



Socorro Soil & Water Conservation District
103 Francisco de Avondo, Socorro, NM 87801
(575) 838-0078

**Request for Bid
(RFB)**

Construction of Office Building—1305 Enterprise Rd., Socorro, NM 87801

July 7, 2022

Introduction

The Socorro Soil and Water Conservation District (SSWCD) is issuing this Request for Bid (RFB) for the construction of a new office building. As per NMAC 1.5.7 we are issuing a Design and Build Project RFB. The address for the new office building is 1305 Enterprise Rd., Socorro, NM 87801. We have a lease from the City of Socorro for this one-acre tract. It is southwesterly from the NM State Forestry Office.

Receipt of Bid

One copy of the bid shall be submitted to the SSWCD on or before 12:00 pm local time (MST) on August 4, 2022.

Conditions Affecting the Work

The contractor shall be responsible for having taken the steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work or the cost thereof. Any failure by the contractor to do so will not relieve the contractor from their responsibility for successfully performing the work without additional expense to the SSWCD.

Bid Format

To facilitate review, it is mandatory that bids be presented in the following format. Failure to do so will result in disqualification.

- ❖ Description of the firm proposing to contract with the SSWCD. Please state your general background, resources, and relevant experience. Please include any and all required construction license numbers. Please list your anticipated sub-contractors.
- ❖ Please provide appropriate details of similar building construction completed by your company with addresses. Please include any references you have with names and phone numbers.
- ❖ An estimated timeline for completion of the construction must be submitted with the bid.
- ❖ Description of the office building that you are proposing for this design and build project.
- ❖ Cost for the construction of the office building.
- ❖ Respondents shall comply with all instructions and provide all information requested. Failure to do so may disqualify a bid.
- ❖ Bids shall be prepared in print or pen and ink.
- ❖ The person signing the bid shall initial any correction in ink.
- ❖ One (1) copy of the bid shall be submitted.

Bids submitted without these elements will not be considered.



General Requirements:

Incurring Cost

Any cost incurred by the Offeror in preparation, transmittal, or presentation of any bid or material submitted in response to this RFB shall be borne solely by the Offeror.

Amended Bid

An Offeror may submit an amended bid before the deadline for receipt of bids. Such amended bids must be complete replacements for a previously submitted bid and must be clearly identified as such in the transmittal letter. Socorro SWCD personnel will not copy, collate or assemble bid materials.

Offeror's Rights to Withdraw Bid

Offerors will be allowed to withdraw their bids at any time prior to the deadline for receipt of bids. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative addressed to Socorro SWCD. The approval or denial of withdrawal requests received **after** the deadline for receipt of the bids is at the discretion of Socorro SWCD.

Disclosure of Bid Contents

The content of bids will be kept confidential until the successful Offeror's contract has been signed by Socorro SWCD. At that time, all bids will be open to the public, except for the material which has previously been noted and deemed as proprietary or confidential.

Termination

This RFB may be canceled at any time and any and all bids may be rejected in whole or in part when Socorro SWCD determines such action to be in the best interest of Socorro SWCD and the State of New Mexico.

Offeror Qualifications

The Socorro SWCD Board may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFB.

Clarifications from Offerors

The Socorro SWCD Board after review of the bid and/or interview may request clarifications on information submitted by any and all Offerors.

Insurance

The contractor shall be obliged to carry insurance that is required by State Law. Contractor shall provide written proof of the following continuous coverage prior to commencing the project. In the event insurance coverage is inadequate to cover any damages caused as a result of this contract, contractor will hold the Socorro SWCD, its project managers, employees and board members harmless as to excess over insurance coverage. Types of coverage include but are not limited to:

- Workers Compensation.
- Comprehensive General Liability (including endorsements providing broad form property damage, personal injury coverage and contractual assumption of liability for all liability the Contractor has assumed under this Agreement).
- Vehicle



Project Specifications:

The Socorro SWCD is requesting bidders submit a plan showing the size and layout of the office building. The Socorro SWCD requests that part of the building be utilized as office space and the remainder of the building to be used as a garage. This RFB is for the design and construction of one building for three employees.

Submitting architectural plans/blueprints that you have is acceptable and preferred. The Socorro SWCD recognizes that architectural plans are expensive. We are flexible regarding the design and layout of our new office building and are happy to have you submit plans that you already have.

The Socorro SWCD requires central air and heat (refrigerated air conditioning-no swamp coolers) and a minimum of one bathroom. Plans that include a small kitchen area with sink and cabinets will be given preference.

The project will be located on one acre leased by Socorro SWCD from the City of Socorro at 1305 Enterprise Road in the Industrial Park Area just off Highway 60.

The project will comply with Section 504 of the Rehabilitation Act and current ADA requirements.

This construction contract will NOT exceed \$300,000 including cost overruns.

Installation of utilities up to the meter is not part of this bid. The Socorro SWCD will pay the utility companies directly to have water, natural gas, sewer and electricity brought onto building site.

Sequence of events

- ❖ A Request for Bid may be downloaded from the SSWCD website, www.socorroswcd.org or requested July 7, 2022 through August 4, 2022.
- ❖ Questions on the RFB may be submitted between July 7, 2022 and August 4, 2022.
- ❖ Answers to questions received shall be posted on the Socorro SWCD website, www.socorroswcd.org as they are received.
- ❖ Sealed bids shall be submitted to the SSWCD by 12:00 pm MST on August 4, 2022.
- ❖ Sealed bids shall be evaluated at 12:00 pm MST on August 8, 2022.
- ❖ Successful Applicant will be notified on August 8, 2022.

Taxes

Applicable Taxes--Contractor shall be solely responsible for and shall pay all applicable State of New Mexico severance taxes, excise taxes, and gross receipts taxes in connection with this agreement and the operations conducted there under. These taxes shall not be billed above and beyond the amounts listed in the contract.

Contacts:

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Bid Evaluation Criteria

Evaluation will be based on the following:

1. Submission of plans for office design and build.
2. Submission of description of Company.
3. Submission of prior experience and references.
4. Timeline for completion of project.
5. Price – Low Bid will be selected if the above criteria are met. Price per square foot will be calculated for this also.

Bids received that do not contain number 1-4 will not be considered.

Evaluation and Awards

- ❖ The SSWCD will review submitted bids and select a contractor on August 8, 2022.
- ❖ The SSWCD reserves the right to accept all or a portion of an entity's bid, to reject any or all bids received as a result of this request and may negotiate in any manner necessary to serve the best interests of the State of New Mexico. The SSWCD reserves the right to make an award without further discussion or negotiation of bids.

Contracts

Final scope of work, budget and schedule of work will be negotiated with the SSWCD and the successful applicant prior to finalizing the contract. Selected contractor shall provide the SSWCD with a W-9, NM Taxation & Revenue Department Disclosure Statement, and proof of insurance. A pre-work meeting will be held prior to start of the contract.