

**REQUEST FOR PROPOSALS (RFP)**  
**BUILDING REHABILITATION SERVICES**  
**RFP No. CDO-2025-01**

**American Legion Post 116 Building**

January 2025

Pueblo of Acoma, New Mexico

Prepared by:

Ron Watch, Project Manager  
Community Development Office  
Pueblo of Acoma  
Phone: (505) 552-5190 ext: 5587  
Email: [rwatch@poamail.org](mailto:rwatch@poamail.org)

## **TABLE OF CONTENTS**

### **1.0 GENERAL INFORMATION**

- 1.1 INTRODUCTION AND PROJECT DESCRIPTION
- 1.2 LOCATION
- 1.3 BUDGET
- 1.4 GENERAL SCOPE OF SERVICES
- 1.5 CONTACTS
- 1.6 SCHEDULE OF EVENTS
- 1.7 PROPOSAL INSTRUCTIONS
- 1.8 PROPOSAL REQUIREMENTS
- 1.9 QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFP
- 1.10 PROPOSING CONTRACTORS TO FULLY INFORM THEMSELVES
- 1.11 EVALUATION & SELECTION CRITERIA
- 1.12 SELECTION PROCESS
- 1.13 RIGHT OF REJECTION
- 1.14 MODIFICATION AND WITHDRAWAL OF PROPOSAL
- 1.15 PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE
- 1.16 COST OF PROPOSALS

### **2.0 PROPOSAL FORM**

- 2.1 PROPOSAL FORM FOR DESIGN CONTRACTOR

## **1.0 GENERAL INFORMATION**

### **1.1 INTRODUCTION AND PROJECT DESCRIPTION**

The Pueblo of Acoma is seeking general contractors to provide design-build type of services for a small rehab and renovation project.

This Request for Proposal (“RFP”) establishes the selection process for design-build construction services for the American Legion Post 116 Building at 68 Pinsbaari Drive, Acoma, New Mexico, Cibola County. Contractors submitting a response to the RFP will be asked to state their understanding and experience of the project and offer their methodology for meeting the criteria listed in this RFP. The shortlisted finalists may be called to participate in an interview. At that stage of the selection process, respondents will be asked to include a fee proposal for rehabilitation services work as outlined in this RFP.

#### **Background**

The American Legion Post 116 received New Mexico Capital Outlay funds for the rehabilitation and renovation of Chino Hall located at 68 Pinsbaari Drive. The Community Development Office (CDO) is assisting with managing the project and is seeking a qualified building Contractor to complete the following elements for the project:

- Execute, complete, and deliver the rehabilitation work within the specified time.
- Conduct monthly project meetings.
- The Contractor will work with the Pueblo of Acoma and owner’s representation team for the successful completion of the project.

### **1.2 LOCATION**

The American Legion Post 116 is located at 68 Pinsbaari Drive, Pueblo of Acoma, NM 87034, within the external boundaries of the Pueblo of Acoma Indian Reservation.

### **1.3 BUDGET**

The budget for this renovation and rehab project will be negotiated and based on the approved Schedule of Values (SOV) as finalized and approved by CDO and as established through a design-build approach to deliver this project.

### **1.4 GENERAL SCOPE OF SERVICES**

The exact construction scope of services required by the Owner will be established as part of the initial meeting with the Post 116. The General Contractor will be required to provide some basic design services as part of this project. The Pueblo is seeking Proposals for the rehabilitation and expansion of a small, prefabricated metal building, approximately 2400 square feet, erected in 2010 and the parking lot was renovated in 2019. Requirements include but are not limited to building assessment, design and programming work, rehabilitation work, cost estimation, and development of a phased construction plan. The desirable outcomes include:

- Programming and Design Report
- Building expansion
- Roof replacement
- Electrical upgrades
- HVAC upgrades
- Outdoor gathering space and parking lot expansion

The Contractor shall implement and maintain a project control system with full access to the project information by all project stakeholders. The Contractor shall allow for an “open book” policy and facilitate review of all Project contracts, records, accounting, and other documentation and information, in written format, to the Owner or persons designated by the Owner for auditing

purposes.

## 1.5 CONTACTS

Copies of this RFP are available from the Owner:

Name: Malika Bahe, Procurement Manager, Department of Support Services, Pueblo of Acoma  
Phone: (505) 552-5112  
Email: [mabahe@poamail.org](mailto:mabahe@poamail.org)

## 1.6 SCHEDULE OF EVENTS

The RFP schedule below outlines milestones for the project:

DATE	TIME	EVENT
January 26, 2025		Issue RFP No. CDO-2025-01
February 6, 2025	10:00 A.M.	Mandatory site visit
February 10, 2025	12:00 NOON	Deadline for receipt of questions and inquiries
February 12, 2025	12:00 NOON	Final responses to questions, addendum one
February 18, 2025	3:00 P.M.	Deadline for submission of proposals from Contractors
February 20, 2025	9:00 A.M.	Review, score and rank proposals
February 21, 2025	TBD	Issue Notice to Award
March 7, 2025	TBD	Finalize contract negotiations
March 17, 2025	TBD	Issue Notice to Proceed
March 20, 2025	10:00 A.M.	Project Kick-Off Meeting
	TBD	Meeting with Post 116

## 1.7 PROPOSAL INSTRUCTIONS

The Owner will base their decision on the qualifications of the proposing Contractors.

