

## QUESTIONS AND ANSWERS

Questions concerning this RFP must be submitted through this web site by 4:00 p.m. Mountain Time on Friday, November 16, 2012. This will allow a reply to reach all prospective offerors before the submission of their proposals. Submit your questions by clicking on the link below:

[TimTennant@cumbrestoltec.org](mailto:TimTennant@cumbrestoltec.org)

In the subject line of the e-mail, please identify your message as follows:

Questions – Chama Roundhouse A&E RFP - (Name of Firm Originating E-Mail)

Any questions received within one week of the proposal due date may not be answered prior to the date that proposals are due. Each question should clearly specify the RFP area to which it refers; answers will be made available to the public via the Friends' web site as soon as possible.

### **Questions and Answers – October 10 through October 16, 2012**

1. What are the date, time and location of the Pre-Proposal Conference and On-Site Visit?
2. Has the time been established for the Pre-Proposal Conference in Chama next week on Tuesday, October 23, 2012? The RFP indicates the week of 10-22-2012 and the RFP Cover Letter indicates 10/23/2012.

*A: The Pre-Proposal Conference and On-Site Visit is scheduled for Chama, NM on Tuesday, October 23, 2012, in Chama, NM. Attendees should arrive at the Cumbres & Toltec Railroad (C&TSRR) Depot NLT 9:45 a.m. A site tour will take place from 10-12 noon. The Pre-Proposal Conference will be held from 1 p.m. – 3 p.m. at the Chama Village Chambers, 299 4<sup>th</sup> Street, Chama, NM 87520. Further details are available in the Friends' announcement, posted on the RFP web page, under the link "What's New."*

3. Please clarify that the date of issue of the RFP is October 10 as stated on the cover letter, not October 3 as noted in the sequence on page 7.

*A. The RFP was issued on Wednesday, October 10, 2012.*

4. Please clarify that the Intention to Propose is due October 20. May only the primes submit their intent vs primes and subconsultants?

*A. As stated in the cover letter, to enable us to anticipate the number of proposals to be evaluated, we request that you submit the name, address and telephone number of your firm or organization and the names of any consultants you propose to use to [TimTennant@cumbrestoltec.org](mailto:TimTennant@cumbrestoltec.org) by October 20, 2012. If you cannot yet identify the*

*subcontractors or specialty consultants, you should submit the basic information you have at that time.*

5. Please clarify the date and time for receipt of Proposals, the RFP states on Tuesday, October 30, 2012 in Albuquerque at the Friends' office on McLeod NE as the submission deadline but a time is not indicated? The RFP Cover Letter indicates Friday, November 30, 2012 by midnight at the Friends' office on McLeod NE as the receipt of proposal.
  - A. *RFP: Page 7, A. Planned Sequence of Events, states that the proposal deadline is November 30, 2012. Cover Letter dated October 10, 2012 further states that proposals must be received by 12 p.m. (midnight) November 30, 2012. The RFP will be amended to further clarify that proposals sent through regular or express mail must be postmarked no later than 12 midnight on Friday, November 30, 2012. Proposals that are hand-delivered to the Friends' Albuquerque office will be logged in and time stamped. They must arrive no later than close-of-business (4:00 p.m.) on Friday, November 30<sup>th</sup>. Proposals that do not meet these requirements will not be considered.*
6. On page 2, under the Scope of Work, Design Development, the parenthetical statement asks for a portable model of the building. Can you provide more detail? What scale and level of detail? Wouldn't a computerized animation be more useful in fundraising?
  - A. *A computerized, three-dimensional animated model of the proposed facility is an acceptable alternative to a portable physical model. The model, either physical or CAD-generated, must be built to the exact scale of the design and reflect all of the salient features.*
7. Please clarify that the exhibit design will be a separate contract.
  - A. *As stated on page 4 of the RFP, the Friends will utilize the services of our contracted exhibit design firm, Merriell & Associates, as our technical consultant on the exhibit design for this project. The exhibit design will be a separate contract, but the successful offeror will be expected to work collaboratively with Andrew Merriell & Associates. Merriell & Associates has already developed conceptual exhibit designs and will work with the Friends and the successful offeror to integrate these concepts into the building A&E process.*

#### **Questions and Answers – October 17 – 23, 2012**

8. Page 11, 4<sup>th</sup> dot in the RFP states that final pay requests for last five projects should be included as Attachment C. I cannot find the referenced section (V(B)3) that relates to this item. Section V relates to Financial Information. Is Attachment C the final pay requests for the last five projects completed by the architectural firm or the financial statements of the firm for the last five years?

