



**RFP #NM-031325**  
**Request for Proposals**  
**for**  
**Indefinite Delivery-Indefinite Quantity**  
**Construction Contracts**  
**in the**  
**State of New Mexico**

**Proposal Due Date: March 13, 2025, 4:30 p.m., Central Time**

Sourcewell, a State of Minnesota local government entity and public agency, is issuing this Request for Proposals (RFP) jointly with and on behalf of its participating entities to create indefinite delivery-indefinite quantity construction (IDIQ) contracts that may be used by those participating entities for projects related to construction or the repair, alteration, modernization, or renovation of buildings, structures, or other real property.

This RFP consists of the following parts:

1. Request for Proposals, including Map of Regions
2. Template IDIQ Construction Contract
3. IDIQ Contract General Terms and Conditions
4. Construction Task Catalogs
5. Technical Specifications

A full copy of the RFP can be found on the Sourcewell Procurement Portal ([portal.sourcewell-mn.gov](https://portal.sourcewell-mn.gov)), and only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than March 13, 2025, at 4:30 p.m. Central Time, and late proposals will not be considered. To attend the pre-proposal conference on February 18, 2025, register on the Sourcewell Procurement Portal (<https://portal.sourcewell-mn.gov>).

**Solicitation Schedule**

Notice of Solicitation Published:	February 6, 2025
Pre-proposal Conference:	February 18, 2025, 11:00 a.m., Central Time
Question Submission Deadline:	March 6, 2025, 4:30 p.m., Central Time
<b>Proposal Due Date:</b>	<b>March 13, 2025, 4:30 p.m., Central Time</b> Late responses will not be considered.
Opening:	March 13, 2025, 4:30 p.m., Central Time. See Article VII. G. for more information.

## **I. ABOUT SOURCEWELL AND ITS PARTICIPATING ENTITIES**

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its participating entities across the United States. Sourcewell's solicitation process complies with State of Minnesota law and policies.

Sourcewell's participating entities in the State of New Mexico may include:

- Federal and state government
- Cities, towns, and counties/parishes
- Education service cooperatives
- K-12 and higher education
- Tribal governments
- Some nonprofits
- Other public entities

Additionally, pursuant to 10 U.S.C. § 2679, United States Department of Defense authorized installations may access Sourcewell's awarded IDIQ contracts through an Intergovernmental Support Agreement with Sourcewell. All transactions completed through this Intergovernmental Support program are directly facilitated by Sourcewell and may be subject to additional terms and conditions.

For a listing of current participating entities visit Sourcewell's website: <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

## **II. INDEFINITE DELIVERY-INDEFINITE QUANTITY CONSTRUCTION PROGRAM**

Sourcewell is soliciting proposals for its IDIQ construction program. IDIQ contracting offers participating entities access to competitively solicited and awarded contracts for projects related to construction or the repair, alteration, modernization, or renovation of buildings, structures, or other real property.

Sourcewell has engaged The Gordian Group, Inc. (Gordian) to provide management of its IDIQ construction program. In this role, Gordian provides support to Sourcewell in the administration of the program, including: preparing Construction Task Catalogs and related technical specifications, providing information management systems and licenses to contractors, training to contractors, administering fee collection, consulting services to Sourcewell, and assisting with proposal package or work order development. Participating Entities access Sourcewell IDIQ contracts resulting from this RFP through relevant purchasing authority and work directly with Contractors awarded through this RFP.

Under IDIQ, an awarded Contractor furnishes management, labor, materials, equipment, and incidental design support needed to perform the work. Details of the program's operation can be found within the Contract, and General Terms and Conditions document included in this RFP.

## **III. REQUIRED PROPOSER QUALIFICATIONS**

In determining a Proposer's responsibility and ability to perform under a Contract, Sourcewell has the right to investigate and request information concerning the financial condition, experience record, personnel, equipment, facilities, principal business location and organization of the Proposer, the Proposer's record with environmental regulations, and the claims and litigation history of the Proposer. Sourcewell reserves the right to verify the Proposer's information and may request clarification from a Proposer.

