational infrastructure. The primary user department will be the Community Services Department ("CSD"), but other County Departments/Divisions may use as needed, by coordinating with CSD.

SOLICITATION INFORMATION	
Solicitation No.	**RFQ27-16**
Solicitation Title	**On-Call Landscape Architecture, Multidisciplinary Architectural, and Engineering Services**
Single-step or Multi-step	Single-step
Requesting Dept.	Community Services Department
SOLICITATION SCHEDULE	
Advertised	August 6, 2026
Pre-Proposal Conference	A pre-Proposal conference is not scheduled for this solicitation.
Question Submission Deadline	August 20, 2026, 5:00p.m. Mountain Daylight Time
Responses to Questions Issued by County	**August 24, 2026, 5:00p.m. Mountain Daylight Time** County reserves the right to issue responses at any time prior to this date.
Proposal Due Date and Closing	**August 27, 2026, 2:00p.m. Mountain Daylight Time** Late responses will not be considered
CONTACT INFORMATION	
Procurement Contact Name	Jeff Engelhardt
Title	Management Analyst
E-Mail	jeff.engelhardt@losalamosnm.gov
Phone No.	505.662.8056
ESTIMATED PROCESS SCHEDULE AFTER CLOSING The estimated dates of the solicitation process after closing are tentatively planned as follows, are provided here for informational purposes only, and at County's discretion, may be subject to change without prior notification. Discussions may be conducted with responsible offerors who submit Proposals determined to be reasonably likely to be selected for award for the purpose of clarification to ensure full understanding and conformation with the solicitation requirements for the purpose of obtaining best and final offers.	
Proposal Evaluation	August 28, 2026 – September 11, 2026
Contract Drafting, Legal Review, and Negotiations	September 14, 2026 – October 9, 2026
County Council Approval	Required for contracts >$300,000.00 October 27, 2026
Estimated Contract Award	October 28, 2026

1. ELECTRONIC SUBMISSIONS

A full copy of the solicitation and all associated documents can be found on the County's Procurement Portal at https://losalamosnm.bonfirehub.com/. **Only Proposals submitted through the County's Procurement Portal by the Proposal Due Date stated herein, or as may be modified by addendum, will be considered.** Late responses will not be considered. To register to view and download solicitation documents and submit a Proposal through the County's Procurement Portal, follow the instructions on page 1 of this solicitation.

2. ADDITIONAL DOCUMENTS AND INFORMATION INCLUDED AS A PART OF THIS RFQ

Additional documents are referenced in this RFQ, which may include, but are not limited to, exhibits, attachments, links to documents online, and documents that are provided through the County's Procurement Portal. Any such documents are considered to be a part hereof and constitute, along with this solicitation document and any addenda, the complete solicitation package. Documents required to be submitted as a component of Offeror's Proposal will be noted as such in each individual solicitation posted on the County's Procurement Portal, and Offerors will be unable to submit their Proposals through the County's Procurement Portal until all required documents and information have been uploaded or provided by Offerors.

Please also reference "Proposal Format and Response Components" below.

3. GRANT RELATED INFORMATION

It is not anticipated that this project will be funded by a grant; no additional grant-related information provided.

4. QUESTIONS AND METHODS/EXPECTATIONS FOR COMMUNICATION

Any questions must be received in writing at least five (5) business days prior to the submission due date, unless otherwise stated herein or in an addendum**. Questions must be submitted through the County's Procurement Portal.** Please follow the instructions on page one (1) of this document to register for the County's Procurement Portal to submit written questions. Offerors who submit questions via e-mail or by phone shall be redirected to submit written questions through the County's Procurement Portal.

Offerors must submit in writing through the County's Procurement Portal, as stated herein, any questions or requested clarification necessary for Offeror to provide a complete response with all Proposal response components and pricing included. Offerors are asked to refrain from including in Proposals statements such as "more information available upon request," "pricing to be determined," or other similar statements. Such statements and failure of Offeror to seek clarification needed for Offeror to provide the requested information may result in an Offeror being found non-responsive or non-responsible. This in no way may be construed to conflict with County's right to hold interviews and discussions for clarification with Offerors, as further described herein.

The County relies on its Procurement Portal messaging system for solicitation-related communication. Offerors are expected to use this system for correspondence with the County. Following solicitation closing, County may continue to issue important notices through the Procurement Portal, either through public notices or direct discussions with vendors, which may include, but is not limited to, requests for clarification, interviews, demonstrations, and related instructions or deadlines. It is the Offeror's responsibility, before and after solicitation closing, to maintain accurate vendor account settings to ensure receipt of County's messages and to include any additional account contacts who can reliably acknowledge receipt and respond to County messages in a timely manner. It is the Offeror's responsibility to configure their own internal system settings to ensure messages from the County and the County's Procurement Portal are safelisted. Offerors experiencing technical difficulties with the County's Procurement Portal messaging system are expected to promptly contact the Procurement Contact listed in the solicitation for assistance. Failure to do so may result in Offerors missing important

information or deadlines. County may, at its sole discretion, use email, phone, or other communication methods, but is not obligated to do so, nor to confirm receipt of Procurement Portal messages or extend deadlines.