- A. *The reference to Section V(B)3 is in error and will be removed from the fourth bullet on page 11 in our next amendment. Attachment C should reflect the final pay requests for the last five projects completed by the A&E firm. Section V., Financial Information, second bullet, requires year-end financial statements and audits from your firm for the past five years.*

**The next set of questions is paraphrased from the Pre-Proposal Conference held in Chama, New Mexico on Tuesday, October 23, 2012:**

- 9. As the RFP is now configured, you are seeking A&E services that will produce deliverables ready to go out to bid based on broad concepts and rough estimates of construction costs based on program concepts. Is there some flexibility in reconfiguring this RFP to address this issue?
  - A. *It is our intent to select the best qualified firm to lead us through the process of evolving from broad program concepts to more precise and detailed schematics and designs, refining the cost estimates for the project as this process unfolds. The scope, as defined in the RFP on page 2, clearly states the specific phases that comprise the Plans, Specifications and Estimates Package.*
- 10. Is the program concept you have presented (RFP Exhibit E) finite, set in stone? Are the bays to be configured as on that document? Is the Visitor Center & Museum to be located in the area as defined?
  - A. *The program concept design, as presented in RFP Exhibit E, is as it is labeled – a program concept only. However, the functional arrangement of the three defined user entities (the Friends, the Commission and the operator) is based on initial agreement among the parties on the basic space allocation and the desirability of locating the Museum & Visitor Center in what remains of the original Chama Roundhouse because of its historic significance. The successful offeror will be encouraged and expected to discuss all aspects of the program concept to deliver the optimal design, from a space, cost and regulatory standpoint.*
- 11. Have you considered breaking the scope into two project phases: step 1, design development to acquire realistic numbers; and step 2, to design the project in a manner that is consistent with available projected funding?
  - A. *The scope as currently reflected in the RFP will not be changed.*

12. Where will the collaboration among the selected A&E firm and the project personnel take place?

*A. Interactions will occur via teleconference, with scheduled design review meetings held at the Friends' office in Albuquerque, NM and possibly in Chama, NM, depending upon the needs of the project.*

13. Will environmental reviews be governed by State of New Mexico regulations or will they be overseen by the New Mexico Department of Transportation?

*A. The successful offeror will be expected to acquire and oversee the necessary engineering services, including the conduct of environmental assessments. The offeror is expected to present a project team that has the experience and the credentials to perform the required environmental reviews and assessments. The Friends and the Commission will rely upon the successful offeror to provide us the advice and assistance we need to comply with Federal, state and local regulations that apply to this project.*

14. What kind of exterior design activities are envisioned? Walkways, parking, signage, etc.?

*A. The selected offeror will be expected to provide exterior landscaping, recommendations for safe access across the tracks and parking recommendations for the new facility.*

15. What, if any, is the relationship between the existing Chama Depot railroad ticketing activities and the new facility?

*A. The Chama Depot ticketing facility will remain as an independent function from the proposed facility. The process for admitting visitors to the Visitor Center & Museum is being discussed and will be decided during the A&E process, depending upon the variables of the design process.*

16. What is involved in a Traffic Impact Analysis?

*A. This is a requirement of the New Mexico Department of Transportation. Offerors should research these requirements and propose accordingly.*

17. The most desirable time period for construction is May through October, or November at best. How do you deal with the issues imposed by an operating railroad?

