



*Friends* of the  
**Cumbres & Toltec Scenic Railroad, Inc**  
4421 McLeod Road NE Suite F, Albuquerque, NM 87109

October 10, 2012

**TO: ALL PROSPECTIVE OFFERORS**

**SUBJECT: REQUEST FOR PROPOSAL (RFP) – ARCHITECTURE-ENGINEERING SERVICES**

**RECONSTRUCTION OF HISTORIC ROUNDHOUSE, CHAMA, NM -RFP**

**#1-2012**

This cover letter is a summary of the key elements of subject RFP. In the event of any inconsistencies between this letter and the RFP, the provisions of the RFP are the governing terms and conditions.

The Friends of the Cumbres & Toltec Scenic Railroad (the Friends), a 501(c)(3) non-profit organization, is seeking proposals from qualified architecture-engineering (A&E) firms registered in the state of New Mexico for design and related engineering services for reconstruction of an historic roundhouse and turntable located in the rail yard of the western terminus of the Cumbres & Toltec Scenic Railroad at Chama, NM. The Friends' organization is the recognized museum arm of the Cumbres & Toltec Scenic Railroad (C&TSRR) which is jointly owned by the States of New Mexico and Colorado. The Friends' organization and the C&TSRR Commission, which includes four appointed Commissioners (two from New Mexico and two from Colorado), are jointly involved in raising funds, planning, designing and reconstructing the roundhouse which will serve as a multi-purpose facility (including a visitor center and museum and operations, maintenance and restoration work space).

### **General Information**

This is a competitive acquisition for New Mexico licensed A&E firms or consultants. A cost-plus award fee type contract is contemplated, consisting of a one-year base period and additional six-month option period for a total of 18 months. Selection procedures shall be in accordance with 23 CFR Part 172 and the State Procurement Code, NMSA 1978, Sections & Chapter 13-1-1, et. seq.

The proposed Standard Agreement for Architecture-Engineering Services (RFP Attachment 2) provides the terms and conditions that will apply to this acquisition.

The RFP provides detailed information outlining the scope of work, conditions governing this procurement, insurance requirements, required financial information, and the evaluation process.

## **Intention to Propose**

To enable us to anticipate the number of proposals to be evaluated, 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) within ten days of the issuance of this RFP.

## **Submission Instructions**

In order to submit a proposal in response to this RFP, all potential offerors must access the Friends' web site which offers a web page dedicated to this procurement: <http://rfp.coloradonewmexicosteamtrain.org/> The RFP, its attachments and appendixes, and related background information can be accessed on this web page.

Seven copies of the proposal must be mailed or delivered to the Friends' Albuquerque office at the following address:

Mr. Tim Tennant  
President & CEO  
Friends of the Cumbres & Toltec Scenic Railroad  
*RFP Number 1-2012*  
4421 McLeod NE, Suite F  
Albuquerque, NM 87109

Prospective offerors are responsible for regularly checking the Friends' web site for updates, additional information and any changes or amendments to the RFP. No other notifications will be made.

The Friends' organization intends to evaluate proposals and award a contract without discussion; therefore, each offer should contain the offeror's best terms from a cost or price and technical standpoint. However, the Friends organization reserves the right to conduct discussions if determined by the Source Selection Official to be necessary. The Friends shall not award a contract to an offeror that does not meet the material requirements of the RFP.

Proposals shall be prepared strictly in accordance with the instructions set forth in Section III of the RFP. Late proposals will not be considered. Page limitations are also set forth in Section III. Proposals will be evaluated in accordance with the criteria set forth in Section VI.

All expenses related to the proposal cost and document preparation shall be the sole responsibility of the offeror.

## **Proposal Submission Deadline**

Proposals must be received in the Friends' Albuquerque Office, as detailed above, no later than 12 midnight MST on Friday, November 30, 2012.

## **Pre-Proposal Conference**

A pre-proposal conference and site visit to the C&TSRR's rail yard in Chama, NM will be scheduled for Tuesday, October 23, 2012, in Chama, NM. The time and place will be announced on the Chama Roundhouse and Visitor Center's web site.

## **Award Information**

The offerors shall assume contract performance beginning January 7, 2013.

## **Questions and Communications**

Questions concerning this RFP must be submitted through: <http://rfp.coloradonewmexicosteamtrain.org/> using the "Questions and Answers" link by 4:00 p.m. Mountain Time on Tuesday, October 30, 2012. This will allow a reply to reach all prospective offerors before the submission of their proposals. 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.

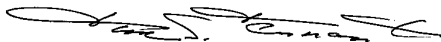
Any information about this procurement will be furnished promptly to all other prospective offerors, if that information is necessary for submitting proposals. The identity of the prospective offerors asking questions will be withheld. The Friends' will not respond to questions submitted by telephone or in person at any time.

The only method by which any term of this procurement may be amended is by a formal amendment generated by the Friends' organization and disseminated through the Friends' web site. No other communication, written or oral, will amend or supersede the terms of the procurement.

All communications concerning this acquisitions (including, but not limited to, questions, management/technical issues) shall be e-mailed through the Friends' web site using the "Questions and Answers" link. The designated Friends' representative will coordinate all communications on behalf of the organization.

Your interest in this RFP is appreciated.

Sincerely,



Tim Tennant  
President & CEO