A. A Proposer's business must be normally engaged in performing the type of work specified within this RFP and must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to a Sourcewell participating entity (as solely determined by Sourcewell).

B. Proposers responding to this solicitation must be willing and capable of providing all or a majority of the various types of construction work as specified in the Construction Task Catalog either through its own forces or by using subcontractors. Proposer must provide documentation of all applicable required licensure(s).

#### **IV. PROPOSAL OVERVIEW AND PREPARATION INSTRUCTIONS**

A. REQUESTED INDEFINITE DELIVERY-INDEFINITE QUANTITY CONSTRUCTION SERVICES. The IDIQ services specified include General Construction, HVAC/Mechanical, Plumbing, Electrical, Site/Civil, and Roofing/Weatherproofing. At this time, no specific projects have been identified; work and work volume from any resulting contract are not guaranteed. Specific description of work and summary of duties for each category of construction can be found in the Technical Specifications.

B. PREPARATION INSTRUCTIONS. Strict compliance with the following instructions is required for properly preparing a proposal. Before submitting a proposal, it is the responsibility of each Proposer to:

- 1) Examine the RFP Documents thoroughly;
- 2) Consider all applicable federal, state and local laws, regulations, ordinances, and procurement codes that may affect costs, progress, performance, or furnishing of a participating entity's work; and,
- 3) Notify Sourcewell of all conflicts, errors, or discrepancies in the RFP Documents of which Proposer knows.

The submission of a Proposal constitutes a representation by the Proposer to Sourcewell that it has complied with the above requirements and, that without exception, its Proposal is premised upon performing and furnishing the Work required by this RFP.

Proposers should include all relevant information in the proposal. Sourcewell cannot consider information that is not provided in the proposal.

A. ESTIMATED CONTRACT VALUE AND USAGE. Based on past volume of similar contracts, the estimated annual value of each contract resulting from this RFP is \$2 Million. Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, work and work volume from any resulting contract are not guaranteed.

#### **V. PROPOSAL PRICING**

A. CONSTRUCTION TASK CATALOG AND ADJUSTMENT FACTOR. In order to evaluate proposal pricing and to retain consistency within contract pricing, Sourcewell uses Gordian's proprietary Construction Task Catalog (CTC). The CTC is a comprehensive listing of specific repair and construction related Tasks, together with a specific unit of measurement and a pre-set unit price (Unit Price). All Unit Prices within the CTC are based on local labor, material, and equipment prices for the direct cost of construction.

Under this RFP, proposers will offer price adjustments (Adjustment Factors) that will be applied to CTC Unit Prices. The Adjustment Factors represent either an increase to the preset Unit Prices (such as 1.1000) or a decrease from the preset Unit Prices (such as 0.9800).

A participating entity's cost for a specific task will be determined by multiplying the preset Unit Prices by the appropriate quantities and by the appropriate Adjustment Factor (e.g., specific task cost = preset unit price in CTC \* quantity needed \* Adjustment Factor).

- 1) Each Proposer must submit five Adjustment Factors to be applied to every task in the CTC. The proposal must be either an adjustment "decrease from" (e.g. 0.9800) or "increase to" (e.g. 1.1000) the Unit Prices listed in the CTC.
- 2) The Proposer's Adjustment Factors must include all of the Proposer's direct and indirect costs. This includes, but is not limited to, its costs for overhead, profit, bond premiums above the reimbursable amount, insurance, mobilization, purchase order proposal development, and all contingencies in connection therewith. See pages 00-1 – 00-6 of the CTC for a complete explanation of what is and is not included in the Unit Prices. Note, where applicable, the proposer must comply with all applicable prevailing wage laws. The wage rates in the CTC were current at the time these RFP Documents were issued.
  - a. *The first Adjustment Factor* will be applied to work to be accomplished during Normal Working Hours and performed in Non-Secure Areas on project volume less than \$60,000.
  - b. *The second Adjustment Factor* will be applied to work to be accomplished during Other Than Normal Working Hours and performed in Non-Secured Areas on project volume less than \$60,000.
  - c. *The third Adjustment Factor* will be applied to work to be accomplished during Normal Working Hours and performed in Secured Areas on project volume greater than \$60,000.
  - d. *The fourth Adjustment Factor* will be applied to work to be accomplished during Other than Normal Working Hours and performed in Secured Areas on project volume greater than \$60,000.
  - e. *The fifth Adjustment Factor* will be for work tasks not identified in the Construction Task Catalog. IQCC includes a provision for establishing of prices for Work requirements which are within the general scope of IQCC but were not included in the CTC at the time of Contract award. These Tasks are referred to as "Non-Pre-priced Tasks (NPP)." NPP Tasks may require new specifications and drawings and may subsequently be incorporated into the CTC. The proposers will offer an Adjustment Factor to be applied to the actual material, equipment, and labor cost for NPP work Tasks.