- A. Pages in the proposal shall be typed with the maximum number of pages of proposal information (excluding cover sheet, index sheet, blank pages, table of contents, similar project profile sheets, and other supplemental proposal forms required or requested) to be limited to ten (10) pages numbered in sequential order. Staple the proposal on the upper left corner – no binding combs nor clear, plastic covers.
- B. Submit a single electronic PDF file of the proposal by the deadline; email it to the Owner's Representative contact listed in Section 1.5 above. It is advised to request a read receipt when submitting. If email is not possible, submit one flash drive by the Proposing Contractor containing the completed RFP response to the Owner's Representative by the date noted in Section 1.6. Oral, telephonic, or faxed proposals are invalid and will be considered non-responsive.
- C. No proposing Contractor may submit more than one proposal. Multiple submissions under different names will not be accepted from one Contractor, Joint Venture, or Association.
- D. Each respondent must comply with the submission requirements as outlined. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent's submittals by the Owner.

- E. At any stage, the Owner reserves the right to terminate, suspend, or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities or omissions in submittals, in the Owner's best interests.
- F. Contingent on available funds and the project schedule, the Owner reserves the right to terminate, suspend, or modify the Contract. The Owner will provide the contractor with a 30-day advance written notice.

## **1.8 PROPOSAL REQUIREMENTS**

Proposals must include the following items: a cover letter expressing interest.

### **Part 1 – Organization Information**

- A. If the Contractor has multiple offices, please provide this information for all offices. Indicate which office is going to perform the majority of the services for this project.
- B. Statement if available bonding capacity for this project.
- C. Provide a signed certificate attesting organization is not suspended or debarred.

### **Part 2 – Project Experience**

- A. Present at least three rehabilitation projects the Contractor completed in the last five years similar in size and complexity. Include:
  - 1) Project location
  - 2) Project size of the project
  - 3) Project completed rehabilitation cost
  - 4) Project rehabilitation start and completion date
  - 5) Method of rehabilitation and construction
  - 6) Other relevant project information
  - 7) Contractor's staff directly involved with the project.
  - 8) Owner's name and contact information with telephone number
  - 9) Owner's Representative contact with telephone number

### **Part 3 – Organizational Capacity - Project Team & Staff**

- 1) Describe your organization's experience in successfully conducting this type of activity. Identify any skills, current services, special accomplishments, and certifications that demonstrate your capacity for success.
  - 2) Identify the person(s) responsible for program and financial management of this project.
  - 3) Identify any other agencies/partners in this project and define the roles and responsibilities of these partners.
- B. Owner and other references (including telephone numbers and email), clearly identify which project and references. Please include relevant projects team members who worked on the projects together.
- C. Describe the current workload of the proposed staff and overlapping project responsibilities.
- D. Provide an organization chart indicating how your Contractor would staff and structure the proposed team (both in the field and in the office).

### **Part 4 – Organization & Management of the Project**

- A. What makes your team's design services unique and successful?
- B. What tools do you use to enhance the design process? Describe your approach.
- C. Describe how your cost estimating process is organized and provide specific examples of your cost estimating documents where information will provide clarity. Provide historical cost comparisons between schematic design cost estimates and the final cost on projects of similar size and scope to that of the project.

- D. Describe your approach to safety on the project site, specifically as it relates to work taking place adjacent to a functioning Owner facility. Cite specific examples of where your team has dealt with this and how the safety plan was communicated and managed.
- E. Describe how your team recently worked together to resolve a complicated unexpected construction/rehab situation on a recent project.

**1.9 QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFP**

Questions and inquiries regarding the RFP should be directed to the Owner's representative listed above by the date aforementioned. The Owner will issue a response to all questions and to all interested Contractors by email. Questions should not be submitted to the Tribal Administration or other parties. Doing so will cause this candidate's removal from the RFP process.

**1.10 PROPOSING CONTRACTORS TO FULLY INFORM THEMSELVES**

Contractors are required to fully inform themselves of all project conditions that may impact their proposal and the Owner's requirements before submitting a proposal.

The Proposing Contractor is to consider federal, state, and tribal laws, regulations, taxes, and fees that may affect the bridge design project.

The Owner will not consider any claims arising from failure to take such action.

