

**Pre-Proposal Conference**  
**RFP # NMSC RFP-001**  
**Architectural and Engineering Service**  
**Monday, November 6, 2023**  
**Via Google Meet**

Contracting Agency: New Mexico Supreme Court

- |                           |                               |
|---------------------------|-------------------------------|
| ● Constance Renee Padilla | Procurement Manager           |
| ● Elizabeth Garcia        | Chief Appellate Court Clerk   |
| ● Thomas Gonzales         | Facility Manager              |
| ● Stephanie Wilson        | State Law Librarian           |
| ● Julie Vargas            | Associate Justice             |
| ● Ann Keith               | General Counsel Chief Justice |

Project Information

PURPOSE OF THE REQUEST FOR PROPOSAL

The New Mexico Supreme Court is requesting proposals from qualified companies to provide architectural and engineering services related to the renovation design of the New Mexico Supreme Court's basement.

BACKGROUND

The Supreme Court's basement is in need of an architectural and engineering renovation. In 2023, the Supreme Court received a capital outlay appropriation to conduct the first phase of a basement renovation project.

**Procurement Information**

Proposal Organization - Proposal shall be organized as per the format outlined on page 17 of the RFP.

Selection of finalist(s) – Finalists will be selected from the most qualified proposals received based on the Evaluation Criteria, outlined on pages 21-22 in the RFP, to be scored by an evaluation committee. The top finalists may be shortlisted to participate in oral presentations.

#### Preferences- (Pages 21)

- A valid NM State Resident Business Certificate, the preference in accordance with NMSA 1978, Section 13-4-2, will be applied.
- A valid NM State Resident Veteran Business Certificate, the preference in accordance with NMSA 1978, Sections 13-4-2 and 13.1-22, will be applied

#### Proposal Submittal

· Due Date: Wednesday, November 22, 2023

Time: 5:00 PM (MDT)

Location: The submission of proposals will only be accepted electronically via email [aoccrp@nmcourts.gov](mailto:aoccrp@nmcourts.gov).

## QUESTIONS

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NV5	SMP Architects
Pam Lentini	Jason Holubiak
Doug Harned	David Edwards
Paul Browne	

EEA	NCA Architects
Dena Foster	John Layman
Pablo	

Design Group	ASA Architects
Vanessa Whitehorse	Jennifer Rogers

Arch  
Jeremy Dresk

Dena Foster  
Sarah Berwald  
Claudia Tescari

1. Response to written questions for the RFP #NMSC RFP-001 will be posted on the New Mexico Supreme Court website in accordance with the RFP Schedule of Events, no later than the close of business on November 7, 2023.

2. A site visit to the New Mexico Supreme Court is currently scheduled for **Thursday, November 9, 2023 at 9:00 a.m.**

Questions asked during the meeting.

1. Do you plan to provide the blueprints to the companies?

Response: We have blueprints for the building that are from 1937; therefore, they are fragile and may be at risk of preserving the original blueprints making copies. We do have a digital copy that may be of interest for the project. We will explore how to make a copy available with the selected contractor.

2. Do you want a certain level of LEED?

Response: We will ask the selected contractor for LEED green building certification and recommendations. At this time, we do not have a level of LEED in mind as the building may not be able to obtain a high level LEED certification due to the age of the Supreme Court Building and need for historical preservation.

3. Is Phase One complete?

Response: We are currently in Phase One of the Supreme Court's Basement Renovation Project and seeking proposals from architectural and engineering firms to provide designs related to the architectural and engineering renovation of the Supreme Court's basement; no previous study or design has been undertaken. The Court is seeking to include a facility needs assessment of the Supreme Court's basement as part of Phase One of the Project.

4. Are you asking for additional funds to complete the project?

Response: Our intent is to seek additional funding for the entirety of the project and funding to complete any work that cannot be completed under Phase One.

5. Is the two million dollars for design and construction?

Response: The two million is for design, planning and construction as far as that amount can be accomplished with this appropriation.

6. "Cost Proposal" is mentioned on Page 18 of the RFP, (1.0 Proposal Organization, F. Cost Proposal (in a separate file). Can you explain what format you would like for the cost proposal? Is this item a weighted factor in the proposal evaluation? We can provide an hourly rate sheet, but it would be difficult to provide an accurate Cost Proposal without a clearer understanding of scope, budget, and schedule parameters.

Response: Cost proposals can be submitted in any format and should be submitted in a separate file. An hourly rate sheet would suffice. The evaluation factors are set forth on page 19-21; the evaluation factors include, amongst other factors, the firm's approach to project cost estimating and incorporation of life cycle cost analysis.