

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL ON-CALL ENGINEERING SERVICES –
STATE/LOCAL FUNDED PROJECTS

As Requested by

**THE SOUTHERN SANDOVAL COUNTY ARROYO
FLOOD CONTROL AUTHORITY**



RFP No. 2019-02

PROPOSAL DUE DATE:
August 15, 2019, 3:00 pm

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Submission Instructions to Offerors:

1. Proposal due date: August 15, 2019 at 3:00 p.m. local time. Proposals for the project will be received by the Fiscal Services Department, Southern Sandoval County Arroyo Flood Control Authority, 1041 Commercial Dr. SE, Rio Rancho, New Mexico 87124.
2. Submit 1 Original and 4 copies of your Proposal in a sealed envelope or container.
3. Proposals must be submitted in a sealed package or envelope listing the following information on the outside:

**Professional On-Call Engineering Services – State/Local Funded Projects
RFP No. 2019-02**

4. **Point of Contact:** This Request for Proposals (RFP) is issued by SSCAFCA, Fiscal Services Department, which is the sole point of contact during the procurement process (the “Point of Contact”). Communications initiated by a respondent to this RFP (the “Offeror”) with members of the Governing Body or SSCAFCA personnel, other than as coordinated by the Point of Contact noted below, shall be grounds for Offeror disqualification. Any inquiries or requests during this procurement shall be submitted to the following Point of Contact:

**Southern Sandoval County Arroyo Flood Control Authority
Fiscal Services Department
Attention: Deborah Casaus, Fiscal Services Director
1041 Commercial Dr. SE
Rio Rancho, NM 87124
(505) 892-5266
dcasaus@sscafca.com**

**SOUTHERN SANDOVAL COUNTY ARROYO
FLOOD CONTROL AUTHORITY
(SSCAFCA)**

**PROFESSIONAL ON-CALL ENGINEERING SERVICES
STATE/LOCAL FUNDED PROJECTS
REQUEST FOR PROPOSALS
RFP No. 2019-02**

1. INTRODUCTION

- 1.1. Overview.** Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA) requests qualification based competitive sealed proposals for **On-Call Professional Engineering Services – State/Local Funded Projects** for projects using only local or state funds.

SSCAFCA is an independent corporate political body with an elected board entrusted with flood and storm water control. Established by New Mexico Statute Section 72-19-1 through 72-19-103 in 1990, we acquire, improve, maintain and operate flood and storm water control facilities on streams and watersheds that enter, originate in or cross our area of authority.

It is the intent of SSCAFCA to select a pool of professional engineers and/or engineering firms who can be called upon to perform engineering consulting services on a task or project basis. SSCAFCA reserves the right to select a professional engineer or engineering firm for each task or project from the qualified pool based upon such factors as the expertise, availability, experience, and performance record. However, SSCAFCA makes no guarantee as to the amount of work to be requested.

- 1.2. Term.** SSCAFCA intends to enter into a one (1) year contract, with an option to renew (3) additional years, not to exceed four (4) years, with each selected Offeror.

- 1.3. Scope of Work Categories.** Offerors should demonstrate their ability to provide on-call services for drainage and flood control projects in the categories listed below.

1.3.1 Hydrology, Hydraulics, and Scour Analysis: Preparation of hydrologic and/or hydraulic analyses including but not limited to: SSCAFCA watershed management plan updates, 1- and 2-dimensional hydraulic modeling of arroyos and other open channels (including culverts), floodplain analysis/mapping, open/closed conduit hydraulic analysis, HEC-HMS hydrologic analysis on watersheds up to 80 sq. mi., sediment transport and scour countermeasure analysis, grade control/drop structure analysis, arroyo bank/channel stabilization analysis, determination of the Lateral Erosion Envelope (LEE). This category also includes peer review of studies submitted to or created by SSCAFCA.

1.3.2 Engineering Design & Construction: Provide full design and construction phase engineering services necessary to construct new or modify existing flood control facilities including, but not limited to, detention ponds, dams, channels, open/closed

conduits, scour countermeasure, grade control/drop structures, arroyo bank/channel stabilization measures and other flood control-related facilities. This category will require expertise in structural engineering as it relates to flood control infrastructure.

1.3.3 Planning-Level Analysis: Preparation of flood control-related planning documents for project scope development, including, but not limited to, Preliminary Engineering Reports, Design Analysis Reports, etc. Provide planning and design services for advancement of the SSCAFCA Quality of Life Master Plan and the Maintenance Access & Trails Master Plan.