5. PRE-PROPOSAL CONFERENCE

A pre-Proposal conference is not scheduled for this solicitation.

6. MULTI-STEP PROCESS

This is a single-step RFQ; multi-step process information does not apply.

7. DEMONSTRATION INFORMATION

Demonstrations are not planned for this RFQ.

8. GENERAL INFORMATION

8.1. **About Los Alamos County**. The Incorporated County of Los Alamos is situated at the foot of the Jemez Mountains on the Pajarito Plateau with an elevation ranging from 6,200 feet to 9,200 feet. Los Alamos is an incorporated county, established under a special provision of the State constitution, giving it both county and municipal authority and powers. Two distinct communities, Los Alamos Town site and White Rock, each with its own visitor center, are home to ~19,000 people. Los Alamos is mostly known for the historic accomplishments of its largest employer, Los Alamos National Laboratory, and continues to gain notice for its vast scenic assets and recreational opportunities. Visit the Los Alamos County website (www.losalamosnm.us) and the tourism website (www.visitlosalamos.org) for more information.

8.2. Unless otherwise defined, the following terms may be used interchangeably throughout this RFQ:
"Offeror," "Contractor," and "Vendor"
"Proposal," "Response," and "Submittal"
"Software," "Solution," and "System"
"Project" and "Services"
"RFQ" and "Solicitation"

8.3. The County invites SOQs from all qualified respondents. No SOQ may be withdrawn after the scheduled closing time. SOQs will not be accepted after the scheduled closing time. Please make note of the submittal requirements outlined in this solicitation. Read and follow the instructions carefully. Include the required documents stated in this RFQ as part of your submittal packet. Any misinterpretation or failure to comply with the submittal requirements could result in rejection of the Proposal. SOQ preparation is at the Offeror's expense.

8.4. Any change(s) to the solicitation will be conveyed through the written addenda process. Read carefully and follow all instructions provided on any addendum, as well as the instructions provided in the original solicitation. Offerors are expected to acknowledge receipt of addenda by submitting signed copies of addenda with the submitted Proposal/SOQ.

8.5. County reserves the right, at its sole discretion, to accept or reject any Proposals/SOQs; to waive any and all irregularities in any or all statements or Proposals/SOQs; to request additional information from any or all respondents; and to award a contract to the responsible Offeror whose Proposal/SOQ is most beneficial to County. While County intends to execute a contract for the services listed herein, nothing in this document shall be interpreted as binding County to enter into a contract with any Offeror.

8.6. Proposals are Public Records. Pursuant to the New Mexico Inspection of Public Records Act, NMSA 1978, Chapter 14, Article 2, all materials submitted under this RFQ shall be presumed and considered public records. Except to the extent any information may be protected by state or federal law, Proposals shall be considered public documents and available for review and copying by the public. County declines to sign any non-disclosure agreements or confidentiality agreements submitted by potential Offerors. If an Offeror fails to submit information requested in the RFQ that Offeror considers to be confidential, the County reserves the right to find any Offeror's Proposal non-responsive or non-responsible based on the information provided in or excluded from Offeror's response.

8.7. The County contemplates a multi-term contract as a result of this RFQ. The term of the contract may be for a period of up to seven (7) years. This is the written determination of the Chief Purchasing Officer that such a contract will serve the best interests of the County by promoting economies in County procurement.

8.8. Offerors are notified if recommended for award, they must propose pricing for each potential year of the contract. County may consider but is under no obligation to accept proposed cost escalators (e.g., a proposed specific dollar amount) or a cost escalator mechanism (e.g., an annual percentage escalator or use of a Consumer Price Index or Producer Price Index) for future years of an agreement. Pursuant to County Ordinance, **the use of a cost-plus-a-percentage-of-cost contract is prohibited.**

8.9. The County contemplates a multiple source award. A multiple source award is an award of a contract for one or more similar goods or services to more than one Offeror. This is the written determination of the Chief Purchasing Officer that: such a contract will serve the best interests of the County by promoting economies in County procurement.

8.10. The County intends to award a task order-based agreement as a result of this RFQ. Task order means a discrete assignment of a specific set of tasks under an indefinite delivery/indefinite quantity contract, each order capped at a not-to-exceed amount. Written Task Orders will be issued by the County prior to start of Work. A sample Task Order is attached as Exhibit A. County reserves the right, at its sole discretion, to solicit for any design project.

8.11. Offerors are informed that State law requires that all foreign corporations (NMSA 1978 §53-17-5) and limited liability corporations (NMSA 1978 §53-19-48) procure a certificate of authority to transact business in the state prior to transacting business in the State of New Mexico.

8.12. The Chief Purchasing Officer has determined a preference is applicable to this solicitation. Offerors must submit a written request for preference, using the Request for Preference form provided through the County's Procurement Portal, with a copy of the applicable state-issued preference certificate, with its Proposal to qualify for preference. Ref. County Code Section. 31-261(b) and Section13-1-21 NMSA 1978 et al.

9. PROPOSAL REVIEW AND EVALUATION

Proposals shall be handled so as to prevent disclosure of the identity of any Offeror or the contents of any Proposal to competing Offerors during the process of negotiation.

