

**Henry P. Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

**Robert A. Anaya**  
Commissioner, District 3



**Anna T. Hamilton**  
Commissioner, District 4

**Ed Moreno**  
Commissioner, District 5

**Katherine Miller**  
County Manager

May 7, 2018

**SANTA FE COUNTY**  
**RFP NO. 2018-0211-ATT/MAM**  
**HEARING OFFICER SERVICES**

**ADDENDUM NO. 1**

Dear Proponents,

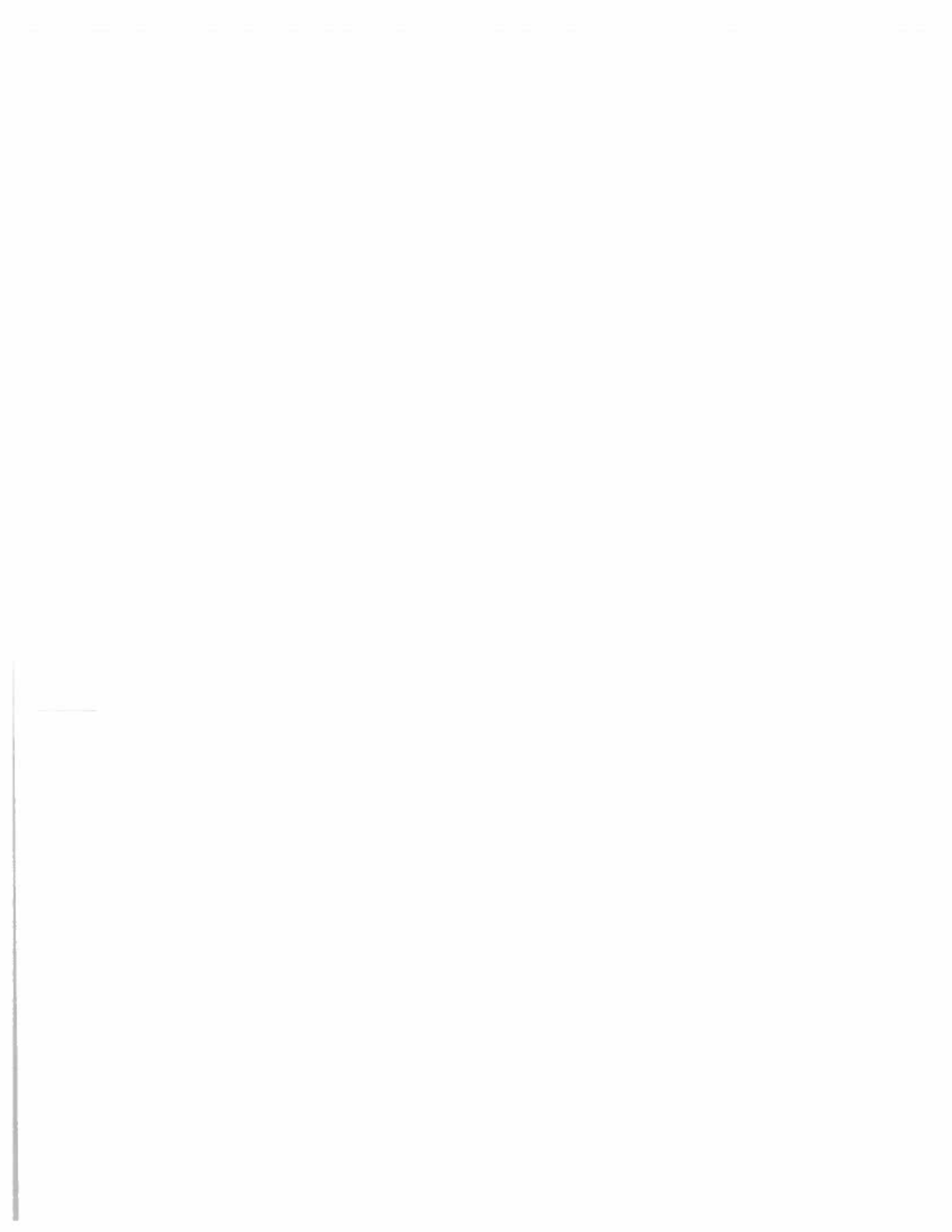
This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. The documentation shall become permanent and made part of the department files.

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***Attachment A: Pre Proposal Agenda and Sign in Sheet***

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Please add this Addendum No. 1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Michelle A. Marmion, Senior Procurement Specialist at [mmarmion@santafecountynm.gov](mailto:mmarmion@santafecountynm.gov).





**PRE PROPOSAL CONFERENCE  
RFP# 2018-0211-ATT/MAM  
HEARING OFFICER SERVICES  
TUESDAY, MAY 1, 2018  
2:30PM**

**Contracting Agency: Santa Fe County**

- |                       |                               |                      |
|-----------------------|-------------------------------|----------------------|
| • Rachel Brown        | Deputy County Attorney        | Legal Administration |
| • Michelle A. Marmion | Procurement Specialist Senior | Purchasing Division  |
| • Penny Ellis-Green   | Deputy Director               | Growth Management    |
| • Bill Taylor         | Chief Procurement Manager     | Purchasing Division  |

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Santa Fe County is requesting proposals from licensed and qualified attorneys, to act as a hearing officer in quasi-judicial land use public hearings in accordance with the Sustainable Land Development Code, Ordinance No. 2016-9.

**Proposal Information**

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 20.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 22) will be scored by a three to five member evaluation committee.
- Preferences -
  - 1) N.M. In-State Business Preference Certificate 5% of total weight of all evaluation factors added to score.

**OR**

  - 2) N.M. Resident Veterans Preference Certificate, 10% total weight of all evaluation factors added to score. For more information on State Preference visit [www.tax.newmexico.gov](http://www.tax.newmexico.gov)

**AND**

  - 3) Santa Fe County Preference, 5% of total weight of all evaluation factors added to score. For more information on County Preference visit [www.santafecountynm.gov/departments/purchasing](http://www.santafecountynm.gov/departments/purchasing)
- Please submit all questions via email to Michelle A. Marmion at [mmarmion@santafecountynm.gov](mailto:mmarmion@santafecountynm.gov). The last day for questions will be **Friday, May 4, 2018**. **NOTE: Any contact or communication with anyone other than the Procurement Manager during the procurement process, could be grounds for disqualification and rejection of Offeror's proposal.**

- Addendum will be issued on **Monday, May 7, 2018**. (*Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.*)

- **Proposal Submittal** –

**Due Date: Wednesday, May 16, 2018**

**Time: 2:00 PM (MDT)**

**Location: 142 W. Palace Avenue 2<sup>nd</sup> Floor, Santa Fe, NM  
(Bokum Building)**



**PRE PROPOSAL CONFERENCE**  
**RFP # 2018-00211-ATT/MAM**  
**HEARING OFFICER SERVICES**  
**TUESDAY, MAY 1, 2018**  
**2:30PM**

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Kuchel Brown	SFC	986-6326	CHAMIZADOG@HOTMAIL.COM
Michelle M...	SFC	—	—
Vicki Lucero	SFC	986-6222	vlopez@santafecountynm.gov
Renny Elberger	SFC	986 622	pengrason@santafecountynm.gov
Bill Taylor	SFC	986-6373	SFC