1.3.4 Resident Project Representative: Provide Resident Project Representative services for SSCAFCA capital improvement projects, including construction observation and documentation of progress and quality of work being constructed by others for SSCAFCA.

1.3.5 Regulatory Compliance (Environmental): Provide engineering/environmental services to support SSCAFCA compliance with U.S. Environmental Protection Agency/National Pollutant Discharge Elimination System (NPDES)/Municipal Separate Storm Sewer System (MS4) permit, USACE Clean Water Act compliance (404 Permitting) and the National Environmental Policy Act (NEPA). Services may include preparation of permit related reports (e.g. biological and cultural resources), special analyses, studies, or assessment/monitoring of water quality including but not limited to illicit discharge detection and elimination, pollutant loading in stormwater discharges, urban stormwater and watershed quality modeling, Best Management Practice (BMP) evaluation, and other analyses or studies as necessary.

1.3.6 Regulatory Compliance (Non-Environmental): Preparation or review of FEMA Letters of Map Revision (LOMR), Conditional Letters of Map Revision (CLOMR), other floodplain determinations and Office of the State Engineer Dam Safety Bureau (DSB) Jurisdictional Dam permit requirements.

1.4. Proposal Scope. The Offeror must clearly state in their Proposal which Scope of Work Categories, listed in Section 1.3 above, they wish to be considered for. The Offeror must submit a Proposal for a minimum of one (1) category.

1.5. Teaming. If a Proposal is submitted with a teaming arrangement, the Proposal must clearly state which services are being provided by each individual teaming entity.

2. CONDITIONS GOVERNING PROCUREMENT

2.1. Overview. This section of the RFP contains the schedule for the procurement, describes the major events and milestones and specifies general conditions governing the procurement.

2.2. Schedule of Events. SSCAFCA will make every effort to adhere to the following schedule:

Action	Responsibility	Date	Time
Issue RFP	SSCAFCA	July 17, 2019	NA
Non-Mandatory Pre-Proposal Conference	SSCAFCA and Potential Offerors	July 30, 2019	10:00 AM
Deadline to Submit Written Questions	Potential Offerors	August 5, 2019	5:00 PM
Response to Written Questions	SSCAFCA	August 8, 2019	5:00 PM
RFP Addenda	SSCAFCA	If applicable, no later than August 8, 2019	5:00 PM
Submission of Proposals	Offerors	August 15, 2019	3:00 PM
Proposal Evaluation (Including time for Interviews, Oral Presentations, and Best and Final Offers)*	SSCAFCA Evaluation Committee	August 16, 2019-August 30, 2019	
Notify Offerors of Selection	SSCAFCA	September 4, 2019	
Finalize Contract (upon SSCAFCA Board approval)	SSCAFCA/Offeror	September 19, 2019	

*Offerors will be notified by the Fiscal Services Department if and when to expect interview and Best and Final Offer dates.

2.2.1 Non-Mandatory Pre-Proposal Conference. A non-mandatory pre-proposal conference will be held at SSCAFCA Offices, at 10:00 AM on July 30, 2019. A more detailed description of the project and supporting documentation will be presented at the conference.

2.2.2 Written Questions and RFP Amendments. Potential Offerors may submit written questions as to the intent or clarity of this RFP until the date and time specified in the schedule of events. All written questions must be sent by email and addressed to the Point of Contact. All addenda and communications will be posted to SSCAFCA’s website at the following address:

<http://www.sscafca.com>

It is the responsibility of all potential Offerors to ensure that all addenda have been received before submitting their proposal.

2.2.3 Submission of Proposal. All Offeror proposals must be received by SSCAFCA no later than the date and time specified in the Schedule of Events. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal. Proposals must be hand delivered or mailed to:

**Southern Sandoval County Arroyo Flood Control Authority
Attention: Deborah Casaus, Fiscal Services Director**

**1041 Commercial Dr. SE
Rio Rancho, New Mexico 87124**

Proposals must be submitted in a sealed package or envelope listing the following information on the outside:

**Professional On-Call Engineering Services – State/Local Funded Projects
RFP No. 2019-02**

SSCAFCA shall not be responsible for proposals that are mailed and not received by the time specified in this section. Receipts for hand delivered proposals may be issued by SSCAFCA (upon request).

