



LOS ALAMOS COUNTY
PROCUREMENT DIVISION
101 Camino Entrada, Building 3, Los Alamos, New Mexico 87544
(505) 663-1889
Advertised: June 1, 2024
Closing Date: June 18, 2024
Non-Mandatory Pre-Proposal Conference: June 5, 2024

Request for Proposals ("RFP")
RFP Number: 24-44
RFP Name: Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades

Contents

GENERAL INFORMATION ..... 3
CONTACT INFORMATION ..... 6
SUBMISSION CHECKLIST ..... 7
NEED STATEMENT ..... 8
BACKGROUND ..... 8
SCOPE OF SERVICES (or WORK) ..... 9
\*Additional Services ..... 10
INFORMATION RELATED TO THE SCOPE OF WORK ..... 10
PROJECT TIMELINE ..... 11
PROPOSAL REVIEW AND EVALUATION ..... 11
AWARD OF SOLICITATION ..... 11
OBLIGATIONS OF FEDERAL CONTRACTORS AND SUBCONTRACTORS; EQUAL OPPORTUNITY CLAUSES ..... 11
ILLEGAL ACTS ..... 12
CERTIFICATION FORM REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS ..... 12
CAMPAIGN CONTRIBUTION DISCLOSURE FORM ..... 12
VERIFICATION OF AUTHORIZED OFFEROR ..... 12
PROPOSAL FORMAT ..... 13
PROPOSAL EVALUATION CRITERIA ..... 14
EXHIBIT "A-1" ..... 15
SAMPLE SERVICES AGREEMENT ..... 15
Exhibit "A-2" ..... 24
Construction Contract Book ..... 24
EXHIBIT "B" ..... 116
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND ..... 116
OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTIONS ..... 116

EXHIBIT “C” .....	118
Campaign Contribution Disclosure Form .....	118
EXHIBIT “D” .....	121
VERIFICATION OF AUTHORIZED OFFEROR .....	121
EXHIBIT “E” DESIGN CRITERIA .....	123
Site location .....	123
Performance requirements .....	124
Health and safety requirements .....	124
Operational requirements .....	124
Connection with existing systems .....	124
Design conditions. ....	124
Site conditions .....	128
Design constraints. ....	128
Time constraints .....	129
Exhibit “E” PROJECT APPROACH .....	130
Exhibit “E” REFRIGERATION PLANT CHARACTERISTICS .....	131
Exhibit “E” RESPONDENT’S EXPERIENCE .....	134
Exhibit “E” RESPONDENT’S TEAM EXPERIENCE AND QUALIFICATIONS .....	136

**GENERAL INFORMATION**

- Proposals in response to this RFP may be submitted either in paper form, in a sealed envelope, or electronically by email. Only one of the following submission methods is required:
- ELECTRONIC SUBMISSION:** Emails should be addressed to: [lacbid@lacnm.us](mailto:lacbid@lacnm.us). Subject line **must** contain the following information: **RESPONSE – RFP24-44 Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades.**

It is strongly recommended that a second, follow up email (without the proposal included or attached) be sent to Annalisa Miranda, Chief Purchasing Officer at [annalisa.miranda@lacnm.us](mailto:annalisa.miranda@lacnm.us) to confirm the Proposal was received.

The body of the email must contain enough information for the identity of the Proposer to be clear, including company name, name of person sending the email, and contact information including email address and phone number.

Only emails with proposals received in the [lacbid@lacnm.us](mailto:lacbid@lacnm.us) email box prior to **2:00 p.m. Mountain Time, June 18, 2024** will be reviewed.

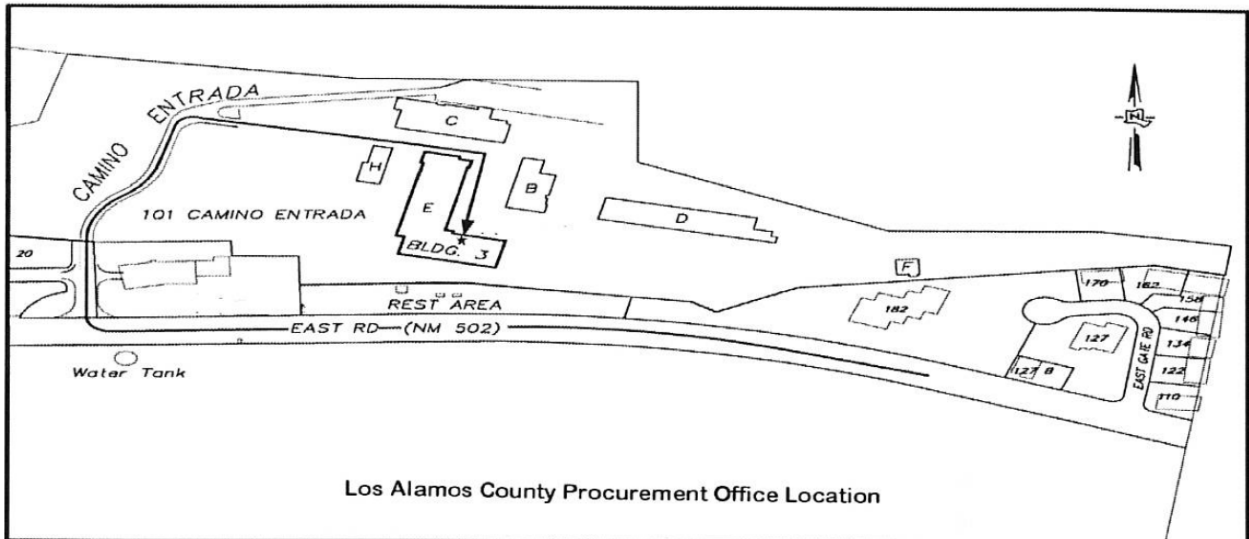
Proposals submitted by email will be opened only after the closing date and time stated in the solicitation document.

- PAPER FORM SUBMISSION:** Sealed proposals in one (1) clearly labeled unbound original, three (3) bound copies and one (1) USB flash drive or CD, will be accepted at the Office of the Chief Purchasing Officer, Procurement Division - 101 Camino Entrada, Building 3, Los Alamos, NM 87544, until **2:00 p.m. Mountain Time, June 18, 2024** for this solicitation. **Clearly mark the RFP Number and Name**

**and Offeror on the outside of the sealed proposal, including outer envelope and/or shipping label.** The USB flash drive or CD should be clearly identified. It is the responsibility of the Offeror to assure that the information submitted in both its written response and the electronic version are consistent and accurate. If there is a discrepancy between what is provided on the paper document and the USB flash drive or CD, the written paper response shall govern.

4. Directions to Procurement office:

1. Drive WEST on NM-502 to Los Alamos.
  - Camino Entrada (formerly known as Airport Basin) is 0.4 miles past East Gate Drive, just past East Entrance Park Rest Area.
2. Turn RIGHT on Camino Entrada.
  - Road slopes downhill and curves to the right.
3. Take second RIGHT into driveway through gated fence (before the stone sign “Pajarito Cliffs Site”).
  - Follow the signs to Building 3, the L-shaped building in the center of the complex.
  - If you pass the Holiday Inn Express and the Airport, you’ve gone too far.
4. Enter glass door marked “PROCUREMENT.” See map below.



5. The Incorporated County of Los Alamos (“County”) invites Proposals from all qualified respondents. No Proposal may be withdrawn after the scheduled closing time. Proposals will not be accepted after the scheduled closing time. **Please make note of the submittal requirements outlined in this solicitation.** Read and follow the instructions carefully. **Include the required documents provided in this RFP as part of your submittal packet.** Any misinterpretation or failure to comply with the submittal requirements could result in rejection of the proposal. Proposal preparation is at the Offeror’s expense.
6. Any change(s) to the solicitation will be conveyed through the written addenda process. Read carefully and follow all instructions provided on any addendum, as well as the instructions provided in the original solicitation.
7. Any questions must be received in writing at least five (5) days prior to the date fixed for when proposals are due.
8. County reserves the right, at its sole discretion, to accept or reject any proposals; to waive any and all irregularities in any or all statements or proposals; to request additional information from any or all

respondents; and to award a contract to the responsible Offeror whose proposal is most beneficial to County. While County intends to execute a contract for the services listed herein, nothing in this document shall be interpreted as binding County to enter into a contract with any Offeror or Proposer.

9. Bids and Proposals are Public Records. Pursuant to the New Mexico Inspection of Public Records Act, NMSA 1978, Chapter 14, Article 2, all materials submitted under this RFP/IFB shall be presumed and considered public records. Except to the extent any information may be protected by state or federal law, proposals shall be considered public documents and available for review and copying by the public.
10. The County contemplates a multi-term contract as a result of this RFP. The term of the contract may be for a period of up to seven (7) years. This is the written determination of the Chief Purchasing Officer that: such a contract will serve the best interests of the County by promoting economies in County procurement.
11. Proposers are notified that they must propose pricing for each potential year of the contract.
12. Proposers/Offerors are informed that State law requires that all foreign corporations (NMSA 1978 §53-17-5) and limited liability corporations (NMSA 1978 §53-19-48) procure a certificate of authority to transact business in the state prior to transacting business in the state of New Mexico.
13. The Chief Purchasing Officer has determined a preference is applicable to this offer. A bidder or offeror must submit a written request for preference, with a copy of the state-issued preference certificate, with its proposal to qualify for this preference. Ref. County Code Section. 31-261(b) and Section 13-1-21 NMSA 1978 et al.
14. A non-mandatory pre-proposal conference will be held on June 5, 2024 at 10:30 am via web conference. The pre-proposal conference will conclude with a walkthrough of the site. For a link to the web conference, email Annalisa Miranda or Jeffrey Culin, and provide name, company name and email address. Potential Proposers who wish to attend in person should report to: Public Works Conference Room, 1000 Central Avenue, Suite 160, Los Alamos, New Mexico 87544. To attend in person, please notify Miguel Jimenez, Project Manager, in advance.
15. Wage Rate Decision: The wage rate decision number for this project is:
16. Liquidated Damages: Liquidated damages for delay are applicable to this project.
  - A. Should the Contractor fail to complete the work within the time agreed upon in the Contract, Contractor will be assessed \$1000.00 per day for each calendar day beyond the Milestone. Substantial, and/or Final Completion dates, including all executed change orders. In view of the difficulty of estimating the damage, this amount is fixed by parties as the liquidated damages that the County will suffer by reason of such default and not by way of penalty.
  - B. Delays –
    1. If the Contractor is delayed at any time in the progress of the Work by any act or neglect by the County, or by changes in the Work, or by labor disputes, fire, unusual delay in transportation, unusual weather, adverse soil conditions other than was described in a geotechnical survey, unavoidable loss by the Contractor, delays specifically authorized by the County, or by unforeseeable or unavoidable causes beyond the Contractor's control, avoidance, or mitigation, and without the fault or negligence of the Contractor or subcontractor or supplier at any tier, then the Contract Time may be extended by Change Order for such reasonable time as the overall completion of the Work, as the County may in its sole discretion determine that such event has delayed the Critical Path and Completion of the Work, if the Contractor complies with the notice and documentation requirements set forth below.
    2. Contractor shall provide a written notice of delay which may result in a request for an extension of time to the County, within ten (10) calendar days from the date the Contractor knew or should have known of the facts giving rise to the delay. The notice shall indicate the cause of the delay, the anticipated length of the delay, and the probable effect of such delay upon the progress of the Work. If the cause of the delay is continuing, the Contractor must give written notice every month at the same time it submits the updated schedule and/or progress report to the County with the Payment Application.

3. Within fifteen (15) calendar days after the elimination of any such delay, the Contractor shall submit a formal Change Order request for an extension of time for such delay. The written request for time extension shall state the cause of the delay, the number of days extension requested, and such analysis and documentation of the schedule of the project and other documentation to demonstrate a delay in the critical path of the Work.
4. If the Contractor does not comply with the notice and documentation requirements set forth above, the Contractor shall have waived its right to a claim for delay.

## **CONTACT INFORMATION**

1. For project-specific information or interpretation of technical questions, contact Miguel Jimenez, Project Manager, at [miguel.jimenez@lacnm.us](mailto:miguel.jimenez@lacnm.us); (505) 662-1430.
2. For procurement process information, contact Annalisa Miranda, Chief Purchasing Officer at [annalisa.miranda@lacnm.us](mailto:annalisa.miranda@lacnm.us); (505) 663-1889, or Jeffrey Culin, Procurement Operations Manager at [jeffrey.culin@lacnm.us](mailto:jeffrey.culin@lacnm.us); (505) 661-4568.
3. Written questions submitted via e-mail should be sent to Annalisa Miranda and Jeffrey Culin and copied to Miguel Jimenez.
4. As an additional courtesy to interested parties, this RFP and related documents may also be downloaded from the County's website at the address below.  
<https://lacnm.com/bids>

## SUBMISSION CHECKLIST

To aid Offerors/Proposers in verifying that a response is complete, the below submission checklist is provided.

Included with submission	Description
	<b>Licenses, Forms, Certificates</b>
	1. <b>New Mexico Engineer or Architect license</b> , type and year originally issued, and current expiration date ( <b>Required</b> )
	2. <b>New Mexico contractor’s license</b> , type and year originally issued, and current expiration date ( <b>Required</b> ). <b>Submit a copy with the Proposal.</b>
	3. Exhibits “A-1” and “A-2”: Sample Agreement with any deviations or exceptions identified in track-changes or acknowledgement of no deviations or exceptions
	4. Exhibit “B”: Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions
	5. Exhibit “C”: Campaign Contribution Disclosure Form
	6. Exhibit “D”: <b>Verification of Authorized Offeror</b>
	7. Exhibit “E” Respondent’s Experience and Team Qualifications
	8. New Mexico Secretary of State Certificate of Authority (if applicable)
	9. <b>Certificate of Contractor Registration with New Mexico Department of Workforce Solutions (Contractor Registration with the Public Works and Apprenticeship Application (PWAA) Website - New Mexico Department of Workforce Solutions)</b>
	<b>Proposal Components</b>
	1. <b>Cover Letter and Summary</b> as described in PROPOSAL FORMAT Section
	2. <b>Table of Contents</b>
	3. <b>Refrigeration plant characteristics</b> as described in Exhibit “E”

	4. <b>Project approach</b> as described in Exhibit “E”
	5. <b>Cost.</b> (A price proposal for maintenance services for the refrigeration plant upon final completion of the project is optional.)
	6. Respondent’s Licenses information, <b>New Mexico Contractor License(s) applicable to the work, and New Mexico Architect/Engineer License(s)</b>
	7. <b>Bid Bond</b>
	8. <b>Contractor Registration with the Public Works and Apprenticeship Application (PWAA) Website - New Mexico Department of Workforce Solutions</b>
	9. <b>Listing of all Subcontractors Use Form in Exhibit “A-2” Section 3.1.3 List of Subcontractors</b>
	10. Exhibits “B,” “C” and “D”
	11. Signed Addenda
	12. Respondent’s additional information (optional)
	13. Signed Addenda

**NEED STATEMENT**

Los Alamos County is requesting proposals for the design and construction of an ammonia refrigeration system and mechanical room upgrades for its high altitude outdoors ice rink. The replacement of these systems has been programmed for the year 2025 with commencement of design in the year 2024.

The design criteria for the ammonia refrigeration system and the mechanical room upgrades are described in this RFP.

**The County is considering securing ongoing service and maintenance services for the refrigeration plant upon final completion of the project. Offerors are requested to include in their proposal’s descriptions and costs for these services.**

**BACKGROUND**

The Incorporated City and County of Los Alamos (“County”) is situated at the foot of the Jemez Mountains on the Pajarito Plateau with an elevation ranging from 6,200 feet to 9,200 feet. Two distinct communities, Los Alamos Town site and White Rock, each with its own visitor center, are home to ~19,000 people. Los Alamos is mostly known for the historic accomplishments of its largest employer, Los Alamos National Laboratory, and continues to gain notice for its vast scenic assets and recreational opportunities.

Visit the Los Alamos County website ([www.losalamosnm.us](http://www.losalamosnm.us)) and the tourism website ([www.visitlosalamos.org](http://www.visitlosalamos.org)) for more information.

**SCOPE OF SERVICES (or WORK)**

The scope of the proposals sought by this RFP encompasses but is not limited to the services and deliverables listed in the table below. Offerors are encouraged to include in their proposals their own structure of phases, services, and deliverables. **In its Proposal, Proposer must refer to the Design Criteria included in this RFP.** The Design Criteria, attached in Exhibit “E” “Design Criteria,” lists the County criteria for the ice making systems replacement. Respondents are required to review these criteria in the preparation of their response to this RFP. The successful respondent is required to verify the validity of these criteria as part of their contract work and before proceeding with design.

Phase	Services	Deliverables
Preliminary design	<ol style="list-style-type: none"> <li>1. Evaluation of County’s criteria</li> <li>2. Conduct a site visit and meet with stakeholders.</li> <li>3. Provide the County quantitative information to support decision making process.</li> <li>4. Preliminary design development</li> <li>5. Preliminary design review</li> </ol>	<ol style="list-style-type: none"> <li>1. Written report establishing the viability of owner’s criteria.</li> <li>2. Preliminary design documents submittal</li> <li>3. Completed preliminary design documents</li> </ol>
Design Development	<ol style="list-style-type: none"> <li>1. Design development.</li> <li>2. Proposal review and value engineering</li> </ol>	<ol style="list-style-type: none"> <li>1. Technical proposal submittal</li> <li>2. Project schedule submittal</li> <li>3. Technical proposal</li> <li>4. Project schedule</li> </ol>
Construction documents	<ol style="list-style-type: none"> <li>1. Construction documents development</li> <li>2. Construction documents review</li> </ol>	<ol style="list-style-type: none"> <li>1. 90% construction drawings</li> <li>2. 90% project manual</li> <li>3. 100% construction drawings</li> <li>4. 100% project manual</li> <li>5. Final schedule</li> </ol>



Construction	<ol style="list-style-type: none"> <li>1. Construction administration</li> <li>2. Construction services</li> <li>3. Record drawings development.</li> <li>4. Service and maintenance manuals development</li> </ol>	<ol style="list-style-type: none"> <li>1. Ammonia refrigeration system completed and operational.</li> <li>2. Upgrades to mechanical room completed and compliant with all applicable codes.</li> <li>3. Satisfactory performance evaluations from third party inspection reports</li> <li>4. Progress reports</li> <li>5. Request for Information (RFI) records.</li> <li>6. Engineering Supplemental Instructions (ESI) records</li> <li>7. Manuals</li> <li>8. Record drawings.</li> <li>9. Service and maintenance manuals submittal</li> </ol>
Commissioning and close out	<ol style="list-style-type: none"> <li>1. Commissioning shall be performed by an independent third party, who shall report its findings directly to the County.</li> <li>2. Perform systems testing data and submit performance reports.</li> <li>3. Perform resolution of issues</li> <li>4. Preparation of systems manuals</li> <li>5. Preparation of training documentation</li> <li>6. Training of County staff</li> <li>7. Preparation of close out documents</li> </ol>	<ol style="list-style-type: none"> <li>1. Certificate of operation according to design performance.</li> <li>2. Close out documents</li> <li>3. Service and maintenance manuals.</li> <li>4. Training materials and video training sessions recordings</li> </ol>
Scheduled Preventive Maintenance and Additional Unscheduled Troubleshooting and Repairs	<ol style="list-style-type: none"> <li>1. Provide scheduled preventive maintenance*</li> <li>2. Provide unscheduled troubleshooting and repairs*</li> </ol> <p>* County reserves the right to include this optional service in the awarded contract</p>	

**\*Additional Services.** The County contemplates securing maintenance services for the refrigeration plant upon final completion of the project. Offerors are requested to include in their proposal's descriptions and costs for these services.

**INFORMATION RELATED TO THE SCOPE OF WORK**

The County is considering the replacement of the existing refrigerated concrete ice rink floor and the addition of a shade structure in fiscal year 2026. The design and construction of the ammonia refrigeration system must include measures to enable the connection to a new refrigerated concrete floor.

## PROJECT TIMELINE

Los Alamos County expects that the ammonia refrigeration system and the mechanical upgrades be completed and commissioned to the contracted characteristics specifications no later than **March 20, 2025. Respondents to this RFP are requested to include a preliminary project schedule as part of their Proposal.** Ability to meet or exceed this deadline is an evaluation factor for this RFP. For project related time constraints see the project definition Exhibit "E" "DESIGN CRITERIA" of this RFP.

## PROPOSAL REVIEW AND EVALUATION

Proposals shall be handled so as to prevent disclosure of the identity of any Offeror or the contents of any proposal to competing Offerors during the process of negotiation.

After the RFP has closed, Procurement Division staff prepares a register of proposals containing the name of each Offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals is open to public inspection only after contract award. Procurement Division staff delivers the RFP submittals to the Evaluation Committee Chairperson. The Evaluation Committee reviews and evaluates the submittals. Interviews are only for the purpose of clarification, and may be used for adjusting the final score. Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably likely to be selected for award for the purpose of clarification to ensure full understanding and conformation with solicitation requirements for the purpose of obtaining best and final offers.

For proposals that qualify for Preference, the following procedure will apply; the total evaluation score with or without the cost factor of each proposal received from a qualifying offeror shall be multiplied by 1.05. After application of the factor, the contract shall be awarded to the highest score. If one or more scores are equal, the same procedure shall be followed with respect to the next category of offerors listed, and the next, until an offer qualifies for award. The priority of categories of offers is as follows:(1) Local business; (2) Resident business.

The Evaluation Committee Chairperson forwards the final evaluation results to the Procurement Division. Award shall be made to the responsible Offeror whose proposal is determined in writing by the Evaluation Committee to be the most advantageous to the County, taking into consideration the evaluation criteria set forth in the solicitation.

Proposals shall be handled so as to prevent disclosure of the identity of any Offeror or the contents of any proposal to competing Offerors during the process of negotiation.

## AWARD OF SOLICITATION

Following award of the solicitation by County Council, the successful Offeror will be required to execute a contract with County in accordance with the terms and conditions set forth in the Services Agreement, a sample of which is attached as Exhibit "A-1." For this procurement, it is anticipated that terms and conditions related to construction will be included. Therefore, a sample is included as Exhibit "A-2." Where in conflict, the Exhibit "A-1" controls. Offeror may identify any exception or other requirements to the terms and provisions in the Services Agreement, along with proposed alternative language addressing the exception; County, as a governmental entity is subject to certain laws and prohibitions and may, but is not required to, negotiate changes in contract terms and provisions, but will not agree to language that is in violation of the law. The Services Agreement as finally agreed upon must be in form and content acceptable to County.

## OBLIGATIONS OF FEDERAL CONTRACTORS AND SUBCONTRACTORS; EQUAL OPPORTUNITY CLAUSES

Contractors and Subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4, 60- 300.5 and 60-741. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based

on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

Contractors and subcontractors agree to comply with all the provisions set forth in 29 CFR Part 471, Appendix A to Subpart A.

## **ILLEGAL ACTS**

The Los Alamos County Procurement Code, Article 9, imposes remedies and penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

## **CERTIFICATION FORM REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

An Offeror is requested to complete the Certification Regarding Debarment, Suspension, and Other Responsibility Matters Form, attached as Exhibit "x," and submit with the proposal; if this exhibit is not included with the proposal, it must be provided prior to the evaluations of the received proposals, otherwise the Offeror's proposal will not be considered. This Form serves as a warrant of the Offeror's responsibility, and may not necessarily preclude the Offeror from consideration for award.

## **CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

A Campaign Contribution Disclosure Form is attached as Exhibit "x." The Offeror is requested to complete and submit with the proposal. If Form is not submitted with the proposal, upon award, Contractor must submit this form, in accordance with Chapter 81 of the laws of 2006 of the State of New Mexico prior to County's obligation to pay for the Services.

## **VERIFICATION OF AUTHORIZED OFFEROR**

A Verification of Authorized Offeror Form is attached as Exhibit "x." The Offeror is requested to complete and submit with the proposal. This Form provides County with the name and information of the authorized Officer who can obligate the selected firm in providing the services to Los Alamos County.

## PROPOSAL FORMAT

Responses to this RFP should include all the documents listed below in accordance with the specified format. For uniformity in the Proposal review process, please sequence all required documents using the same headers and order listed below. Respondents may include additional information as part of their response, and are requested to adhere to the sequence below.

	Response document	Format
1.	Cover Letter and Summary, including the following: Table of Contents Qualifications and experience of project team; Financial and technical capacity to timely deliver the project; Description of ability to design and construct a successfully commissioned refrigeration system in similar conditions to Los Alamos Ice Rink; Three (3) references; Tentative project schedule, including assumptions and lead times; Description of capacity to accommodate the project in current workload and deliver in a timely manner. Description of defaults, if any, e.g. if liquidated damages were charged. Statement of willingness to obtain Los Alamos County Business License if selected for Award. Statement of willingness to comply with requirements of New Mexico Secretary of State of New Mexico (if applicable)	Free form in letterhead, include with Proposal, fifteen pages maximum requested for this section. Please also complete the Form in Exhibit "E" as specified in Items 2 through 4 below.
2.	Respondent's Experience, using Form which is contained in Exhibit "E"	Include with Proposal
3.	Project Approach, following guidelines contained in Exhibit "E"	Include with Proposal
4.	Proposed Refrigeration Plant characteristics, following guidelines contained in Exhibit "E"	Include with Proposal
5.	Cost, including a statement of basis of compensation (pricing method) and pricing assumptions. "Cost plus" is not acceptable to County.	Free form in letterhead, include with Proposal
6.	<b>Contractor Licenses and Architect/Engineer licenses information</b>	Include with Proposal
7.	Additional Certificates and/or Licenses specific to the work (e.g. IIAR or ASHRAE certificates) – not required	Include with Proposal
8.	<b>Bid Bond (Proposal Security)</b>	Include with Proposal
9.	Respondents' additional information (if any)	Free form in letterhead
10.	Signed Addenda	Attach signed Addenda
11.	Signed Debarment Disclosure Form	Exhibit
12.	Signed Campaign Contribution Disclosure Form	Exhibit

## PROPOSAL EVALUATION CRITERIA

As described and/or demonstrated in the RFP response.

	<b>Criteria</b>	<b>Weighted Points</b>
1	Qualifications of project team	20
2	Financial and technical capacity to timely deliver the project	10
2	Demonstrated ability to design and construct a successfully commissioned refrigeration system in similar conditions to Los Alamos Ice Rink	35
3	Experience successfully completing and delivering similar projects within the last 5 years, including references	10
4	Suitability and availability of preventative maintenance and unscheduled repairs program (County may or may not include this aspect of services in final Agreement)	5
5	Cost	20
	Total Score	100

**EXHIBIT "A-1"**

**SAMPLE SERVICES AGREEMENT**

**RFP NO: 24-44**

**RFP Name:** Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades

**Because of the nature of the project, the final Agreement will include elements of Exhibit "A-1."**

**AGR24-44**

**INCORPORATED COUNTY OF LOS ALAMOS  
SERVICES AGREEMENT**

This **SERVICES AGREEMENT** ("Agreement") is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and \_\_\_\_\_, a \_\_\_\_\_ corporation ("Contractor"), collectively (the "Parties"), to be effective for all purposes \_\_\_\_\_, 202X ("Effective Date").

