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RFP #2018-4-2 Real Estate Developer for the Village Center Project Area

Addendum #1 – Guidance for Submittal Format and Organization

RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

An offeror shall submit one original proposal in response to this RFP.

B. NUMBER OF COPIES

Offeror shall deliver one (1) original and five (5) identical copies of their proposal to the location specified in Section IV. b. on or before the closing date and time for receipt of proposals.

C. PROPOSAL FORMAT

There is no page limit. The document shall be printed on paper sized no greater than 11”x17”: font no smaller than 12pt, nominal 1” margins, and normal line spacing. Proposals shall be placed within a binder with tabs delineating each section.

1. Proposal Organization

The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

- a) Letter of Transmittal
- b) Table of Contents
- c) Proposal Summary (optional)
- d) Response to Specifications-Evaluation Factors
- e) Campaign Contribution Disclosure Statement
- f) Appendices include New Mexico Business and veteran preference

Within each section of their proposal, offerors should address the items in the order in which they appear in this RFP under Section IV. d. “Selection Criteria

and Submission Contents”. All forms provided in the RFP must be thoroughly completed and include in the appropriate section of the proposal.

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

The proposal summary may be included by offerors to provide the Evaluation Committee with an overview of the technical and business features of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the offeror’s proposal. Offerors may attach other materials that they feel may improve the quality of their responses. However, these materials should be included as items in a separate appendix.

2. Letter of Transmittal

Each proposal must be accompanied by a letter of transmittal. The letter MUST:

- a) Identify the submitting organization;
- b) Identify the name and title of the person authorized by the organization to contractually obligate the organization
- c) Identify the names, titles, and telephone numbers of persons to be contacted for clarification;
- f) Acknowledge receipt of any and all amendments to this RFP.