- A. *The Commission and its operating team will work closely with the construction contractor to facilitate the construction process, recognizing these constraints.*
18. Do you plan to tell us the names of the individuals who are serving on the Source Evaluation Panel?
- A. *The membership is now under consideration and we will announce it when those plans are finalized.*
19. Have the state SHPO's seen the program concept?
- A. *The New Mexico Department of Historic Preservation has reviewed the initial program concept. In July 2012, the Interim State Historic Preservation Officer provided some initially favorable comments. This letter is located on the Friends' RFP web site - <http://rfp.coloradonewmexicosteamtrain.org/>*
20. Has consideration been given to moving operations to Antonito during the construction phase?
- A. *The Chama facility is the C&TSRR's only major machine shop. The operations will not be moved to Antonito.*
21. Have you completed any environmental studies for the project area?
- A. *No environmental studies have been conducted. The successful offeror will be expected to hire an environmental consultant to conduct an initial assessment and, if necessary, further environmental studies.*
22. Have you considered hiring a construction manager to serve as part of the design team in order to acquire expert construction advice and assistance? This could expedite the design process with respect to scheduling and cost issues. It would also be of value in representing your interests in the design process, and reducing the risk associated with present uncertainties.
- A. *The project team does not intend to hire a construction manager for the A&E design process. Three members of the team are experienced engineers.*
23. Does the existing operations and maintenance facility get its water from the City of Chama?
- A. *Yes; however there are two water systems, industrial and potable. Industrial water is taken from the river and potable from the Chama Water Department system. Water pressure is an issue that must be dealt with. Interested offerors may want to discuss this issue with the Chama Water Department.*

24. Are there issues to be dealt with related to flooding? Is there a flood plan?

*A. The project team has requested a copy of the flood plain map from FEMA and will post it on the Friends' RFP web site once it is received.*

25. Have you discussed the possibility of acquiring the specialty subcontract services (consultants) directly?

*A. The project team expects offerors to identify the specific specialty subcontractors they propose to use for this project. The fees for these subcontract services will be negotiated with the successful offeror. The successful offeror will be required to manage and reimburse those subcontractors and include the fees for their services in their monthly invoice.*

26. Is a fee proposal required, given the fact that NMSA 1.5.18. applies? Will you evaluate the fee proposal, if required, and how?

*A. A fee proposal is not required as part of this RFP. The fee proposal will be negotiated with the successful offeror in accordance with NMSA 1.5.18.*

27. Have you considered a solicitation that requests A&E services to develop a finite scope and cost and concept design? A two-step process?

*A. See response to Question 11.*

28. Do you have any as-built drawings of the existing facility?

*A. We have found some of the original 1899 architectural drawings and some drawings for work done on the building in the 1990s. We are continuing our research to locate additional drawings. However, we have not found any as-built drawings as yet. Offerors should assume that the successful offeror will be required to confirm the accuracy of any drawings provided by the Commission with measurements in the field.*

29. Do you have a firm plan for obtaining the historic turntable and where is it located?

*A. At present, the Commission plans to purchase this turntable and cause it to be delivered to the site. It will be the responsibility of the successful offeror to measure and document this turntable for the purpose of producing planning, design, and engineering drawings. Should the Commission fail to acquire this historic turntable it will be the successful offeror's responsibility to design and engineer a new turntable to be constructed from "scratch."*

30. You have estimated the cost of the facility at \$5M. Is this estimate intended to be an upper – or lower – design limit?

*A. The \$5 million figure is not an estimate, nor is it a budget at this point. It is merely a preliminary figure intended as a rough guideline for the anticipated cost of the project. It is not the intent of the Friends or the Commission for the A&E team to design to that figure, but rather to work with the Friends and the Commission to clarify the user needs and regulatory requirements of the project. The master plan and preliminary design should reflect the best balance of user requirements and cost.*

### **Questions and Answers – October 24 – 30, 2012**

31. The RFP cover letter states that contracts will ultimately be a cost-plus-fee contract format. The contract language itself, however, seems to indicate it will be a fixed fee. I believe it would be the latter, as fixed-fee contracts would be the norm for professional services and would be structured to include the expenses not identified as otherwise reimbursable. Please clarify.

*A. You are correct. A fixed-fee contract type is proposed in RFP Attachment 2, Draft Standard Agreement between Owner and Architect. As stated in the cover letter, first paragraph, if there are any inconsistencies between the letter and the RFP, the terms and conditions of the RFP govern.*

32. RFP Paragraph II.B.8 refers to the presentation of site plans and building concepts. However, RFP paragraph VI.A.2 explicitly states that offerors SHOULD NOT PROVIDE design solutions in our responses. Is it the intent that site plans and building concepts would be prepared ONLY in the event of a short list of offerors who would then need to go through an interview process? OR, do you really want to see concept work submitted with the proposal?