**WHEREAS**, -- the County Purchasing Officer determined in writing that the use of competitive sealed bidding was either not practical or not advantageous to County for procurement of the Services and County issued Request for Proposals No. 2X-XX ("RFP") on \_\_\_\_\_, requesting proposals for \_\_\_\_\_, as described in the RFP; and

**WHEREAS**, Contractor timely responded to the RFP by submitting a response dated \_\_\_\_\_ ("Contractor's Response"); and

**WHEREAS**, based on the evaluation factors set out in the RFP, Contractor was the successful Offeror for the services listed in the RFP; and

**WHEREAS**, the County Council approved this Agreement at a public meeting held on \_\_\_\_\_; and

**WHEREAS**, Contractor shall provide the Services, as described below, to County.

**NOW, THEREFORE**, for and in consideration of the premises and the covenants contained herein, County and Contractor agree as follows:

**SECTION A. SERVICES:** *[To be added based on services requested by County and proposed by Contractor and accepted by County.]*

**SECTION B. TERM:** The term of this Agreement shall commence \_\_\_\_\_ and shall continue through \_\_\_\_\_, unless sooner terminated, as provided herein. At County's sole option, the **[County Manager/County Utilities Manager]** may renew this Agreement for up to \_\_\_\_\_ (\_\_\_\_) consecutive one-year period(s), unless sooner terminated, as provided therein.

**SECTION C. COMPENSATION:**

- 1. Amount of Compensation.** County shall pay compensation for performance of the Services in an amount not to exceed \_\_\_\_\_ (\$\_\_\_\_\_), which amount does not include applicable New Mexico gross receipts taxes ("NMGR"). Compensation shall be paid in accordance with the rate schedule set out in Exhibit A, attached hereto and made a part hereof for all purposes.
- 2. Monthly Invoices.** Contractor shall submit itemized *[monthly, per the completion of the Project Phase/Task, annually, or upon some other schedule proposed by Contractor and accepted by County]* invoices to County's Project Manager showing amount of compensation due, amount of any NMGR, and total amount payable. Payment of undisputed amounts shall be due and payable thirty (30) days after County's receipt of the invoice.

**SECTION D. TAXES:** Contractor shall be solely responsible for timely and correctly billing, collecting and remitting all NMGR levied on the amounts payable under this Agreement.

**SECTION E. STATUS OF CONTRACTOR, STAFF, AND PERSONNEL:** This Agreement calls for the performance of services by Contractor as an independent contractor. Contractor is not an agent or employee of County and shall not be considered an employee of County for any purpose. Contractor, its agents, or employees shall make no representation that they are County employees, nor shall they create the appearance of being employees by using a job or position title on a name plate, business cards, or in any other manner, bearing County's name or logo. Neither Contractor nor any employee of Contractor shall be entitled to any benefits or compensation other than the compensation specified herein. Contractor shall have no authority to bind County to any agreement, contract, duty, or obligation. Contractor shall make no representations that are intended to, or create the appearance of, binding County to any agreement, contract, duty, or obligation. Contractor shall have full power to continue any outside employment or business, to employ and discharge its employees or associates as it deems appropriate without interference from County; provided, however, that Contractor shall at all times during the term of this Agreement maintain the ability to perform the obligations in a professional, timely, and reliable manner.

**SECTION F. STANDARD OF PERFORMANCE:** Contractor agrees and represents that it has and shall maintain the personnel, experience, and knowledge necessary to qualify it for the particular duties to be performed under this Agreement. Contractor shall perform the Services

described herein in accordance with a standard that meets the industry standard of care for performance of the Services.

**SECTION G. DELIVERABLES AND USE OF DOCUMENTS:** All deliverables required under this Agreement, including material, products, reports, policies, procedures, software improvements, databases, and any other products and processes, whether in written or electronic form, shall remain the exclusive property of and shall inure to the benefit of County as works for hire; Contractor shall not use, sell, disclose, or obtain any other compensation for such works for hire. In addition, Contractor may not, with regard to all work, work product, deliverables, or works for hire required by this Agreement, apply for, in its name or otherwise, any copyright, patent, or other property right, and acknowledges that any such property right created or developed remains the exclusive right of County. Contractor shall not use deliverables in any manner for any other purpose without the express written consent of County.

**SECTION H. EMPLOYEES AND SUB-CONTRACTORS:** Contractor shall be solely responsible for payment of wages, salary, or benefits to any and all employees or contractors retained by Contractor in the performance of the Services. Contractor agrees to indemnify, defend, and hold harmless County for any and all claims that may arise from Contractor's relationship to its employees and subcontractors.

**SECTION I. INSURANCE:** Contractor shall obtain and maintain insurance of the types and in the amounts set out below throughout the term of this Agreement with an insurer acceptable to County. Contractor shall assure that all subcontractors maintain like insurance. Compliance with the terms and conditions of this Section is a condition precedent to County's obligation to pay compensation for the Services, and Contractor shall not provide any Services under this Agreement unless and until Contractor has met the requirements of this Section. County requires Certificates of Insurance, or other evidence acceptable to County, stating that Contractor has met its obligation to obtain and maintain insurance and to assure that subcontractors maintain like insurance. Should any of the policies described below be cancelled before the expiration date thereof, notice shall be delivered in accordance with the policy provisions. General Liability Insurance and Automobile Liability Insurance shall name County as an additional insured *[County shall be named as an additional insured on all coverages, except Worker's Compensation. This sentence may be updated depending on the insurance requirements defined below as may be applicable to the awarded Agreement].*

1. **General Liability Insurance:** ONE MILLION DOLLARS (\$1,000,000.00) per occurrence; ONE MILLION DOLLARS (\$1,000,000.00) aggregate.
2. **Workers' Compensation:** In an amount as may be required by law. County may immediately terminate this Agreement if Contractor fails to comply with the Worker's Compensation Act and applicable rules when required to do so.
3. **Automobile Liability Insurance for Contractor and its Employees:** ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence; ONE MILLION DOLLARS (\$1,000,000.00) aggregate on any owned, and/or non-owned motor vehicles used in performing Services under this Agreement.
4. **Professional Liability Insurance:** ONE MILLION DOLLARS (\$1,000,000.00). Professional Liability Insurance shall provide coverage for Services provided hereunder during the term of this Agreement and for a period of at least five (5) years thereafter.



**SECTION J. RECORDS:** Contractor shall maintain, throughout the term of this Agreement and for a period of six (6) years thereafter, records that indicate the date, time, and nature of the services rendered. Contractor shall make available, for inspection by County, all records, books of account, memoranda, and other documents pertaining to County at any reasonable time upon request.

**SECTION K. DUTY TO ABIDE:** Contractor shall abide by all applicable federal, state, and local laws, regulations, and policies and shall perform the Services in accordance with all applicable laws, regulations, and policies during the term of this Agreement.

**SECTION L. NON-DISCRIMINATION:** During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of the obligations of Contractor under this Agreement, with regard to race, color, religion, sex, age, ethnicity, national origin, sexual orientation or gender identity, disability, or veteran status.

**SECTION M. CHOICE OF LAW:** The interpretation and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the State of New Mexico.

**SECTION N. VENUE, FORUM NON-CONVENIENS, EXCLUSIVE STATE JURISDICTION:** County and Contractor knowingly, voluntarily, intentionally, and irrevocably agree that any and all legal proceedings related to this Agreement, or to any rights or any relationship between the parties arising therefrom, shall be solely and exclusively initiated, filed, tried, and maintained in the First Judicial District Court of the State of New Mexico. County and Contractor each expressly and irrevocably waive any right otherwise provided by any applicable law to remove the matter to any other state or federal venue, consents to the jurisdiction of the First Judicial District Court of the State of New Mexico in any such legal proceeding, waives any objection it may have to the laying of the jurisdiction of any such legal proceeding. County and Contractor also agree that this term is a material inducement for each to enter this Agreement, and that both County and Contractor warrant and represent that each have had the opportunity to review this term with legal counsel.

**SECTION O. WAIVER OF JURY TRIAL:** In the event of any action or proceeding, (including without limitation, any claim, counterclaim, cross-claim or third party claim) arising out of or relating to this Agreement, or the transaction contemplated by this Agreement, County and Contractor KNOWINGLY, VOLUNTARILY, INTENTIONALLY, AND IRREVOCABLY WAIVE ANY RIGHT TO A JURY TRIAL, and agree that a court shall determine and adjudicate all issues of law and fact with a jury trial being expressly waived. County and Contractor also agree that this waiver of a jury trial was a material inducement for each to enter this Agreement, and that both County and Contractor warrant and represent that each have had the opportunity to review this jury waiver with legal counsel.

**SECTION P. INDEMNITY:** Contractor shall indemnify, defend, and hold harmless County, its Council members, employees, agents, and representatives, from and against all liability, claims,

demands, actions (legal or equitable), damages, losses, costs, or expenses, including attorney fees, of any kind or nature, to the extent that the liability, claims, demands, actions, damages, losses, costs, and expenses are caused by, or arise out of, the acts or omissions of the Contractor or Contractor's officers, employees, agents representatives, and subcontractors in the performance or breach of the Services under this Agreement.

**SECTION Q. FORCE MAJEURE:** Neither County nor Contractor shall be liable for any delay in the performance of this Agreement, nor for any other breach, nor for any loss or damage arising from uncontrollable forces such as fire, theft, storm, war, or any other force majeure that could not have been reasonably avoided by exercise of due diligence; provided, however, that the Party failing to perform shall (i) as soon as possible, inform the other Party of the occurrence of the circumstances preventing or delaying the performance of its obligations, and describe at a reasonable level of detail the circumstances causing such delay, and (ii) exert reasonable efforts to eliminate, cure, or overcome any of such causes and to resume performance of its Services with all possible speed. In such event, the non-performing Party may be excused from any further performance or observance of the obligation(s) so affected for as long as such circumstances prevail and such Party continues to use its best efforts to recommence performance or observance whenever and to whatever extent possible without delay.

**SECTION R. NON-ASSIGNMENT:** Contractor shall not assign this Agreement or any privileges or obligations herein and shall not novate this Agreement to another without the prior written consent of the **County Manager**.

**SECTION S. LICENSES:** Contractor shall maintain all required licenses including, without limitation, all necessary professional and business licenses, throughout the term of this Agreement. Contractor shall require and shall assure that all of Contractor's employees and subcontractors maintain all required licenses including, without limitation, all necessary professional and business licenses.

**SECTION T. PROHIBITED INTERESTS:** Contractor agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further agrees that it shall not employ any person having such an interest to perform services under this Agreement. No County Council member or other elected official of County, or manager or employee of County shall solicit, demand, accept, or agree to accept, a gratuity or offer of employment contrary to Section 31-282 of the Los Alamos County Code.

**SECTION U. TERMINATION:**

1. **Generally.** The **[County Manager/County Utilities Manager]** may terminate this Agreement with or without cause upon ten (10) days prior written notice to Contractor. Upon such termination, Contractor shall be paid for Services actually completed to the satisfaction of County at the rate set out in Section C. Contractor shall render a final report of the Services performed to the date of termination, and shall turn over to County originals of all materials prepared pursuant to this Agreement.

2. **Funding.** This Agreement shall terminate without further action by County on the first day of any County fiscal year for which funds to pay compensation hereunder are not appropriated by County Council. County shall make reasonable efforts to give Contractor at least ninety (90) days advance notice that funds have not been and are not expected to be appropriated for that purpose.

**SECTION V. NOTICE:** Unless otherwise provided in this Agreement, any notices required under this Agreement shall be made in writing. Notices shall be sent via 1) hand-delivery; 2) registered or certified mail; 3) a nationally recognized overnight courier service; or 4) electronic mail (with copy by mail or courier). All notices shall be sent to each party at the addresses set out in this section or any address later provided by such party in writing, with postage prepaid by the sender, and shall be deemed delivered upon hand delivery, verified proof of delivery by courier, or three (3) days after deposit in the United States Mail.

County:	Contractor:
Project Manager	Title
Incorporated County of Los Alamos	Company
Address	Address
Los Alamos, New Mexico 87544	

E-mail:

With a copy to:

County Attorney's Office  
1000 Central Avenue, Suite 340  
Los Alamos, New Mexico 87544

E-mail:

**SECTION W. INVALIDITY OF PRIOR AGREEMENTS:** This Agreement supersedes all prior contracts or agreements, either oral or written, that may exist between the parties with reference to the services described herein, and expresses the entire agreement and understanding between the parties with reference to said services. It cannot be modified or changed by any oral promise made by any person, officer, or employee, nor shall any written modification of it be binding on County until approved in writing by both authorized representatives of County and Contractor. In the event of any conflict between the terms, conditions, and provisions of this Agreement, and the terms, conditions and provisions of any exhibits or attachments, the terms, conditions and provisions of this Agreement shall control and take precedence.

**SECTION X. NO IMPLIED WAIVERS:** The failure of County to enforce any provision of this Agreement is not a waiver by County of the provisions, or of the right thereafter, to enforce any provision(s).

**SECTION Y. SEVERABILITY:** If any provision of this Agreement is held to be unenforceable for any reason: (i) such provision shall be reformed only to the extent necessary to make the intent of the language and purpose of the Agreement enforceable; and (ii) all other provisions of this Agreement shall remain in effect so long as the substantive purpose of the Agreement is possible.

**SECTION Z. CAMPAIGN CONTRIBUTION DISCLOSURE FORM:** A Campaign Contribution Disclosure Form is attached as Exhibit X. Contractor must submit this form with this Agreement, if applicable.

OR

**SECTION Z. CAMPAIGN CONTRIBUTION DISCLOSURE FORM:** A Campaign Contribution Disclosure Form was submitted as part of the Contractor's Response and is incorporated herein by reference for all purposes.

**SECTION AA. LEGAL RECOGNITION OF ELECTRONIC SIGNATURES:** Pursuant to NMSA 1978 § 14-16-7, this Agreement may be signed by electronic signature.

**SECTION AB. DUPLICATE ORIGINAL DOCUMENTS:** This document may be executed in two (2) counterparts, each of which shall be deemed an original.

**SECTION AC. NEGOTIATED TERMS:** This Agreement reflects negotiated terms between the parties, and each party has participated in the preparation of this Agreement with the opportunity to be represented by counsel, such that neither party shall be considered to be the drafter of this Agreement or any of its provisions for the purpose of any statute, case law, or rule of interpretation or construction that would or might cause any provision to be construed against the drafter of this Agreement.

**SECTION AD. CONFIDENTIAL INFORMATION:** [REMOVE IF NOT APPLICABLE] Any confidential information of one party that is provided to the other party during the term of this Agreement shall be kept confidential and shall not be made available to any individual or organization in accordance with the Confidential Information Disclosure Statement in Exhibit X. The Confidential Information Disclosure Statement shall be completed by Contractor as a condition precedent and submitted as part of this Agreement. Its terms shall govern as if fully set forth herein.

ATTEST

INCORPORATED COUNTY OF LOS ALAMOS

\_\_\_\_\_  
NAOMI D. MAESTAS

COUNTY CLERK

BY: \_\_\_\_\_

ANNE W. LAURENT      DATE

COUNTY MANAGER

Approved as to form:

\_\_\_\_\_, A \_\_\_\_\_ CORPORATION

\_\_\_\_\_  
J. ALVIN LEAPHART

COUNTY ATTORNEY

BY: \_\_\_\_\_

DATE

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

TITLE:

**Exhibit "A-2"**

**Construction Contract Book**

**RFP Number: 24-44**

**RFP Name: Los Alamos Ice Rink Refrigeration System Replacement and  
Mechanical Room Upgrades**

**Note: Where in conflict with the RFP the RFP controls.**

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1.0	Requirements for Offerors	28
1.1	PROPOSAL SECURITY (BID BOND)	28
1.1.1	Liquidated Damages for Failure to Enter into Contract	28
1.1.2	Conditions of Work	28
1.1.3	Addenda and Requests for Interpretation	28
1.1.4	Power of Attorney	29
1.1.5	Obligation of Offeror	29
1.1.6	Safety Standards and Accident Prevention	29
1.1.7	Substitutes or Brand Name or Equal	30
1.1.8	Proposals to Remain Subject to Acceptance	30
1.1.9	Withdrawal of Proposals	30
1.1.10	Acceptance or Rejection of Proposals	30
1.1.11	Award	30
1.1.12	Registration of Contractors and Subcontractors	30
1.1.13	Procurement Preferences	31
2.0	Summary of work	32
2.1	Project Description	32
2.2	Project Scope of Work	<b>Error! Bookmark not defined.</b>
2.3	Deliverables	<b>Error! Bookmark not defined.</b>
2.4	Design Phase Deliverables	<b>Error! Bookmark not defined.</b>
2.4.1	Architect / Engineer Design Phase Deliverables	<b>Error! Bookmark not defined.</b>
2.4.2	Contractor Design Phase Deliverables	<b>Error! Bookmark not defined.</b>
2.4.3	Construction Phase Deliverables	<b>Error! Bookmark not defined.</b>
2.5.0	NOTICES TO CONTRACTORS	33
2.5.1	Applicable Law	33
2.5.2	Gross Receipts Tax	33
2.5.3	Minimum Wage Rates	33
2.5.4	Work Conditions	33
2.5.5	Public Information	33
2.5.6	Performance and Labor and Material Bonds Requirements	34
2.5.7	LEAD of DESIGN-BUILD CONTRACT	<b>Error! Bookmark not defined.</b>
3.0	Proposal Forms	<b>Error! Bookmark not defined.</b>
3.1.1	Cost Proposal Form	<b>Error! Bookmark not defined.</b>
3.1.3	List of Subcontractors	34
3.1.4	Proposal Bond (Bid Bond)	35
3.1.5	Campaign Contribution Form	<b>Error! Bookmark not defined.</b>
3.1.6	Certification - Debarment, Suspension, and other Responsibility Matters	<b>Error! Bookmark not defined.</b>



3.1.7	Permanent Main Office Address of Company	<b>Error! Bookmark not defined.</b>
3.1.8	Authorization for Verification of Information	<b>Error! Bookmark not defined.</b>
3.1.9	Certificate of Contractors Registration	38
4.0	Award Forms	39
4.1	Award Forms	39
4.1.1	Notice of Award	39
4.1.2	Receipt of Notice of Award	41
4.1.3	Performance Bond	42
4.1.4	Payment (Labor and Materials) Bond	43
4.1.5	Insurance Requirement	46
4.1.6	SAMPLE <small>(OBJ)</small>	49
5.0	Construction phase	58
5.1.1	Contractor Personnel Information	58
5.1.2	Notice to Proceed	58
5.1.3	Acceptance of Notice to Proceed	59
5.1.4	Application and Certification for Payment Part 1	61
5.2	Conditions of the Contract - General Conditions	74
5.2.1	Definitions	74
5.2.2	Additional Instructions	77
5.2.3	Schedules, Reports and Records	80
5.2.4	Shop Drawings and Submittals	82
5.2.5	Start of Various Types of Work and Management Planning	82
5.2.6	Materials, Services and Facilities	84
5.2.7	Substitutes or "Brand Name" or Equal	85
5.2.8	Inspection and Testing	86
5.2.9	Correction of Work	87
5.2.10	Patents	88
5.2.11	Surveys, Permits, and Regulations	89
5.2.12	Subsurface and Physical Conditions	90
5.2.13	Protection of Work, Property and Persons	92
5.2.14	Changes in the Work	93
5.2.15	Suspension, Delay or Termination of Work	96
5.2.16	Subcontracting	97
5.2.17	Duties of the Contractor	98
5.2.18	Job Site Administration	98
5.2.19	Engineer's Authority	102
5.2.20	Duties, Responsibilities and Limitations	103

5.2.21	Engineer's Review of Work, Rejection of Work, Inspections, and Tests	104
5.2.22	Limitations of Authority	104
5.2.23	Land and Right-of-Way	104
5.2.24	Warranty/Guaranty	104
5.2.25	Miscellaneous	105
5.2.26	Dispute Resolution, Applicable Law, and Venue	106
5.2.27	Examination of Records Provisions	106
5.2.28	American with Disabilities Act Compliance	106
5.2.29	Proposals are Public Records	106
5.2.30	Wage Rate Determination	107
6.0	Exhibits	109
6.1	Wage Rates	<b>Error! Bookmark not defined.</b>
6.2	License Agreement for Staging Area	111

## 1.0 Requirements for Offerors

Proposals must be made with the understanding and in accordance with these conditions for offerors:

### 1.1 PROPOSAL SECURITY (BID BOND)

Pursuant to Section 31-172 of County's Procurement Code, Proposal Security (Proposal/Bid Bond) in the amount of five percent (5%) of the proposal for the costs associated with the construction of the project **must accompany the proposal**. Proposal security shall be a bond provided by a surety company authorized to do business in the state, or the equivalent in cash, or otherwise supplied in a form satisfactory to the County. **Noncompliance with this requirement requires that the proposal be rejected**. Proposal Security will be returned promptly after the County and the accepted Offeror have executed the contract, or if no award has been made within sixty (60) days after the date of the opening of proposals, upon demand of the Offeror at any time thereafter, so long as Offeror has not been notified of the acceptance of Offeror's proposal. In submitting their Proposal Security, it is not mandatory that Offerors use the Proposal Bond form provided in the packet. The County strongly encourages all Offerors to use this form, but if the Offeror elects not to use it, the Proposal Bond must be submitted on a form acceptable in the construction industry and approved by the County Project Manager in advance of the proposal due date.

#### 1.1.1 Liquidated Damages for Failure to Enter into Contract

The successful Offeror, upon failure or refusal to execute and deliver the Contract and required Bonds within ten (10) calendar days after Offeror has received the Notice of Award, shall forfeit the Bidder's Bond to the County, as liquidated damages for such failure or refusal, the proposal bond deposited with Offeror's bid.

#### 1.1.2 Conditions of Work

Each Offeror must inform itself fully of the conditions relating to the construction of the Project and the employment of labor thereon. Failure to do so will not relieve a successful Offeror of its obligation to furnish all material and labor necessary to carry out the provisions of the Contract. The Work in this Contract will be carried out during the hours of 7:00 a.m. to 9:00 p.m., Monday through Sunday unless otherwise scheduled with and approved by the County. Noise Ordinance Waivers are required for work occurring between the hours 9:00 p.m. and 7:00 a.m.

#### 1.1.3 Addenda and Requests for Interpretation

No interpretation of the meaning of the plans, specifications or other solicitation documents will be made to any Offeror orally and offerors understand that no oral interpretation once made may be relied upon. Every request for such interpretation shall be in writing addressed to the Project Manager. Requests for interpretation must be received at least six (6) calendar prior by 5:00 p.m. to the date fixed for the opening of proposals. Failure of any Offeror to acknowledge all addenda on the Addendum Acknowledgement Form shall not relieve such Offeror from any obligation under its proposal as submitted and may render the Offeror non-responsive. Each Offeror shall

ascertain prior to submitting a proposal that the Offeror has received all Addenda issued, and the Offeror shall specifically acknowledge their receipt in the proposal. All addenda so issued shall become part of the Contract documents.

Addenda will be e-mailed to all who are known by the County to have requested RFP Documents.

No Addenda will be issued later than four (4) calendar days prior to the date for receipt of proposals except an Addendum withdrawing the request for proposals or one which includes postponement of the date for receipt of proposals.

#### 1.1.4 Power of Attorney

Attorneys-in-Fact who sign any required bonds must file with each bond a certified properly executed and dated copy of their power of attorney.

#### 1.1.5 Obligation of Offeror

Complete sets of Solicitation Documents must be used in preparing Proposals; neither the County nor Engineer as defined in this Attachment 1, Definitions, Section 5.2.1, assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Solicitation Documents.

The Submission of a proposal will constitute an incontrovertible representation by Offeror that Offeror has complied with every requirement of the RFP, which without exception the proposal is premised upon performing and furnishing the Work required by the Solicitation Documents. The Offeror will be required to establish to the satisfaction of the County the qualifications and capability of the persons proposed to furnish and perform the Work described in the Solicitation documents. Offeror, by signing the proposal also acknowledges that the Contract Time is reasonable for the weather and climactic conditions.

Prior to the award of the Contract, the County will notify the Offeror in writing if the County after due investigation has reasonable objection to a proposed person or entity, the Offeror may, at the Offeror's option, (1) withdraw the proposal, or (2) submit a substitute person or entity acceptable to the County with an adjustment in the Base Proposal Cost or Deductive Alternate to cover the difference in cost, if any, occasioned by such substitution. The County may accept the adjusted proposal price. In the case that the adjusted price makes them no longer the selected Offeror, County reserves the right to award the contract to another Offeror as determined by County to be the most advantageous to the County, taking into consideration the evaluations factors set forth in the Solicitation Documents. In the event of withdrawal as described in this subsection, proposal bond will not be forfeited. Persons, including but not limited to, the Project Manager, Superintendent, and any Subcontractors proposed by the Selected Offeror and to whom the County has made no reasonable objection must be used by the Selected Offeror to perform the Work for which they were proposed and shall not be changed except with the prior written consent of the County.

#### 1.1.6 Safety Standards and Accident Prevention

With respect to all Work performed under this contract, the Selected Offeror shall:

Comply with the standard provisions of the most current versions of all applicable laws, rules and regulations that apply to the Work contracted for.

Provide a Safety Management Plan to the County within 10 days of award for review and approval by the Project Manager (see Section 5.2.1).

#### 1.1.7 Substitutes or Brand Name or Equal

Substitutes or Brand Name or Equal may be determined that a “brand name or equal” is in the County’s best interests, and in many cases is the “Basis of Design” for an item or system.

The Selected Offeror may provide a substitution of an item or items

The Selected Offeror shall provide proof in the respective submittal that the proposed substitute item is equal to or exceeds the basis of design.

The procedure for submission of any such application by the Selected Offeror and consideration by County is set forth in Section 5.2.7. The County reserves the right to accept or reject the substitution at its sole discretion.

All re-design and evaluation costs that may be incurred shall be paid by the Selected Offeror.

#### 1.1.8 Proposals to Remain Subject to Acceptance

All proposals will remain subject to acceptance for one hundred eight (180) calendar days after the day of the RFP Closing Date. The County may, at its sole discretion, release any proposal and return that proposal bond prior to that date. County may request an extension, agreeable to both the Offeror and County.

#### 1.1.9 Withdrawal of Proposals

Offeror may withdraw its proposal by written notice and received by Purchasing Agent prior to RFP Closing Date opening.

After the RFP Closing Date, no changes in proposal prices or other provisions of proposal shall be permitted.

#### 1.1.10 Acceptance or Rejection of Proposals

The County reserves the right to accept any proposal, reject any or all proposals without cause, to waive any or all technicalities in any proposal in the interest of the County and the right to reject all non-responsive proposals.

