

## **ADDENDUM NO. 2**

**CITY OF BELEN  
GREAT BLOCKS GRANT ON MAINSTREET DESIGN 2017  
RFP NO. 2017-06**

**TO:** All Offerors

**RE:** Great Blocks Grant on MainStreet Design 2017

Attached are answers to questions received August 30, 2017 and Amended Appendix A & G.

## Answers to Questions submitted on August 30, 2017

### City of Belen Great Blocks on Mainstreet Design

#### Written Questions

1. Addendum No. 1 states that copies of the City of Belen Downtown Master Plan/Metropolitan Redevelopment Plan and the 2016 DPAC Study, Envisioning the Future of Belen are attached. The only attachment appears to be a DPAC Study from 2004.  
**Answer: The DMP will be on the City's web site under Addendum #1 today.**
2. The Scope of Work (p. 33) references the 2012 UNM Bureau of Business and Economic Research assessment and the 2011 UNM School of Architecture Design Planning Assistance Center designs. Can these be made available?  
**Answer: They will be made available to the selected applicant.**
3. We did not see a page count limit listed under Section III - Response Format and Organization. Is there a page count limit?  
**Answer: There was not a page limit established.**
4. Appendix A - Acknowledgement of Receipt Form is dated to be received by May 12, 2014. What date is the receipt form required to be returned? Will this be reissued with a corrected date?  
**Answer: While that was an oversight on the City's part, please note that on Page 6 of the RFP the submittal date was August 25, 2017. Because of the confusion, the new date is September 8, 2017. A corrected Appendix A will be reissued as Addendum #2.**
5. Appendix G Reference Questionnaire is dated to be received by June 16, 2014. What date is the receipt form required to be returned? Will this be reissued with a corrected date?  
**Answer: While the form sets the date as June 16, 2014, the instructions on page 40 for the form states that the form must be returned by the date of the RFP proposal. There will be an amended form issued under Addendum #2.**
6. Is the design to extend to all four corners of the Becker and 2<sup>nd</sup> intersection and the Becker and 1<sup>st</sup> intersection?  
**Answer: The full intersections will be included.**
7. Are there any existing plans or surveys that will be relevant to this project for preparing a base map, as referenced in Task 2 of the Scope of Work?  
**Answer: We are collecting surveys from our consultants for work that has been performed recently on Becker and 1<sup>st</sup> Street. There may be spot checking required to substantiate possible changes that may have occurred.**
8. Becker and 1<sup>st</sup> Street do not appear to be NMDOT facilities. Are these City roads? If they are City roads what is NMDOT's role per the Scope of Work provided?  
**Answer: Reinken is a State Highway and since this project has a connection with Reinken and the Rail Station, there will be NMDOT input/comments.**
9. Per the Scope of Work Task 3, are there any other current related design or construction projects that will need to be coordinated with?

Answer: There are not current related design projects or construction the City is knowledgeable of that will need to be coordinated.

10. Reference is made to coordinating with New Mexico's Historic Preservation Division, although they are not listed to be coordinated with under the detailed scope of work. What will HPD's role be in the project review?

Answer: The Harvey House, the Belen Hotel, Central Hotel, Pete's and other buildings are either registered historical buildings or considered of historical significance. This is also Belen's historic Rail District so HPD has significant interest in this project recognizing, celebrating and preserving this history.

11. Are there any relevant geotechnical reports available? Will a geotechnical report be required under this contract?

Answer: There have been geotechnical investigations performed as part of the improvements to Becker Ave. The need for additional investigation will need to be determined with this project.

12. The Scope of Work lists two dates for the completion of the contract: May 1, 2018 and March 1, 2018. Which is correct?

Answer: May 1, 2018 is the correct date.

13. It appears that there is existing street landscape along Becker west of the project. Will this project tie into that irrigation system or will a new controller and point of connection be required for any landscape in the proposed project?

Answer: A new controller and point of connection will be required.

14. Are any road pavement or utility improvements expected under this contract?

Answer: Road improvements/modifications are anticipated that may be necessary to improve pedestrian passage and activities within the project area. We do not anticipate utility improvements.

**APPENDIX A**

**REQUEST FOR PROPOSAL 2017-06  
ACKNOWLEDGEMENT OF RECEIPT FORM**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that s/he has received a complete copy, beginning with the title page and table of contents, and ending with APPENDIX H.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than September 8, 2017. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (circle one) intend to respond to this Request for Proposal.

Roseann Peralta, Procurement Manager  
RFP # 2017-06  
City of Belen  
100 South Main St.  
Belen, NM 87002  
Fax: 505-966-2738  
E-mail: roseann.peralta@belen-nm.gov

## **APPENDIX G**

### **REFERENCE QUESTIONNAIRE**

The State of New Mexico, as a part of the RFP process, requires Offerors to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document Offeror's experience relevant to the scope of work in an effort to establish Offeror's responsibility.

Offeror is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to:

Roseann Peralta, Procurement Manager  
100 South Main St.  
Belen, NM 87002  
FAX: 505-966-2738  
EMAIL: [roseann.peralta@belen-nm.gov](mailto:roseann.peralta@belen-nm.gov)

by the RFP submission deadline for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal.

Business references provided may be contacted for validation of content provided therein.

**CITY OF BELEN  
RFP # 2017-06**

**REFERENCE QUESTIONNAIRE FOR:**

\_\_\_\_\_  
(Name of Offeror)

This form is being submitted to your company for completion as a business reference for the company listed above. **This form is due no later than September 22, 2017 and shall be returned to:**

City of Belen  
Roseann Peralta, Procurement Manager  
100 South Main St.  
Belen, NM 87002  
FAX: 505-966-2738  
EMAIL: roseann.peralta@belen-nm.gov

**This form must not be returned to the company requesting the reference.**

For questions or concerns regarding this form, please contact the City of Belen Procurement Manager whose information is listed above.

<b>Company providing reference:</b>	
<b>Contact name and title/position</b>	
<b>Contact telephone number</b>	
<b>Contact e-mail address</b>	

**QUESTIONS:**

1. In what capacity have you worked with this vendor in the past?  
COMMENTS:
  
2. How would you rate the vendor's flexibility relative to changes in the project scope and timelines?  
\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)  
COMMENTS: