



MINERS' COLFAX MEDICAL CENTER

Letter of Interest (LOI) :

Service: **ARCHITECTURAL/ENGINEERING SERVICES**

Building Long Term Care (LTC)

Project NO: 19-662-0213-001

LOI Opening Date: **03/05/2019** LOI Closing Date: **03/26/2019** Time: **4PM MST**

Preproposal Conference: Date: **03/12/2019** Time: **10:00AM**

Place: **Miners Long Term Center**
900 South 6th Street
Raton, NM 87740

*Questions regarding Scope of Work will be answered during the preproposal conference.

Formal Sealed Bid Opening : **03/27/2019**

MCMC has designated its Chief Procurement Officer as the primary contact and for the conduct of this procurement whose name, address and telephone numbers are listed below.

Valorie Garcia, Chief Procurement Officer
Miners' Colfax Medical Center
203 Hospital Drive
Raton, New Mexico 87740
Telephone: (575) 445-7791 Fax Number: (575) 445-7887
vgarcia@minershosp.com

All deliveries via express carrier (including Proposal delivery) should be addressed as follows:

Valorie Garcia, Chief Procurement Officer
Miners' Colfax Medical Center
203 Hospital Drive
Raton, New Mexico 87740
Telephone: (575) 445-7791 Fax Number: (575) 445-7887
vgarcia@minershosp.com

Any inquiries or requests regarding this procurement should be submitted to the CPO in writing. Offerors may contact the CPO regarding this request for Letters of Interest. Other state employees do not have the authority to respond on behalf of MCMC. Please reference Invitation to Bid number 19-662-0213-001, dead line date on the bottom left hand corner of the sealed envelope.

SCOPE OF SERVICES

Vendor will provide Miners' Colfax Medical Center with;

ARCHITECTURAL/ENGINEERING SERVICES

Scope of work:

The scope of work will include but not be limited to:

1. Areas requested within this scope:
 - a. Design for vestibule on Northwest entrance on the 2nd floor to include redesign of canopy area at that entrance
 - b. Design for Sidewalk between Auxillary house and LTC 200 side to include sidewalk drainage plan.
 - c. Redesign of Patio area behind Auxillary house to make wheelchair and walker accessible, redesign shall include a plan to maintain the integrity of the foundation of the Auxillary house.
 - d. Redesign of Memory Care Unit courtyard to create a more inviting environment. Redesign shall include a drainage plan.
 - e. Designs must be submitted to owner/MCMC within 60 days from the date of contract signing.

The Maximum Allowable Construction cost (MACC) shall not exceed \$ 300,000

***Owner reserves the right to adjust the fee and revise the scope of work to the MACC for this project.**

Mandatory Requirements

1. The letter of interest must not exceed four (pages) in length, including cover letter. Three copies are required.
2. Level of Interest- demonstrate an understanding of the project
3. Illustrate project expertise- list three (3) jobs of similar size and scope with satisfactory references.
4. Project schedule – start of work through delivery of report; completion within 60 days from contract signing
5. List the team members and their qualifications
6. List all ongoing contract/projects with the State, Colfax County, or City of Raton
7. Show proof of liability coverage in which the Professional Liability shall have no limit less than \$1,000,000. Per occurrence in aggregate.

Mandatory Qualifications

1. Architect/Engineer of record must be registered and in good standing with the State of New Mexico
2. Electronic-CAD files of the drawings are required unless otherwise indicated.

Evaluation of Bids:

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror proposals.

Factors –	Points Available
Mandatory Requirements	(must total 100% of available points)
1. Letter of Interest	10%
2. Level of Interest	15%
3. Illustration of project expertise/references	5%
4. Project Schedule	20%
5. Team members & Qualifications	5%
6. Ongoing contracts	5%
7. Cost	40%
Mandatory Qualifications	
1. Proof of Liability Coverage	Pass/Fail
2. A&E Registered & in Good Standing with NM	Pass/Fail
3. Electronic CAD files of drawings	Pass/Fail
TOTAL	1,000 points

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- Interested offerors should pay special attention to the scheduled pre-proposal conference
- The contents of any proposal shall not be disclosed during any negotiations that may occur.
- All proposals shall be valid until contract is awarded.
- Proposals will be made public after award has been announced.
- Amendments, Addenda and Revised LOI's will be posted on www.minershosp.com