#### 1.1.11 Award

Proposals shall be evaluated based on the Proposal Evaluation Criteria set forth in the RFP, and the Contract shall be awarded to the responsible Offeror whose proposal has been determined by County to be the most advantageous to the County, taking into consideration the evaluations factors set forth in the Solicitation Documents accordance with Chapter 31-102(1)(i) of the Los Alamos Code of Ordinances.

#### 1.1.12 Registration of Contractors and Subcontractors

Any Offeror that submits a proposal valued at more than the dollar amount required by the New Mexico Public Works Minimum Wage Act [13-4-10 through 13-4-17 NMSA 1978] and the New Mexico Subcontractors Fair Practice Act [13-4-31 to 13-4-35, 13-4-36 to 13-4-2] for a public works project shall be registered with the labor and industrial division of the New Mexico Department of Workforce solutions. County will not accept proposals for a public works project subject to the New Mexico Public Works Minimum Wage Act from an Offeror that does not provide proof of required registration for itself and its subcontractors.

#### 1.1.13 Procurement Preferences

The Chief Purchasing Officer has determined a preference is applicable to this offer. A bidder or offeror must submit a written request for preference, with a copy of the state-issued preference certificate, with its proposal to qualify for this preference. Ref. County Code Section. 31-261(b) and Section 13-1-21 NMSA 1978 et al.

## **2.0 SUMMARY OF WORK**

### 2.1 Project Description

**As described in RFP document**

## 2.5.0 NOTICES TO CONTRACTORS

Work shall be performed in accordance with applicable federal, state and local laws and regulations.

### 2.5.1 Applicable Law

Work shall be performed in accordance with applicable federal, state and local laws and regulations.

### 2.5.2 Gross Receipts Tax

All proposals submitted are to exclude the applicable gross receipts taxes. County will pay the applicable taxes to the Selected Offeror including any increase in the applicable taxes becoming effective after the execution date of the contract. The applicable gross receipts taxes will be shown as a separate amount on each payment application made under the contract. The Selected Offeror is responsible for payment to the State of New Mexico for all gross receipt's taxes collected.

### 2.5.3 Minimum Wage Rates

Pursuant to the New Mexico Public Works Minimum Wage Act, Section 13-4-10 through 13-4-17 NMSA 1978 (comp.) all certified payrolls submitted must contain required information as stated on the pertinent information sheet of the Wage Rate Decision issued on said project.

The Selected Offeror, its Sub-contractor(s) and all tiers shall provide the Statement of Intent to Pay Prevailing Wages form to County's Project Manager.

### 2.5.4 Work Conditions

The Work will be performed in and adjacent to Los Alamos County for the contract duration specified in the Contract. The Selected Offeror shall be aware of the conditions that may normally exist within the Project area during performance of the Work. Those conditions may include but are not limited to:

Extended freezing temperatures,

Intense rainfall events,

Snowfall and snow accumulation,

Limited direct sunlight.

Delays due to normal weather conditions are not eligible for time extensions and/or additional compensation. Contractor is required to protect their work and the project from normal weather events. Unusual weather-related time extensions may, but not guaranteed, to be awarded by the County pursuant to an approved change order at the County's sole discretion.

The Contractor shall comply with State Public Health Orders. Delays due to Public Health Orders shall be address per Attachment 1, Section 5.2.15.

### 2.5.5 Public Information

The Selected Offeror is required to be an active participant in the execution of the Public Information and Involvement Plan (PIIP) to be developed by the County. County retains edit and approval rights to any documents being released to the public and requires two (2) working days advance notice to allow for said edit/approval. Selected Offeror will



perform/assist the County in successfully implementing PIIP activities that may include, but not be limited to:

Weekly updates by Wednesday noon of traffic control expected on this project for the following week;

Placement of door hangers 48 hours prior to any Utilities service disconnections (gas, water, and electric);

Five (5) working days advance notification to the County Project Manager regarding impacts to school or transit bus stops and safe routes to schools;

Inform businesses and residents 48 hours prior to direct impacts during construction.

County policy is to advertise in the local newspaper in advance of posting traffic control signs or barricades. The Selected Offeror will submit information concerning posting of traffic control signs and barricades at least five (5) working days in advance to the County.

The County Project Manager shall determine the need, size, and location for a Project sign(s) that may include the following:

Project name

Contractor business name and contact information

Budget

Project start and end months

County Project Manager contact information

A rendering of the improvement(s) if available.

#### 2.5.6 Performance and Labor and Material Bonds Requirements

Performance Bond and Labor-Materials Bond shall be executed after receipt of Notice of Award

to the successful Offeror in an amount equal to one hundred percent (100%) of the total amount

payable by the terms of the contract. Bonds must be prepared and executed on the Performance

Bond and Labor-Materials Bond forms attached hereto or on such other forms as may be

approved in writing by the County. Surety shall be by a company licensed to do business in the

State of New Mexico and acceptable to the County.

#### 3.1.3 List of Subcontractors

All Offerors shall comply with the Subcontractor's Fair Practices Act of New Mexico.

Pursuant to New Mexico Statute Section 13-4-34, based on the Architect/Engineer estimate, list all subcontractors including second and third tiers performing Work in excess of FIVE THOUSAND DOLLARS (\$5,000.00) or one-half of one percent of the Architect/Engineer estimate of the total project cost.

No modifications to the list of subcontractors can be made at any time during the performance of the Work without the prior written approval of the County.

Contractor & Contact Name:	License # Classification:	E-mail:	Phone:  Fax:	Address:	Work to be Performed:

3.1.4 Proposal Bond (Bid Bond)



## LOS ALAMOS

As Principal, hereinafter called the Principal or Contractor, and \_\_\_\_\_, a corporation duly organized and existing under and by virtue of the laws of the State of \_\_\_\_\_ and authorized to do business in the State of New Mexico, as Surety hereinafter called the Surety, are held and firmly bound unto the County of Los Alamos, New Mexico, as Obligee, hereinafter called the County, in the sum of five percent of the Construction of the Proposal, \_\_\_\_\_ dollars - \$ \_\_\_\_\_

for the payment of which sum Principal and Surety bind themselves, their heirs, executors, and administrators, successors, and assigns, jointly and severally. The conditions of this Bond are such that whereas the Principal has submitted the accompanying Proposal for:

Incorporated County of Los Alamos

RFP Number: 24-44

which Proposal is by reference made a part hereof and is hereinafter referred to as the Proposal and, if the County shall award the Contract to the Principal, then the Principal shall enter into a Contract with the County in accordance with the terms of such a Proposal, and give such bond or bonds as may be specified in the bidding or solicitation documents with good and sufficient surety for the faithful performance of such Work and for the prompt payment of labor and material furnished in the prosecution thereof, and shall in all other respects perform the agreement created by the award of said Contract. In the event of the failure of the Principal to enter into such contract and give such bond and bonds, the Principal shall pay the County the difference between the amount specified in said Proposal and such larger amount which the County may in good faith

**Proposal Bond continued**

contract with another party to perform the Work covered by said Proposal, then this obligation shall be null and void. Otherwise this obligation shall remain in full force and effect. The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its Bond shall be in no way impaired or affected by any extension of the time within which the County may accept such Proposal; and said Surety does hereby waive notice of any such extension.

SIGNED AND ATTEST this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PRINCIPAL:

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

SURETY:

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Sample  
***Certificate of Contractor Registration***



This is to certify that

**XYZ Company, Inc.**

**1234 Main Street**

ALBUQUERQUE, NM, 87109-5564

has registered with the Department of Workforce Solutions

**Registration Date:** 01/01/2017

**Registration Number:** 123456789

**This certificate does not show the current status of the company.  
To see the current status for this company please go to the Public Works  
and Apprenticeship Application (PWAA) at  
<https://www.dws.state.nm.us/pwaa>**

New Mexico Department of Workforce Solutions, Labor Relations Division, Public Works, 121 Tijeras Ave NE, Suite 3000, Albuquerque, NM 87102, (505) 841-4400

## 4.0 AWARD FORMS

### 4.1 Award Forms

#### 4.1.1 Notice of Award



LOS ALAMOS

### NOTICE OF AWARD AND IDENTIFICATION OF COUNTY'S DESIGNEE

To: \_\_\_\_\_

Address: \_\_\_\_\_

Project Description:

Incorporated County of Los Alamos

RFP Number: 24-44

#### **Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades**

The County has considered the Proposal submitted by you for the above described Project in response to its Request for Proposals dated \_\_\_\_\_.

You are hereby notified that your Proposal has determined in writing by the Evaluation Committee to be the most advantageous to the County, taking into consideration the evaluation criteria set forth in the solicitation, subject to your execution of the Agreement and furnishing the required Contractor's Performance Bond, Labor and Materials Payment Bond and required Certificates of Insurance, within ten (10) calendar days from the date of receipt of this Notice of Award.

You are hereby notified that the schedule required per Section 5.2.3 Schedules, Reports, and Records below, will be required to be submitted and accepted by County prior to Notice to Proceed being issued.

The following documents are provided with the Notice of Award: Two (2) copies of the Agreement, Performance Bond and Labor and Materials Payment Bond.

**Notice of Award continued**

If you fail to sign and return to County's Designee said Agreement, and to furnish said Bonds within ten (10) days from the receipt of this notice, the County will be entitled to consider all your rights arising out of the County's acceptance of your Proposal as abandoned and as a forfeiture of your Proposal Bond. The County will be entitled to such other rights as may be granted by law.

**County's Designee:**

The Incorporated County of Los Alamos (County) designates \_\_\_\_\_ as the County's Designee in connection with the performance of the work contemplated in the Contract, dated \_\_\_\_\_, between the County and \_\_\_\_\_ (Contractor).

Dated this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_.

**Incorporated County of Los Alamos**

\_\_\_\_\_  
Anne W. Laurent  
County Manager

4.1.2 Receipt of Notice of Award



LOS ALAMOS

Receipt of the above Notice of Award is hereby acknowledged by:

\_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ year  
\_\_\_\_\_2X for the following Project:

Incorporated County of Los Alamos

RFP Number: 24-44

**Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades**

CONTRACTOR:

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



4.1.3 Performance Bond



LOS ALAMOS

Bond No. \_\_\_\_\_

We as Principal, hereinafter referred to as Contractor, and \_\_\_\_\_ a corporation organized and existing under and by the virtue of the laws of the State of \_\_\_\_\_ and authorized to do business in the State of New Mexico, hereinafter called Surety, are held and firmly bound unto the Incorporated County of Los Alamos, hereinafter referred to as County, in the penal sum of one hundred percent (100%) of the Contract Price of \_\_\_\_\_ dollars (\$\_\_\_\_\_), as may be adjusted by Change Order, inclusive of applicable gross receipts taxes in lawful money of the United States of America, for the payment of which sum Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

THE CONDITIONS OF THIS BOND are such that, whereas, Contractor has been awarded and has agreed to enter into a certain Contract with the Incorporated County of Los Alamos, to which this Performance Bond will be attached and incorporated therein, for performance of Work or services on Project specifically described in the Contract document for:

Incorporated County of Los Alamos

RFP Number: 24-44

**Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades**

and if Contractor shall perform and complete all of the undertakings, covenants, terms, and obligations of said Contract during the original term thereof, and any extensions which may be granted by the County with or without notice to the Surety, and if Contract shall satisfy all claims and demands incurred under such Contract, and shall fully indemnify and save harmless the County from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the County all outlay and expenses which the County may incur in making good any default, then upon successful completion of said requirements, this obligation shall become void; otherwise it shall be and remain in full force and effect.

**Performance Bond Continued**

Any suit under this bond must be instituted before the expiration of two (2) years from the date on which final payment under the Contract falls due, except that, with respect to express guarantees of a longer term, a suit thereon must be initiated within six (6) months following the expiration of said express guarantees, if any.

The Surety acknowledges that said Contract may contain express guarantees and agrees that said guarantees, if any, are covered by the Surety’s obligation hereunder.

Right of action with respect to any express guarantees in said Contract shall accrue following completion and formal acceptance of the work under said contract.

The right to sue on this bond accrues only to the County and the parties to whom New Mexico Statutes Annotated, 1978 Comp. 13-4-18 through 13-4-20, as amended, grant such right; and such right shall be exercised only in accordance with the provisions and limitation of said statutes.

PROVIDED, FURTHER, that Surety, for value received hereby stipulates and agrees that no change, extensions of time, alteration or addition to the terms of Contract, the Agreement, or the Work to be performed thereunder, or the Contract Documents accompanying the same, shall in any way affect its obligation on this bond, and it does hereby unmistakably waive notice of any such change, extension of time, alternation or addition to the terms of the Contract.

PROVIDED, FURTHER, that no final settlement between the County and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument may be executed in two counterparts, each one of which shall be deemed as an original, this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

The undersigned state that they have the authority to enter into said Contract.

**CONTRACTOR AS PRINCIPAL:**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**SURETY:**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

4.1.4 Payment (Labor and Materials) Bond



# LOS ALAMOS

Payment (Labor and Materials) Bond for the Protection of all Persons Supplying Labor and Material to the Contractor or its Sub-contractors.

Bond No. \_\_\_\_\_

We \_\_\_\_\_ as Principal, hereinafter called the Contractor, and \_\_\_\_\_, a Corporation organized and existing under and by virtue of the laws of the State of \_\_\_\_\_, and authorized to do business in the State of New Mexico, hereinafter called the Surety, are held and firmly bound unto the Incorporated County of Los Alamos, as Obligee, hereinafter the County, in the amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), in the penal sum of one hundred percent (100%) of the Contract Price of \_\_\_\_\_ dollars (\$ \_\_\_\_\_), as may be adjusted by Change Order, inclusive of applicable gross receipts taxes in lawful money of the United States of America, for the payment of which sum Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

Payment (Labor and Materials) Bond is for the Protection of all Persons Supplying Labor and Material to the Contractor or its Sub-contractors

WHEREAS, Contractor has agreed to enter into the Contract described as follows:

Incorporated County of Los Alamos

RFP Number: 24-44

### **Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades**

Which contract is by reference made part hereof and is hereinafter referred to as the Contract.

NOW, THEREFORE, the condition of this obligation is such that, if the Contractor shall pay as they become due, all just claims for labor performed and materials and supplies furnished upon or for the Work under said contract, whether said labor be performed and materials and supplies be furnished under the original contract or any contract thereunder, upon successful completion of said requirements, then this obligation shall become null and void; otherwise, it shall remain in full force and effect, subject, however to the following conditions:

The right to sue on this bond accrues only to the Contracting Agency and the parties to whom Section 31-173 Los Alamos County Code of Ordinances grant such right; and any such right shall be exercised only in accordance with the provisions and limitations of said ordinance.

PROVIDED, FURTHER, that the Surety, for value received hereby stipulates and agrees that no change, extensions of time, alteration, or addition to the terms of the Contract, or to the

Work to be performed thereunder, shall in any way affect its obligation on this bond, and it does hereby unmistakably waive notice of any such change, extension of time, alteration or addition to the terms of the Contract.

PROVIDED, FURTHER, the County shall not be liable for payment of any costs or expenses of any Claimant under this Bond and shall have no obligations to make payments to give notices on behalf of or otherwise have obligations to Claimants. The Surety hereby unmistakably waives notice of any change, including changes of time, to the Contractor or to related subcontracts, purchase orders and other obligations.

SIGNED AND SEALED ON this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_.

CONTRACTOR AS PRINCIPAL:

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

SURETY'S AUTHORIZED NEW MEXICO AGENT:

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

This bond is issued simultaneously with Performance Bond in favor of County for the faithful performance of the contract.

#### 4.1.5 Insurance Requirement

Contractor shall purchase and maintain such liability and other insurance, including completed operations insurance, for the Work being performed and furnished, and will provide protection to County from claims set forth which may arise out of or result from Contractor's performance and furnishing of the Work being performed and furnished and will provide protection to County from claims set forth which may arise out of or result from Contractor's performance and furnishing of the Work and Contractor's other obligations under the Solicitation Documents, whether it is to be performed or furnished by Contractor, any Subcontractor or Supplier or by anyone directly or indirectly employed by any of said parties listed herein to perform or furnish any of the Work, or by anyone for whose acts any of said parties listed herein may be liable. Insurance requirements are as follows:

##### Comprehensive and General Liability Insurance

\$1,000,000 per occurrence and a combined single limit of at least Two Million Dollars (\$2,000,000) aggregate Bodily Injury and Property

##### Motor Vehicle Insurance

Same limits as Comprehensive General Liability Insurance whether for:

Owned or leased motor vehicles; or non-owned or hired vehicles

##### Worker's Compensation Insurance

The Contractor shall also be required to provide proof of full compliance with New Mexico State Worker's Compensation Laws

PROPERTY INSURANCE, required on all Work except sewer and water drainage pipelines, reinforced concrete canals, work completely underground, and similar work (however Contractor is not relieved of responsibility therefore,) as follows:

ALL RISKS BUILDERS RISK INSURANCE which shall cover Fire, Extended Coverage, Vandalism and Malicious Mischief, and shall be carried on a completed value or reporting form, for not less than 100% of the value of the Work, including foundations. The Builder's Risk policy will include the Incorporated County of Los Alamos as the named insured and beneficiary of any relevant Builder's Risk claim proceeds. If the insurance is written subject to a deductible clause, Contractor assumes sole responsibility for the total amount of the deductible.

**(NOTE: "ALL RISKS" Builder's Risk Insurance may be acceptable in lieu of Builder's Risk and Installation Floater Insurance and must meet the requirements of the Property Insurance above).**

The Builder's Risk and Installation Floater Policies required above shall include the Incorporated County of Los Alamos, and shall cover the interests of all sub-contractors without specifically naming them. If the insurance is written subject to a deductible clause, Contractor assumes sole responsibility for the total amount of the deductible. In addition, the Contractor shall be required to furnish to the Risk Manager of the Incorporated County of Los Alamos all copies of investigative reports with regard to any and all claims with the Contractor and his insurance and his carriers relative to this Work and Contract, with the exception of claims filed towards its Workers' Compensation Insurance. Such reports shall include dates, location and description of loss as well as amounts of settlements or judgments in order that annual aggregate limits

maybe monitored by the Incorporated County of Los Alamos for the Contactor's compliance with these specifications.

The Contractor, following signing the Contract and prior to the Notice to Proceed, shall provide proof of insurance coverage, which is subject to County's review and approval, and which is deemed satisfactory by the County, in the County's sole discretion, and copies of same to the County, which shall remain in effect at least until final payment and at all times thereafter when Contractor may be correcting, removing or replacing defective Work.

#### Insurance Terms and Conditions

The following statement shall be included on each certificate of insurance required herein: "The Incorporated County of Los Alamos is named as additional insured on all policies listed herein, including but not limited to, General Liability, Automobile Liability, and, for

Incorporated County of Los Alamos

RFP Number: 24-44

#### **Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades**

The insurance policy shall provide a requirement that the County's Project Manager will be notified as soon as possible in the event of cancellation.

#### Renewal of Insurance

Evidence of renewal of insurance policies shall be provided to the County's Project Manager no less than forty-five (45) days prior to expiration date.

#### Subcontractors

Contractor shall ensure all its subcontractors always meet and maintain all insurance requirements.

#### Receipt and Application of Insurance Proceeds

Any insured loss under the policies of insurance required of Contractor will be adjusted with County and made payable to County as fiduciary for the insured's, as their interests may appear, subject to the requirements of any applicable loan clause. County shall deposit into a separate account any money so received and shall distribute it in accordance with such agreement as the parties in interest may reach. If no such agreement is reached, the damaged Work shall be repaired or replaced the monies so received, applied on account thereof, and the Work and the cost thereof covered by an appropriate Change Order or Written Agreement.

County, as fiduciary, shall have power to adjust and settle any loss with insurers, unless one of the parties in interest shall object in writing to County's exercise of this power within fifteen days after the occurrence of loss. If such objection is made, County, as fiduciary, shall make agreement as the parties in interest may reach. If no such

agreement among the parties in interest is reached, County, as fiduciary, shall adjust and settle the loss with the insurers and, if required in writing, by any party of interest. County as fiduciary shall give bond for the proper performance of such duties.



Incorporated County of Los Alamos

RFP Number: 24-44

**Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades**

THIS CONTRACT, made and entered into by and between the Incorporated County of Los Alamos, New Mexico, hereinafter called the County and \_\_\_\_\_, a \_\_\_\_\_ (State and entity status), hereinafter called the CONTRACTOR, is executed on the date set forth opposite the signature of the authorized representatives of the parties.

WHEREAS, the Contractor was awarded the Contract for the Incorporated County of Los Alamos: Request for Proposals 24-44, **Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades** and said award was approved by the County on \_\_\_\_\_, which date shall be deemed to be the effective date of this Contract.

**THE PARTIES AGREE TO THE FOLLOWING:**

**ARTICLE 1 – SUBJECT MATTER**

The Contractor shall perform the Work, and shall furnish all the materials, equipment, tools, labor and all supplies, appliances, and appurtenances necessary to the full completion of the Work on the Project, and in accordance with the language of the Contract and the Solicitation Documents. The term “Contract” includes all the terms, conditions and obligations. The Work shall be performed in accordance with the Contract, which shall be interpreted to give full effect to all the terms and conditions herein. In the event of a conflict in the terms and provisions of the Construction Contract, the terms and provisions of the Contract shall control in the following order:

Change Orders

Addenda

Contract

Notice to Contractors

Special Conditions



General Conditions

Technical Specifications

Drawings

## **ARTICLE 2 – CONTRACT TIME**

Construction shall start on or after the date specified on the Notice to Proceed. The Work shall be substantially completed by \_\_\_\_\_, 202x. The Project shall be completed by \_\_\_\_\_, 202X. The calendar day period between the substantial completion and final completion dates is for the sole purpose of completing all punch list items.

The Contractor shall proceed with the Work at such rate of progress to ensure full completion of the Work by the Final Completion date. It is expressly understood and agreed, by and between the Contractor and the County, that the Contract Time for the completion of Work described herein is a reasonable time, and that in submitting its Proposal for the Project and executing the Contract, the Contractor has taken into consideration the average climatic and economic conditions and other factors prevailing in the locality where the Work is to be performed.

### **Termination of the Contract-**

This contract shall terminate upon County's issuance of Notice of Final Completion, provided however, that Contractor's warranty obligations and any warranties listed within the Technical Specifications for materials, equipment, systems and/or labor supplied through the Contractor for the execution of the Work shall survive the termination of this Contract until such time as County determines that Contractor's warranty obligations have been fulfilled and County has specifically released Contractor in writing, or by the individual warranty expirations, from such obligations. The issuance of Notice of Final Completion or the release of surviving Contractor obligations shall not be deemed a waiver of any claim the County may have against Contractor arising from Contractor's performance under this Contract.

County may terminate this Agreement with or without cause upon ten (10) days prior written notice to Contractor. Upon such termination, Contractor shall be paid for work completed to the satisfaction of County at the rates agreed upon by the parties hereto. Contractor shall render a final report of the work done to the date of termination and shall turn over to County originals of all materials, documents or other deliverables prepared pursuant to this Contract.

**Funding.** This Agreement shall terminate without further action by County on the first day of any County fiscal year for which funds to pay compensation hereunder are not appropriated by the County Council. County shall make reasonable efforts to give Contractor at least ninety (90) days advance notice that funds have not been and are not expected to be appropriated for that purpose.

### **ARTICLE 3 – LIQUIDATED DAMAGES FOR DELAY OR INCENTIVES FOR EARLY COMPLETION**

Should the Contractor fail to complete the work within the time agreed upon in the Contract, Contractor will be assessed **\$500.00** per day for each calendar day beyond the Substantial, and/or Final Completion dates, including all executed change orders. In view of the difficulty of estimating the damage, this amount is fixed by and agreed to by the parties as the amount of liquidated damages that the County will suffer and Contractor shall pay by reason of such default and not by way of penalty.

Delays –

If the Contractor is delayed at any time in the progress of the Work by any act or neglect by the County, or by changes in the Work, or by labor disputes, fire, unusual delay in transportation, unusual weather, adverse soil conditions other than was described in a geotechnical survey, unavoidable loss by the Contractor, delays specifically authorized by the County, or by unforeseeable or unavoidable causes beyond the Contractor's control, avoidance, or mitigation, and without the fault or negligence of the Contractor or subcontractor or supplier at any tier, then the Contract Time may be extended by Change Order for such reasonable time as the overall completion of the Work, as the County may in its sole discretion determine that such event has delayed the Critical Path of the County approved schedule and Completion of the Work, only if the Contractor complies with the notice and documentation requirements set forth below.

Contractor shall provide a written notice of delay which may result in a request for an extension of time to the County, within ten (10) calendar days from the date the Contractor knew or should have known of the facts giving rise to the delay. The notice shall indicate the cause of the delay, the anticipated length of the delay, and the probable effect of such delay upon the progress of the Work. If the cause of the delay is continuous, the Contractor must give written notice to County every month at the same time it submits the updated schedule and/or progress report to the County with the Payment Application. County will review Contractor's notice of delay and request for extension of Contract Time, determine its timeliness and alleged facts giving rise to the delay as alleged by Contractor. The County may in its sole discretion determine if the Contract Time should be extended.

Within fifteen (15) calendar days after the elimination of any such delay, the Contractor shall submit a formal Change Order request for an extension of time for such delay. The written request for time extension shall state the cause of the delay, the number of days extension requested, and such analysis and documentation of the schedule of the project and other documentation to demonstrate a delay in the Critical Path of the Work.

If the Contractor does not comply with the notice and documentation requirements set forth above, the Contractor shall have waived its right to a claim for delay. Contractor's submission of a notice of delay to County is not a guarantee that County will grant the requested extension of the Contract Time.

### **ARTICLE 4 – COMPENSATION**

In consideration of the satisfactory performance of the Work by the Contractor and the acceptance of such Work by the County, Contractor shall be paid an amount not to exceed the Contract Price of \_\_\_\_\_

(\$ \_\_\_\_\_), plus any executed Change Order(s), plus applicable New Mexico Gross Receipts Tax.

## **ARTICLE 5 – PROGRESS PAYMENTS**

Contractor shall submit (but not more often than once a month), to the County for review, an Application and Certification for Payment, as shown in the RFP Attachment 1, Section 5.1.4, filled out and accompanied by such supporting documentation as is required by the Contract and as the County may reasonably require. The County has seven (7) calendar days to review the Application for Progress Payment either to accept or reject. If application is rejected, Contractors shall resubmit a new Application for Progress Payment. Upon any re-submittal of Application for Progress Payment, the twenty-one (21) calendar daytime frame is reinstated, as outlined below. These applications for payments shall be based on the performance of the Work in accordance with the Contract Documents. Contractor shall submit Earned Value Management report if required by the Project Manager with each Application for Payment,

Contractor warrants and guarantees that title to all work, material and equipment covered by an Application for Progress Payment, whether incorporated in the Project or not, will pass to County at the time of payment, free and clear of all liens, claims, security interests and encumbrances.

Prior to Substantial Completion, the County with the concurrence of the Contractor may use any completed or substantially completed portions of the Work. Such use shall not constitute an acceptance of such portions of the Work.

As provided herein, County may refuse to make payment of the full amount requested by the Contractor. County will provide Contractor with written notice (with copy to Engineer) stating the reasons for such action.

If payment is requested and approved by the County's Project Manager on the basis of materials and equipment not incorporated in the Work, but delivered and suitably stored at the site or at another location agreed to in writing, the Application for Progress Payment shall also be accompanied by such data, (receipts, invoices, packing lists, delivery tickets, etc.) satisfactory to County and shall establish County's title to the material and equipment and project. Contractor is solely responsible for all loss or damage to stored materials regardless of cause.

Contractor warrants and guarantees that title to all Work, materials and equipment covered by any Application for Payment, whether incorporated in the Project or not, will pass to County free and clear of all liens no later than time of payment.

In the event that agreement between the County or County's designee and Contractor cannot be reached concerning a County rejected Pay Application, the County will pay the portion not in question and attempt to reach agreement on those portions not in agreement in the next billing cycle.

Payment may be made by mutually agreed upon method.

Contractor agrees that County has full power to withhold payment and release of Contractor's Performance as well as Labor and Materials Bonds until all the Work is completed to the County's satisfaction, until the Contractor shall satisfy the County that it has fully settled or paid for all labor performed and materials, supplies, equipment rentals and services used from the respective suppliers and subcontractors involved,

and to withhold payment equal to liquidated damages as accepted payment for liquidated damages.

County, at its sole discretion, may require an Affidavit of Payment and Release of Liens with every Application.

Unless otherwise specified in the Solicitation Documents as a Notice of Extended Payment, permitting the Owner to make payment within a period not to exceed 45 days, payments shall be made within twenty-one (21) calendar days from receipt of an undisputed request in accordance with the New Mexico Prompt Payment Act, Sections 57-28-1 et seq. NMSA 1978.

#### Final Application for Payment

The Final Application for Progress Payment shall include a notarized Affidavit of Payment and Release of Liens.

After Contractor has completed all such corrections to the satisfaction of the County and delivered in accordance with the Contract all maintenance and operating instructions, all materials including but not limited to spare parts, lubricants, etc., as required by the Contract, schedules, guarantees, bonds, certificates or other evidence of insurance, certificates of inspection, Notice of Termination for National Pollutant Discharge Elimination System NPDES, marked up record documents showing work as constructed (as-builts), video tapes, or other required documents, Contractor may make application for final payment following the procedure outlined above for progress payments. The final Application for Payment shall be accompanied (except if previously delivered) by all documentation called for in the Contract, including but not limited to the evidence of insurance required, consent of surety, if any, to final payment, and complete and legally effective releases or waivers (satisfactory to County) of all liens arising out of or filed in connection with the Work. If any subcontractor or supplier fails to furnish such release or receipt in full, Contractor may furnish a bond or other collateral satisfactory to County to indemnify County against any lien or other claim(s).

#### Final Payment and Acceptance

On the basis of the Engineer's and County's observation of the Work during construction and final inspection and Engineer's review of the final Application for Payment and accompanying documentation as required by the Contract, Engineer recommends to County that the Work has been completed and Contractor's other obligations under the Contract have been fulfilled, County shall process final payment. Otherwise, County will return the Application for Final Payment to Contractor, indicating in writing the reasons for refusing to recommend final payment, in which case Contractor shall make the necessary corrections and resubmit the Application once the corrections have been made to the satisfaction of the County.

The final payment by the County signifies that the Work has been accepted by the County under the conditions of the Contract.

Contractor agrees that the acceptance by the Contractor of final payment shall be and shall operate as a full and complete release to the County of all claims and all liability to the Contractor, other than claims in stated amounts as may be specifically expected by the Contractor, for all things done or furnished in connection with this Work and for every act and neglect of the County and others relating to or arising out of this Work. Any payment, however, final or otherwise, shall not release the Contractor or the

Contractor's sureties from any obligations under the Contract or the Performance Bond and Labor and Materials Bond.

Contractor agrees that the making and acceptance of Final Payment shall constitute a full and complete waiver of all claims by the Contractor against the County other than those previously made in writing and still unsettled.

## **ARTICLE 6 – PAYMENT TO MECHANICS AND LABORERS**

Contractor agrees to make prompt payment to its subcontractors and suppliers for work performed under the Contract within seven (7) calendar days after receipt of payment from the County and to pay all mechanics and laborers in accordance with Section 57-28-5 NMSA 1978, as applicable. Contractor shall obtain from each supplier of services or materials used in the performance of the Contractor's obligations under this Contract a written release and waiver of all liens against the County and Project. Such releases and waivers of lien shall be submitted to the County with the final Application for Payment and may be required with each Application for Payment, at the County's sole discretion.

Additionally, all Sub-contractors shall require that their Sub-contractors and suppliers make prompt payment to their Sub-contractors and suppliers for amounts owed for work performed on the Project within seven (7) calendar days after receipt of payment from the County, Contractor or Sub-contractors, as applicable.

If the Contractor or Sub-contractors fails to pay the Contractor's or Sub-contractor's subcontractor and suppliers by first-class mail or hand delivery within seven (7) calendar days of receipt of payment, the Contractor or subcontractor shall pay interest to the subcontractors and suppliers beginning on the eighth day after payment was due, computed at one and one-half percent of the disputed amount per month or fraction of a month until payment is issued. These payment provisions apply to all tiers of contractors, subcontractors and suppliers.

## **ARTICLE 7 – MODIFICATION OF CONTRACT**

This Contract may be modified only by mutual written consent of the parties.

## **ARTICLE 8 – INDEMNITY**

Contractor shall indemnify, hold harmless and defend County, its Council members, employees, agents and representatives, from and against all liabilities, damages, claims, demands, actions (legal or equitable), and costs and expenses, including without limitation fees for attorneys and other professionals, of any kind or nature, arising from Contractor's performance or failure to perform hereunder or breach hereof or the performance or failure to perform of Contractor's employees, agents, representatives and subcontractors.

All representations, indemnifications, warranties, and guarantees made in, required by or given in accordance with the Contract, as well as all continuing obligations indicated in the Contract, will survive final payment to the extent permitted by New Mexico or other applicable law, completion and acceptance of the Work and termination or completion of the Agreement.

#### **ARTICLE 9 – NON-ASSIGNMENT**

Contractor may not assign this Agreement or any privileges or obligations herein without the prior written consent of the County.

#### **ARTICLE 10 – LAWS, REGULATIONS, JURISDICTION AND VENUE**

Contractor shall abide by all applicable federal, state and local laws, regulations, and policies and shall perform the Work in accordance with all applicable laws, regulations, and policies during the term of the Contract. In any lawsuit or legal dispute arising from the operation of this Contract Contractor agrees that the laws of the State of New Mexico shall govern. Venue shall be in the First Judicial District court of New Mexico in Los Alamos County, New Mexico.

#### **ARTICLE 11 – RECORDS**

Contractor shall maintain, throughout the term of this Agreement and for a period of six (6) years thereafter, records that indicate the date, time, and nature of the services rendered. Contractor shall make available, for inspection by County, all records, books of account, memoranda, and other documents pertaining to County at any reasonable time upon request.

#### **ARTICLE 12 - NON-DISCRIMINATION**

During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of the obligations of Contractor under this Agreement, with regard to race, color, religion, sex, age, ethnicity, national origin, sexual orientation or gender identity, disability or veteran status.

#### **ARTICLE 13 - LICENSES**

Contractor shall maintain all required licenses including, without limitation, all necessary professional and business licenses, throughout the term of this Agreement. Contractor shall require and shall assure that all of Contractor's employees and subcontractors maintain all required licenses including, without limitation, all necessary professional and business licenses.

#### **ARTICLE 14 - INVALIDITY OF PRIOR AGREEMENTS**

This Agreement supersedes all prior contracts or agreements, either oral or written, that may exist between the parties with reference to the services described herein and expresses the entire agreement and understanding between the parties with reference to said services. It cannot be modified or changed by any oral promise made by any person, officer, or employee, nor shall any written modification of it be binding on County until approved in writing by both County and Contractor.

**ARTICLE 15 - NO IMPLIED WAIVERS**

The failure of the County to enforce any provision of this Agreement is not a waiver of the County of the provisions or of the right thereafter to enforce that or any other provision.

**ARTICLE 16 – SEVERABILITY**

If any provision of this Agreement is held to be unenforceable for any reason, (i) such provision will be reformed only to the extent necessary to make the intent of the language enforceable, and (ii) all other provisions of this Agreement will remain in effect.

**ARTICLE 17. LEGAL RECOGNITION OF ELECTRONIC SIGNATURES**

Pursuant to NMSA 1978 § 14-16-7, this Contract may be signed by electronic signature.

**ARTICLE 18. DUPLICATE ORIGINAL DOCUMENTS**

This document may be executed in two (2) counterparts, each of which shall be deemed an original.

**IN WITNESS** whereof the parties have executed this Contract.

**CONTRACTOR:**

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

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**INCORPORATED COUNTY OF LOS ALAMOS:**

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

By: \_\_\_\_\_

Anne W. Laurent, County Manager

**ATTEST:**

By: \_\_\_\_\_  
Naomi Maestas, County Clerk

**APPROVED AS TO FORM**

\_\_\_\_\_  
J. Alvin Leaphart, County Attorney



## 5.0 CONSTRUCTION PHASE

### 5.1 Construction Phase Related Forms

#### 5.1.1 Contractor Personnel Information

**The Contractor will provide at the pre-construction meeting and update as necessary the following information to the County:**

Contractor's Project Manager: \_\_\_\_\_

Contractor's Superintendent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Information:

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

List of authorized signatures for: Certified Payroll, Payroll Affidavits, Change Orders, Progress Payment Certifications.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Project Safety Officer: \_\_\_\_\_

Equal Employment Opportunity Officer: \_\_\_\_\_

The person listed in "B" will become the Contractor's Representative of Record. The Contractor will not be allowed more than one (1) Representative. The Contractor's Representative shall always supervise the project and be available when construction is in progress.

#### 5.1.2 Notice to Proceed



LOS ALAMOS

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

To: \_\_\_\_\_

Address: \_\_\_\_\_

Incorporated County of Los Alamos

RFP Number: 24-44

**Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades**

You are notified that the Contract Time identified in the above Contract will start on \_\_\_\_\_, year \_\_\_\_\_. By that date you shall start performing your obligations under the Contract. You shall return an acknowledged Acceptance of Notice to Proceed form to the County’s Designee before commencing any work and meet all other requirements of the Contract. The date of Substantial Completion of all work is therefore \_\_\_\_\_, 202X, and Final Completion of all work is therefore \_\_\_\_\_, 202X.

Incorporated County of Los Alamos

\_\_\_\_\_  
Anne W. Laurent

County Manager

5.1.3 Acceptance of Notice to Proceed



LOS ALAMOS

Receipt of the Notice to Proceed is hereby acknowledged this \_\_\_\_\_ day of \_\_\_\_\_, 202X. for the following project:

CONTRACTOR:

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

5.1.4 Application and Certification for Payment Part 1

**APPLICATION AND CERTIFICATION FOR PAYMENT  
Incorporated County of Los Alamos**

**Application Date:** \_\_\_\_\_ **Period: From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
**Application Number:** \_\_\_\_\_  
**Project:** \_\_\_\_\_ **Bid Number:** \_\_\_\_\_  
**Contractor:** \_\_\_\_\_ **Contract Date:** \_\_\_\_\_

Change Order Summary		
Change Orders approved in previous months by County	ADDITIONS	DEDUCTIONS
<b>TOTAL</b>		
Approved this Month		
Number	Date	
<b>TOTALS</b>		
Net change by Change Orders		

**SAMPLE**

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all Amounts have been paid by the Contractor for Work which previous Certificates for Payment were issued and payments received from the County, and that Current Payment shown herein is now due.

**CONTRACTOR:**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 State of \_\_\_\_\_ County of \_\_\_\_\_  
 Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 Notary Public: \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

1. ORIGINAL CONTRACT SUM \$ \_\_\_\_\_
2. Net change by Change Orders \$ \_\_\_\_\_
3. CONTRACT SUM TO DATE \$ \_\_\_\_\_  
(Line 1 plus line 2)
4. TOTAL COMPLETED TO DATE \$ \_\_\_\_\_  
(Column F on Cont. Sheet)
5. BALANCE TO FINISH \$ \_\_\_\_\_  
(Line 3 less Line 4)
6. PREVIOUS TOTAL COMPLETED \$ \_\_\_\_\_  
(Line 4 from prior Application)
7. NET TOTAL OF CURRENT PAYMENT \$ \_\_\_\_\_  
(Line 3 less Line 4)
8. N.M. GROSS RECEIPTS TAX \$ \_\_\_\_\_  
(7.312% of Line 7)
9. CURRENT PAYMENT DUE \$ \_\_\_\_\_  
(Line 7 plus Line 8)

**ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents based on on-site observations and the data comprising the above application, the ENGINEER'S Project Manager certifies to the Owner that to the best of the ENGINEER'S Project Manager's knowledge, information and belief the Work has progressed as indicated, the quantity of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

**AMOUNT CERTIFIED:** \$ \_\_\_\_\_  
 (Attach explanation if amount certified differs from the amount applied for.)

**Owner's Project Manager:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## 5.1.5 Affidavit of Payment and Release of Liens

**APPLICATION & CERTIFICATION FOR PAYMENT**  
 Incorporated County of Los Alamos

Application Date: \_\_\_\_\_ Application Number: \_\_\_\_\_

A	B	C	D	E	F		G
ITEM No.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		TOTAL COMPLETED TO DATE	%	BALANCE TO FINISH
			PREVIOUS APPLICATIONS (F)	THIS PERIOD	(D+E)	(F/C)	(C-F)

### Affidavit of Payment and Release of Liens

See page 2 of this form for instructions regarding (A)-(H)

**To All Whom It May Concern, To the Following I Do Solemnly Swear And Affirm:**

WHEREAS, the undersigned has been employed by (A)

\_\_\_\_\_

—  
to furnish labor and materials for (B)

\_\_\_\_\_

—  
work, under a contract (C)

\_\_\_\_\_

—  
for improvement of the premises described as (D)

\_\_\_\_\_

\_\_\_\_\_

in the (E) \_\_\_\_\_ County of \_\_\_\_\_,  
State of New Mexico of which \_\_\_\_\_ is the Owner.

**NOW, THEREFORE**, this \_\_\_\_\_ day of \_\_\_\_\_,  
202X, for and in consideration of the sum of (F) \$ \_\_\_\_\_ Dollars  
paid simultaneously herewith, the receipt whereof is hereby acknowledged by the  
undersigned, the undersigned does hereby unmistakably waive and release any lien  
rights to, or claim of lien with respect to and on said above described premises, and the  
improvements thereon, and on the monies or other considerations due or to become  
due from the County, on account of labor, services, materials, fixtures, apparatus or  
machinery heretofore or which may hereafter be furnished by the undersigned to or for  
the above described premises by virtue of said contract.

The undersigned, as Contractor for the above named Contract, pursuant to the terms  
and conditions of the Contract hereby certifies that, except as listed below, he/she has  
paid in full or has otherwise satisfied all obligations for all materials and equipment  
furnished, for all work, labor, and services performed, and for all known indebtedness  
and claims against the Contractor for damages arising in any manner in connection with  
the performance of the Contract referenced above for which the Owner or his/her  
property might in any way be held responsible.

The undersigned hereby certifies that all Work required to be done under terms of the  
above described Contract has been fully performed and completed in conformance with  
the Contract and that applicable provisions of the New Mexico Public Works Minimum  
Wage Act (§ 13-4-11 NMSA 1978) have been met.

**Affidavit of Payment and Release of Liens (continued)**

**EXCEPTIONS:(G)**

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**INSTRUCTIONS:**

1. Person or firm with whom you agreed to furnish either labor, or services, or materials, or both. (A)
2. Fill in the nature and extent of work; strike the word labor or the materials if not in the contract. (B)
3. Identify contract(s) by number, description, and extent of work. (C)
4. Describe improvements and location of the premises to exclude all others. (D)
5. Name community, such as County of \_\_\_\_\_ . (E)
6. Amount shown should be the amount received and equal to the total adjusted contract. (F)
7. If none, write "None". If required by County, Contractor shall furnish bond satisfactory to County for each exception. (G)
8. If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing affidavit should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate as partner. (H)

(H) \_\_\_\_\_

(Name of sole ownership, corporation or partnership)

\_\_\_\_\_  
(Signature of Authorized Representative)

TITLE: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_ day of \_202\_

Notary Public: \_\_

My Commission Expires: \_\_\_\_\_

**5.1.6 Field Order**

Field Order #	Project:	Date:
RFP #:	Affected Document(s):	
Description of Change(s) (Attach to Design Document Mark-ups):		
Reason for Change(s):		
<input type="checkbox"/> Design Error/Omission <input type="checkbox"/> Design Improvement <input type="checkbox"/> Facilitate Construction <input type="checkbox"/> Criteria Change <input type="checkbox"/> As-found Condition/Record		
Priority: Low Medium High (Circle One)		
Complexity: Low Medium High (Circle One)		
Preliminary Approval to Proceed by Engineer:		
Review		
	Signature	Date
Originator		
Engineer		
Owner		
Contractor		
Request for Quote issued? _____		Date: _____
Force Account: _____		Date: _____
<b>ACCEPTED</b>	<input type="checkbox"/>	Owner
<b>REJECTED</b>	<input type="checkbox"/>	Owner



### 5.1.7 Change Order Form



Change Order No.: \_\_\_\_\_

Agreement Date: \_\_\_\_\_

Incorporated County of Los Alamos

RFP Number: 24-44

**Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades**

**Contractor:**

**The following changes are hereby made to the Contract Documents:**

JUSTIFICATION:

#### **CHANGE TO CONTRACT PRICE:**

Original Price \_\_\_\_\_ \$

Current Contract Price adjusted by previous Change Order \_\_\_\_\_ \$

The Contract Price due to this Change Order will be (\_\_\_\_\_) by: \_\_\_\_\_ \$

The new Contract Price, including this Change Order will be \_\_\_\_\_ \$

**CHANGE TO CONTRACT TIME:**

**SUBSTANTIAL COMPLETION:**

Original Contract Time \_\_\_\_\_  
\_\_\_\_\_calendar days.

Current Contract time adjusted by previous Change Order(s) \_\_\_\_\_  
\_\_\_\_\_calendar days.

The Contract Time will be (\_\_\_\_\_) by \_\_\_\_\_  
calendar days.

New Contract Time including this Change Order will be \_\_\_\_\_  
calendar days.

The date for completion of substantial work will be \_\_\_\_\_  
(Date)

**FINAL COMPLETION**

**Page 2 of 4**

Original Contract Time \_\_\_\_\_  
\_\_\_\_\_calendar days.

Current Contract time adjusted by previous Change Order(s) \_\_\_\_\_  
\_\_\_\_\_calendar days.

The Contract Time will be (\_\_\_\_\_) by \_\_\_\_\_  
calendar days.

New Contract Time including this Change Order will be \_\_\_\_\_  
calendar days.

The date for completion of all work will be \_\_\_\_\_  
(Date)

**(Change Order Continued)**

**Page 3 of 4**

**APPROVALS REQUIRED:**

To be effective, this order must be approved by the County Manager; or the Los Alamos County Council if the contract modification, change order, or contract price adjustment exceeds the funding budgeted and specifically appropriated for this project, or as may otherwise be required by County.

The adjustment in Contract price and/or Contract time stated in this Change Order shall constitute the total price and/or time adjustment due or owed the Contractor for the work or changes ordered by the Change Order. By executing the Change Order, the Contractor acknowledges and agrees that the stipulated price and/or time adjustments represent full compensation for all adjustments in the cost or the time required to perform the Contract as a whole arising directly or indirectly from the Change Order, including costs and delays associated with the interruption of schedules, extended overheads, delay, and cumulative impacts or ripple effect on all other non-affected work under Contract not changed by the Change Order. Signing of the Change Order constitutes full and mutual accord and satisfaction for the adjustment in contract price and/or time, as applicable, subject to the current scope of the entire Work as set forth in the Contract. Acceptance of this Change Order constitutes an agreement between County and Contractor that the Change Order represents an equitable adjustment to the Contract, and that the Contractor hereby unmistakably waives all rights to file a claim on this Change Order after it is properly executed.

Requested by Engineer: \_\_\_\_\_

Recommended by (Department Director): \_\_\_\_\_

Department Director

Approved by (County Manager): \_\_\_\_\_

Anne W. Laurent, County Manager

If applicable, approved by the County Council on the

\_\_\_\_\_ Day of \_\_\_\_\_, 202X.

Attest:

(County Clerk)

Print Name \_\_\_\_\_

Title \_\_\_\_\_

**(Change Order Continued)**

**Page 4 of 4**

**ACCEPTANCE OF CHANGE ORDER**

(Contractor name)

By: \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

(Corporate Seal)

Attest:

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

## 5.1.8 Certificate of Substantial Completion Form

### INCORPORATED COUNTY OF LOS ALAMOS CERTIFICATE OF SUBSTANTIAL COMPLETION



LOS ALAMOS

**Date of Issuance:** .

**Contract Number:** \_\_\_\_\_

**Contract Title:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Engineer:** \_\_\_\_\_

**This Certificate of Substantial Completion applies to all Work under the Contract Documents or to the following specified parts thereof:**

TO:

Contractor

The Work to which this Certificate applies has been inspected by authorized representatives of County, Contractor and Engineer and that Work is hereby declared to be substantially complete in accordance with the Contract on

\_\_\_\_\_  
DATE OF SUBSTANTIAL COMPLETION

A tentative list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and failure to include an item in it does not alter the responsibility of Contractor to complete all the Work in accordance with the Contract.

**Certificate of Substantial Completion**

**(Page 2 of 2)**

**This certificate does not constitute an acceptance of Work not in accordance with the Contract, nor is it a release of Contractor's obligations to complete the Work in accordance with the Contract.**

Executed by Engineer on \_\_\_\_\_, 202\_

\_\_\_\_\_

Engineer

By: \_\_\_\_\_

(Authorized Signature)

Owner accepts this Certificate of Substantial Completion on \_\_\_\_\_, 202\_

\_\_\_\_\_

County

By: \_\_\_\_\_

(Authorized Signature)

Contractor accepts this Certificate of Substantial Completion on \_\_\_\_\_, 202\_

\_\_\_\_\_

Contractor

By: \_\_\_\_\_

(Authorized Signature)



## 5.2 Conditions of the Contract - General Conditions

### 5.2.1 Definitions

Wherever used in any of the Contract, the following terms shall have the meanings indicated which shall be applicable to both the singular and plural thereof unless another meaning is clearly specified:

**The terms “Contract” and “Agreement” are interchangeable when used throughout.**

**Abandoned or Unknown Underground Facilities** – All pipelines, conduits, ducts, cables, wires, manholes, vaults, tanks, tunnels or other such facilities or attachments, and any encasements containing such facilities which were installed underground and have since been abandoned. Such utilities will not be located.

**Active Underground Facilities** – All active pipelines, conduits, ducts, cables, wires, manholes, vaults, tanks, tunnels or other such facilities or attachments, and any encasements containing such facilities which have been installed underground to furnish any of the following services or materials: electricity, gases, telephone or other communications, sewage, and drainage removal, or effluent, potable or other pressurized or gravity water. Contractor shall exercise due diligence and reasonable care when digging in the event of encountering and working near utilities or facilities that could interfere with the Work. Safety for each encounter is primary. These facilities may not be able to be located. Contractor shall be responsible for any costs associated with damage, uncovering, repair, usage, including delay, and shall include such costs in the proposal.

**Addenda** – Written or graphic documents issued prior to the opening of proposals to the RFP which modifies or interprets the Solicitation Documents, Drawings and Specifications, by additions, deletions, clarifications or corrections.

**Application for Payment** – The form accepted by the County which is to be used by Contractor in requesting progress or final payments and which is to be accompanied by such supporting documentation as is required by the Contract documents.

**Architect** – (See Engineer below)

**Offeror** – Any person, firm, or corporation submitting a proposal to the RFP.

**Solicitation Documents** – Includes but not limited to Advertisement, Invitation to the Solicitation, Scope of Work Contract Book, Proposal Forms, Attachments, Exhibits, Plans, Specifications, and including all addenda issued prior to receipt of Proposals, and includes the executed Contract.

**Bonds** – Proposal, Performance, and Labor and Materials Payment Bonds and other instruments of security, furnished by Contractor and the Contractor’s surety in accordance with the Solicitation Documents.

**Change Order** – A written Amendment to the Contract, signed by both parties, authorizing an addition, deletion or revision in the Work within the general scope of the Contract, or authorizing an adjustment in the Contract, Contract Price or Contract Time.

**Completion Definitions:**

**Substantial Completion** - The date when the Contractor and County consider the entire Work ready for its intended use as evidenced by the Certificate of Substantial Completion.

Partial Utilization – Use by County at County’s sole option of any substantially completed part of the Work which constitutes a separately functioning and usable part of the Work that can be used by County for its intended purpose without significant interference with Contractor’s performance of the remainder of the Work and may be accomplished prior to Final Completion of all the Work.

**Final Completion** – The date when the Contractor and County consider the entire Work to be complete, including all outstanding Punch List items. Contractor shall at the completion of Work, in addition to any requirements and obligations outlined in the Contract, remove all debris and other rubbish from the project site and shall remove all its tools and surplus materials and shall leave the project site clean. If the Contractor fails to clean up, the County may do so and subtract the cleanup cost from the Contractor’s final payment. Contractor shall legally dispose of all construction debris at the Contractor’s expense.

**Contract Documents** – The written construction contract between County and Contractor covering the Work to be performed, including but not limited to all associated documents contained in the Solicitation:

Addenda to the Solicitation, Scope of Services, Requirements for Offerors, Cost Proposal Forms, Award Forms, Application and Certification of Payment, Contract Book General Requirements, Notices to Contactor, Technical Specifications and Plans, and documentation submitted by Contractor prior to Notice of Award, Bonds, Written Amendments to the Contract, Change Orders, Field Orders, and County’s written interpretations and clarifications issued on or after the Effective Date of the Agreement, all of which are incorporated by reference and made a part of this Contract as fully as if herein repeated and a copy of which the Contractor acknowledges hereby that it has received, understands and agrees to. Engineer’s written interpretations and clarifications issued on or after the Effective Date of the Contract as identified and incorporated by reference therein.

Shop drawing submittals approved, and the reports and drawings referred to in Section 5.2.4 are not Contract documents.

**Compensation** – The total monies payable to the Contractor under the terms and conditions of the Contract Documents and includes all County-approved changes thereafter.

**Contract Time** – The time period stated in the Contract for the Contractor’s completion and County’s acceptance of the Work.

**Contractor** – The person, firm or corporation with whom the County has executed the Agreement.

**County** – Incorporated County of Los Alamos.

**Covering Work** – Work that restricts or inhibits the viewing of previous Work for the purpose of inspection or verification.

**Critical Path** – The sequence of activities that represents the longest path through a project Gantt Chart schedule, which determines the shortest possible duration.”

**Defects and /or Defective Work** – Work that is unsatisfactory, faulty or deficient, in that it does not conform to the contract documents, or does not meet the requirements of any inspection, reference standard, test, or approval, or Work that has been damaged prior to final payment.

**Earned Value** – The budgeted cost of work performed as defined by the Project Management Institute.

**Earned Value Management** – The evaluation technique as defined by the Project Management Institute to measure a project's progress by comparing cost expended to the budgeted cost at a given time in the project schedule.

**Emergency** – A sudden, unexpected, or impending situation that poses and immediate risk to health, life, property or environment, including but not limited to the safety or protection of the Work, or property, real or personal, at the site or on related construction and staging areas and roads, or property adjacent thereto.

**Engineer** – or the Designer of Record's designated representative who has designed the technical aspects of this project for the County of Los Alamos, includes Architect, and Architect/Engineer.

**Engineer's (or Architect's) Resident Project Representative (RPR)** –The Engineer's representative that oversees that the Work conforms to the Construction Documents including construction oversight, administration, inspection, and quality assurance services during construction. Also known as Construction Observer.

**Field Order** – A written order effecting a change in the Work which does not involve an adjustment in the Compensation or an extension of the Contract Time, issued by the County Project Manager or Designee to the Contractor during performance of the Work.

**Hazardous Waste** – The term Hazardous Waste shall have the meaning provided in Section 1004 of the Solid Waste Disposal Act (42 USC Section 6903) as amended from time to time.

**Lump Sum** – The total single price commitment for paying for all the Work defined in the Solicitation Documents or a specified portion thereof.

**Milestone** – A significant event in a project occurs at a point in time marking the completion of a major phase of work.

**Notice of Award** – The County's written notice that the County is issuing award of the Contract to the Contractor.

**Notice to Proceed** - The County's written notice to the Contractor authorizing the Contractor to proceed with Work and establishing the date of commencement of the Work.

**Plans** – The part of the Solicitation Documents which show the characteristics and scope of the Work to be performed by the Contractor and which have been prepared or approved by the Engineer.

**Project Manager** – County's designee who provides construction oversight, administration, inspection, and quality assurance services during construction.

**Samples** – Physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and which establish the standards by which such portion of the Work will be evaluated.

**Shop Drawings** – All drawings, diagrams, illustrations, brochures, schedules and other data which are prepared by the Contractor, a Subcontractor, manufacturer, supplier, or distributor which illustrate how specific portions of the Work shall be fabricated, performed or installed. Shop drawings shall illustrate some portion of the work and confirm dimensions and conformance to Solicitation documents. Shop drawings are not part of the Contract documents.

**Specifications** – Written descriptions of a technical nature of materials, equipment, construction systems, standards, and workmanship.

**Subcontractor** – An individual, firm or corporation having a direct contract with the Contractor (not the County) or with any other Subcontractor for the performance of a part of the Work at the site.

**Punch List Items** – A list of deficiencies to be corrected by Contractor between Substantial and Final Completion.

**Supplier** – A manufacturer, fabricator, distributor, or vendor etc., having a direct contract with Contractor or any Subcontractor.

**Unit Price** – Amount to be paid based on individual line item prices.

**Work** – The entire construction or various separately identifiable parts thereof required to be furnished under the Contract. Work includes and is the result of performing or furnishing and incorporating materials and equipment into the construction, and performing furnishing services and furnishing documents, all as required by the Contract.

**Written Notice** – Any notice to any party of the Contract relative to any part of the Contract.

#### 5.2.2 Additional Instructions

County may furnish to the Contractor additional instructions and detail drawings, Field Orders or Change Orders as necessary to carry out the Work required by the Contract.

Additional documents supplied to the Contractor by the County will become a part of the Contract. The Contractor shall carry out the Work in accordance with the additional detail drawings and instructions.

The Contractor is responsible for conducting its own, independent quantity take-off for the Work.

Before undertaking each part of the Work, Contractor shall carefully study and compare the Contract Documents and verify pertinent figures shown thereon and all applicable field measurements.

Contractor shall promptly report in writing to County any conflict, error, ambiguity or discrepancy which Contractor may discover and shall obtain a written interpretation or clarification from County before proceeding with any Work affected thereby.

Contractor agrees that the Contract comprises the entire agreement between County and Contractor concerning the Work. The Contract is complementary, meaning what is called for by one is as binding as if called for by all.

It is the intent of the Contract to describe a functionally complete Project to be constructed in accordance with the Solicitation Documents. Any work, materials, or

equipment that may reasonably be inferred from the documents or from prevailing custom or trade usage as being required to produce the intended result will be furnished and performed whether specifically called for. When words or phrases which have a well-known technical or construction industry or trade meaning are used to describe work, materials, or equipment, such words or phrases shall be interpreted in accordance with that meaning. Clarifications and interpretations of the Technical Specifications and Contract Drawings shall be issued by the County and adhered to by Contractor.

Reference to standards, specifications, manuals, or codes of any technical society, organization or association, or to the Laws or Regulations of any governmental authority, whether such reference be specific or by implication, shall mean the latest standard, specification, manual, code or Laws or Regulations in effect at the time

If during the performance of the Work, Contractor discovers any conflict, error, or ambiguity, or discrepancy within the Contract Documents and any provision of any such Law or Regulation applicable to the performance of the Work or of any such standard, specification, manual, or code or of any instruction of any Supplier, Contractor shall upon discovery provide to the County written notice thereof. Contractor shall not proceed with the Work affected thereby (except in emergencies affecting the safety or protection of the Work or property at the site or adjacent thereto), until the conflict, error, ambiguity or discrepancy has been resolved through a Field Order or a Change Order.

Except as otherwise specifically stated in the Contract Documents or as may be provided by Change Order, the provisions of the Contract Documents take precedence in resolving any conflict, error, ambiguity or discrepancy between the provisions of the Contract Documents and the provisions of any such standard, specification, manual, code or instruction (whether or not specifically incorporated by reference in the Contract Document) or the provisions of any Laws, Regulations, policies or procedures applicable to the performance of the Work (unless such an interpretation of the provisions of the Contract documents would result in violation of such Law or Regulation). No provision of any such standard, specification, manual, code or instruction shall be effective to change the duties and responsibilities of County, Contractor, or Engineer, or any of their subcontractors, consultants, agents, or employees from those set forth in the Contract Documents, nor shall it be effective to assign to County, Engineer, or any of Engineer's Consultants, agents or employees any duty or authority to supervise or direct the furnishings of performance of the Work or any duty or authority to undertake responsibility inconsistent with the provisions of the Contract.

Whenever in the Contract, Documents the terms "as ordered," "as directed," "as required," "as allowed," or terms similar to "reasonable," "suitable," "acceptable," "proper," or "satisfactory" are used to describe a requirement, direction, review or judgment of County or Engineer as to the Work, it is intended that such requirement, direction, review or judgment will be solely to evaluate, in general, the completed Work for compliance with the requirements of and information in the Contract and conformance with the design concept of the completed Project as a functioning whole as shown or indicated in the Contract Documents (unless there is a specific statement indicating otherwise). The use of any such term or adjective shall not be effective to assign to Engineer any duty or authority to supervise or direct the furnishing or

performance (methods and means) of the Work or any duty or authority to undertake responsibility contrary to any provision of the Contract Documents.

The Contractor shall develop a document control system for the Project which establishes protocol for acceptance and distribution of all construction related documents. Contractor shall also establish processes for certain standardized documents in the Contract and in other pertinent documents as required such as Requests for Information, Submittals, Change Orders, Field Orders, Cost Sheet, Design Notices, and Meeting Minutes and others as necessary during the Pre-Construction Conference. The Contractor shall adhere to these processes and require the same of all its subcontractors.

Contractor shall maintain, in a safe place known to the County, one record copy of all Drawings, Specifications, Addenda, Written Amendments, Change Orders, Field Orders, and written interpretations and clarifications in good order and annotated to show all changes made during the Work. These record documents together with all approved samples and all approved Shop Drawings shall be available to County for reference. Upon Final Completion of the Work, these record documents, and Samples and Shop Drawings will be delivered to the County or the County's designee within sixty (60) days of Final Completion Date.

Generally, Plans, Specifications and other Contract Documents are provided electronically. If the Contractor requests paper copies, these copies may be furnished upon request at the cost of reproduction.

### 5.2.3 Schedules, Reports and Records

#### Baseline Schedule -

Contractor shall provide a Baseline Schedule, for County review and acceptance prior to the Pre-Construction meeting, showing the complete sequence of construction by activity with costs loaded by activity as appropriate to depict the value of the activities and the respective rolled-up work packages. This schedule and all updates shall be in Microsoft Project or other programs as approved by County.

The Contractor shall submit as part of the Baseline Schedule, the proposed number of working days per week; holidays to be observed during duration of Contract by day and month; planned shifts per day and number of hours per shift. Contractor shall notify County at least three (3) working days in advance of any work to be done outside of usual working hours or any change in usual working hours for approval by County.

The Baseline Schedule shall be in sufficient detail to include but not be limited to include significant elements of the Work, time frame for each element of Work with a beginning and ending point, percentage of progress of Work placed or to be placed in a monthly period of time, value of the elements of the Work and relationship of elements of Work one to the other for the total Work under the Contract.

The Baseline Schedule shall show, for each activity, the durations, early and late start and finish dates, and predecessors. The Baseline Schedule shall clearly identify one and only one critical path through the entire Project.

The Baseline Schedule shall also show timing of all submittals, including but not limited to, shop drawings, manufacturer's literature, certificates of compliance, material samples, permits and inspections by outside agencies, operating manuals, and guarantees as required per the Contract. The Baseline Schedule shall indicate the type of item and the contract requirement reference. The Baseline Schedule shall show review time by County, Engineer and sub-consultants for all submittals.

The Baseline Schedule shall also show timing for installation and testing for all equipment and systems.

The Baseline Schedule shall be a logically linked schedule and utilize the Critical Path Method (CPM) based on the period within which this Contract is to be completed as set forth in the Contract Time. The Baseline Schedule shall identify the Work in sufficient detail to ensure compliance with Contract dates, schedules, and sequences of construction.

The Baseline Schedule shall be maintained throughout the life of the Contract. The initial schedule will be the baseline and progress will be compared monthly to this baseline unless a baseline change request is approved in writing by the County. Schedule is Contractor's schedule, prepared by the Contractor and approved by the County, which Contractor retains sole responsibility for adherence thereto.

County reserves the right to establish hold point Milestones in the Schedule to temporarily stop progress of work before Covering Work, requiring specialty inspections, or work requiring County inspection or approval. Such hold points may include but are not limited to inspection of primary electrical feed equipment prior to connecting to the County system, and pressure testing the gas system prior to County installation of gas meter station. Actual hold points will be determined by County during the progress

meetings. Contractor shall give County at least 48-hour notice in advance of each hold point and shall schedule a 72 hour hold until it is automatically released.

In the event that the Contractor submits a Baseline Schedule that provides a shorter time for completion of the Project than that provided in the Contract, the Contractor shall not be entitled to any incentive for early completion or damages for delay resulting from any act or omission of County or any other person or entity, occurring between the end of the Baseline Schedule and the Contract Time allowed in Article 2 of the Contract and any change to contract time approved through an executed Change Order.

#### Schedule Updates with Payment Applications –

After submittal and County review and acceptance of the Baseline Schedule, Contractor shall submit all monthly schedule updates to County with each partial payment application.

The updates to the schedule shall show the Work which has been performed and the order in which the Contractor proposes to carry on the remaining Work, including dates at which the Contractor will start and complete the various parts of the Work.

Monthly progress will be assessed at the activity level to determine Earned Value. The percent complete assigned to each task will be determined by mutual agreement between the Contractor and County. Progress payments shall approximate the total Earned Value as calculated for the month. Each month, with the submission of the updated schedule with progress, Contractor shall provide a narrative report as needed to define problem areas, anticipated delays, and the impact on the schedule. For any activity which is more than 10% behind approved schedule, Contractor shall provide County a written corrective action to be taken prior to or within the Pay Application submittal.

Progress payment applications without an updated project schedule may be rejected by County.

Contractor, at its sole expense shall submit schedules, reports, estimates, records, and other data, as required, in a format approved by the County throughout the duration of the project.

Acceptance of Contractor's schedule by County will not relieve Contractor from compliance with all conditions of the Contract. Errors and omissions in the accepted Contractor's Schedule shall not be cause for future claims by Contractor for extra costs or increased Contract Time. Contractor shall adhere to the established progress schedule as may be adjusted from time to time as provided below:

Contractor may submit, for County acceptance, proposed adjustments in the progress schedule that will not change the Contract Times or Milestones.

Proposed adjustments in the progress schedule that will change the Contract Times or Milestones shall be submitted as a request for a Change Order. In the event Contractor requests an extension of Contract Time, Contractor shall furnish such justification, CPM data and supporting evidence for a determination.

Contractor shall provide a minimum two (2) week look ahead for all scheduled activities in advance of each regularly scheduled project meeting with County. County may require this look ahead to be provided in written form.



Work within the County limits after 9:00 p.m. and before 7:00 a.m. requires a Noise Ordinance Relief Permit. Contractor shall adhere to any conditions imposed by the County.

Contractor shall maintain updated as-builts during construction. These shall be made available to the Project Manager for inspection upon request.

#### 5.2.4 Shop Drawings and Submittals

The Contractor shall provide shop drawings, manufacturer's literature, certificates of compliance, material samples, materials colors, guarantees and other materials as may be necessary for the completion of the Work as required by the Contract. The Contractor shall review and approve, and deliver all submittals to the Project Manager for review with reasonable promptness and in orderly sequence. The County, at its sole discretion, may forward submittal(s) for further review by the County's designee. All submittals shall be properly identified.

Contractor shall comply with the Project Manager and/or Engineer's comments on its submittals. If such qualified review or if re-submission is so directed, Contractor shall make any corrections required or indicated by the Project Manager or Engineer at Contractor's expense.

The approval by the Project Manager or Engineer of any shop drawing shall not release the Contractor from responsibility for deviations from the Contract.

The approval of any shop drawing which substantially deviates from the requirement of the contract shall only be evidenced by a Change Order.

#### 5.2.5 Start of Various Types of Work and Management Planning

The County will not allow the Contractor to commence work at the project sites, including mobilization of equipment, unless the following submittals/shop drawings/firms, as applicable, are approved by the County:

Traffic Control Plan and Traffic Impedance Plan.

Storm water Pollution Prevention Plans (SWPPP) as required by the project and specified in the Scope of Services..

Copies of NPDES Notice of Intent (NOI) as specified.

Name of proposed materials, soil, and concrete testing firm as specified.

Name of proposed registered land surveyor or registered Engineer as specified.

Safety Management Plan.

Contractor shall obtain a Los Alamos County Business License.

The County will not allow the Contractor to begin excavation unless the following submittals/shop drawings are approved by the Engineer:

Excavation/Shoring Plan

Water, sewer, and gas system components (pipe, valve, fittings, manholes, etc.)

Underground electric components

Storm drain and sewer system components (pipe, inlets, manholes, etc.)

Pipe bedding material

The County will not allow the Contractor to commence installation of concrete structures until the following submittals/shop drawings are approved by the Engineer:

Concrete mix design

Reinforcing steel

The County will not allow the Contractor to commence installation of road work at the Project Site, unless the following submittals/shop drawings are approved by the Engineer:

Structural fill material

Gravel base course

Prime coat/tack coat material

Asphalt Pavement Mix Design

Performance Graded Binder

Storm drainpipe

Hydrated lime

Geotextile material.

Contractor shall deliver to County prior to the Substantial Completion Inspection:

Certificates of inspection and of occupancy as required by authorities having jurisdiction over the work.

Contractor shall notify the County in writing when the Work is Substantially Complete and request a Certificate of Substantial Completion.

County and/or Engineer shall then inspect the Work and either concur with or decline the request.

If accepted, a Certificate of Substantial Completion shall be issued, with a "punch list" of items to be corrected and completed by the Final Completion date and shall include division of responsibilities as applicable between County and Contractor including but not limited to security, operation, safety maintenance, insurance, warranties and guarantees. County shall have the right to exclude Contractor from the Work after the date of Substantial Completion, but County shall allow Contractor reasonable access to complete or correct items on the correction list.

If declined, County shall not issue the Certificate of Substantial Completion

Final Completion –

The date when the Contractor and County consider the entire Work is complete, as evidenced by the Certificate of Final Completion.

Contractor shall notify the County in writing when the Work is at Final Completion and request a Certificate of Final Completion.

County and/or Engineer shall then inspect the Work and either concur in or reject the request.

If accepted, a Certificate of Final Completion shall be issued.

If declined, County shall not issue the Certificate of Final Completion. Contractor shall take such measures as are necessary to complete such Work or remedy deficiencies.

Prior to County execution of the Certificate of Final Completion, Contractor shall furnish maintenance manuals as called for in Contract and Contractor shall provide start up assistance for County as required, including all the items identified below:

Data files of accurately surveyed coordinate points locating all as constructed structures and all buried utilities including depths and inverts of manholes. Use the coordinate system described in the Drawings on the Site Plan General Layout. Data files shall be in a format suitable for importing into AutoCAD drawings. Contractor shall furnish complete written descriptions of each point and include a brief description of the data (Metadata) describing the data collection process and the names and contract information of the parties responsible for producing the data. Approval documents if the work is constructed in any way at variance to that shown on the Contract documents.

As-built plans in the form of redlined plans with all aspects of the Project constructed that deviate from the original plans marked in red on a Full Size (24"x36" or larger if architectural) paper set of plans.

Contractor shall provide vendor training for the County as requested by the Project Manager, covering maintenance and operation of the systems. This may be provided prior to Substantial Completion upon agreement between the County and Contractor.

#### 5.2.6 Materials, Services and Facilities

Contractor agrees that, except as otherwise may be specifically stated in the Contract documents, the Contractor shall provide and pay for the costs and associated taxes for all materials, (except for materials furnished by the County), labor, tools, equipment and machinery, water, light, power, heat, fuel, telephone, sanitary facilities, transportation, supervision, temporary construction of any nature, and all other services and facilities of any nature whatsoever necessary to execute, complete, and deliver the Work within the Contract Time.

Materials and equipment shall be stored to insure the preservation of quality and fitness for the Work. Stored materials and equipment to be incorporated in the Work shall be located at the Site or Staging Area set forth in Section 6.1.2 to facilitate prompt inspection.

Manufactured articles, materials, and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned as directed by the manufacturer.

Materials, supplies, and equipment furnished by the Contractor shall be in accordance with samples submitted by the Contractor and approved by the County.

Materials, supplies or equipment to be incorporated into the Work shall not be purchased by the Contractor or any Subcontractor, subject to a chattel mortgage or under a conditional sale contract or other agreement by which an interest is retained by the seller.

Materials and equipment shall be new and of good quality.

Contractor shall, if required, furnish evidence of the quality of any materials.

Materials not meeting requirements of the Contract shall be removed from Project by Contractor without expense to County.

Materials shall be delivered to the site in original packaging with labels and trademarks intact, and such labels and trademarks shall remain intact until used.

#### 5.2.7 Substitutes or “Brand Name” or Equal

Whenever an item of material or equipment is specified or described in the Contract by using the name of a proprietary item or the name of a particular supplier, the specification or description is intended to establish the type, function and level of quality required. Unless the specification or description contains or is followed by word reading that no “like,” “equivalent” or “equal” item or no substitution is permitted, other items of material or equipment of other suppliers may be recommended by Contractor for County’s approval under the following circumstances:

“Or-Equal”: Contractor will recommend to County if an item of material or equipment proposed by Contractor is functionally equal to that named and sufficiently similar so that no change in related Work will be required. It may be considered as an “or-equal” item, in which case review and approval of the proposed item may, in County’s discretion, be accomplished without compliance with some or all the requirements for acceptance of proposed substitute items.

Substitute Items: If an item of material or equipment proposed by Contractor does not qualify as an “or-equal” item, it will be considered a proposed substitute item.

Contractor shall first make written request to Project Manager for acceptance, signifying that the proposed substitute will perform the functions as specified and achieve the results called for by the particular design, functional or performance characteristics which are required.

Contractor shall submit sufficient information to County to demonstrate that the item proposed is essentially equivalent to that named and is an acceptable substitute.

Contractor will state the extent, if any, to which the evaluation and acceptance of the proposed substitute will impact Contractor’s achievement of Substantial Completion, whether or not acceptance of the substitute for use in the Work will require a change in any of the Contract documents to adapt the design to the proposed substitute and whether or not incorporation or use of the substitute in connection with the Work is subject to payment of any license fee or royalty. All variations of the proposed substitute from that specified will be identified in the application and available maintenance, repair and replacement service will be indicated.

Contractor shall provide an itemized estimate of all costs or credits which will result directly or indirectly from acceptance of such substitute, including costs of redesign and claims of other contractors affected by the resulting change, all of which will be considered by County in evaluating the proposed substitute. County may require Contractor to furnish additional data about the proposed substitute.

Substitute Construction Methods or Procedures: If a specific means, method, technique, sequence or procedure of construction is shown or indicated in and expressly required by the Solicitation Documents, Contractor may furnish or utilize a substitute means, method, technique, sequence or procedure of construction acceptable to County upon recommendation from Engineer. Contractor shall submit sufficient information to allow Engineer to make recommendation to County that the substitute proposed is equivalent to that expressly called for by the Solicitation Documents.

Engineer's Evaluation: Engineer will be allowed a reasonable time within which to evaluate each submittal made. County upon recommendation of Engineer will be sole judge of acceptability. No "or-equal" or substitute will be ordered, installed or utilized without Engineer's prior written acceptance which will be evidenced by either a Change Order or an approved Shop Drawing. County may require Contractor to furnish, at Contractor's expense, a special performance guarantee or other surety with respect to any "or-equal" or substitute. Engineer will record time required by Engineer and Engineer's Consultants in evaluating substitutes proposed or submitted by Contractor and in making changes in the Solicitation documents occasioned thereby. Whether or not Engineer accepts a substitute item so proposed or submitted by Contractor, County reserves the right to charge Contractor, and Contractor hereby agree to pay, for review time by Engineer and Engineer's consultants for evaluation of each such proposed substitute item and for making changes in the Solicitation Documents as needed.

Contractor's Expense: All data to be provided by Contractor in support of any proposed "or-equal" or substitute item will be at Contractor's expense.

#### 5.2.8 Inspection and Testing

All materials and equipment used in performance of the Work shall be subject to adequate inspection and testing in accordance with generally accepted standards and as required and defined in the Solicitation Documents, and as provided herein.

If required by the Solicitation Documents, the Contractor shall provide at the Contractor's expense the testing and inspection services.

The Contractor shall assume full responsibility for arranging and obtaining such inspections, tests, or approvals, paying all costs in connection therewith, and furnishing County with the required certificates of inspection, or approval within 72 hours of inspection

The Contractor shall give the County at least twenty-four (24) hours' notice of readiness and shall cooperate with inspection and testing personnel to facilitate required inspections or tests. Contractor shall also be responsible for arranging obtaining and paying all costs in connection with any inspections, tests or approvals required for County and Engineer's acceptance of materials or equipment to be incorporated in the Work, or materials, mix designs, or equipment submitted for approval prior to Contractor's purchase thereof for incorporation in the Work.

Alternately, in accordance with the Solicitation Documents, the County may assume all responsibility and costs associated with testing; this will be noted specifically.

If more than two (2) tests fail, County may at its discretion, charge the Contractor for all subsequent tests.

Such charges may be deducted from the payment application.

County may at their discretion perform additional testing and inspections as a means of quality assurance.

Inspections, tests or approvals by the County/Engineer shall not relieve the Contractor's obligations to perform the Work in accordance with the requirements of the Solicitation Documents.

Notice of Defects - Prompt notice of any defective Work of which County or Engineer have actual knowledge will be given to Contractor. All defective Work shall either be rejected, corrected, accepted, or accepted with payment adjustments as solely determined by County.

If any Work is covered contrary to the direction of the County, or if Work is covered prior to testing, Contractor shall uncover it for testing and/or observation by the County. Re-excavation, inspection, testing and replacement of all materials and items shall be at the Contractor's sole expense.

If the County directs the Contractor to uncover work where inspections are not required, then:

The Contractor shall bear all costs for the re-excavation, inspection, testing, replacement and re-covering of the items if the Work did not meet specifications; or

If items do meet specifications, Contractor may solicit a Change Order to cover the additional work costs.

Sub-grade, base-course, and asphalt testing shall be conducted by an AMRL (Aggregate Materials Reference Laboratory) certified technician. Cement and concrete testing shall be performed by an ACI (American Concrete Institute) certified technician for lab and field testing.

#### 5.2.9 Correction of Work

The Contractor shall remove, at the County's sole discretion from the premises and replace at the Contractor's sole expense, all Work rejected by the Engineer or County for failure to comply with the Contract, whether incorporated in the project or not. Contractor shall promptly replace and re-execute the Work in accordance with the Contract. Contractor shall pay all claims, cost, losses, and damages caused by or resulting from such correction or removal including but not limited to all costs or repair or replacement of Work by others.

If the Contractor does not take action to remove such rejected Work within time specified after receipt of written notice, the County may remove or correct such Work and store the materials. If at the time the County removes or corrects such Work, stores materials, and any amount of the Contract Price is then due and owing to the Contractor, the County may deduct from the amount owed to the Contractor the costs incurred by the County for such removal, correction and storage.

In connection with such corrective and remedial action, County may exclude Contractor from all or part of the site, take possession of all or part of the Work, and suspend Contractor's services related thereto, take possession of Contractor's tools, appliances, construction equipment and machinery at the site and incorporate in the Work all materials and equipment stores at the site or for which County has paid Contractor but which are stored elsewhere. Contractor shall allow County, County's representatives, agents, employees, County's other Contractors and Engineer and Engineer's Consultants access to the site to enable County to exercise the rights and remedies under this paragraph. All claims, costs, losses and damages incurred or sustained by County in exercising such rights and remedies will be charged against Contractor and a Change Order will be issued incorporating the necessary revisions in the Solicitation Documents with respect to the Work; and County shall be entitled to an appropriate decrease in the Contract Price. Such claims, costs, losses and damages will include by

not be limited to all costs of repair or replacement of work of others destroyed or damaged by correction, removal or replacement of Contractor's defective Work. Contractor shall not be allowed an extension of the Contract Time because of any delay in the performance of the Work attributable to the exercise by County of County's rights and remedies hereunder.

In an emergency where delay would cause serious risk of loss or damage, County may have the defective Work corrected or the rejected Work removed and replaced, and all claims, costs, losses and damages caused by or resulting from such removal and replacement including but not limited to all costs of repair or replacement of work of others shall be paid by Contractor.

