



City of Truth or Consequences
505 Sims Street
Truth or Consequences, New Mexico 87901
City (575) 740-7323 ▪ Fax (575) 894-7767

ADDENDUM #1

06/15/2021

PROJECT

Rehabilitation of Wells #6 and #7 RFP: 20-21-005

Owner: City of Truth or Consequences

This addendum forms a part of the Contract Documents and modifies the original RFP Documents. Each proposer shall acknowledge receipt of addendum number #1 on APPENDIX A: ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM #1 TO REQUEST FOR PROPOSAL #20-21-005.

This addendum addresses the Sequence of Events specifically the wording for the Pre-Proposal Conference and a change in contact person in the Sequence of Events.

Replace Section II. CONDITIONS GOVERNING THE PROCUREMENT, A. SEQUENCE OF EVENTS with the following:

The Chief Procurement Officer will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1. Issue RFP	City of T or C	May 18, 2021
2. Acknowledgement of Receipt Form	Potential Offerors	May 26, 2021
3. Acknowledgement of Receipt of Addendum #1	Potential Offerors	June 15, 2021 5:00 pm MST
4. Pre-Proposal Conference Voluntary, but Highly Recommended	Agency – City Clerk’s Office, 505 Sims St, T or C, NM 87901	June 16, 2021 2:00 pm MST
5. Deadline to submit Questions	Potential Offerors	July 02, 2021
6. Response to Written Questions	Chief Procurement Officer	July 09, 2021
7. <i>Submission of Proposal</i>	<i>Potential Offerors</i>	<i>July 21, 2021</i>
8.* Selection of Finalists	Evaluation Committee	August 04, 2021
9.* Best and Final Offers	Finalist Offerors	August 05, 2021
10.* Oral Presentation(s)	Finalist Offerors	August 05, 2021
11.* Finalize Contractual Agreements	Agency/Finalist Offerors	August 24, 2021
12.* Contract Awards	Agency/ Finalist Offerors	August 25, 2021
13.* Protest Deadline	Chief Procurement Officer	September 09, 2021

*Dates indicated in Events 7 through 13 are estimates only, and may be subject to change without necessitating an amendment to the RFP.

CHANGE #1

Section B. EXPLANATION OF EVENTS

1. Acknowledgement of Receipt

Potential Offerors may e-mail the Acknowledgement of Receipt Form (APPENDIX A), to the City of Truth of Consequences buyer, Finance Office c/o Chief Procurement Officer via email at procurement@torcnm.org to have their organization placed on the Procurement Distribution List. **The form must be returned to the City of Truth or Consequences Finance Office c/o Chief Procurement Officer, by 5:00 pm MST as indicated in Section II.A, Sequence of Events.**

The procurement distribution list will be used for the distribution of written responses to questions, and/or any amendments to the RFP. Failure to return the Acknowledgement of Receipt Form does not prohibit potential Offerors from submitting a response to this RFP. However, by not returning the Acknowledgement of Receipt Form, the potential Offeror's representative shall not be included on the distribution list and will be solely responsible for obtaining from the Procurement Library (Section I.G.) responses to written questions and any amendments to the RFP.

CHANGE #2

Section B 3. PREPROSAL CONFERENCE:

A pre-proposal conference will be held as indicated in Section II.A, Sequence of Events, beginning at 2:00 PM MST in the City Clerk's Office. **Potential Offeror(s) are encouraged to submit written questions in advance of the conference to the Chief Procurement Officer** (see Section I.D). The identity of the organization submitting the question(s) will not be revealed. Additional written questions may be submitted at the conference. All questions answered during the Pre-Proposal Conference will be considered **unofficial** until they are posted in writing. All written questions will be addressed in writing on the date listed in Section II.A, Sequence of Events. A public log will be kept of the names of potential Offeror(s) that attended the pre-proposal conference.

Attendance at the pre-proposal conference is highly recommended, but not a prerequisite for submission of a proposal.

Please Note: The newspaper advertisements stated that the Pre-Proposal Conference was mandatory. The Pre-Proposal Conference is not mandatory, however, it is highly recommended.

CHANGE #3

CHANGE IN CONTACT PERSON, EMAIL, AND PHONE NUMBER

PLEASE NOTE THROUGHOUT THE ENTIRE REQUEST FOR PROPOSAL THE CHANGE IN NAME, PHONE NUMBER, AND EMAIL CHANGE FROM KRISTIN SAAVEDRA TO CHIEF PROCUREMENT OFFICER:

Anywhere in the Request for Proposal that names Kristin Saavedra shall be changed to Chief Procurement Officer. Anywhere in the Request for Proposal that states an email address shall be changed from kristins@torcnm.org to procurement@torcnm.org.

Anywhere in the Request for Proposal that states the phone number for the Chief Procurement Officer will be changed from 575-952-0490 to 575-740-7323.

Everything else in the original Request for Proposal remains the same.

SUBMITTAL OF ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM #1

Please submit Appendix A: Acknowledgement of Receipt of this Addendum #1 to Rehabilitation of Wells #6 and #7 RFP: 20-21-005

To: City of Truth or Consequences Finance Office c/o Chief Procurement Officer

E-mail: procurement@torcnm.org

Subject Line: **RFP #20-21-005**

APPENDIX A

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM #1 TO REQUEST FOR PROPOSAL #20-21-005

RFP NAME: REHABILITATION OF WELLS #6 AND #7

ACKNOWLEDGEMENT OF RECEIPT FORM

This Acknowledgement of Receipt Form should be signed and submitted no later than June 15, 2021 by 5:00 pm MST. Only potential Offerors who elect to return this form will receive copies of all submitted questions and the written responses to those questions, as well as any RFP amendments, if any are issued.

In acknowledgement of receipt of this Addendum #1 to Request for Proposal, the undersigned agrees that he or she has received Addendum #1 to said RFP.

ORGANIZATION: _____

CONTACT NAME: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

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

Submit Acknowledgement of Receipt Form to:

To: City of Truth or Consequences Finance Office c/o Chief Procurement Officer

E-mail: procurement@torcnm.org

Subject Line: **RFP #20-21-005**