*A. RFP Paragraph II.B.8 states the major elements of the project scope that will be accomplished by the successful offeror. Section VI.A, Evaluation Factors, sets forth the requirements for a successful proposal. Specifically, Section VI.A.2 clearly states that the intent of that section is to give the offeror an opportunity to express professional observations, based on the scope of work, site visits and interviews conducted during the preparation of the proposal. The project team is not looking for design solutions during the RFP phase of this project.*

33. RFP paragraph III.B refers to “final pay requests for the last five projects” and refers to a paragraph V(B)3, but that paragraph number does not exist in the RFP. Does this refer to paragraph V, which requests financial statements and audits for the past five years? Note that architectural services usually do not have “pay requests” as do construction contracts – usually the architect just presents invoices, unless there is a specific form of

invoice or payment request imposed by the procurement process of a governmental agency funding a project.

*B. See answer to Question 8.*

34. The cover letter refers to offers containing “best terms from a cost or price and technical standpoint,” but the evaluation criteria make no mention of cost or fee proposal being considered as part of the selection, and the RFP seems to indicate that the fee will be negotiated with the selected offeror. Indeed, most attendees were of the opinion that the requirement to adhere to the New Mexico State Procurement Code would prohibit soliciting a fee proposal as part of a qualifications-based selection process. Please clarify.

*A. The RFP does not require a fee proposal from the offeror. However, the firm’s capability and experience in managing cost and schedule, as evidenced by the narrative presented in your proposal response to Evaluation Factors 2, 3 and 4, will indeed be an important part of the evaluation process. Schedule, scope and cost are interrelated and the project team is looking for the firm that can provide the best integration of those elements in managing this project.*

35. With regard to references in the RFP to environmental surveys, please clarify that your intent is to secure Phase I and Phase II Environmental Site Assessments which would identify the presence of any environmental hazards whether in the buildings or on the site, including underground.

*A. The RFP, page 3, first paragraph, clearly states that the successful offeror will be expected to acquire and oversee the necessary engineering services, including the conduct of environmental assessments. The offeror is expected to present a project team that has the experience and the credentials to perform the required environmental activities. The Friends and the Commission will rely upon the successful offeror to provide us the advice and assistance we need to comply with Federal and state regulations that apply to this project.*

36. RFP Paragraph C refers to “necessary engineering services to complete surveys of the site” but Paragraph 3.2 of the Agreement form states that the Friends/Owner will provide a survey. Please clarify.

*A. The Commission and the Friends will provide existing survey and engineering data that is on file. Some of that information has been posted on the Friends’ web site, including a survey of the entire Chama rail yard (Appendix A, RFP) at the following link:*

<http://rfp.coloradonewmexicosteamtrain.org/docs/appndxa.pdf>



*Other historic and more recent drawings and engineering plans will be made available as we locate them. This information does not preclude the need for current engineering survey work related to the specific project area. Thus, the successful offeror is required to include in its proposal the capability to perform engineering survey work related to the specific project area, as shown in Appendix A.*

37. In connection with your responses to items 2 [32], 3 [33] and 4 [34], above, please clarify whether information provided to satisfy these requirements, if required, are to be included within the 20-page limit of the proposal response.

A. *Question 32: See answer.*

*Question 33: Section B., pages 10 and 11, provide exclusions from the page count, including final pay requests.*

*Question 34: See answer.*

38. There is an area which denotes Final Pay Requests for past five projects, to be included as Attachment C (page 11). Also listed in Section V is Financial Information to be submitted are (sic) current (year to date) financial statements and year-end financial statements and audits for the past five years, ending with the most current full fiscal year used by the offeror. Are the Friends requesting all of these items be included with the RFP, or are one of these groups of items not to be included as Attachment C?

A. *See response to Question 8.*

39. Page 1 of the RFP cover letter states that a cost plus award fee is contemplated and that the selection procedures Page 1 of the RFP cover letter states that a cost plus award fee is contemplated and that the selection procedures shall be in accordance with NMSA 1978, Sections and Chapter 13-1-1. Page 2 of the letter states that "each offer should contain the offeror's best terms from a cost or price and technical standpoint". Item 10 on page 9 of the RFP states that the fee will be negotiated according to the NM Architect Rate Schedule. Would you confirm that the proposal response does not have to contain a cost proposal, since this would not be in accordance with the state selection procedures? Also, please confirm if it will be a cost plus award fee or in accordance with the A&E Rate Schedule, which is a percentage of the estimated construction cost? If fee is to be part of the proposal how will it be evaluated and weighted against other factors in the RFP?