If instead of requiring correction or removal and replacement of defective Work, County with Engineer's recommendation, prefers to accept it, County may do so. Contractor shall pay all claims, costs, losses and damages attributable to County's evaluation of and determination to accept such defective Work. If such acceptance occurs prior to Engineer's recommendation of final payment, a Change Order will be issued incorporating the necessary revisions in the Contract with respect to the Work, and County shall be entitled to an appropriate decrease in the Contract Price. If acceptance occurs after such recommendation, an appropriate amount shall be paid by Contractor to the County.

#### 5.2.10 Patents

The Contractor shall pay, on behalf of the County, all applicable royalties and license fees. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless County from and against all claims, costs, losses and damages arising out of or resulting from any infringement of patent rights or copyrights incident to the use in the performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product or device whether it is specified or not in the Solicitation Documents. However, if the Contractor has reason to believe that the design, process or product specified is an infringement of a patent, trademark or copyright, the Contractor shall be responsible for such loss unless the Contractor notifies the County upon discovery.

Contractor shall indemnify, defend, or at its option, settle any claim or suit against County if such suit or claim is based on a patent, trademark, copyright or trade secret infringement resulting from the Work or use thereof, provided that County, upon knowledge of a claim or potential claim of infringement, promptly notifies Contractor and provides Contractor all related information known to County. In the event of a claim of patent, trademark, copyright or trade secret infringement, Contractor agrees to keep County timely informed of material developments with respect to such claim. In the event that a court of competent jurisdiction adjudicates that the Work or any part of it does infringe a third party's patent, trademark, copyright or trade secret, or in the event that County is enjoined from using the Work or any part of it, Contractor shall, at its expense and option, do one of the following: 1) procure for County the right to use the Work or the affected part thereof, or 2) replace the Work or affected part thereof with other suitable work, or 3) modify the Work or affected part hereof to make it non-infringing, or 4) if none of the foregoing remedies are commercially feasible, refund the aggregate payments paid by County for the Work which the County is no longer

permitted to use, or the affected part thereof, less reasonable amortization for use, if any.

#### 5.2.11 Surveys, Permits, and Regulations

From the information provided by the County, unless otherwise specified in the Solicitation Documents, the Contractor shall develop and make all detailed surveys needed for construction such as slope stakes, batter boards, stakes for pile locations and other working points, lines, elevations and cut sheets.

The Contractor shall carefully preserve benchmarks, property corners, reference points and stakes. When it becomes necessary by reason of construction to remove or obliterate any triangulation station benchmark, property corner, monument, stake, witness mark or other survey reference mark, it shall be the duty of the Contractor to cause, at the Contractor's sole expense, the mark to be re-established by a registered surveyor in accordance with Section 61-23-28, NMSA 1978.

Unless otherwise stated in the Solicitation Documents or agreed to in writing by the County, all permits and licenses necessary for the prosecution of the Work shall be secured and paid for by the Contractor. The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations pertaining to the Work as required. If the Contractor observes that the Solicitation Documents are at variance therewith, Contractor shall promptly notify the Engineer in writing, and any necessary changes shall be adjusted as provided herein. Contractor shall pay for all governmental changes and inspection fees necessary for the prosecution of the Work, which are applicable at the time of its Notice of Award. Contractor shall pay all charges of utility connections and payment for use of said utilities for the Work.

A Penetration Permit from the County is required prior to connecting to any gas, water, or sanitary sewer lines. Contractor shall allow five (5) working days for the County to process the application after submitting. A copy of the Penetration Permit can be obtained from the Los Alamos County Department of Public Utilities (DPU), (505) 662-8130. DPU staff will perform all switching and valve operations in accordance with the Permit.

The Contractor shall prepare the plan and file the necessary documentation, obtain approvals, construct and maintain the Storm Water Pollution Prevention Plan (SWPPP) for all job sites, staging areas or other areas required prior to initiation of any site Work.

The Contractor shall submit and get approval of a Traffic Impedance Permit from the County of Los Alamos, prior to beginning construction as required. Contractor shall apply to the County of Los Alamos for a Traffic Impedance Permit at least ten (10) working days in advance of setting up traffic control signs or barricades for work efforts which will affect the flow of traffic. Contractor cannot proceed with construction until traffic control plans are approved by County.

The Contractor shall obtain all New Mexico Environment Department (NMED) Air Quality Permits as required, as well as any other required permits including, but not limited to, asbestos abatement, lead abatement and other hazardous material permits in conjunction with the Work.

Neither County nor Engineer shall be responsible for Contractor's compliance with any Laws or Regulations except where otherwise expressly required.



All County permit fees shall be waived with the exception of Solid Waste fees.

#### 5.2.12 Subsurface and Physical Conditions

Any reports on subsurface and physical conditions are included in Section 6.0 Exhibits. The County may not have conducted or contracted for Subsurface and Physical Condition Reports.

Contractor may rely upon the general accuracy of the information contained in such reports and drawings which is provided as the best information at that time for the Contractor's use. Except for such reliance on such reports Contractor may not rely upon or make any claim against County, Engineer or any of Engineer's Consultants with respect to:

The completeness of such reports and drawings for Contractor's purposes, including, but not limited to, any aspects of the means, methods, techniques, sequences and procedures of construction to be employed by Contractor and safety precautions and programs incident thereto; or

Other data, interpretations, opinions, and information contained in such reports or shown or indicated in such drawings; or

Any Contractor interpretation of or conclusion drawn from any "technical data" or any such data, interpretations, opinions or information.

Notice of Differing Subsurface or Physical Conditions – if Contractor believes that any subsurface or physical condition at or contiguous to the site that is uncovered or revealed either:

Is of such a nature as to establish that any "technical data" on which Contractor is entitled to rely as provided above is materially inaccurate, or

Is of an unusual nature, and differs materially from conditions ordinarily encountered and generally recognized as inherent of the character of Work provided in the Solicitation Documents;

then Contractor shall, promptly after becoming aware thereof and before further disturbing conditions affected thereby or performing and Work in connection therewith (except in an emergency), notify County and Engineer in writing immediately about such condition. Contractor shall not further disturb such conditions or perform any Work in connection therewith (except as aforesaid) until receipt of written order from County and Engineer to do so.

County will promptly review the pertinent conditions, determine the necessity of obtaining additional exploration or tests with respect thereto and advise Contractor in writing of its findings and conclusions.

Possible Contract Documents Change: If Engineer concludes that a change in the Contract Documents is required as a result of a condition that meets one or more of the categories in paragraph 3.2.14, a Change Order may be issued to reflect and document the consequence of such change.

Possible Price and Times Adjustments: An equitable adjustment in the Contract Price or in the Contract Time, or both may be allowed to the extent that the existence of such uncovered or revealed condition causes and increase or decrease in Contractor's cost of, or time required for performance of the Work subject to the following:

Such condition must meet any one or more of the categories described Section 5.2.12 above;

A change in the Contract Documents pursuant to Section 5, Changes in the Work will not be an automatic authorization of nor a condition precedent to entitlement to any such adjustment;

With respect to Work that is paid for on a Unit price basis, any adjustment in Contract Price will be subject to provisions relating to unit prices;

Contractor shall not be entitled to any adjustment in the Contract Price or Time if;

Contractor knew of existence of such conditions at the time Contractor made a final commitment to Owner in respect of Contract Price and Contract Times by the submission of a Proposal or executing the Contract; or

The existence of such condition could reasonably have been discovered or revealed as a result of any examination, investigation, exploration, test, or study of the site and contiguous areas required by the Solicitation Documents to be conducted by or for Contractor prior to Contractor's making such final commitment; or

Contractor failed to give the written notice within the time and as required by Section 5.2.14, Changes in the Work.

County, Engineer and Engineer's Consultants shall not be liable to Contractor for any claims, costs, losses or damages sustained by Contractor on or in connection with any other project or anticipated project.

Physical Conditions – Underground Facilities:

Shown or Indicated: The information and data shown or indicated in the Solicitation Documents or subsequently located by the Active Underground Facilities locating service prior to excavation with respect to existing Active Underground Facilities at or contiguous to the site is based on the information and data furnished by the County of such Active Underground Facilities or by others. County shall not be responsible for the accuracy or completeness of such information or data provided in the Solicitation Documents. The Contractor shall be solely responsible for requesting the marking of the location of Active Underground Facilities by the locating service in accordance with the New Mexico Excavation Law prior to excavation. The cost of all of the following will be included in the Contract Price and Contractor shall have full responsibility for: reviewing and checking all such information and data, locating all Underground Facilities shown, or indicated in the Solicitation Documents, or subsequently located by the Active Underground Facilities owner, coordination of the Work with the County of such Underground Facilities during construction, and safety and protection of all such Underground Facilities and repairing any damage resulting from the Work.

Not Shown or Indicated: If any Active Underground Facilities or Abandoned Underground Facilities are uncovered or revealed at or contiguous to the site which was not shown or indicated in the Solicitation Documents or was not subsequently located by the Active Underground Facilities owner in accordance with New Mexico exaction law, then Contractor shall, promptly after becoming aware of and before further disturbing conditions affected or performing any work in connection therewith (except in an emergency), give written notice to the County, if known, of the Underground Facilities Owner.

The Contractor will promptly review the Active or Abandoned Underground Facilities and determine, if possible, the owner of the Underground Facilities. The Contractor shall request that the owner of the Underground Facilities also investigate if the Underground Facilities are Active or Abandoned.

If the Underground Facilities are Active Underground Facilities, the County shall determine the extent, if any, to which a change is required in the Contract to reflect and document the consequences of the existence of the Active Underground Facilities. During such time, Contractor shall be responsible for safety and protection of such Active Underground Facilities. Contractor may be allowed and increase in Contract Price or an extension of the Contract Time, or both, to the extent that they are attributable to the existence of any Active Underground Facilities that were not shown, indicated, or not subsequently located by the owner of the Active Underground Facilities prior to excavation, and that the Contractor did not know of and could not reasonably have been expected to be aware of or to have anticipated.

If the Underground Facilities are Abandoned Underground Facilities, and they interfere with the excavation or Work by the Contractor, the Contractor is not eligible for an increase in cost. The Abandoned Underground Facilities can be removed or allowed to remain with steps taken to work around the Abandoned Underground Facilities such as cutting, removing and capping the ends.

If any Abandoned Underground Facilities are transite asbestos pipe or conduit, removal, if required or selected by the Contractor, shall be completed and no additional payment will be granted to the Contractor for the proper removal and disposal per the appropriate local, State, and federal regulations.

#### 5.2.13 Protection of Work, Property and Persons

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. The items below shall be included in the Contractor's Safety Management Plan. Contractor will take all necessary precautions for the safety of, and will provide the necessary protection to prevent damage, injury or loss to all employees, County staff or agents, and public on the Work, including but not limited to:

Required personal safety equipment for personnel and visitors within the work zone including PPE to comply with Public Health Orders;

Proper operation of equipment and power tools;

Proper maintenance of equipment and power tools;

Protection of personnel and public within excavation areas;

Protection of personnel occupying confined spaces;

Welding;

Fall protection;

Procedures in the event that suspected hazardous materials are encountered and procedures to be used by Contractor and Subcontractors for handling and coordinating any exchange of material safety data sheets or other hazard communication information required to be made available to or exchanged between or among employers at the site in accordance with applicable Laws and Regulations;

Precautions for lifting and maneuvering heavy objects;  
Emergency procedures in the event of wildfire or other fire;  
Emergency procedures in the event of injury;  
Emergency procedures in the event of a line break (water, sewer, gas, power, etc.)  
Flooding;  
Excavating, trenching, shoring, sheeting, and bracing protection;  
Pre-job safety planning;  
Designation by Contractor of a qualified and experienced safety representative whose duties and responsibilities shall be the prevention of accidents and the maintaining and supervising of safety precautions and programs;  
Implementation of safety plan for subcontractors;  
Safety meetings; and  
Procedures for encounters with wildlife, including bears and snakes.

#### 5.2.14 Changes in the Work

The County may at any time, as the need arises, order changes within the scope of the Work without invalidating the Contract. If such changes increase or decrease the amount due under the Contract documents, or in the time required for performance of the Work, an equitable adjustment shall be authorized by Change Order mutually agreed to by the County and Contractor.

The County may at any time, by issuing a Field Order, make changes in the details of the Work. The Contractor shall proceed with the performance of any changes in the Work so ordered by the County, unless the Contractor believes that such Field Order entitles the Contractor to a change in the Contract Price or Time, or both, in which event the Contractor shall give the County written notice within seven (7) calendar days after the receipt of the Field Order. Thereafter the Contractor shall document the basis for the change in Contract Price or Time within thirty (30) calendar days. The Contractor shall not execute such changes until receipt of an executed Change Order or further instruction from the County followed by the executed Change Order.

Contractor shall not be entitled to an increase in the Contract Price or an extension of the Contract Time with respect to any Work performed that is not required by the original Solicitation Documents or as amended or modified, except in the case of an emergency.

The value of any Work covered by a Change Order or any claim for an adjustment in the Contract Price will be determined as follows:

Where the Work involved is covered by unit prices contained in the Solicitation Documents, by application of such unit prices to the quantities of the items involved.

Where the Work involved is not covered by unit prices contained in the Solicitation Documents, by a mutually agreed lump sum.

Force Account -In the event that an agreed upon price or time cannot be reached, Contractor, when directed, shall proceed on a Force Account (Time and Materials) basis and document all costs and time incurred by the work. Force Account shall include a

not-to-exceed amount. Costs shall include all direct and indirect labor, equipment and materials and shall be based on:

Actual costs for labor, direct overhead, materials, supplies, equipment, and other services required to complete the work;

In addition, there shall be an amount agreed upon, but not to exceed fifteen percent (15%) of the actual cost of such work to cover the cost of general overhead and profit;

Contractor shall establish and maintain records in accordance with generally accepted accounting practices and submit in a form acceptable to the County an itemized cost breakdown together with supporting data, agreed to at the end of each day by the Project Manager and Contractor.

**Cost of Work:** The term Cost of Work means the sum of all costs necessarily incurred and paid by Contractor in the proper performance of the Work. Except as otherwise may be agreed to in writing by County, such costs shall include only the following items and shall not include any of the costs itemized in G below.

Payroll costs for employees in the direct employ of Contractor in the performance of the Work under schedules of job classifications agreed upon by County and Contractor. Such employees shall include without limitation superintendents, foreman, and other personnel employed full time at the site. Payroll costs for employees not employed full time on the Work shall be apportioned based on their time spent on the Work. Payroll costs shall include, but not limited to, salaries and wages plus the cost of fringe benefits which shall include social security contributions, unemployment, excise and payroll taxes, workers' compensation, health and retirement benefits, bonuses, sick leave, vacation and holiday pay applicable thereto. The expenses of performing Work after regular working hours, on Saturday, Sunday, or legal holidays, shall be included in the above to the extent authorized by County.

Cost of materials and equipment furnished and incorporated in the Work, including costs of transportation and storage, and Supplier's field services required in connection. All trade discounts, rebates, and refunds and returns from sale of surplus materials and equipment shall accrue to County and Contractor shall make provisions so that they can be obtained.

Payments made by the Contractors to the Subcontractors for Work performed or furnished by Subcontractors. If required by County, Contractor shall obtain competitive bids from subcontractors acceptable to County and Contractor shall deliver such bids to County who will then determine which bids, if any, will be accepted. All subcontracts shall be subject to other provisions of the Solicitation Documents insofar as applicable

Costs of special consultants (including but not limited to engineers, architects, testing laboratories, surveyors, attorneys, and accountants) employed for services specifically related to the Work.

Supplemental costs including the following:

The proportion of necessary transportation, travel and subsistence expenses of Contractor's employees incurred in discharge of duties connected with the Work.

Cost, including transportation and maintenance, of all materials, supplies, equipment, machinery, appliances, office and temporary facilities at the site and hand tools not owned by the workers, which are consumed in the performance of the Work, and cost

less market value of such items used but not consumed which remain property of Contractor.

Rentals of all construction equipment and machinery and the parts thereof whether rented from Contractor or others in accordance with rental agreements approved by County with the advice of Engineer, and the costs of transportation, loading, unloading, installation, dismantling and removal; all in accordance with the terms of said rental agreements. The rental of any such equipment, machinery or parts shall cease when the use thereof is no longer necessary for the Work.

Sales, consumer, or similar taxes related to the Work, and for which Contractor is liable, imposed by laws and regulations.

Deposits lost for causes other than negligence of Contractor, any subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, and royalty payments and fees for permits and licenses.

Losses and damages (and related expenses) caused by damage to the Work, not compensated by insurance or otherwise, sustained by Contractor in connection with the performance and furnishing of the Work (except losses and damages within the deductible amounts of property insurance established by the County), provided loss has resulted from causes other than the negligence of Contractor, any subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable. Such losses shall include settlements made with the written consent and approval of County. No such losses, damages and expenses shall be included in the Cost of the Work for the purpose of determining Contractor's fee. If, however any such loss or damage requires reconstruction and Contractor is placed in charge thereof, Contractor shall be paid for service a proportional fee as stated above.

The cost of utilities, fuel and sanitary facilities at the site.

Cost of premiums for additional bonds and insurance required because of changes in the Work.

The term Cost of Work shall not include any of the following:

Payroll costs and other compensation of Contractor's officers, executives, principals, general managers, engineers, architects, estimators, attorneys, auditors, accountants, purchasing and contracting agents, expeditors, timekeepers, clerks, and other personnel employed by Contractor whether at the site or in Contractor's principal or a branch office for general administration of the Work which are to be considered administrative cost covered by the Contractor's fee.

Expenses of Contractor's offices other than Contractor's office at the site.

Any part of Contractor's capital expenses, including interest and charges for delinquent payments.

Original cost of premiums for all Bonds and for all insurance required by the Solicitation Documents to purchase and maintain the same.

Costs due to the negligence of Contractor, any subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, including but not limited to, the correction of defective Work, disposal of materials or equipment wrongly supplied and making good any damage to property.

Other overhead or general expense costs of any kind and the costs of any item not specifically and expressly included herein.

The Contractor's fee allowed to Contractor for general overhead and profit shall be determined by an amount not to exceed fifteen percent (15%) of the Cost of Work described above and in accordance with the Contract.

For work performed by Sub-contractors the Contractor's fee shall not exceed 5% and in accordance with the Contract.

No fee will be allowed for cost of special consultants and supplemental costs as described above.

#### 5.2.15 Suspension, Delay or Termination of Work

At any time and without cause, County may suspend the Work or any portion thereof for a period of not more than 90 days per event by notice in writing to Contractor which will fix the date on which Work may be resumed. Contractor shall resume the Work on the date so fixed. Contractor shall be allowed an adjustment in the Contract Price or an extension of the Contract Time or both, directly attributable to any such suspension of work, if Contractor receives an approved Change Order as provided herein.

The County, at its sole discretion may terminate the Contract if the Contractor:

Is determined to be and adjudged to be bankrupt or insolvent;

The Contractor makes a general assignment for the benefit of the Contractor's creditors;

A trustee or receiver is appointed for the Contractor for any of the Contractor's property;

The Contractor files a petition to take advantage of any debtor's act, to reorganize under the bankruptcy or applicable laws.

Contractor fails to perform the Work in accordance with the Contract including but not limited to:

The Contractor repeatedly fails to supply sufficient skilled workmen or suitable materials or equipment,

The Contractor repeatedly fails to make prompt payments to Subcontractors or for labor, materials or equipment.

The Contractor disregards laws, ordinances, rules, regulation or orders of any public body having jurisdiction over the Work,

The Contractor disregards the authority of the County, or

The Contractor otherwise violates any provision of the Contract Documents.

The County may, without prejudice to any other right of surety, within a minimum of ten (10) calendar days from delivery of a written notice, terminate the services of the Contractor and take possession of the Project and of all materials, equipment, tools, construction equipment and machinery owned by the Contractor, and finish the Work by whatever method the County may deem expedient or at County's sole discretion may elect to suspend the Work or any portion thereof until the cause for such notice of termination has been eliminated. In such case the Contractor shall not be entitled to receive any further payment until the Work is finished.

Contractor shall be paid for Work completed in accordance with the Contract Documents.

If an agreement cannot be reached to remedy the cause of termination and the County hires a different Contractor to complete the remaining Work or the Work is completed by a different means:

The resulting costs incurred by the County will be determined by the County.

If such costs exceed such unpaid balance of the Contract Price, the County will request that Contractor pay the difference to the County.

If the Contractor refuses to pay the difference to the County, the County may terminate the contract and request payment directly from the Contractor's bonding company.

Any unpaid balance of the current Contract Price that exceeds the direct and indirect cost of completing the Work, including compensation for additional professional services, shall not be paid to the Contractor.

Where the Contractor's services have been terminated by the County, said termination shall not affect any right or claim of the County against the Contractor existing at that time or which may thereafter accrue. Any payment by the County due the Contractor will not release the Contractor from compliance with the Contract. Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination.

After ten (10) calendar days from delivery of a written Notice to the Contractor from the County, the County may, without cause and without prejudice to any other right or remedy, elect to abandon the Project and terminate the Contract. In such case, the Contractor shall be paid for all Work executed in conformance with the Contract plus reasonable profit.

#### 5.2.16 Subcontracting

The Contractor may utilize the services of specialty subcontractors on those parts of the Work which, under normal contracting practices, are performed by specialty subcontractors. The County must approve the use of all subcontractors.

The Contractor shall maintain the services of subcontractors as designated by the Contractor in the Solicitation Documents for the Term of the Contract. Replacement or changes to subcontractors from those originally submitted in Contractor's Proposal Response to the RFP is not permitted without prior written justification and written approval of the County.

The Contractor shall not award Work to subcontractor(s), in excess of fifty percent (50%) of the Contract Price, without prior written approval of the County.

The Contractor shall be fully responsible to the County for the acts and omissions of the Contractor's subcontractors, and of persons either directly or indirectly employed by them, just as the Contractor is responsible for the acts and omissions of persons directly employed by the Contractor.

The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the Work to bind subcontractors to the Contractor by the terms of the Solicitation Documents insofar as applicable to the Work of subcontractors and to give



the Contractor the same power to terminate any subcontract that the County may exercise over the Contractor under any provision of the Contract.

Nothing contained in this Contract shall create any contractual relation between any subcontractor and the County.

#### 5.2.17 Duties of the Contractor

The Contract contains the provisions required for the construction of the Project. Information obtained from an officer, agent, or employee of the County or another person shall not affect the risks or obligations assumed by the Contractor or relieve Contractor from fulfilling any of the conditions of the Contract. The Contract requires performance of services entirely at the Contractor's risk and Contractor has agreed to fully indemnify the County from all claims, demands, and actions, arising from the Contractor's actions, errors, or omissions.

The Contractor shall maintain employment of qualified Project Manager and Project Superintendent as designated by the Contractor in the Solicitation Documents for the Term of the Contract. Replacement or changes to Project Manager or Superintendent from those originally submitted in Contractor's Proposal Response to the RFP is not allowed without prior written justification and written approval of the County.

The Contractor shall supervise and direct all work to be performed pursuant to this Contract. Contractor will be solely responsible for the means, methods, techniques, sequences, and procedures of construction.

The Superintendent shall be considered an agent of the Contractor and shall have full authority to act on behalf of the Contractor and all communications given to the Superintendent shall be as binding as if given to the Contractor. The Superintendent shall always be present on the site as required to perform adequate supervision and coordination of the services provided pursuant to this Contract.

If at any time Contractor or any subcontractor is suspended or debarred from conducting business with any city, county, state or federal government, Contractor has continuing obligation to promptly notify County. County has the option to terminate Contract or require a different subcontractor at no additional cost to the County.

Superintendent shall track daily all labor (including classifications), equipment and materials used on site. Superintendent shall communicate weekly this information to the Project Manager or representative. Superintendent and Project Manager shall agree on this usage.

Contractor shall provide competent, suitably qualified personnel to survey, lay out and construct the Work as required by the Contract. Contractor shall at all times enforce strict discipline and good order among all workers at the sites and shall not employ on the Work any unfit person or anyone not skilled in the work assigned to them.

Contractor shall be responsible to see that the completed Work complies accurately with the Contract.

Contractor shall abide by the Los Alamos County Harassment Policy and Procedures #1120.

#### 5.2.18 Job Site Administration

The Contractor is responsible for orderly use and cleanup of all job sites including staging areas and all areas affected by the project to the satisfaction of the County. Outdoor storage space may be obtained by the Contractor at its sole expense.

The County may authorize, through issuance of a Staging Area License, Contractor's use of land owned by the County. Contractor shall comply with the terms of written agreements.

Construction materials and equipment such as tools, scaffolds, forms and excess material not in use shall be stored or stacked in neat order at the Contractor's storage site. Contractor shall at all times as part of its services, keep the sites free from accumulation of waste materials or rubbish caused by Contractor's operations.

Contractor shall provide trash receptacles sufficient in number to accommodate all refuse generated within the property and provide for their regular and routine maintenance and servicing. At the completion of the services to be performed in the Contract, Contractor shall remove Contractor's waste materials and rubbish from and about the project, as well as all Contractor's tools, construction equipment, machinery and surplus materials and shall clean all surfaces. At substantial completion and prior to occupation by the County, the Contractor shall disinfect all surfaces that may come into contact by the public or County staff.

Contractor may provide lighting as necessary for security and safety of materials and equipment. Such lighting shall be down-directed and in accordance with all New Mexico Night Sky provisions and approved by the Project Manager.

Contractor shall provide portable toilets at all job sites sufficient in number to accommodate all waste generated within the site and provide for their regular and routine maintenance and servicing.

Contractor shall restore to original condition all affected property not designated for alteration by the Contract.

Services performed pursuant to this Contract are not to unduly interfere with the County's normal operation and maintenance.

Contractor shall be responsible for all areas of the Project used by the Contractor, subcontractors, suppliers or other involved in performance of the services to be performed in the Contract.

Contractor shall have the right to exclude all who have no purpose or function related to the performance or inspection of the services, except personnel employed by the County or other governmental agencies. Contractor may require all persons on the site of the Work to observe all regulations that the Contractor requires of its employees. Contractor will exert full control over the site and personnel with respect to use, safety and preservation of property and the existing facilities, except for controls as reserved to County or others.

Contractor shall confine construction equipment, the storage of materials and equipment and the operations of workers to the site and land and areas identified in and permitted by the Solicitation Documents and other land and areas permitted by Laws and Regulations. Contractor shall assume full responsibility for any damage to any such land or area or to the owner or occupant thereof or of any adjacent land or areas, resulting from the performance of the Work. Should any claim be made by any such

owner or occupant because of the performance of the Work, Contractor shall promptly resolve such claim by negotiation or other proceeding at law.