**1.11 EVALUATION & SELECTION CRITERIA**

The Owner reserves the right to reject any or all responses to this RFP. The final selection of the Contractor candidate will be based on their apparent ability to best meet the overall expectations of the Owner, as determined solely by the Owner.

The Owner reserves the right to conduct investigations as it deems necessary for the evaluation of any proposal and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications, and financial ability of the Contractor responding. The purpose of such investigation is to determine that Contractor has the ability, experience, resources, and reputation necessary to perform the work and to support all warranties under the contract documents.

The following items will be reviewed to provide a basis for selection:

**A. Qualifications Proposal Phase of Selection (total points available = 105):**

- 1) Qualifications and work experience of the Contractor, as indicated by prior successful completion of similar projects. 35 points
- 2) Qualifications, experience, and professional licensure of the key individuals and specialized expertise personnel who will be assigned to this project, as indicated by prior involvement in similar projects. 30 points
- 3) Technical approach to complete the scope of work, understanding the project, innovative concepts or alternatives, project issues, and quality control procedures. 20 points
- 4) References 15 points
- 5) Indian-owned company with official documentation. 5 points

**B. Interview Proposal Phase of Selection (if deemed necessary):**

- 1) Those respondents deemed best qualified will be invited to participate in an interview with the Selection Committee. An interview invitation will be sent out to the Proposers with the highest RFP submittal scores (from the above Qualifications Proposal Phase) on the date noted in the schedule of events. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding

of the RFP responses and introduce key members of the Contractor.

#### **1.12 SELECTION PROCESS**

- A. The Owner will review all responses to this RFP that meet requirements and are received by the designated closing date and time.
- B. Upon review of the qualified Contractors, the Owner will select the proposal that best reflects the Owner's needs and requirements.
- C. The top Contractor's proposal, based on qualifications, will be reviewed and, when necessary, Contract negotiations will commence.
- D. If a satisfactory agreement with the awarded Contractor cannot be reached, at a price that is determined to be fair and reasonable, negotiations with that Contractor shall be formally terminated. Negotiations with the second-ranked proposer may then be initiated. Failing to negotiate with the second-ranked proposer, the Owner shall formally terminate negotiations and may then undertake negotiations with the third-ranked proposer or re-issue the RFP at their discretion.
- E. The Owner will have sole determination on which proposal is in the Owner's best interest.

#### **1.13 RIGHT OF REJECTION**

The Owner reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified Proposing Contractors if such action is in the best interest of the Owner. The Owner has the right, in its sole and absolute discretion, to select the proposal or proposals that the Owner determines best meet its needs.

#### **1.14 MODIFICATION AND WITHDRAWAL OF PROPOSAL**

- A. Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals due date and time when they are compliant with the RFP.
- B. If, within twenty-four hours after proposals are opened, any company that provides written notice to the Owner and promptly thereafter demonstrates to the reasonable satisfaction of the Owner that there was a material and substantial mistake in the preparation of its proposal, that company may withdraw its proposal. Thereafter, that company will be disqualified.

#### **1.15 PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE**

All proposals shall remain open for twenty-five (25) days after the proposal's due date, but the Owner may, in its sole discretion release any proposal before that date.

#### **1.16 COST OF PROPOSALS**

Expenses incurred in the preparation of proposals in response to this RFP are the proposing Contractor's sole responsibility. The Owner assumes no responsibility for payment of any expenses incurred by any proposing Contractor as part of the RFP process.

**ATTACHMENT A**  
**PROPOSAL FORM**  
RFP No. CDO-2025-01

**PROPOSAL FORM FOR THE AMERICAN LEGION POST 116 BUILDING REHABILITATION PROJECT**  
(Please use additional sheets as necessary.)

COMPANY NAME: \_\_\_\_\_

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT PERSON NAME: \_\_\_\_\_

CONTACT PERSON PHONE: \_\_\_\_\_

CONTACT PERSON EMAIL: \_\_\_\_\_

1. The undersigned Proposer declares and stipulates that this proposal is made in good faith, without collusion or connection with any other person or persons proposing for the same Work, and that it is made subject to all the terms and conditions of the Request for Proposal and associated documents, all of which have been examined by the undersigned. \_\_\_\_\_ (YES/NO)
2. The submission of the proposal constitutes an agreement and shall not be withdrawn after the proposal opening for twenty-five days.
3. Acknowledgment that the submitting agent carries a license in the state of New Mexico. \_\_\_\_\_ (YES/NO)
4. The Proposer hereby acknowledges receipt of addenda numbers \_\_\_\_\_ through \_\_\_\_\_.
5. List of design items that will be self-performed.

A		I	
B		J	
C		K	
D		L	
E		M	
F		N	
G		O	
H		P	

Signature: \_\_\_\_\_ Date \_\_\_\_\_