A. *See responses to Question 26, 31, and 34.*

40. Have any archaeological or environmental studies been performed and will these be made available to review prior to submitting the proposal?

A. *There have been no archaeological or environmental studies performed on the area proposed for this project.*

41. What is the expected level of environmental documentation, including Initial Site Assessment?
- A. *See response to Question 35.*
42. Is it intended that bidding and construction administration services will be awarded to the design architect, even though the agreement will be with the C&TSRR Commission instead of the Friends? If so, will it be possible to negotiate the terms and conditions of the agreement with the Commission at the same time as the agreement for design with the Friends, in order to define the full scope of the architect's services?
- A. *It is up to the C&TSRR Commission to determine the process and timing for acquiring the A&E bidding and construction administration services for the construction phase of this project. The Friends are responsible for the scope as stated in the current RFP and negotiations with the successful offeror will be focused on those requirements.*
43. Will the architect be required to perform archaeological surveys during the construction period as well as investigation during design, or will the contractor be required to procure these services during construction?
- A. *The successful offeror will be expected to provide the expertise necessary to perform an archaeological assessment during the programming and master planning phase of the project, as stated in Paragraph C, Scope of Work, page 2 of the RFP.*
44. Page 11 of the RFP requires submittal of current financial statements and audits for the past 5 years. How will this information be evaluated? Will it be part of one of the stated categories for evaluation or will this be a separate evaluation? If so, what criteria will be applied to this evaluation?
- A. *The required financial information (including the firm's financial statements, audits and project pay requests) will not be evaluated separately. This information will be considered in conjunction with the firm's narrative response to Evaluation Factor, page 12, Capacity and Capability.*
45. Do the financial statements count in the page limit? Are they to be bound into the proposal or submitted separately?
- A. *The financial statements do not count in the page limit and should be appended to your proposal.*
46. We understand the proposal response is limited to 20 pages as stated on page 10. Given the size of potential teams and request for financial statements, may teams submit an appendix with additional consultant and financial information? If so, will there be a limit on the page size?
- A. *The financial and consultant information should be appended to your proposal; there is no limit on the number of pages.*

47. The draft agreement requires pre-bid and construction administration for asbestos removal services. Should this be part of the follow-up agreement with the C&TSRR Commission? Also the Property Control Division is mentioned as approving the agreement. Will PCD be involved in any other way with this project?
- A. *The Friends and the C&TSRR Commission will define the appropriate asbestos handling processes during negotiations with the successful offeror, including the involvement of appropriate state entities.*
48. Please clarify the scope related to the turntable. Will the Friends provide the turntable bridge, along with loading requirements? Is the Design Team charged with the design and documentation of the pit and pivot structure, utilities and track work leading to the turntable?
- A. *At present, the C&TSRR Commission plans to purchase this turntable and cause it to be delivered to the site. It will be the responsibility of the successful offeror to measure and document this turntable for the purpose of producing planning, design, and engineering drawings. Should the Commission fail to acquire this historic turntable, it will be the successful offeror's responsibility to design and engineer a new turntable to be constructed from "scratch." The Friends, the C&TSRR Commission, and the successful offeror will negotiate the specific tasks to be accomplished in either case.*
49. Are there any expected design criteria from NMDOT and what will be their involvement in the review and approval of the design?
- A. *NM DOT staff will participate in design reviews and serve in an advisory role on contract administration matters.*
50. Is the winning team responsible for coordinating with SHPO on the completion of the Section 106 review and approval of the design?
- A. *Interaction and coordination with the New Mexico Department of Historic Preservation will be led by the C&TSRR Commission and include representatives of the Friends and the firm which is selected for this solicitation.*
51. Since there is a high probability for archaeological resources to exist, will archaeological investigation or monitoring be required as part of this contract? If so, will testing, or full excavation be required?
- A. *No archaeological assessments of the project area have been accomplished; therefore, it is premature to assume that such resources exist. The RFP states that the successful offeror will be required to conduct both archaeological and environmental assessments, among other engineering services, to provide the information necessary to determine follow-on tasks.*
52. Since there is a high probability of ground soil contamination, is the testing and potential planning for clean-up part of this contract?
- A. *See answer to Question 2.*

53. Do [sic] the railroad or the Friends have any other historic materials on file related to changes to the roundhouse during its existence?