Contractor shall, to the fullest extent permitted by Laws and Regulations, indemnify and hold harmless County against all claims, costs, losses and damages arising out of or resulting from any claim or action, legal or equitable, brought by any such owner or occupant against County, Engineer or any other party indemnified hereunder to the extent caused by or based upon Contractor's performance of the Work.

Contractor shall be responsible for all materials brought to the job sites by the Contractor, its subcontractors or agents.

Hazardous waste shall be properly stored and disposed in accordance with applicable laws and regulations. The Contractor shall promptly remove all spilled or splattered materials from surfaces to prevent marring, staining, or damage. Clean-up will be evaluated prior to all applications for progress payment.

County shall have the right to enter the site or Work area for the purpose of doing work not covered by the Contract. This provision shall not be construed as relieving the Contractor of the sole responsibility for the care and protection of the Work or the restoration of any damaged Work except such as may be caused by agents or employees of the County.

County may perform other work related or unrelated to the Project on the premises using County's own employees, other utility owners, or let other contracts for the performance of work. If there is such work to be performed that was not noted in the Contract, written notice shall be given to the Contractor prior to the start of such work. As directed by the County, Contractor shall provide proper and safe access to the County, contractors and utility owners to the premises and a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such work.

Contractor shall not endanger any work of others by cutting, excavating or otherwise altering their work and will only cut or alter their work with the written consent of County and the others whose work will be affected.

Gas and Oil Storage, Service Areas, Concrete Batch Plant, Caretaker Dwelling Units- County shall approve the location of equipment areas, gas and oil storage areas, service areas, concrete batch plant and caretaker dwelling units in writing. Contractor shall clear all areas of brush, litter, grass and all other flammable debris for a radius of 50 feet. Caretaker dwelling unit's area subject to approval by County and to the County License Agreement in Section 6.1.2.

Prevention of Oil Spills – If Contractor maintains storage facilities or uses flammable or combustible liquids in the project area, Contractor will provide to the Fire Marshall an operational plan that addresses the use and appropriate measures which will address soil containment and clean-up. Pollutants such as fuels, lubricants and other harmful materials shall not be discharged on the ground.

Contractor, at its sole expense, shall immediately take action to contain and clean up all potentially hazardous spills in the performance of this Contract which are caused by Contractor's employees directly or indirectly, or as a result of subcontractor operations, and shall immediately report to County and all applicable agencies. Contractor will be held liable for all damages and costs of additional labor, equipment, supplies, and

transportation deemed necessary by the County for the containments and cleanup of potentially hazardous spills caused by Contractor's employees or resulting from subcontractor operations.

Control of Sources of Ignition – When Contractor uses any process that requires an ignition source, Contractor must provide a plan outlining the process and prior approval must be granted by the Fire Marshall before any ignition source is used within the project area. Areas where welding cutting, burning, or grinding is occurring are to be shielded to prevent flying sparks and debris. Fires shall not be built on the premises.

Communications – The Contractor's communication system shall provide prompt and reliable communications between Contractor's crews. County shall be able to communicate with Contractor 24/7; Contractor shall be responsive to phone calls and return calls within fifteen (15) minutes.

Contractor shall conduct all activities associated with this Project in such a manner that there will not be any adverse impact to archeological sites, trails, identified natural features, fences, gates and private property.

Contractor shall be responsible for all damage to property and to persons, including third parties that occur as a result of its or its agents or employees or subcontractors or subcontractor's employees' fault or negligence.

Contractor shall cooperate with the owners of all utilities, including County, in removal and/or rearrangement operations in order that these operations may progress in a reasonable manner and services shall not be unnecessarily interrupted.

In the event of interruption to utility services because of accidental breakage or as a result of lines being exposed or unsupported, Contractor shall promptly notify Project Manager and owner of the utility and shall cooperate with owner in the restoration of services. If utility services are interrupted, Contractor's cooperation shall be required until service is restored.

Contractor shall protect all streets, private roads and sidewalks, and shall make all necessary repairs for damage incurred during course of the work at Contractor's own expense.

Contractor shall provide proper protection of all furnishings and fixtures likely to be damaged. When exterior openings are made, they shall be covered with weather tight protection at the end of the day's work.

Contractor shall take suitable precautions to protect existing trees, shrubs, and other natural vegetation and fences during construction. The Contractor shall restore the area to permit re-vegetation of the area. This includes restoring the area to pre-existing contours, reducing soil compaction by scarification, and mitigating for the effects of runoff. Any fences that need to be removed must be placed or dealt with as specified in Contract. Contractor shall reseed disturbed areas in accordance with NMDOT Specifications or as specified in the Contract.

The County will allow Contractor metered usage of water required for construction, to the extent of existing facilities. The Contractor shall obtain a water meter from the Los Alamos County Department of Public Utilities (DPU). Payment to the Utilities Department for the quantity of water used at the prevailing rate will be due before final acceptance of the project. A deposit for the water meter is required by DPU.

Contractor shall remove all snow and ice as may be required for the proper protection and performance of the Work and access to job site. Snow and ice shall also be removed by the Contractor from active work zones open to the public.

Contractor shall provide all shoring, bracing, and sheathing as required for safety and for proper execution of the Work and have some removed when Work is completed.

Contractor shall provide installation and maintenance of necessary precautions to protect all personnel on the site, including members of the general public from injury or harm, including but not limited to posting of appropriate warning signs in hazardous areas.

Contractor shall always provide protection against weather (rain, wind, storms, frost, floods or heat) so as to maintain all Work, materials, apparatus, private property and fixtures free from injury or damage. At the end of the day's Work, all new Work likely to be damaged shall be protected.

During cold or inclement weather, Contractor shall protect all Work from damage. If low temperatures make it impossible to continue operations safely despite cold weather precautions, Contractor shall cease Work and so notify County.

Contractor may, as part of its Work, provide and erect one sign with a minimum size of 2' x 2' with a maximum size of 4' x 8', with the Contractor's name, license number, address and telephone number and locate sign as approved by the County. No other sign or advertisement shall be displayed by the Contractor unless requested or approved by the County.

#### 5.2.19 Engineer's Authority

The Engineer or the Engineer's designated representative may:

Recommend, disapprove, or reject Work which Engineer believes to be defective or will not produce a completed Project that conforms to the Technical Specifications and Drawings or that will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated by the Technical Specifications and Drawings or that will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated by the Technical Specifications and Drawings require special inspection or testing of the Work, whether or not the Work is fabricated, installed or completed.

The Engineer may be on site during construction and determine if the Work is proceeding in accordance with Technical Specifications and Drawings. Duties and responsibilities of Engineer may be modified by County as needed.

Inspections may be made at the factory or fabrication plant of the source of material supply.

The Engineer will not be responsible for the construction means, controls, techniques, sequences, procedures or construction safety.

As requested by County or Contractor, Engineer will issue to both County and Contractor with reasonable promptness written clarifications or interpretations of the requirements of the Technical Specification and Drawings (in the form of Drawings or otherwise), which shall be consistent with intent of and reasonably inferable from Technical Specifications and Drawings.

Engineer may authorize minor variations in the Work from the requirements of the Technical Specifications and Drawings which do not involve an adjustment in the Contract Price or the Contract Time and are compatible with the design concept of the completed Project as a functioning whole as indicated by a Field Order and will be binding on the County and also on Contractor who shall perform the Work involved promptly.

Engineer will review and approve Shop Drawings, Samples and submittals in accordance with the schedule of submittals accepted by Engineer. Engineer's review and approval will only be to determine if the items covered by the submittals will, after installation or incorporation in the Work, conform to the information given in the Technical Specifications and Drawings and be compatible with the design concept of the completed Project as a functioning whole as indicated by the Technical Specifications and Drawings. Engineer's review and approval will not extend to means, methods, techniques, sequences, or procedures of construction, unless explicitly specified or related to applicable safety precautions or programs. The review and approval of a separate item as such will not indicate approval of the assembly in which the item functions. Contractor shall make corrections required by the Engineer and shall return the required number of corrected copies of the Shop Drawings and submit as required new Samples for review and approval. Contractor shall direct specific attention in writing to revisions other than the corrections called for by Engineer on previous submittals.

Engineer may assure the quality of work through independent testing. Engineer shall provide test results to the Contractor and copy the Project Manager.

#### 5.2.20 Duties, Responsibilities and Limitations

Duties, responsibilities and limitations of authority of the Resident Project Representative (RPR).

General – RPR is the Engineer's representative at the site and will act as directed by and under the supervision of Engineer and will confer with Engineer regarding RPR's actions. RPR's dealings in matters pertaining to the on-site Work shall in general be with Engineer and Contractor keeping County advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with County with the knowledge of and under the direction of Engineer.

Schedules – Review the progress schedule, schedule of submittals and schedule of values prepared by Contractor and consult with Engineer concerning acceptability.

Conferences and Meetings – Attend meetings with Contractor, such as pre-construction conferences, progress meetings, job conferences and other project related meetings and prepare and circulate copies of meeting minutes.

Liaison – Serve as Engineer's liaison with Contractor, working principally through Contractor's Superintendent and assist in understanding the intent of the Technical Specifications and Drawings and assist Engineer in serving as County's liaison with Contractor when Contractor's operations affect County's on-site operations.

Assist in obtaining from County additional details or information when required for proper execution of the Work.

Advise Engineer and Contractor of the commencement of any Work requiring a Shop Drawing or Sample, if the submittal has not been approved by Engineer.

#### 5.2.21 Engineer's Review of Work, Rejection of Work, Inspections, and Tests

Verify that tests, equipment and systems startups, operating and maintenance training are conducted in the presence of appropriate personnel and that Contractor maintains adequate record thereof, record and report to County appropriate details relative to the test procedures and startups.

Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project; record the results of these inspections and report to County.

Modifications – Consider and evaluate Contractor's suggestions for modification in Drawings or Specifications and report with RPR's recommendations to County.

Transmit to Contractor decisions as issued by County.

#### 5.2.22 Limitations of Authority

##### **Resident Project Representative shall not:**

Authorize any deviation from the Technical Specifications and Drawings or substitution of materials or equipment, unless authorized by County and approved by County.

Exceed limitations of Engineer's authority as set forth in the Contract Documents.

Undertake any of the responsibilities of Contractor, subcontractors or Contractor's Superintendent.

Advise on or issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required in the Technical Specifications and Drawings.

Advise on or issue directions regarding or assume control over safety precautions and programs in connection with the Work.

Accept Shop Drawings or sample submittals from anyone other than Contractor.

Shall not authorize County to occupy the Work areas prior to Final Completion in whole or in part as set forth in the Scope of Work.

Participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by County.

#### 5.2.23 Land and Right-of-Way

The County shall provide to the Contractor information which delineates and describes the land owned and rights-of-way acquired.

The Contractor may provide at the Contractor's own expense and without liability to the County any additional land and access thereto that the Contractor may desire for temporary construction facilities or for storage of materials.

#### 5.2.24 Warranty/Guaranty

The Contractor shall guarantee all materials and equipment furnished and Work performed for a period of one (1) year from the date established as Final Completion or as specified in the Technical Specifications, whichever is later. The Contractor warrants

and guarantees for a period of one (1) year from the date of Final Completion that the completed Work is free from all defects due to faulty materials or workmanship and the Contractor shall promptly make such corrections as may be necessary by reason of such defects, including the repairs of any damage to other parts of the system resulting from such defects. The Contractor shall pay for all costs associated with correcting these defects, including but not limited to shipping, travel, labor and parts to repair and or replace the Work. The County will give notice of observed defects with reasonable promptness. In the event that the Contractor should fail to make such repairs, adjustments or other Work that may be made necessary by such defects, the County may do so and charge the Contractor the cost thereby incurred. The Performance Bond shall remain in full force and effect through this warranty/guarantee period.

All materials shall be of good quality and new. All warranties and guarantees specifically called for by the Specifications shall be provided in writing and expressly run to the benefit of County.

Where defective Work (and damage to other Work) has been corrected, removed or replaced, the correction period hereunder with respect to such Work will be extended for an additional period of one year after such correction or removal and replacement has been satisfactorily completed.

All representations, indemnifications, warranties, and guarantees made in, required by or given in accordance with the Contract, as well as all continuing obligations indicated in the Contract, will survive the final payment, completion and acceptance of the Work and termination or completion of the Agreement.

The Contract shall cover defects which shall be in existence during such warranty period, but which shall not become apparent until thereafter.

Contractor shall be fully responsible for all direct, indirect and consequential costs to the County approximately caused by such defects in materials or workmanship including defects in materials or workmanship supplied to the Contractor by a subcontractor or supplier. Contractor shall also hold the County harmless from liability of any kind arising from damage due to said defects.

Contractor shall make all repairs and replacements or payments promptly upon receipt of written order from the County. If Contractor fails to make the repairs, replacements or payments promptly, County may do the work and Contractor and the Contractor's Surety shall be liable for cost thereof, including but not limited to, fees and charges for engineers, architects, attorneys and other professionals.

County will schedule an inspection eleven (11) months after the Final Completion date, providing Contractor with a minimum of one (1) week notice unless the County and Contractor mutually agree to other arrangements. County will contact Contractor to report and schedule any further warranty work as provided herein.

#### 5.2.25 Miscellaneous

Taxes – Contractor shall be responsible for the payment of all applicable taxes, including but not limited to the State of New Mexico Gross Receipts Tax.

Independent Contractor – The relationship of the Contractor to the County shall be that of an independent contractor. The Contractor and all employees and subcontractors of the Contractor shall not be deemed agents or employees of the County. This agreement



shall not be construed as a joint venture or partnership between the parties hereto. Nothing in this Agreement burdens the County with the duties of an employer concerning Contractor or any employee or subcontractor of the Contractor, under any state workers' compensation laws, any state or federal occupational health and safety laws or any other state or federal laws.

Contractor's Authority – Contractor shall not enter into any agreement with any person which binds or is intending to bind County to any duty or obligation unless the County has given Contractor prior written consent to represent the County in such matter. Nor shall Contractor make representations to any person which indicate that Contractor is acting on behalf of the County without the County's prior written consent.

Contractor its agents or employees shall make no representation that they are County employees, nor shall they create the appearance of being employees by using a job or position title on a name plate, business cards or in any other manner bearing County's name or logo.

#### 5.2.26 Dispute Resolution, Applicable Law, and Venue

Arbitration – This agreement is not subject to arbitration.

Applicable Law, Venue – Contractor and County agree that the laws of New Mexico and County Ordinances shall govern any dispute or claim arising from the Contract or the rights, duties and obligations created therein. Contractor and County further agree that all court actions shall be filed and pursued in New Mexico courts, unless the parties mutually agree to a different forum. Venue shall be in the First Judicial Court of New Mexico, Los Alamos, New Mexico.

If the surety on any Bond furnished by the Contractor is declared as bankrupt or becomes insolvent or its right to do business is terminated in New Mexico or it ceases to meet the requirement in Los Alamos Ordinances, Contractor shall within 10 calendar days thereafter substitute another Bond and surety, both of which must be acceptable to County.

When any period is referred to in the Contract by days, it will be computed to exclude the first and include the last day of such period. If the last day of such period falls on a Saturday or Sunday or on a day made a legal holiday by Los Alamos County, such day will be omitted from the computation. A calendar day of twenty-four hours measured from midnight to the next midnight will constitute a day.

#### 5.2.27 Examination of Records Provisions

The Contractor agrees that the County, and any authorized representative of the County, shall, until the expiration of six (6) years after acceptance of final payment of the Contract Price, have access to and the right to examine any directly pertinent books, documents, papers and records of the Contractor involving transactions relating to this Contract.

#### 5.2.28 American with Disabilities Act Compliance

The Contractor will comply with all relevant provisions of the Americans with Disabilities Act, as well as with the New Mexico Human Rights Act, and all other applicable local, state, and federal laws governing the rights of the disabled.

#### 5.2.29 Proposals are Public Records

A. Pursuant to the New Mexico Inspection of Public Records Act NMSA- 1978, Chapter 14, Article 2, all materials submitted under this RFP shall be presumed and considered public records. Except to the extent any information may be protected by state or federal law, proposals shall be considered public documents and available for review by the public.

#### 5.2.30 Wage Rate Determination

Issuance of the following wage rate determination is done pursuant to Section 13-4-11 N.M.S.A. 1978, as amended, or such successor statute and with duly adopted rules and regulations properly registered with the Supreme Court, as required by law, and other statutes pertaining to public works in New Mexico.

Each certified payroll shall have the correct Wage Rate Decision Number printed clearly on the first page. The Contractor and all Subcontractors shall also submit certified payrolls. Prior to the issuance of a Certificate of Payment, the Contractor shall determine that a certified payroll has been submitted to the New Mexico Department of Workforce Solutions as provided for by State law and that all other provisions applicable to and relating to the payment of wages to artisans, draftsmen, laborers has been abided by and that said payments have been made in accordance with established scales as furnished by the New Mexico Department of Workforce Solutions for this particular contract.



## PUBLIC WORKS PROJECT REQUIREMENTS

As a participant in a Public Works project valued at more than \$60,000 in the state of New Mexico, the following list addresses many of the responsibilities that are defined by statute or regulation to each project stakeholder.

### Contracting Agency

- Ensure that all contractors wishing to bid on a Public Works project when the project is \$60,000 or more are actively registered with the Public Works and Apprenticeship Application (PWAA) website: <http://www.dws.state.nm.us/pwaa> (Contractor Registration) prior to bidding.
- Please submit Notice of Award (NOA) and Subcontractor List(s) to the PWAA website promptly after the project is awarded.
- Please update the Subcontractor List(s) on the PWAA website whenever changes occur.
- All sub-contractors and tiers (excluding professional services) regardless of contract amount must be listed on the Subcontractor List and must adhere to the Public Works Minimum Wage Act.
- Ninety days after project completion please go into the PWAA system and close the project. Only contracting agencies are allowed to close the project. Agents or contractors are not allowed to close projects.

### General Contractor

- Provide a complete Subcontractor List and Statements of Intent (SOI) to Pay Prevailing Wages for all contractors, regardless of amount of work, to the contracting agency within 3 (three) days of award.
- Ensure that all subcontractors wishing to bid on a Public Works project have an active Contractor Registration with the Public Works and Apprenticeship Application (PWAA) website: <http://www.dws.state.nm.us/pwaa> prior to bidding when their bid will exceed \$60,000.
- Make certain the Public Works Apprentice and Training Act contributions are paid either to an approved Apprenticeship Program or to the Public Works Apprentice and Training Fund.
- Confirm the Wage Rate poster, provided in PWAA, is displayed at the job site in an easily accessible place.
- When the project has been completed, make sure the Affidavits of Wages Paid (AWP) are sent to the contracting agency.
- All subcontractors and tiers (excluding professional services) regardless of contract amount must pay prevailing wages, be listed on the Subcontractor List, and adhere to the Public Works Minimum Wage Act.



**LABOR RELATIONS DIVISION**  
121 Tijeras Ave NE, Suite 3000  
Albuquerque, NM 87102  
Phone: 505-841-4400  
Fax: 505-841-4424

[WWW.DWS.STATE.NM.US](http://WWW.DWS.STATE.NM.US)

### **Subcontractor**

- Ensure that all subcontractors wishing to bid on a Public Works project have an active Contractor Registration with the Public Works and Apprenticeship Application (PWAA) website: <http://www.dws.state.nm.us/pwaa> prior to bidding when their bid will exceed \$60,000.
- Make certain the Public Works Apprentice and Training Act contributions are paid either to an approved Apprenticeship Program or to the Public Works Apprentice and Training Fund.
- All subcontractors and tiers (excluding professional services) regardless of contract amount must pay prevailing wages, be listed on the Subcontractor List, and adhere to the Public Works Minimum Wage Act.

### **Additional Information**

Reference material and forms may be found in the New Mexico Department of Workforce Solutions Public Works web pages at: <https://www.dws.state.nm.us/Labor-Relations/Labor-Information/Public-Works>.

### **CONTACT INFORMATION**

Contact the Labor Relations Division for any questions relating to Public Works projects by email at [public.works@state.nm.us](mailto:public.works@state.nm.us) or call (505) 841-4400.

## **6.0 EXHIBITS**



**THIS LICENSE AGREEMENT** (Agreement) is entered by and between the **Incorporated County of Los Alamos (County)** and **Contractor** to be effective for all purposes on \_\_\_\_\_.

**A. PURPOSE**

The purpose of this Agreement is to grant to CONTRACTOR the revocable privilege of using County properties (“Property”), more specifically described herein, for staging areas to facilitate CONTRACTOR’S work on \_\_\_\_\_. The County’s grant of this revocable privilege shall satisfy County’s obligation to provide CONTRACTOR with staging areas under the above-identified Project.

**B. TERM**

This Agreement shall commence on \_\_\_\_\_ and shall continue until CONTRACTOR’S work under the above-referenced Project is substantially complete, unless sooner terminated as provided herein.

**USE OF THE PREMISES**

County grants to CONTRACTOR the use of the Property described herein for staging area to include the placement, unless specifically excluded herein, of a temporary, portable office structure, and the storage of Project related materials, and the storage of Project related equipment, and for no other purpose.

**GENERAL REQUIREMENTS APPLICABLE TO ALL PROPERTIES**

The following requirements are applicable to the Property unless specifically addressed or modified in Section E. Specific Property herein: CONTRACTOR shall:

Provide properly anchored portable toilets sufficient in number to accommodate all waste generated within the Property. Locate portable toilets as far as possible away from residential development and provide for their regular and routine maintenance and servicing;

Provide covered trash receptacles sufficient in number to accommodate all refuse generated within the Property and provide for their regular and routine maintenance and servicing;

May provide sufficient lighting necessary for security and safety of persons, material and equipment as well as for the security and safety of the public. Such lighting shall be down directed and produce no glare and conform to the New Mexico Dark Sky Act;

Provide and maintain a protective buffer between staging activities and nearby water courses;

Provide Good housekeeping measures as outlined in the Storm Water Pollution Prevention Plan (SWPPP) will always be adhered to;

Provide any applicable utility hook-ups at contractor’s coordination and expense;

Provide storm water pollution protection and management at his/her expense;  
Ensure staging area boundaries on the Property do not encroach onto other properties or open space.

#### **E. SPECIFIC PROPERTY**

The following specific Property, including specific uses or limitations to such use, are designated as staging areas for use by CONTRACTOR in conformity with the contract documents and this License.

**STAGING AREA: At \_\_\_\_\_, Los Alamos, New Mexico as designated in the Figure 1 drawing titled, “Staging Areas,” and as coordinated with the Contractor and County Project Manager (“Property”) (Contractor accepts to use area by initialing: \_\_\_\_\_)**

Site-specific requirements are as follows:

Weather resistant Information Board for posting required information such as prevailing wage rates, Need to Know information, Notice of Intent, Safety Info, etc.;

Fuel storage tank is **not** permitted;

Limited Repair of vehicles and equipment is permitted as per SWPPP;

Clearing and grubbing is **not** permitted;

Grading of the property is **not** permitted;

Contractor is responsible for providing fencing if deemed necessary by the Contractor. Optional lighting to the extent that surrounding homes are not affected by glare is permitted; to be approved by Project Manager;

All materials and equipment must be confined within the defined area;

Limited storage space of traffic control devices and storage containers is permitted;

Maximum of two (2) portable toilets are permitted at each Property site;

Contractor shall provide adequate dust control at proper frequencies within the staging area;

Sweep Staging area *as needed*.

#### **G. ASSIGNMENT**

This License is not assignable.

#### **H. RECORDS**

CONTRACTOR shall maintain throughout the term of this License records necessary to demonstrate that all of the terms and conditions of the License have been met, including but not limited to records relating to any necessary licenses, permits, and other

“authorizations” and compliance with any and rules, regulations, requirements or guidelines applicable to CONTRACTOR’S use of the Properties. CONTRACTOR shall make available for inspection by County all records, books of account, memoranda and other documents pertaining to County immediately upon request of County.

## **STRUCTURES, IMPROVEMENTS, ALTERATIONS OR ADDITIONS**

Except as specifically permitted or required herein, no structures, improvements, alterations or additions shall be permitted on the Property without the prior written authorization of County. CONTRACTOR shall maintain and leave the Property in a clean condition, free of debris and litter, and restored to their prior condition or as close thereto as is reasonably practicable.

## **J. LIABILITY**

County shall not be liable for any cost of expense or any kind or nature with respect to this License or CONTRACTOR’S use of the Property, CONTRACTOR shall promptly pay all costs and expenses associated with CONTRACTOR’S use of the Property including, without limitation, the cost of utility services and fencing. CONTRACTOR shall assure; and provide evidence to County that the insurance maintained by CONTRACTOR under its Contract the performance of work awarded from **RFP 24-44 Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades** is applicable to and will cover losses resulting from the use of the Property. CONTRACTOR agrees to indemnify, defend, and hold County harmless from any liability, damage, loss, injury, cause of action, and costs and expenses (including attorneys' fees), of any kind or nature, arising from or in any way related to the use of the Property, including but not limited to, any liability, damage, loss, injury, cause of action, or costs and expenses (including attorneys' fees) arising from or in any way related to any actual, threatened or alleged disposal, release, or contamination by hazardous substances of the Property by CONTRACTOR its employees, subcontractors and agents. CONTRACTOR’S obligations under this Section shall survive the expiration or termination of the License.

## **K. SAFETY**

CONTRACTOR shall assure that all of its operations conducted on the Property are performed in a safe manner.

## **L. COUNTY ACCESS TO PROPERTIES**

County and its designated representatives shall have access to the Property at all times. CONTRACTOR shall notify County immediately of any situation that may arise on the Property that may cause damage or harm to the health, welfare or safety of the public or to the environment and property of County and shall fully cooperate with County in addressing any such situation.

## **M. APPLICABLE LAWS**



CONTRACTOR shall comply with all federal, state, and local laws, regulations, ordinances and, other legal requirements applicable to CONTRACTOR'S use of and activities on the Property. This License shall be construed and enforced according to the Laws of the State of New Mexico.

**N. CANCELLATION AND VACATION OF THE PROPERTIES**

County may, at its sole discretion immediately cancel this License or any part hereof at any time with or without cause and no further use shall be made of the Property by CONTRACTOR. Failure of County to fully enforce all provisions of this License shall not constitute a waiver of any future breach of any such terms or provisions. Upon expiration or cancellation of this License, the CONTRACTOR shall remove within seven (7) days all equipment, tools, vehicles, and any other property belonging to the CONTRACTOR from the Property and shall leave the Property in clean condition, free of debris and litter and restored to its prior condition or as close thereto as reasonably practicable.