- 3) Adjustment Factors may be specified to the fourth decimal place. For example:

1	.	1	0	0	0
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Or

0	.	9	8	0	0
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- 4) For proposal evaluation purposes only, the following weighing of the Adjustment factors will be used to determine the Combined Adjustment Factor. Complete the following information within the Sourcewell Procurement Portal:

Adjustment Factors	Weight
Non-Secure Normal Working Hours on project volume less than \$60,000	35%
Non-Secure Other Than Normal Working Hours on project volume less than \$60,000	10%
Secure Normal Working Hours on project volume Greater than \$60,000	40%
Secure Other Than Normal Working Hours on project volume Greater than \$60,000	10%
Non-Pre-Priced	5%

B. **ADMINISTRATIVE FEES.** Awarded contractors must pay an administrative fee in exchange for the administration of the contracts by Sourcewell and Sourcewell's contract administrator, Gordian. The proposer must include the administrative fee in calculating the Contractor's Adjustment Factors.

Detailed information about Sourcewell's administrative fee can be found in Article VII. B of the General Terms and Conditions.

## VI. CONTRACT

Proposers awarded a contract will be required to execute the Contract (including its General Terms and Conditions) attached to this RFP.

## VII. SOLICITATION PROCESS

A. **PRE-PROPOSAL CONFERENCE.** Sourcewell will hold a non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Vendor Account. Pre-proposal conference attendance is optional but highly encouraged.

B. **QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION.** Any questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a Proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff (or any representative of Gordian) to ask questions or request information as this may disqualify the Proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. **ADDENDA.** Sourcewell may modify this RFP; however, no Addenda will be issued later than 5 days prior to the Proposal Due Date, except an Addendum that withdraws or postpones this RFP. Addenda

issued by Sourcewell become a part of the RFP and will be delivered to potential Proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the Proposer by checking the box for each addendum. It is the responsibility of the Proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a Proposer submitted its Proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the Proposer's Proposal status to INCOMPLETE. The Proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The Proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account periodically after submitting its Proposal (and up to the Proposal Due Date). If the Proposer's Proposal status has changed to INCOMPLETE, the Proposer is solely responsible to:

- 1) make any required adjustments to its proposal,
- 2) acknowledge the addenda, and
- 3) ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION. Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule and on the Sourcewell Procurement Portal. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. Late proposals will not be considered. It is the Proposer's sole responsibility to ensure that the proposal is received on time. To ensure receipt of the latest information and updates via email regarding this solicitation, or if the Proposer has obtained this RFP from a third party, the onus is on the Proposer to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

Within the Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the Proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, Proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the Proposer to remedies available by law.

It is recommended that Proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock. In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Portal will automatically generate a confirmation email to the Proposer. If the proposer does not receive a confirmation email, contact Sourcewell's support provider at [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca).

E. GENERAL PROPOSAL REQUIREMENTS. Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected
- Complete – a proposal will be rejected if it is conditional or incomplete

- Submitted in English
- Valid and irrevocable for 180 days following the Proposal Due Date

Any and all costs incurred in responding to this RFP will be borne by the Proposer.

F. PROPOSAL MODIFICATION WITHDRAWAL. A submitted proposal may not be modified, withdrawn, or cancelled by the Proposer for a period of 180 calendar days following the time and date designated for the receipt of proposals. Prior to the deadline for submission of proposals, any proposal submitted may be modified or withdrawn through the Sourcewell Procurement Portal.

G. OPENING. The Opening of Proposals will be conducted electronically through the Sourcewell Procurement Portal. A list of all Proposers will be made publicly available in the Sourcewell Procurement Portal after the Proposal Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of Proposers, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed." The solicitation status will automatically change to "Closed" after the Proposal Due Date and Time.

## VIII. EVALUATION AND AWARD

A. EVALUATION. It is the intent of Sourcewell to award one or more contracts to responsive and responsible Proposers offering the best overall quality, service and value to Sourcewell Participating Entities. Only responsive proposals will be evaluated. A responsive proposal must have been submitted on time and materially satisfy all mandatory requirements identified in this RFP. Deviations or exceptions stipulated in a Proposer's response, while possibly necessary in the view of the Proposer, may result in disqualification. The proposals will be evaluated in accordance with the criteria set forth in this section.

### Evaluation Criteria

Past Performance	(200 points)
Credentials of Project Team	(100 points)
Management Plan	(250 points)
Value Add	(50 points)
Price	<u>(400 points)</u>
<b>TOTAL POINTS</b>	<b>(1,000 points)</b>

- a. **PAST PERFORMANCE**. The awarded Contractor must have the capacity and capability to perform multiple projects at multiple locations simultaneously. Demonstrate this capacity and capability by providing six projects over \$25,000 and completed in the last three years. Past public (municipal, county, state, educational institution, or similar) projects within the State of New Mexico are preferred. Other projects will be considered but will be scored accordingly.
- b. **CREDENTIALS OF PROJECT TEAM**. The qualifications of the Proposer's key personnel will be evaluated to determine whether the proposal demonstrates that they possess adequate technical expertise and experience, to plan, organize, and complete the work in a coordinated and timely fashion to meet the needs of Sourcewell participating entities.

- c. **MANAGEMENT PLAN.** The Management Plan must convey to Sourcewell that the proposer possesses adequate technical expertise and experience, sufficient resources, and is able to plan, organize, and use those resources in a coordinated and timely fashion to meet the needs of Sourcewell participating entities. Sourcewell may make a final determination as to the Proposer's capability to perform based on the proposal as submitted without requesting further information from the proposer. Proposer should also demonstrate their ability to assist the participating entity in scope of work development and the ability to complete projects on time and with minimal change orders. This can be accomplished by explaining in detail your proposed participation in scope development and identifying the personnel who will be responsible for scope of work development.
  - d. **VALUE ADD:** The proposer is requested to detail any additional benefits or enhancements included in their proposal that go beyond the standard requirements. Examples may include a description of value-added attributes such as sustainable practices adopted, strategies for effective community engagement, a commitment to exceptional customer service, and the provision of comprehensive post-completion support. Proposers may also describe their plans for marketing an awarded contract, their approach to managing environmental concerns, and any relevant certifications they hold, such as Small Business Enterprise (SBE), Women or Minority Business Enterprise (WMBE), or Historically Underutilized Business Zones (HUBZone). Specific examples and explanations of how these value-add elements will enhance the overall offering are encouraged.
  - e. **PRICE.** Pricing will be evaluated and scored in accordance with Section V. Proposal Pricing. Proposals will be ranked from lowest to highest price based on the Combined Adjustment Factor with lowest combined adjustment factor earning full points.
- B. **AWARD(S).** An Award of Contract will be made by the Sourcewell Chief Procurement Officer and ratified by the Board of Directors based on the recommendation of the Sourcewell Proposal Evaluation Committee jointly and on behalf of its current and future Sourcewell Participating Entities. The Evaluation Committee will use criteria outlined in this RFP. Factors to be considered in determining the number of contracts to be awarded in any category include total evaluation scores (giving consideration to natural breaks in the scoring of responsive proposals) and overall best value to Participating Entities.