A. *See response to Question 36.*

54. Is this project expected to be an accurate reconstruction as defined by the Secretary of the Interior's Standards or a compatible new addition designed to meet the Secretary of the Interior's Standards?

A. *As stated in the RFP (page 3, paragraph 3), the reconstruction will be based on the historic Chama roundhouse – originally a nine-bay complex with a turntable as described – and must be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties, specifically the NPS Reconstruction Standards (see also the Friends' RFP web page, at <http://rfp.coloradonewmexicosteamtrain.org/> - link labeled "SHPO Letter").*

55. What level of input will Andrew Merrill [sic] & Associates have on the design and layout of the visitors center?

A. *See answer to Question 7, page 2, "Questions and Answers – October 10 through October 16, 2012" posted on the Friends' RFP web page.*

#### **Questions and Answers – October 31 – November 9, 2012**

56. I want to clarify – a prime firm does not have to be a licensed NM business, but the lead architect must be licensed in NM, right?

A. *Correct. The prime firm does not have to be a licensed NM business. The lead architect must be licensed in New Mexico to insure all designs comply with NMSA 1978, Sections 61-23-21 and 61-15-1.*

57. As a privately held company, we are not required to have our financial statements audited. These have not been required by our ownership or our financial institution. We therefore have no audited financial statements to provide. Does this preclude us from responding to your RFP? May we be relieved of this requirement and still propose on this project?

A. *The lack of audited financial statements does not preclude you from submitting a proposal; however, the required financial information (including the firm's audited financial statements and project pay requests) will be considered in conjunction with the firm's narrative response to Evaluation Factor entitled "Capacity and Capability" (page 12, RFP). The stated financial information provides the evaluators with an independent and objective assessment of the firm's financial status. You may wish to provide other documentation with your proposal that provides this kind of assurance.*

## **Questions and Answers – November 10 – 16, 2012**

58. We're wondering about the requirements for financial information. This is an unusual request and the RFP is not clear how this information will be utilized or who will have access to this information. Is the financial information to be utilized in the selection? It is not mentioned in the selection criteria. Does the Friends group intend to request additional financial information as the project proceeds?
- A. *See answers to Questions 44, 45, 46 and 57. This information will be accessed by the Source Evaluation Panel. The Friends do not plan to request additional financial statements as the project proceeds.*
59. Is it the intent of the RFP request that every member of our proposed design team provide final pay requests, year-end financial statements and audits for the past five years, or is it your intent that only the prime firm (i.e. the architect and not the subconsultants) provide this documentation?
- A. *Only the prime firm (not the subcontractors or sub-prime consultants) is required to submit the stated financial information (final pay requests and audited financial statements).*
60. Will we be penalized for including resumes in the appendix section of the RFP response? I know Section 3 (with a 4 page limit) requests info regarding key personnel, their roles, experience, and background, but it seems like that space will get tight if we include all key members' resumes, thus, I would like to include resumes as an appendix.
- A. *You will not be penalized for including resumes as a separate appendix; however, the Source Evaluation Panel does not intend to review and evaluate detailed, multi-paged resumes. The intent is to review summary information about proposed key personnel which will provide the required information.*
61. Has the selection committee been finalized; who will be on this team?
- A. *An announcement as to the members of the Source Evaluation Panel will be posted during the week of November 16, 2012. We will notify interested firms when that posting occurs.*
62. Can you clarify if the projects we are being asked to list in Question 4 (Past Record of Performance) are the same as those we are being asked to list on Attachment B/1 (Project Listing Form) or may they be different projects?
- A. *Your response to Evaluation Factor 4, Past Record of Performance, may include different design projects from those listed in Attachment 1; however, the projects you choose to list and describe should be similar in size, scope and concept to the Chama Roundhouse & Visitor Center Project.*