After the RFQ has closed, Procurement Division staff prepares a register of Proposals containing the name of each Offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of Proposals is open to public inspection only after contract award. Procurement Division staff releases Proposals to the Evaluation Committee. The Evaluation Committee reviews and evaluates the submittals. If interviews are conducted, they may only be for the purpose of clarification and may be used for adjusting the final score. Discussions may be conducted with responsible offerors who submit Proposals determined to be reasonably likely to be selected for award

for the purpose of clarification to ensure full understanding and conformation with solicitation requirements for the purpose of obtaining best and final offers. For proposals that qualify for Preference, as described in the Request for Preference form provided through the County's Procurement Portal, preference factors will be applied as applicable in accordance with the most current County Code Section 31-261(b) and NMSA 1978 Section 13-1-21 et al., as may be modified from time to time.

The Evaluation Committee Chairperson provides final evaluation results to the Procurement Division. Award shall be made to the responsible Offeror whose Proposal is determined in writing by the Evaluation Committee to be the most advantageous to the County, taking into consideration the evaluation criteria set forth in the solicitation.

10. AWARD OF SOLICITATION

Following award of the solicitation, the successful Offeror will be required to execute a contract with County in accordance with the terms and conditions set forth in the Sample Agreement, which is provided through the County's Procurement Portal. Offerors must identify any exception or other requirements, if any, to the terms and provisions in the Services Agreement, along with proposed alternative language addressing the exception. County, as a governmental entity, is subject to certain laws and prohibitions and may, but is not required to, negotiate changes in contract terms and provisions, but will not agree to language that is in violation of the law. The Agreement as finally agreed upon must be in form and content acceptable to County.

11. OBLIGATIONS OF FEDERAL CONTRACTORS AND SUBCONTRACTORS; CONTRACT CLAUSES

Federal Contractors and Subcontractors shall abide by applicable state and federal requirements, which may include but are not limited to all the provisions set forth in 29 CFR Part 471, Appendix A to Subpart A, and may be required to be included or incorporated by reference into the Agreement.

12. ILLEGAL ACTS

The County Procurement Code, Article 9, imposes remedies and penalties for violation of the County Code. In addition, New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

13. CERTIFICATION FORM REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Offerors are requested to complete the Certification Regarding Debarment, Suspension, and Other Responsibility Matters Form, provided through the County's Procurement Portal, and submit with the Proposal. If this completed document is not included with the Proposal, it must be provided prior to the evaluations of the received Proposals, otherwise the Offeror's Proposal will not be considered. This Form serves as a warrant of the Offeror's responsibility and may not necessarily preclude the Offeror from consideration for award.

14. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

A Campaign Contribution Disclosure Form is provided through the County's Procurement Portal. Offerors are requested to complete and submit with the Proposal. If the Form is not submitted with the Proposal, upon award, Contractor must submit this form prior to County's obligation to pay for the services.

15. VERIFICATION OF AUTHORIZED OFFEROR

A Verification of Authorized Offeror Form is provided through the County's Procurement Portal. Offerors are requested to complete and submit with the Proposal. This Form provides County with the name and information of the authorized Officer who can obligate the selected firm in providing the services to the County.

16. BACKGROUND INFORMATION RELATED TO THE SCOPE OF WORK OR SERVICES

16.1. **GENERALLY.** It is anticipated that professional services will be required across a variety of disciplines on an as-needed basis, including, but not limited to, landscape architecture, electrical engineering, plumbing engineering, civil engineering, structural engineering, landscaping, and other related professional services. As project requirements dictate, the selected Offeror shall provide or procure the necessary expertise through qualified subconsultants. Additionally, when applicable, the Offeror shall retain a sub-Offeror with demonstrated expertise in historic preservation and documented experience coordinating with the New Mexico State Historic Preservation Office ("SHPO") to ensure compliance with all applicable historic preservation requirements.

16.2. **BUDGET ESTIMATE.** Unless otherwise determined by County, the complete potential seven (7) year term is anticipated to have a combined cap of THREE MILLION DOLLARS ($3,000,000.00), not including applicable New Mexico Gross Receipts Taxes.

17. SCOPE OF WORK OR SERVICES ("SCOPE")

17.1. **GENERALLY**: The successful Consultant ("Offeror" or "Contractor") shall provide professional landscape architecture, engineering, design, construction administration, and related consulting services on an as-needed basis in support of County recreation facilities, parks, infrastructure, and other County-owned facilities, including facilities listed on or eligible for the National Register of Historic Places.

The Offeror shall provide services through individual Task Orders issued by the County. Each Task Order shall identify the specific project requirements, scope of work, schedule, deliverables, and applicable compensation.

All items necessary for the successful delivery of Services may not be included in the proposed Scope of Services herein. Offerors are expected to identify and highlight in their Proposal any deviations or modifications to the proposed Scope of Services that may be deemed necessary or might aid in successfully implementing and delivering Services.

17.2 **LANDSCAPE ARCHITECTURE AND ENGINEERING SERVICES**

The Offeror shall provide professional landscape architecture, engineering design, construction administration, and construction management services for facility improvements, renovations, new construction, site improvements, and maintenance projects.