Trades Being Solicited
General Construction
HVAC/Mechanical
Plumbing
Electrical
Site/Civil
Roofing and Weatherproofing

Sourcewell retains the right to waive any informality in a Proposer's response. Sourcewell reserves the right to reject all proposals and advertise again if, in Sourcewell's opinion, the proposals received do not meet or exceed the minimum needs and expectations of Sourcewell and its participating entities. Sourcewell reserves the right to award additional Contracts from this solicitation up to 180 calendar days after the close of the RFP.



*Competitive Range.* If Sourcewell receives a wide margin of proposal Adjustment Factors, either too high or too low, then the Sourcewell evaluation committee may establish a Competitive Range for the RFP. If it is determined that a Proposer's Combined Adjustment Factor is too far outside the Competitive Range, then the Proposer can be removed from consideration. The Proposer will be notified that it was determined to be outside the Competitive Range after award of the contracts.

*Unbalanced Price Proposal.* A Proposal may be removed from consideration if it is determined that the Proposer has mathematically unbalanced its proposal to gain a competitive advantage. The proposal will be considered to be unbalanced if any Adjustment Factor is found to not cover the contractor's reasonable actual cost. Those costs would include a reasonable prorated share of its anticipated profit, overhead cost, and other indirect costs that the proposer anticipates for the performance of the work as determined by the Sourcewell Proposal Evaluation Committee.

*Other Than Normal Working Hours Adjustment Factors.* A Proposer's Other Than Normal Working Hours Adjustment Factors must be higher or equal to its Normal Working Hours Adjustment Factors.

*Non-Pre-Priced Adjustment Factors.* A proposer's Non-Pre-Priced adjustment factor must not be lower than 1.0000.

## **IX. ASSIGNMENT OF WORK**

See the Contract, and General Terms and Conditions for a detailed description of how work will be assigned.

## **X. PROTESTS OF AWARDS**

Any protest made under this RFP by a Proposer must be in writing, addressed to Sourcewell's Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must be received no later than 10 calendar days following Sourcewell's notice of contract award(s) or non-award and must be time stamped by Sourcewell no later than 4:30 p.m., Central Time.

A protest must allege a procedural or technical defect, with supporting documentation. A request for re-evaluation of a proposal's content will not be entertained.

A protest must include the following items:

- The name, address, and telephone number of the protester
- The original signature of the protester or its representative
- Identification of the solicitation by RFP number
- A precise statement of the relevant facts
- Identification of the alleged breakdown in procedure or technical issues
- Identification of the legal or factual basis
- Any additional supporting documentation
- Protest bond in the amount of \$20,000, except where prohibited by law or treaty

Protests that do not address these elements will not be reviewed.

## **XI. RIGHTS RESERVED**

This RFP does not commit Sourcewell to award any contract, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the Proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time
- Reject any and all proposals received
- Reject proposals that do not comply with the provisions of this RFP
- Independently verify any information provided in a proposal
- Disqualify any Proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, participating entity's state; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received
- Clarify any part of a proposal
- Award a contract if only one responsive proposal is received if it is in the best interest of participating entities
- Award a contract to one or more Proposers if it is in the best interest of participating entities

## **XII. DISPOSITION OF PROPOSALS**

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591. It is the Proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law.