INCORPORATED COUNTY OF LOS ALAMOS

ATTEST:

\_\_\_\_\_

Naomi D. Maestas    Anne W. Laurent

County Clerk              County Manager

Approved as to Form

\_\_\_\_\_

J. Alvin Leaphart

County Attorney

\_\_\_\_\_

\_\_\_\_\_

Contractor

Title

Date

Figure 1 – Staging Area

**EXHIBIT "B"**  
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND  
OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTIONS**

**RFP NO: 24-44**

**RFP Name:** Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades

**\*This document should be returned with RFP submittal.\***

- (1) I or We, \_\_\_\_\_ (the "Offeror/Bidder") hereby certify to the best of our knowledge and belief that neither the Offeror/Bidder nor any of its principals:
- (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal, state, or local department or agency; and
  - (b) have, within a 3-year period preceding this certification, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery; falsification or destruction of records; making false statements; or receiving stolen property; and
  - (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) are not current or former County employees. If an Offeror/Bidder is a current or former county employee, Offeror/Bidder shall provide additional information as described in paragraph (2) of this certification; and
  - (e) are not considered to be an "immediate family member" of a County employee or public official. Immediate family means the employee's or public official's spouse, parents, step-parents, child, step-child, sibling, step-sibling, half-sibling, grandparent, grandchild, aunt, uncle, niece, nephew, or their in-laws, or an individual claimed by the public official or his/her spouse as a dependent under the United States Internal Revenue Code; and
  - (f) have within a 3-year period preceding this certification had one or more public transactions or contracts (federal, state, or local) terminated for cause or default.
- (2) If we are unable to certify to any of the statements in this certification, we shall attach an explanation hereto.
- (3) Certification to any of the statements in this certification will be thoroughly reviewed, and may not necessarily preclude the Offeror/Bidder from consideration for award.
- (4) Falsification of any statement in this Form shall constitute grounds for non-consideration of the Offeror's/Bidders proposal or bid or rescinding of a contract award.

---

Date

---

Authorized Representative's Signature

---

Print Name

---

Print Title

**EXHIBIT "C"**  
**Campaign Contribution Disclosure Form**

RFP NO:24-44

RFP Name: Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades

\*This document should be returned with RFP submittal.\*

Any prospective contractor seeking to enter into a contract with the Incorporated County of Los Alamos must file this form disclosing whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official during the two (2) years prior to the date on which prospective contractor submits a proposal or, in the case of a sole source or small purchase contract, the two (2) years prior to the date prospective contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds TWO HUNDRED FIFTY DOLLARS (\$250.00) over the two (2) year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other things of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family member" means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of:

- (a) a prospective contractor, if the prospective contractor is a natural person; or
- (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS: (Report any applicable contributions made to the following - COUNTY COUNCILORS: Theresa Cull; Denise Derkacs; Melanee Hand; Susie Havemann; Keith Lepsch; David Reagor; and Randal Ryti.)

Contribution Made By:			
Relation to Prospective Contractor:			
Name of Applicable Public Official:			
Contribution(s) Date(s)	Contribution Amount(s):	Nature of Contribution(s):	Purpose of Contribution(s):
	\$		
	\$		
	\$		
	\$		
	\$		

(Attach extra pages if necessary)

Please check the box next to the applicable statement.

<input type="checkbox"/>	CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250.00) WERE MADE to an applicable public official by me, a family member or representative, and I have disclosed those contributions.
<input type="checkbox"/>	NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250.00) WERE MADE to an applicable public official by me, a family member or representative.

---

Signature

---

Date

---

Title (position)

**EXHIBIT "D"**

**VERIFICATION OF AUTHORIZED OFFEROR**

**RFP NO: 24-44**

**RFP Name:** Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades  
**\*This document should be returned with RFP submittal.\***

Sec. 31-261. - State and local preferences.

- (a) *Definitions.* For the purposes of this section:
- (1) The terms "resident business" and "resident veteran business" shall be defined as set out in NMSA 1978, § 13-1-21;
  - (2) The term "local" as applied to a business shall mean that it meets the requirements of the above definition, maintains its principal office and place of business in Los Alamos County, and has a required Los Alamos County business license.
- (b) *Requirements for preference qualification.* The chief purchasing officer shall determine if a preference is applicable to a particular bid or offer on a case-by-case basis. A bidder or offeror must submit a written request for preference, with a copy of the state-issued preference certificate, with its bid or proposal to qualify for this preference.
- (1) If a corporation, it shall be incorporated in New Mexico and maintain its principal office and place of business in the state;
  - (2) A person shall have qualified with the state chief purchasing officer as a resident business or resident veteran business and obtained a certification number as provided in NMSA 1978, § 13-1-22.
- (c) *Preference factor.*
- (1) The preference factor for qualifying resident and local businesses applied to bids and proposals shall be five percent.
  - (2) The preference factor for qualifying resident veteran businesses shall be in accordance with the requirements set forth in NMSA 1978, § 13-1-21.
- (d) *Invitations for bids.* When bids are received, the price quoted by the qualifying vendor shall be multiplied by 0.95. After application of the preference factor, the contract shall be awarded to the lowest bidder. If one or more low prices are equal, the bid shall be awarded with respect to the next category of offerors listed below, and the next, until an offer qualifies for award. The priority of categories of offers is as follows:
- (1) Local business;
  - (2) Resident business.
- (e) *Requests for proposals.* When proposals are received, the total evaluation score with or without the cost factor of each proposal received from a qualifying vendor shall be multiplied by 1.05. After application of the factor, the contract shall be awarded to the highest score. If one or more scores are equal, the same procedure shall be followed with respect to the next category of offerors listed, and the next, until an offer qualifies for award. The priority of categories of offerors is the same as listed in subsection (d) of this section.
- (f) *Exemptions from preferences.* The resident and local preference specified in this article shall not be applied:
- (1) To requests for qualifications;
  - (2) To any purchase of goods or services in excess of \$500,000.00;
  - (3) When the expenditure of federal funds designated in whole or in part for a specific purchase is involved; or
  - (4) When the expenditure of grant funds, a condition of which prohibits a local preference, is involved.

(Ord. No. 02-098, § 2, 12-2-2008; Ord. No. 02-305, § 8, 2-25-2020)



Are you requesting Preference?

YES       NO

By answering "yes," the bidder or offeror is submitting a written request for preference.

A Bidder or Offeror must submit a copy of the state-issued preference certificate with its bid or proposal to qualify for this preference.

Having read the proposal conditions and examined the scope of services and deliverables for this RFP, this Proposal is hereby submitted by:

\_\_\_\_\_  
Signature and Printed Name of Authorized Offeror Title

\_\_\_\_\_  
Organization's Legal Name State of Incorporation

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Mailing Address City      State      Zip Code

\_\_\_\_\_  
Physical Address City      State      Zip Code

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Federal Tax I.D. # NM CRS # (if located in-state)

\_\_\_\_\_  
Contract Manager Printed Name, Title and Email Address

If your firm meets the definition of one or more of the types of business described below as defined by the Small Business Administration, please check the appropriate box:

- Small Business
- Woman-owned Business
- Minority-owned Business

**EXHIBIT "E"**  
**DESIGN CRITERIA**  
**RFP NO: 24-44**

**RFP Name: Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades**

**Site location**

The Los Alamos ice rink is a high altitude uncovered outdoor ice rink located at the bottom of Los Alamos Canyon on 4475 West Rd. The location coordinates are 35° 52' 48" N and 106°19' 33" W at an elevation of 7200 ft. The image below shows an aerial view of the ice rink with north oriented at the top of the image and a superposed elevation contours view. As shown in the aerial view, West Rd. is on the North side of the ice rink. The main building and the locker room buildings are located on the West end of the ice rink. The mechanical room and Zamboni storage are located inside the building on the East end of the ice rink. The elevation contours show that the canyon wall adjacent to the South side of the ice rink has a rapid altitude gain of 184 feet.



The canyon wall and the trees on its slope provide shade cover to the ice rink from mid-November to mid-January. However, the tree cover has lessened over the years resulting in additional sun load to the ice

rink. The areas adjacent to the ice rink boundaries are the habitat of the Jemez Mountains salamander, a protected species.

### **Performance requirements**

The County's performance expectations for the ammonia refrigeration system are the following:

1. Provide a refrigeration capacity to consistently make a one-inch-thick NHL sized ice sheet satisfactory for hockey, figure skating, and recreational skating.
2. The refrigeration capacity should be rated for the range of ambient conditions and sun load intensities prevailing at the ice rink site during the ice-skating season (mid-October to mid-February).
3. A minimum life cycle of 35 years.
4. Built-in redundancy in components and cooling capacity.
5. Reclaim refrigerant superheat to heat the hot floor.
6. Local availability to service and maintenance technicians.

### **Health and safety requirements**

The refrigeration system and the upgrades to the mechanical room must include built-in safety features to prevent the exposure of ice rink staff, service technicians, and the public to toxic refrigerant concentration levels. These built-in safety features should include but are not limited to the following:

1. Permanent/automatic refrigeration leak detection
2. Permanent/automatic monitoring of refrigeration concentration in the mechanical room.
3. Automatic alarm systems warning of toxic refrigeration concentration levels in the mechanical room.
4. Permanent/automatic system to notify ice rink staff about refrigerant leaks.
5. Venting systems to quickly restore fresh air in the mechanical room in the event of a controlled or accidental release of refrigerant.
6. Venting systems must exhaust refrigerants to the atmosphere and away from the public at the ice rink.
7. Automated system to remove refrigerant quickly and safely from refrigeration circuits in the event of a controlled or accidental release of refrigerant.

An ammonia safety training and training materials must be included in the services and deliverables of this project.

### **Operational requirements**

- Easy to operate.
- Controls and instrumentation permitting on-site and remote monitoring of refrigeration system and floor performance.
- Capability to report energy consumption.
- Provide real time notifications on system diagnostics and malfunctions.
- Possible remote-control capabilities.

### **Connection with existing systems.**

The County is considering the replacement of the existing refrigerated concrete ice rink floor and the addition of a shade structure in fiscal year 2026. The design and construction of the ammonia refrigeration system must include measures to enable the connection to a new refrigerated concrete floor.

### **Design conditions.**

#### ***Ice skating season.***

Ice building starts on Friday of the last week of October. On this date, the chiller is turned on and left over for the weekend to cool the ice rink floor. On the following Monday, water is gradually poured on the ice rink floor to build the ice sheet. It takes two weeks to build the ice sheet to the operation depth. During build up, the ice is painted white. Hockey and curling lines are also painted. Vinyl logos are also placed

at center and quarter ice locations. The hockey season starts the Monday following the opening of operations and lasts until the Presidents Day.

**Skating ice characteristics.**

The ice sheet operation depth is in the range of 1 ½ to 2 in prepared with potable water that is not softened. Once built, the ice sheet is maintained between 18-20 degrees to meet hockey game conditions.

**Existing ice making system.**

The existing ice making system is 22 years old. It was designed and built in the year 2002. The startup date was December 6, 2002.

Per the record drawings, the ice rink floor is a full NHL size (200 ft × 85 ft.) refrigerated concrete slab with a 5 in. thickness. The characteristics of the ice rink floor are the following:

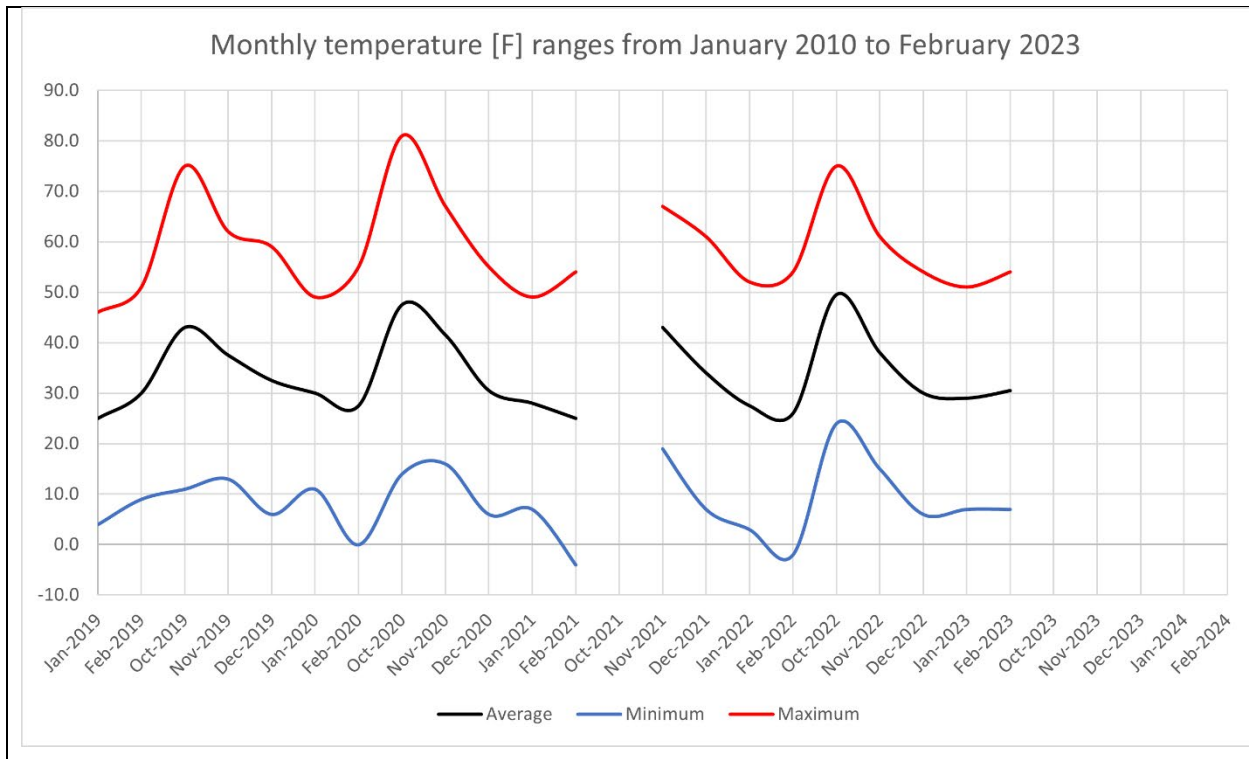
	Cooling pipes	Heating pipes	Cooling mains	Heating mains
Material	Plastic rink pipe		Schedule 40 Steel pipe	
Diameter	1 in		8 in	3 in
OC spacing [in]	3 ½ in	12 in	-----	-----

Refrigeration of the floor is achieved through an indirect system utilizing R-22 and calcium chloride as primary and secondary refrigerants respectively. Originally, the secondary refrigerant was glycol. The R-22 refrigeration system was designed to deliver 98.4 TR under the following conditions:

Condition	Level
Evaporating temperature	5 °F
Condensing temperature	85 °F
Wet bulb temperature	Not specified
Dry bulb temperature	55 °F

**Temperature profiles.**

The chart below shows the monthly temperature profile at the ice rink from January 2010 to February 2023. The charted temperatures were measured utilizing a digital thermometer located in a shaded area approximately 7ft off the ground and mounted on the score board structure on the southeast side of the rink slab. Display of the temperature reading is on the digital clock readout a foot above the sensor. This temperature profile is provided for reference purposes only and should be verified by the design professional before any refrigeration plant design efforts begin.



### Sun load

The north side of the ice rink floor experiences significant sun load during the shoulder weeks of the ice-skating season. In addition, sun radiation reflected from the dasher boards and shielding glass increases the intensity of the sun load on this area of the ice rink. As shown in the photo below, this increased sun load results in the loss of ice on the north side of the ice rink. This photo was taken on November 7, 2023, at 9:48 am. The ambient conditions on that day were the following:

- Ambient air Temp was 35 F at 8am
- Ice temperature was 48 F on the surface of the melted area seen in photo at 8 am
- The Cold Floor supply temp was 11 F and the floor return temp was 13.3 F at 8 am
- The thermometer is on the southeast side of the rink in a shaded area.

The refrigeration plant should be sized to prevent ice loss to sun load during the ice season shoulder weeks.



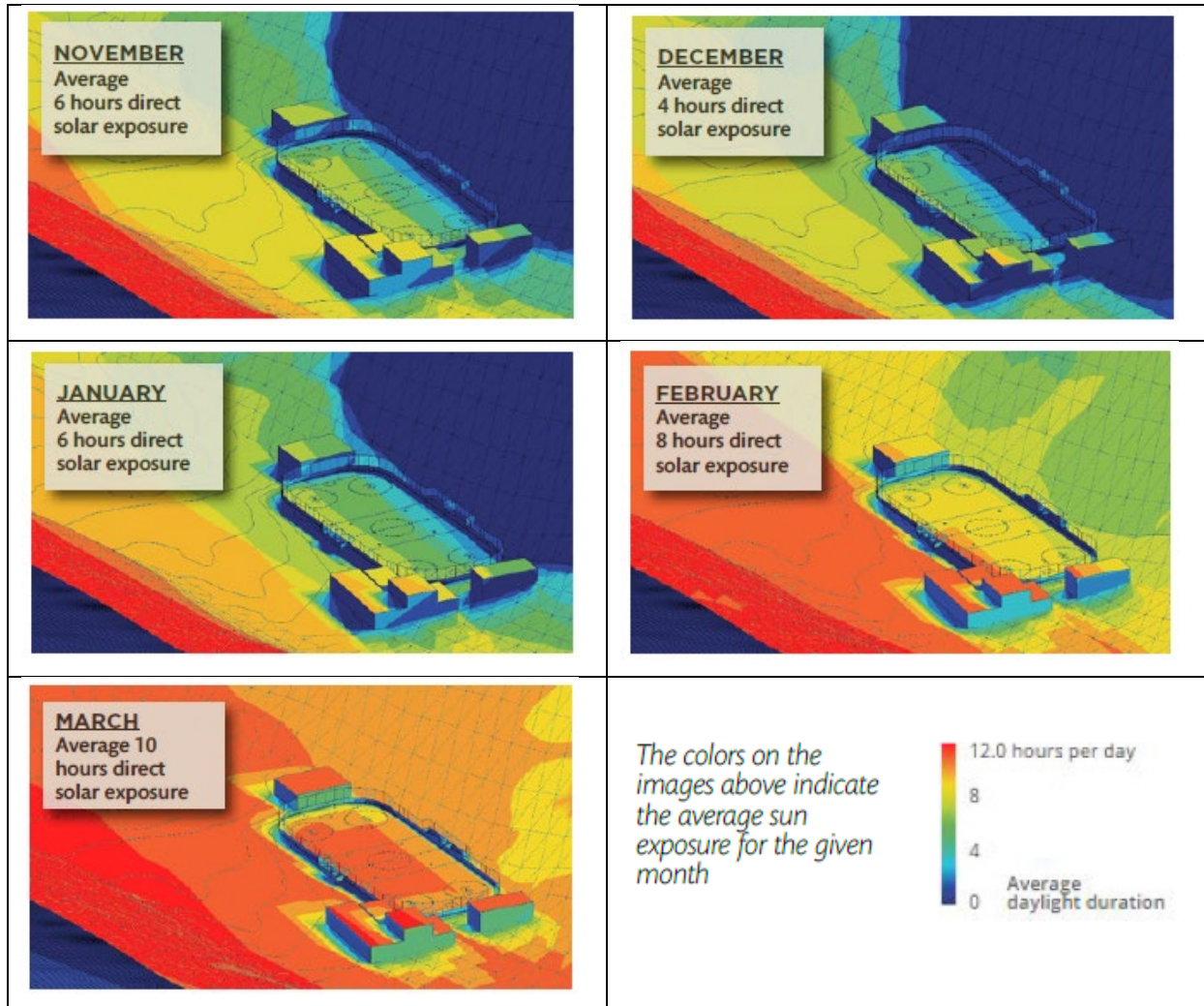


**Figure 1. Typical sun load acting on the ice rink floor during the late October to December period. The image shows the north edge of the floor. This is the most impacted area on the floor. Image taken on November 7, 2023, at 9:48 am by Brendan Tuning, Los Alamos County ice rink operator.**

During the ice-skating season, the ice rink floor is subjected to non-uniform sun exposure times. A solar exposure study conducted in 2018 by a County consultant profiled the average number of direct solar exposure over the ice rink floor per month. The monthly profiles are shown in the Figure below. These profiles are provided here for reference only and should not be taken as complete. The report presented to the County by the consultant did not provide any of the following information:

- The methodology used to profile the sun exposure.
- The intensity of the sun load during the months considered in the study.
- The sun exposure profile for October.

Given that the Los Alamos ice rink is in a high elevation zone below a latitude of 40 °, design efforts should identify the contribution of radiation to the refrigeration plant solar load.



### **Mechanical room**

The mechanical room approximate dimensions are 28 feet long, 18 feet wide, and 14 feet tall. This room is existing and is inside the building located at the East side of the rink floor. The electrical panel that will supply power to the refrigeration plant and the floor pump is inside the mechanical room. A commercial steel rollup door on the front of the building provides approximately a 14 by 14 feet opening. This opening faces the East side of the ice rink floor.

### **Site conditions.**

The existing ice rink floor is 22 years old. Zamboni storage building and mechanical room are existing.

There is a rental refrigeration plant on site connected to the ice rink floor. This refrigeration plant will provide refrigeration needed to make ice for the October 2024-February 2025 ice season.

The nameplate on the electrical panel inside the mechanical room indicates that the refrigeration system is supplied with 3-phase, 4 wire, 480Y/277 V and up to 800 A interior power. A 600 A breaker is available to supply power for a new chiller.

### **Design constraints.**

- An air-cooled refrigeration plant is required. Water is scarce on site. In addition, local water is ground-sourced and contains high silica levels. There is outdoor space adjacent to the mechanical room available to place an air-cooled condenser.

- The footprint or size of the existing mechanical room and garage building cannot be changed.
- The existing electrical power supply cannot be modified.

**Time constraints.**

The new refrigeration plant and room upgrades must be completed by August 31, 2025.

The work to install the new refrigeration plant should be performed and completed without interruption to the October 2024 – February 2025 ice season and be completed for the October 2025 – February 2026 ice season.



**Exhibit “E”  
PROJECT APPROACH**

**RFP NO: 24-44**

**Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades**

**Project understanding**

Provide a brief statement that demonstrates respondents' understanding of the project.

**Project delivery method**

Briefly describe the respondent's approach to project delivery. Describe all phases of the project.

**Technical difficulties anticipated**

Briefly describe the technical difficulties that respondent identifies in the execution of this project for the following phases: preliminary design, design development, commissioning, construction, installation

**Design team responsibilities**

Briefly outline the scope of work, milestones, and deliverables for each member of the Design-Build team.

**Build team responsibilities**

Briefly outline the scope of work, milestones, and deliverables for each member of the Build team.

**Commissioning team responsibilities**

Briefly outline the scope of work, milestones, and deliverables for each member of the commissioning team.

**Installation team responsibilities**

Briefly describe the scope of work, milestones, and deliverables of each member of the installation team.

**Additional remarks**

If necessary, briefly provide additional clarification remarks on the proposed project approach.

**Exhibit "E"**  
**REFRIGERATION PLANT CHARACTERISTICS**  
**RFP NO: 24-44**

**Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades**

Provide a brief description of the refrigeration plants designed and built by respondent as requested below.

**Equipment**

Provide brief description of the major refrigeration plant equipment: compressors, condenser, brine chiller, cold floor pump, hot floor pump, control panel.

Describe the redundancy features of the built-in refrigeration plant.

Describe the refrigeration plant safety features.

Describe the features that differentiate the respondent's refrigeration plants over their competitors.

**Controls**

Describe the control systems.

Describe how control systems support preventive maintenance operations.

Describe how control systems improve the performance of the refrigeration plant.

**Manufacturing**

List the applicable standards met during the manufacturing of the refrigeration plant.

List the specifications and codes met by the piping and materials used in the manufacture of the refrigeration plant.

**Performance**

Describe the redundancy features of the refrigeration plant.

Describe the applicable performance metrics and standards met by the refrigeration plant.

Describe the performance characteristics that differentiate the respondent's refrigeration plants over their competitors.

**Mechanical room**

List the health and safety codes and standards typically applicable to mechanical rooms.

Describe the health and safety features typically required in the mechanical room.

List the equipment included in the mechanical room.

**Respondent maintenance support**

Describe refrigeration plant maintenance expectations.

List the contact information for the customers currently receiving maintenance support from respondent.

**Respondent warranty support**

Describe the warranty coverage and length of time offered.

State the typical start time of the warranty period.

List the contact information for the customers that have received warranty support from respondent in the past 5 years.

**Documentation**

List all the documentation included with the refrigeration plant.

**Training**

List the training materials and sessions included with the refrigeration plant.

**Miscellaneous**

List other relevant refrigeration plant features not mentioned above.

List items not included with the refrigeration plant.

List work by others (if any).



**Exhibit "E"**  
**RESPONDENT'S EXPERIENCE**  
**RFP NO: 24-44**

**Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades**

List respondent's experience in the tables below. Add rows to the tables or include supplemental pages as needed.

1. List all outdoor rink projects completed in the past 5 years.

Project name Customer name Customer address Contact information	Scope of work	Year	Contract Amount	Contract time	Respondent's role	Start date	Actual completion date
					Prime, sub, etc.	mm/dd/yyyy	mm/dd/yyyy

2. List all refrigeration plant projects completed in the past 5 years.

Customer information			Plant characteristics		Design conditions	Plant capacity					Contract information				
Project name Customer name Customer address Contact information	Scope of work	Year	Type	Refrigerant type and load	Evap. temp. [F] Condensing temp. [F] Wet bulb temp. [F] Dry bulb temp. [F]	Tonnage [RT]	Supply Temp. [F]	Return Temp. [F]	Flow [GPM]	Supply Power [Ph/V/A]	Project delivery method	Contract amount	Contract time	Actual start date	Actual completion date
											DB, DBB		mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy

3. List all concrete ice rink floors completed in the past 5 years.

Project name Customer name Customer address Contact information	Firm role	Piping type and diameter	Brine		Contract information		
			Type	Flow [GPM]	Contract time	Actual start time	Actual completion date
	Prime, sub?						

4. List the 5 oldest, currently operational, refrigeration systems built and installed by respondent, include the owner's contact information.

Project name Customer name Customer address Contact information	Plant characteristics				Design conditions	Plant capacity					Project delivery method	Owner contact information
	Type	Refrigerant type and load	Brine	Start of operations [Year]	Evap. temp. [F] Condensing temp. [F] Wet bulb temp. [F] Dry bulb temp. [F]	Tonnage [RT]	Supply Temp. [F]	Return Temp. [F]	Flow [GPM]	Supply power [Ph/V/A]		

List contact information for all third-party agents that have commissioned refrigeration plants designed, built, and installed by the respondent in the last 5 years.

Firm name	Customer name Customer address	Customer contact information	Project name	Commissioning information	
				Scope	Year

**Exhibit "E"**  
**RESPONDENT'S TEAM EXPERIENCE AND QUALIFICATIONS**  
**RFP NO: 24-44**

**Los Alamos Ice Rink Refrigeration System Replacement and Mechanical Room Upgrades**

**Respondent's team qualifications**

List the team members the respondent is considering for this project.

Name, address, website	Contact information	Specialization	Relevant licenses and certifications	Num. of projects completed in the past 5 years	Name of most emblematic ice rink project

**Team members experience**

List the respondent's collaborations with each team member for the past five years. Add a table for each member of the team.

Team member name	Project name	Scope of work	Contract completion time	Actual completion time