17.3 **HISTORIC PRESERVATION SERVICES AND COORDINATION**

17.3.1 For projects involving historic properties, properties listed on or eligible for the National Register of Historic Places, or projects requiring historic review, the Offeror shall provide appropriate historic preservation expertise.

17.3.2 When required by the County, the Offeror shall engage a qualified sub-Offeror with demonstrated historic preservation experience and documented experience coordinating with the New Mexico SHPO.

17.3.3 The Offeror shall coordinate project reviews, discussions, presentations, approvals, and required documentation with SHPO, County advisory boards, County Council, regulatory agencies, and other project partners as required for project compliance.

17.4 **REGULATORY AND AGENCY COORDINATION**

The Offeror shall coordinate with applicable regulatory agencies, including the New Mexico Construction Industries Division ("CID"), and other authorities having jurisdiction as necessary to support permitting, approvals, inspections, and compliance with applicable requirements.

17.5 **CIVIL ENGINEERING SERVICES**

The Offeror shall provide civil engineering services for site and roadway improvements, including pavement design, grading, drainage, utilities, lighting, traffic circulation, accessibility improvements, and related infrastructure.

17.6 **SITE RESEARCH, FACILITY ASSESSMENT, OPERATIONS, AND MAINTENANCE CONSULTING**

17.6.1 The Offeror shall provide facility evaluations, condition assessments, system analyses, and recommendations related to facility operations, maintenance, code compliance, repair, rehabilitation, and replacement.

17.6.2 Services may include:

17.6.2.1 Evaluation of architectural, structural, mechanical, electrical, plumbing, civil, and other building or site systems.

17.6.2.2 Services may include site research, land use feasibility, master planning, environmental analysis, and regulatory approvals for analyzing, planning and organizing outdoor spaces.

17.7 **DESIGN STANDARDS AND CODE COMPLIANCE**

The Offeror shall prepare designs, drawings, specifications, calculations, and related documents in accordance with applicable federal, state, and local codes, regulations, standards, and County requirements in effect at the time of design.

17.8 **COST ESTIMATING SERVICES**

17.8.1 The Offeror shall provide construction cost estimates at project milestones and as requested by the County.

17.8.2 The County may require cost estimates prepared by a qualified professional estimator when project complexity, funding requirements, or other circumstances warrant independent cost verification.

17.9 **MULTIDISCIPLINARY DESIGN SERVICES**

The Offeror shall provide or coordinate qualified professional services necessary to complete individual Task Orders. Required disciplines may include, but are not limited to, landscape architecture, interior design, civil engineering, structural engineering, mechanical engineering, plumbing engineering, electrical engineering, audio/visual systems, security systems, historic preservation, and other specialty services identified by the County.

17.10 **PROFESSIONAL QUALIFICATIONS**

All professional services shall be performed by appropriately qualified personnel. Design professionals responsible for signed and sealed documents shall maintain current professional licenses in the State of New Mexico for their respective disciplines.

17.11 **DESIGN AND CONSTRUCTION MANAGEMENT SERVICES**

The Offeror shall provide design and construction management services as required by individual Task Orders. The County may modify, combine, or eliminate project phases based on project size, complexity, schedule, budget, or other project-specific requirements.

17.11.1 General Design Requirements

17.11.1.1 The Offeror shall provide coordinated design services consistent with applicable professional standards, County requirements, and the requirements identified in each Task Order.

17.11.1.2 The Offeror shall coordinate all disciplines, evaluate existing conditions, participate in project meetings, and prepare complete and accurate design documentation suitable for the intended project phase.

17.11.1.3 The Offeror shall review available County-provided drawings, reports, studies, surveys, and other project information and shall identify any deficiencies or additional information required to complete the work.

17.11.2 Preliminary, Schematic, and Design Development Services

The Offeror shall provide design services necessary to define project requirements, evaluate feasibility, develop design concepts, and advance approved concepts into coordinated design documents. Services may include the following:

17.11.2.1 Project Coordination and Programming

The Offeror shall coordinate with County representatives, facility users, project partners, and other affected parties to establish project goals, functional requirements, operational needs, and design criteria.

17.11.2.2 Existing Conditions Evaluation

The Offeror shall evaluate existing site conditions, facilities, utilities, infrastructure, building systems, operational requirements, and other factors affecting the project.

17.11.2.3 Design Development

The Offeror shall prepare conceptual designs, schematic documents, design development documents, narratives, drawings, renderings, calculations, specifications, and other supporting information necessary to communicate the proposed design.

17.11.2.4 Budget and Cost Evaluation

The Offeror shall prepare and update construction cost estimates throughout the design process. If projected construction costs approach or exceed the approved project budget, the Offeror shall identify alternatives, value engineering opportunities, or scope adjustments necessary to maintain the project within the established budget.

17.11.2.5 Project Partners Coordination

The Offeror shall participate in project partner meetings, public meetings, presentations, design reviews, and other coordination activities as requested by the County.