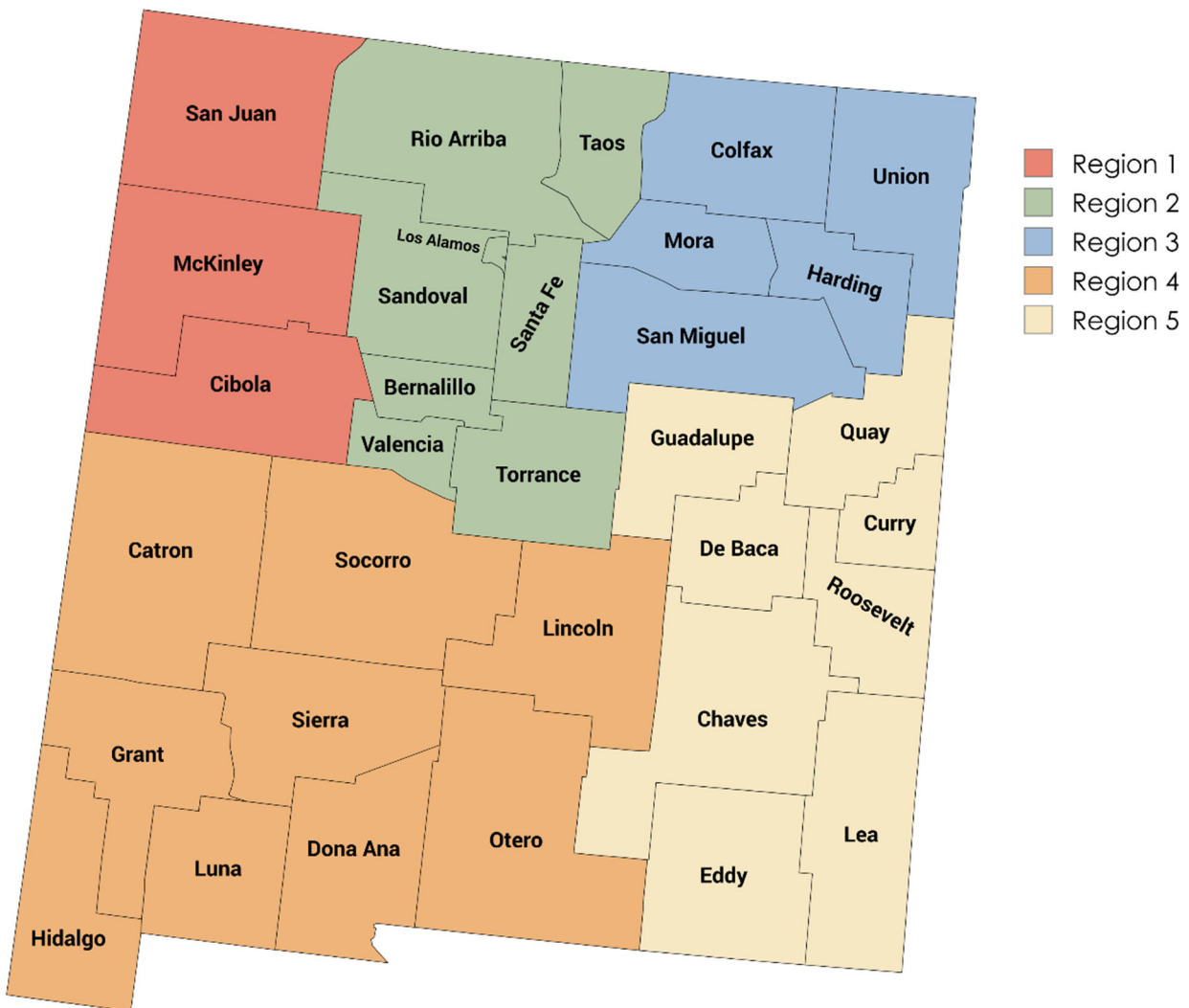
Sourcewell will not consider the prices submitted by the Proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a Proposer is not considered trade secret under the statutory definition.

The Proposer understands that Sourcewell will reject proposals that are marked confidential nonpublic, either substantially or in their entirety.

**[Map of Service Regions to Follow]**

# MAP OF SOURCEWELL CONTRACT REGIONS

Solicitation # NM-031325



Region 1		
Cibola	McKinley	San Juan

Region 2		
Bernalillo	Los Alamos	Ozark
Rio Arriba	Sandoval	Santa Fe
Stone	Taos	Torrance
Valencia		

Region 3		
Colfax	Harding	Mora
San Miguel	Union	

Region 4		
Catron	Socorro	Lincoln
Grant	Sierra	Hidalgo
Luna	Dona Ana	Otero

Region 5		
Chaves	Curry	De Baca
Eddy	Guadalupe	Lea
Roosevelt	Quay	