

SCCCSHD LTC Facility New Maintenance Building Springer, New Mexico Design-Build RFP #2026-01

South Central Colfax County Special Hospital District (SCCCSHD) was established in 1986 to bring health care providers and services to rural communities of Colfax County. The hospital district area of operations is based upon the school district boundaries for Maxwell, Springer and Cimarron School Districts. With a service population of 6,000, we cover almost 3,100 square miles.

A 5-member board governs SCCCSD, and they're elected by popular vote to represent each of the school districts. They are not only elected, but they must also be consumers of the hospital district's services. They have 5-year terms, and they oversee all aspects of the hospital district.

The district's funding comes from a 4.25-million-dollar tax levy on properties within the district's boundaries.

A. PROJECT BACKGROUND AND PURPOSE

The South Central Colfax County Special Hospital District requires the services of a qualified Design-Build team to furnish, design, permit, deliver, and install an approximately 1,344-square-foot prefabricated/pre-engineered maintenance building at the new 40-bed long-term care facility in Springer, New Mexico.

The project includes the prefabricated/pre-engineered building and all associated site development necessary for a complete and operational facility, including building foundations, concrete flatwork, mechanical, electrical, plumbing, utility connections, and other work necessary for completion of the project.

A preliminary site layout and concept floor plan have been completed and are included as Exhibit A. The Offeror shall review the concept documents and propose a complete prefabricated/pre-engineered building solution that meets the functional requirements, applicable codes, and project requirements identified in this RFP.

Owner Representative:

Ashley DeHerrera, Administrator
615 Prospect Ave.
Springer NM 87747
Direct: 575-483-3301
Fax: 575-483-3344
LTCAdministrator@colfaxhealth.org

All correspondence, communication and contact regarding any aspect of this solicitation or offers shall be only with the Owner Representative identified above. Unless otherwise instructed by the Owner Representative, the offeror and their representatives shall not make any contact with or try to communicate with any member of SCCCSD, its employees and/or consultants, regarding any aspect of this solicitation or offers. At any time during this procurement up to the time specified in the procurement schedule, offerors may request, in writing, a clarification or interpretation of any aspect, a change to any requirement of the solicitation RFP, or any addenda to the solicitation RFP.

B. PROJECT LOCATION AND SITE INFORMATION

The project is located at 32 County Road 31, Springer, NM 87747. The site is an operational long-term care facility with access from County Road 31. The maintenance building will be located near the southeast corner of the site. A geotechnical report are included with this RFP. See Exhibit B.

C. PROCUREMENT PROCESS AND RFP SCHEDULE

The following Schedule of Events represents SCCCSHD's current procurement timetable for this solicitation:

EVENTS	DATE AND/OR TIME
Release Request for Proposals	August 27, 2026
Deadline to Submit Written Questions	September 10, 2026
Written Response to Questions	September 15, 2026
RFP Submission Due Date / Time	September 25, 2026, 3:00pm MT
Evaluations	September 28 – October 2, 2026
Notification to Offeror of Intent to Negotiate	October 5, 2026
Design/Build Offeror Negotiations	October 6 – October 16, 2026
Submission of Best and Final Offer	October 20, 2026
Contract Award	October 27, 2026

Potential Offerors may submit written questions to the Owner Representative for clarification of the RFP until close of business on the date indicated in the Schedule of Events. Questions must be emailed and clearly labeled "**IMPORTANT – NAME OF OFFEROR and RFP# 2026-01 QUESTION**".

Written questions received will be answered by the Owner Representative and posted via addendum(s) for any questions that are more than a simple clarification. Any changes to the solicitation will be conveyed through the written addenda process.

All offeror RFP submissions must be received for review and evaluation by the Owner Representative no later than the date listed in the Schedule of Events. Statements and proposals received after the deadline will not be accepted. The date and time of receipt will be recorded on each response. A log will be kept of the names of all offerors organizations that submitted responses.

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.

SCCCSHD reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary. If necessary, SCCCSHD will communicate adjustments to any event in the Procurement Process and RFP Schedule in the form of an amendment.