17.12 **CONSTRUCTION DOCUMENTS SERVICES**

The Offeror shall prepare complete construction documents suitable for permitting, bidding, procurement, and construction.

17.12.1 Construction Drawings and Specifications

The Offeror shall prepare final drawings, technical specifications, details, schedules, calculations, and supporting documentation necessary to define the project requirements. Construction documents shall be coordinated among all applicable disciplines and prepared in accordance with applicable codes, regulations, professional standards, and County requirements.

17.12.2 Construction Document Review

The Offeror shall participate in County review processes and shall incorporate applicable comments prior to final approval. The County may require interim reviews, including, but not limited to, approximately ninety percent (90%) and one hundred percent (100%) completion reviews.

17.12.3 Final Construction Documents

Following County approval, the Offeror shall provide final construction documents in the format and quantity established by the applicable Task Order. Final documents shall include signed and sealed drawings and specifications prepared by appropriately licensed professionals.

17.13 **BIDDING AND PROCUREMENT ASSISTANCE**

The Offeror shall provide bidding and procurement assistance when requested by the County.

17.13.1 Pre-Bid Assistance

The Offeror shall attend pre-bid meetings when requested and shall assist the County in responding to bidder questions and requests for clarification.

17.13.2 Addenda and Clarifications

The Offeror shall prepare addenda, revisions, clarifications, or supplemental information required during the bidding process and provide such documents to the County Project Manager for distribution.

17.13.3 Bid Evaluation Assistance

When requested, the Offeror shall assist the County in reviewing bids, evaluating technical information, and preparing recommendations regarding award of construction contracts.

17.14 **CONSTRUCTION ADMINISTRATION SERVICES**

The Offeror shall provide construction administration services to support the County during construction and to assist in confirming that the work generally conforms to the approved construction documents:

17.14.1 Submittal Review

The Offeror shall review contractor submittals, shop drawings, product data, samples, equipment information, operation and maintenance documentation, and other construction-related materials. The Offeror shall provide review comments within the timeframe established by the County. Unless otherwise directed, reviews shall generally be completed within five (5) working days.

17.14.2 Requests for Information and Design Clarifications

The Offeror shall review and respond to contractor Requests for Information ("RFIs"), substitution requests, and other technical inquiries. The Offeror shall provide written responses, supplemental instructions, sketches, or other documentation necessary to clarify design intent.

17.14.3 Change Order Support

The Offeror shall assist the County with evaluation and processing of proposed changes, including review of scope, cost impacts, schedule impacts, and technical requirements.

17.14.4 Construction Observation

The Offeror shall perform construction observation services as identified in the applicable Task Order. Construction observation shall include review of general progress, identification of apparent deficiencies, and communication of observations and recommendations to the County Project Manager. Construction observation services shall not relieve the Contractor of responsibility for construction means, methods, sequencing, safety, or quality control.

17.14.5 Project Meetings and Final Inspection

The Offeror shall participate in construction progress meetings, site visits, substantial completion inspections, and final inspections as required by the applicable Task Order. The Offeror shall provide recommendations regarding completion, correction of deficiencies, and project acceptance.

17.15 **RECORD DOCUMENTS AND WARRANTY INSPECTION SERVICES**

17.15.1 Record Document Review

The Offeror shall review Contractor-provided record drawings, operation and maintenance information, and project closeout documentation prior to final project completion. The Offeror shall identify apparent discrepancies, omissions, or required corrections and provide recommendations to the County Project Manager.

17.15.2 Warranty Inspection Services

When requested by the County, the Offeror shall participate in an approximately eleven (11) month warranty inspection with the County Project Manager and Contractor.

The Offeror shall assist in identifying warranty-related deficiencies, evaluating corrective actions, and providing recommendations regarding necessary repairs.

Warranty inspection services shall be considered incidental to Construction Administration services unless otherwise identified in the applicable Task Order.

17.16 **MAINTENANCE AND OPERATING CONSULTATION SERVICES**

The County may request consulting services related to facility operations, maintenance, system evaluations, and improvement recommendations.

17.16.1 Facility System Evaluations

The Offeror shall evaluate facility systems and infrastructure and provide recommendations for repair, replacement, upgrades, or operational improvements. Evaluations may include, but are not limited to, mechanical, electrical, plumbing, structural, civil, architectural, and related building systems.

17.16.2 Maintenance Engineering Services

The Offeror may be required to provide maintenance engineering services to investigate existing conditions, identify deficiencies, and develop recommended solutions. Services may include preparation of technical memoranda, conceptual drawings, specifications, cost estimates, and other documentation necessary to support future repair or maintenance projects.

17.16.3 Recommendations and Documentation

The Offeror shall provide recommendations in a format suitable for County review and future implementation. Deliverables may include reports, drawings, specifications, cost estimates, and supporting technical documentation as identified in the applicable Task Order.

17.17 **DELIVERABLES**

The Offeror shall provide all deliverables identified in each individual Task Order. Deliverables shall be complete, accurate, coordinated, and suitable for their intended purpose.

17.17.1 Quality Assurance and Quality Control

The Offeror shall implement appropriate Quality Assurance/Quality Control ("QA/QC") procedures for all project deliverables. At a minimum, QA/QC procedures shall include interdisciplinary coordination, technical review, verification of code compliance, and review of documents for accuracy, completeness, grammar, and consistency. Each major design submittal shall be reviewed and approved by the Consultant's Principal-in-Charge or authorized design professional prior to submission to the County.

17.17.2 County Review Period

The County shall have up to three (3) weeks following receipt of each phase submittal to review and provide comments. If additional review time is required, the Task Order schedule may be adjusted through mutual agreement between the County and Consultant.

17.17.3 Design Submittals

The Offeror shall provide design documents in the format and quantity established by the applicable Task Order. When requested by the County, the Offeror shall provide hard-copy review sets for County distribution and agency review. Reproduction requirements and reimbursable costs shall be established at the initiation of each Task Order.

17.17.4 Bidding and Construction Documents

Following County approval of final construction documents, the Offeror shall provide bidding and construction documents as requested by the County. Deliverables may include:

17.17.4.1 Signed and sealed construction drawings.

17.17.4.2 Technical specifications and contract documents.

17.17.4.3 Engineering calculations and supporting design documentation.

17.17.4.4 Electronic files in PDF, AutoCAD, Microsoft Word, or other formats specified by the County.

17.17.5 Project Closeout Deliverables

Upon completion of construction, the Offeror shall provide final project closeout documentation, including:

17.17.5.1 Record drawings in PDF format.

17.17.5.2 Record drawings in AutoCAD format.

17.17.5.3 Final specifications.

17.17.5.4 Supplemental instructions, design directives, and other project modifications issued during construction.

17.17.5.5 Other closeout documentation identified in the applicable Task Order. Electronic files shall be organized and labeled in accordance with County requirements.

17.18 **Negotiation.** Upon selection of the finalist(s), the chief purchasing officer or designee shall negotiate a contract with the person considered to be the most qualified for the required services at compensation which the chief purchasing officer or designee determines in writing to be fair and reasonable to the county. In making this decision, the chief purchasing officer or designee shall take into account the estimated value, the scope, the complexity and the professional nature of the services to be rendered. Should the chief purchasing officer or designee be unable to negotiate a contract at a fair and reasonable price with the selected person, the selection committee shall select additional persons in order of their competence and qualifications, and the chief purchasing officer or designee shall continue negotiations with the additional persons in the order of their competence and qualifications in accordance with this section until an agreement is reached.

17.19 **TASK ORDER PROCESS**

17.19.1 All Services shall be performed by Task Order. County shall make reasonable efforts to generally provide at least two (2) weeks' notice to Contractor for the Services required under any Task Order. The Task Order shall be priced by Contractor on a regular five (5) day schedule, Monday through Friday, forty (40) hours per week, unless otherwise agreed by both Parties.

17.19.2 County's Project Manager shall request the Services of Contractor for individual or multiple projects through a written Request for Quote(s). Each Request for Quote(s) shall identify the services required, generally describe the project and provide a timeline for Project completion. A Request for Quote(s) may be as detailed as County finds necessary to assure appropriate oversight of the services to be performed. A sample Task Order is provided as Exhibit B.

17.19.3 Upon the County's issuance of a Request for Quote(s), Contractor shall provide a written, itemized Quote for the task(s), and/or services requested by Project Manager ("Quote"). The Quote shall provide, in writing, the billing classification and hourly rate to complete the Task Order. Cost shall conform to the rates proposed by Contractor and agreed to by County as a not-to-exceed fixed price. Any progress billing and payment shall be provided by Contractor in the Quote and is subject to approval by Project Manager. Preparation and work performed to prepare Quotes shall be considered incidental to this Agreement and not compensable.

17.19.4 If Contractor's Quote is signed by Contractor and acceptable to County, Project Manager shall provide Contractor with written approval ("Approved Task Order"). After receipt of the Approved Task Order, County and Contractor shall schedule the Services. Contractor is authorized to begin work on any particular phase/task only upon receipt of the Approved Task Order. The Contractor will be required to begin using the requirements detailed in the Task Order . Task Orders shall be numbered sequentially (TO1, TO2, etc.)

17.19.5 If the Contractor is unable to provide, in the determination of the Project Manager, the full scope of the Proposed Task Order work, the Project Manager may alter, change, modify, or cancel the Request for Quote before work commences. The Approved Task Order shall be adjusted only upon the written agreement of the County after finding that a change to the Task Order is necessary and justifiable, through a written Task Order Amendment ("Task Order Revision"). Contractor's failure to reasonably estimate the cost

of completing the task in the first instance shall not be a justification for modifying the Approved Task Order. Task Order Revisions to the maximum amount for the Approved Task Order shall be agreed upon by County prior to Contractor continuing the performance of Services. Task Order Revisions shall follow the previous nomenclature with letters following (TO1A, TO1B, etc.) Unanticipated events, such as natural phenomena, shall not form the basis for additional compensation to Contractor.

17.19.6 Contractor must take any and all actions to timely complete the work agreed to in the Approved Task Order, including but not limited to subcontracting the work. Costs for any Sub-contractors are the responsibility of the Contractor.