PROPOSAL SUBMITTAL REQUIREMENTS

All submissions must follow the submission guidelines below. SCCCSHD reserves the right to reject proposals not in compliance with these requirements.

Number of Hard Copies:

Sealed proposals must include one (1) clearly labeled unbound original, two (2) bound copies, and one (1) USB flash drive, and will be accepted at:

Colfax General Hospital
Attn: Analy Tellez, Business Office
615 Prospect Ave.
Springer NM 87747

Clearly mark RESPONSE- SCCCSHD LTC Maintenance Building Project, RFP No. 2026-01, Due Date of Proposal, and Contact Name and Offeror on the outside of the sealed proposal, including outer envelope and/or shipping label. The USB flash drive should also be clearly identified in a similar manner as the hard copy. 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, the written paper response shall govern.

Use fonts no smaller than Times New Roman, 10 point. The proposal must not exceed 10 single-sided pages or 5 double-sided pages, excluding required forms, insurance certificates, bonds, licenses, and appendices requested by SCCCSHD.

All pages must be numbered.

Major sections must have page breaks between them and the following sections.

The proposal must be signed and titled by a duly authorized representative of the Offeror.

In addition, SCCCSHD requires that all proposals contain the following:

- Title Page – Clearly label with the RFP number, RFP title, Offeror's name, mailing address, and the name, telephone number, and email address of a contact person.
- Table of Contents – Identify the page location of each major section.
 - Executive Summary – Briefly describe the Offeror's understanding of the project, proposed approach, key risks, schedule assumptions, and total proposed lump sum cost.
 - Required Proposal Content – Include scope narrative, design-build team qualifications, project schedule, cost proposal, insurance and bonding evidence, licensing information, assumptions, exclusions, alternates, and proposed closeout and warranty approach.

Responses must demonstrate the Offeror's understanding of the project objectives, required services, site constraints, permitting responsibilities, schedule commitments, cost assumptions, and closeout obligations described in this RFP.

D. **DESIGN/BUILD TEAM QUALIFICATIONS**

Identify the design-builder, design consultants, key subcontractors, project manager, superintendent, including relevant experience with similar facilities.

E. **SELECTION CRITERIA AND EVALUATION PROCESS**

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

After the RFP has closed, the Evaluation Committee will prepare 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 Evaluation Committee will then review, evaluate, and score the submittals. 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.

An award shall be made to the responsible Offeror whose proposal is determined by the Evaluation Committee to be the most advantageous to SCCCSHD, taking into consideration the evaluation criteria set forth in the solicitation.

The Evaluation Committee will score proposals based on the criteria below, considering the clarity, completeness, relevance, feasibility, and risk profile of each response. Cost will be evaluated for completeness, reasonableness, transparency of assumptions, and alignment with the required scope.

Evaluation Criteria:

Relevant Project Experience , including comparable design-build work, rural facility delivery, utility coordination, permitting, schedule performance, and owner references.	20 Points
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Project Understanding and Strategy , including scope approach, constructability, permitting, site logistics, risk mitigation, phasing, and communication with SCCCSHD.	20 Points
Proposed Project Personnel , including qualifications, availability, roles, responsibility assignments, and relevant experience of key team members.	10 Points
Cost Proposal , including lump sum price, cost breakdown, assumptions, exclusions, allowances, alternates, unit prices if applicable, taxes, contingency, and escalation assumptions.	50 Points

SCCCSHD will initiate negotiations and schedule negotiation meetings as appropriate with the highest-ranked Design-Build Team based on the evaluation and scoring factors.

The negotiation shall include the evaluation of the cost proposal submitted by the highest-ranked D-B Team.

Minor problems of completeness or compliance may be called to the attention of Offeror for clarification. Substantial deviations from specifications or other requirements of this RFP will result in disqualification of an offeror's response.

During the negotiation process, SCCCSHD reserves the right, where it may serve SCCCSHD's best interest, to request additional information or clarifications from the highest-ranked team, or to allow corrections of errors or omissions.