17.19.7 The Agreement will not provide Contractor with a guarantee that County will accept Contractor's Quotes and award Contractor Approved Task Orders. County reserves the right, at its sole discretion, to separately quote or bid any project. County's issuance of a written Request for Quote(s) is not a guarantee of work to Contractor. County, at its sole discretion, shall determine when Contractor's Services are required and shall issue written Request for Quote(s) as needed.

18. PROPOSAL FORMAT AND RESPONSE COMPONENTS

18.1. Offerors must submit a Proposal to the County in the format described herein, subject to Section 8.5, and through the County's Procurement Portal. Information provided in the Proposal may be used in the contract between the successful Offeror and the County.

18.2. To facilitate the review process, unless otherwise stated herein, County's preference, though not a requirement, is that Proposals be limited to thirty (30) pages, not including exhibits, attachments, or marketing materials; that Proposals are 8.5 x 11-inch format; and that general marketing materials should not exceed ten (10) pages.

18.3. Unless otherwise specified herein or on the County's Procurement Portal, Proposal documents should be submitted in PDF format.

18.4. For uniformity in the Proposal review process, please sequence Proposals as shown below using the same header names as below. Additional information may be included by Offerors in attachments, provided that Proposals include and address, in the sequence requested, the elements requested in the Proposal Format and Scope.

18.5. Whenever describing Offeror's ability to provide the services described in the Scope, reference the header for that section and restate the section to which Offeror is responding.

18.6. As determined acceptable by the evaluation committee, the successful Offeror will be selected to provide some or all of the services described herein, to meet the County's needs. Offerors are expected to identify in their Proposals any modifications to the proposed Scope that may be deemed necessary or might aid in successfully delivering services

18.7. **Proposal Response Components.** Responses should include the following Proposal Response Components:

Sect. No.	Section Title	Submission Information (In addition to any other information requested herein.
1	Cover Sheet (One page only)	1. Provide the full legal name of the Contractor who will execute the contract, and the name, phone number, and e-mail address of the primary person responsible for responding to questions and communication related to the RFQ. 2. Reference the RFQ number and name.

Sect. No.	Section Title	Submission Information (In addition to any other information requested herein.
2	Cover Letter and Executive Summary (One page only)	1. Include qualifications and a narrative description of the characteristics that set the Offeror apart such as unique examples of service or added value, and any recognition or endorsements received. 2. Provide a clear, concise overview of Offeror's Proposal.
3	Qualifications and Experience	1. Describe Offeror's prior experience performing similar work, particularly providing examples from the last 3-5 years. 2. State qualifications of Offeror's staff who might be assigned to provide services. List all applicable licenses and certifications for each individual. Describe training and ability to perform the required services.
4	Previous and Current Clients	1. The County reserves the right to contact some or all of the previous or current clients to verify any information provided and to request that they provide additional information. 2. Using the **Request for Client Information Form** provided on the County's Procurement Portal, provide a minimum of 3 previous or current clients where similar services were performed in the last 3-5 years. 3. Previous or current client information should include company name, address, e-mail address, contact name, position, telephone number, the period during which services were provided and a description of the services provided and final outcome of Offeror's engagement with the client.
5	Applicable Industry Standards, Laws, and Regulations	1. It is expected that Offerors have knowledge of and comply with all applicable industry standards, laws, and regulations. 2. Describe Offeror's understanding and ability to comply with applicable industry standards, laws, and regulations. 3. Describe any required valid licenses, permits, trainings, and certifications Offeror possesses to perform the requested services. 4. Confirm that Offeror is properly authorized to conduct business in the State of New Mexico and briefly describe those authorizations (e.g., Offeror possesses a New Mexico Business License issued by the New Mexico Secretary of State).
6	Description of Services and Ability to Provide the Scope of Work or Services	1. Use the headers from the Scope of Work in the response. 2. Summarize, in narrative form, Offeror's understanding of the requested Services, and describe Offerors process, planning methodology, approach and ability to fulfill the Scope of Services and identify any modifications to the proposed Scope of Services that may be deemed necessary or may aid in successfully delivering the Services described. 3. Identify and describe any known constraints in fulfilling the Scope of Services as described. 4. Describe responsibilities of Contractor versus County for each item under Scope of Services. 5. Identify any deliverables. 6. Provide detailed information for any optional services not otherwise described in the Scope of Services, defined clearly as individual items, and provide a narrative to describe the optional services.

Sect. No.	Section Title	Submission Information (In addition to any other information requested herein.
7	Submission of County's Standard Sample Service Agreement with Deviations or Exceptions Noted or Statement of No Deviations or Exceptions.	1. Offeror must note in their response any deviations or exceptions, if any, to the County's Standard Sample Services Agreement, provided on the County's Procurement Portal. Provide the original language with the County's standard terms and any suggested edits; or 2. Alternatively, state that Offeror has no deviations or exceptions. 3. Offerors should provide with their Proposal any of their own standard contractual terms or provisions the County will be asked to consider if Offeror is selected for award. This may include, but is not limited to, such things as a sample Master Services Agreement or Licensing Agreement and any additional governing documents referenced within those sample standard agreements. Offerors should note if their own standard contractual terms or provisions conflict with those provisions provided in the County's Sample Services Agreement. 4. The County may consider, but is under no obligation to accept, any of Offeror's contractual terms or provisions included in Offeror's Proposal.
8	**Additional Documents to Submit with Proposals**	In addition to all other components requested herein, submitted Proposals should include, but may not be limited to the following. If a document is required, it will be noted as such in the County's Procurement Portal, and Offerors will be unable to submit Proposals without all required documents. 1. Certification Regarding Debarment, Suspension, and other Responsibility Matters 2. Campaign Contribution Disclosure Form 3. Verification of Authorized Offeror 4. Request for Preference Form 5. Signed copies of any addenda issued.