Responses to this RFP that are considered non-responsive will not receive consideration. SCCCSHD reserves the right at any time to meet with the highest-ranked team to gather additional information. Furthermore, SCCCSHD reserves the right to delete, add or modify any aspect of this procurement through competitive negotiations up to and until the final contract signing.

F. COST PROPOSAL REQUIREMENTS

Submit a detailed cost breakdown, assumptions, exclusions, allowances, alternates, unit prices if needed, general conditions, overhead and profit, contingency, escalation assumptions, and proposed design/build fee structure. Include New Mexico Gross Receipts Tax.

G. SCOPE OF SERVICES

The design-builder is fully responsible for design, permitting, preconstruction, construction, project closeout, warranty services, and coordination with the Owner, authorities having jurisdiction, and utility providers required to accomplish the work.

a. PROJECT SCHEDULE

Provide a milestone schedule including anticipated dates for design completion, permit submission, construction start, substantial completion, final completion, owner move-in, closeout deliverables, warranty period, and any required phasing or operational continuity constraints.

b. PRECONSTRUCTION SERVICES

Require constructability reviews, value analysis, cost estimating, phasing recommendations, long-lead item identification, permitting strategy, logistics planning, and development of a baseline project schedule before construction begins.

c. **PERMITS**

The design-builder is responsible for preparing permit documents, submitting for permits, paying permit fees, securing approvals, responding to plan review comments, coordinating inspections, and obtaining certificates of occupancy or final approvals.

d. **CONSTRUCTION SERVICES**

Define construction responsibilities, including mobilization, site safety, temporary facilities, construction sequencing, protection of existing improvements, inspections, testing coordination, field coordination, change management, schedule updates, submittals, RFIs, and construction progress reporting.

e. **PROVISIONS FOR UTILITIES**

The design-builder is responsible for verifying, coordinating, extending, protecting, relocating, and connecting utilities, including water, sewer, gas, electric, communications, storm drainage, fire protection service, and any required utility company approvals.

H. **APPLICABLE CODES AND ORDINANCES**

The Design-Build Team shall comply with the current versions of all federal, state and local Codes, Regulation and Ordinances including but not limited to the following:

- 2021 New Mexico Commercial Energy Code NMAC 14.7.9
- 2021 New Mexico Commercial Building Code NMAC 14.7.2
- 2021 New Mexico Plumbing Code NMAC 14.8.2
- 2021 New Mexico Mechanical Code NMAC 14.9.2
- 2020 New Mexico Electrical Code NMAC 14.10.4

I. **CLOSEOUT, RECORD DOCUMENTS, AND WARRANTY**

Provide as-built drawings, record documents, warranties, O&M manuals, final inspections, punch list completion, and warranty response procedures.

J. **INSURANCE, BONDS, AND CONTRACT REQUIREMENTS**

Design-Builder must obtain and keep in effect during the term of the contract, insurance coverage in the below listed types and minimum amounts. As evidence of insurance coverage, Design-Builder must furnish to SCCSHD certificate(s) of insurance with its proposal.

Commercial Liability insurance a limit of	\$1,000,000 per occurrence & \$2,000,000 in aggregate
Workers Compensation	Statutory NM requirements and
Employers Liability Insurance Workers Comp	At least \$500,000 each accident
Automobile Liability Insurance	\$1,000,000
Professional Liability Insurance	\$1,000,000 per occurrence, \$1,000,000 aggregate

Design-Builder must perform the duties and responsibilities pertaining to required workers' compensation coverages.

K. **APPENDICES AND REFERENCE DOCUMENTS**

Exhibit A: Concept Drawings – Site plan and floor plan

Exhibit B: Geotechnical Report

Exhibit A

CONCEPT DRAWINGS

Design-Build RFP #2026-01

SCCCSHD LTC Facility Maintenance Building

Exhibit B
GEOTECHNICAL REPORT
Design-Build RFP #2026-01
SCCCSHD LTC Facility Maintenance Building