19. EVALUATION CRITERIA

Responsible Offeror means a person who has been determined by the Chief Purchasing Officer or evaluating committee to have the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will ensure good faith performance.

Responsive Offeror means a person who has submitted an offer that conforms in all material respects to the requirements set forth in the RFQ.

	Criteria	Weighted Points
1	**New Mexico Engineer License or New Mexico Architect License**	**Pass/Fail**
2	**Specialized Design and Technical Competence**	**45**
a	Preliminary Understanding of Projects	**10**
b	Relevant Parks, Recreation, and Outdoor Spaces Experience	**20**
c	Technical Competence	**10**

d	Inclusive and Adaptive Design Experience	**5**
3	**Capacity and Capability**	**25**
a	Qualifications and Experience of Key Personnel	**15**
b	Capacity to Meet Project Schedule and Resource Availability	**10**
4	**Past Record of Performance on Similar Government or Private Projects**	**20**
a	Demonstrated Ability to Deliver Similar Projects	**20**
5	**Familiarity and Experience with the Historic Facilities**	**10**
a	Experience with work on buildings on the National Register of Historic Places, collaboration with the State Historic Preservation Office, and with government-owned facilities.	**10**
	Total Score	**100**

Exhibit A
RFQ27-16
Sample Task Order and Request for Quote

Task Order Request for Quote Template *Rates based upon rates proposed during Negotiation				
PART 1 - GENERAL				
Description of Project and Project Requirements: To be completed by County Staff				
1. NAME OF PROJECT:		2. PROJECT #:		
3. NAME OF CONTRACTOR:		4. DATE OF PROPOSAL:		
5. ADDRESS OF CONTRACTOR:	6. TYPE OF SERVICE TO BE FURNISHED: A. WORK ELEMENT:			
PART 2 – COST SUMMARY **BASIC SERVICES**				
7. DIRECT LABOR (specify categories)	ESTIMATED HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
DIRECT LABOR TOTAL:				
SUPPLEMENTAL SERVICES				
8. SUBCONTRACTS (Identify & purpose)			ESTIMATED COST	
SUBCONTRACTOR TOTAL:				
9. SPECIAL EQUIPMENT	RATE	ESTIMATED HOURS	ESTIMATED COST	
EQUIPMENT TOTAL:				
10. TRAVEL			ESTIMATED COST	
A. Mileage:				
B. Per Diem: (Ref. LAC per diem policy)				
TRAVEL TOTAL:				
11. OTHER REIMBURSABLE COSTS			ESTIMATED COST	

		OTHER REIMBURSABLE TOTAL:	
		SUBTOTAL ITEMS 7-11:	
12. GROSS RECEIPTS			
13. TOTAL PRICE			
14. SIGNATURE OF PREPARER	OWNER'S REVIEW BY	TITLE	

COUNTY OF LOS ALAMOS COMMUNITY SERVICES DEPARTMENT (“CSD”)

Contractor Name

SERVICES AGREEMENT: AGR27-16

Sample Task Order No.: X

Date Prepared: *Month, Day, Year*

Task Order Project Title: Name

Job Cost #: XX-#### *This is a CSD completed value telling admin where to charge the cost.*

Task Order CSD Project Manager: Name *This is a CSD item for identifying the CSD project manager.*

Phone: (###) ###-#### **Email: name@losalamosnm.gov**

Task Order CSD Contact: Name

Phone: (###) ###-#### **Email: name@losalamosnm.gov**

Scope of Work:

This is usually a list of line items from the contract or new items required specific to the individual task. In a spreadsheet / table format similar to the “Total Cost” spreadsheet below.

Start Work Date: ##/##/####

Complete Work By: ##/##/####

Estimated Total Cost: (not to exceed amount): $ 0.00

GRT: $ 0.00

Final Estimate: $ 0.00

Current Agreement Total Value	$	GRT	$ 0.00
Total Value of all Task Orders to date, including this task order	$ 0.00	GRT	$ 0.00
Remaining Agreement Total Value	$	GRT	$ 0.00

(This space intentionally left blank)

SIGNATURES

_____	_____
Project Manager **Date**	**Contractor** **Date**
Name:_____	**Name:** _____
Print	**Print**
_____	_____
CSD Director **Date**	**Deputy County Manager** **Date**
Name:_____	**Name:** _____
Print	**Print** **Date**
	_____
	County Manager **Date**
	Name:_____
	Print **Date**