- 2.2.4 Proposal Evaluation.** The evaluation and ranking of proposals will be performed by the Evaluation Committee during the time period noted in the Schedule of Events.
- 2.2.5 Selection of Finalist(s).** The Evaluation Committee will select, and the Point of Contact will notify, the Finalist Offeror(s).
- 2.2.6 Oral Presentations and Interviews.** The Evaluation Committee may request oral presentations or interviews by the Offerors. If this is required, the requested action will take place at the SSCAFCA office in Rio Rancho within the proposal evaluation timeframe specified the Schedule of Events.
- 2.2.7 Finalize Contract.** The Contract(s) will be finalized with the most qualified Offeror(s). In the event that mutually agreeable terms cannot be reached, SSCAFCA reserves the right to terminate negotiations with any Offeror. The Contract(s) will be presented to the SSCAFCA Board of Directors for its approval on the date specified in the Schedule of Events.
- 2.2.8 Protest Deadline.** The ten (10) day protest period for Offerors shall begin on the day following the notification of the contract award and will end at 5:00 pm MT on the tenth calendar day following the notification of the contract award. Protests must be submitted in writing and must include the name and address of the protestant and the RFP number. It must also contain a statement of grounds for protest and be addressed and delivered to the Point of Contact.

2.3. General Conditions.

- 2.3.1** Proposals and any other information submitted by Offerors in response to this RFP shall become the property of SSCAFCA. All information, documentation, and other materials submitted in response to this RFP are considered non-confidential and/or non-proprietary and are subject to public disclosure after the solicitation is completed.
- 2.3.2** Offerors shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete proposals may be considered non-responsive and subject to rejection.

- 2.3.3** Proposals that are qualified with conditional clauses, alterations, or irregularities of any kind may be considered non-responsive and subject to rejection.
- 2.3.4** It is incumbent upon each Offeror to carefully examine all specifications, terms, and conditions contained herein. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing, (facsimile transmissions acceptable, email is preferred) through the Point of Contact named above no later than the date/time listed in the Schedule of Events (Section 2.2). SSCAFCA will not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given. If it becomes necessary to revise or amend any part of this RFP, notice will be provided via addendum on the SSCAFCA website no later than the date/time listed in the Schedule of Events (Section 2.2). Respondents in their proposal must acknowledge receipt of all addenda. **Each Offeror should ensure that they have received all addenda and amendments to this RFP before submitting their proposal.**
- 2.3.5** A proposal may be amended or withdrawn in person at any time BEFORE the scheduled due date and time of proposals provided a receipt for the withdrawn proposal is signed by the Offeror's authorized representative. An amendment must be a complete replacement for a previously submitted proposal and must be clearly identified in a transmittal letter signed by the Offeror's authorized representative. SSCAFCA reserves the right to request proof of authorization to withdraw or amend a proposal.
- 2.3.6** SSCAFCA makes no representations, written or oral, that it will enter into any form of agreement with any Offeror to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.
- 2.3.7** SSCAFCA may, in the evaluation of proposals, request clarification from Offerors regarding their proposals, obtain additional material or literature, and pursue other avenues of research as necessary to ensure that a thorough evaluation is conducted.
- 2.3.8** By submitting a proposal in response to this RFP, the Offeror accepts the evaluation process and acknowledges and accepts that determination will require subjective judgments by SSCAFCA.
- 2.3.9** Offeror acknowledges and accepts that any expense incurred from the Offeror's participation in this RFP process shall be at the sole risk and responsibility of the Offeror.
- 2.3.10** SSCAFCA expects the highest level of ethical conduct from Offerors including adherence to all applicable laws regarding ethical behavior. The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199 (1984 as amended), imposes civil

and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

- 2.3.11** After identifying the highest-ranking Offeror(s), SSCAFCA will attempt to negotiate final terms of a Contract(s) with each selected Offeror, on such terms as SSCAFCA deems in its best interest. SSCAFCA reserves the right to negotiate all elements of the Contract.
- 2.3.12** SSCAFCA shall evaluate any potential conflict of interests identified and determine if it is a direct conflict of interest. A direct conflict of interest shall be cause for disqualifying an Offeror from consideration. SSCAFCA's determination shall be final.
- 2.3.13** A preference of five percent (5%) may be afforded to an Offeror who qualifies as a Resident Offeror or a preference of ten percent (10%) may be afforded to an Offeror who qualifies as a Resident Veteran Offeror in accordance with New Mexico State Law (**NMSA 1978, Section 13-1-22**). For the Offeror to receive a Resident Business Preference the business shall submit, with their proposal, a copy of a valid Resident Business Certificate or Resident Veteran's Business Certificate issued by the New Mexico Taxation & Revenue Department. Failure to submit this certificate when submitting a proposal will result in no preference being applied.

3. PROPOSAL FORMAT AND ORGANIZATION

- 3.1. General Proposal Requirements.** Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Offeror's ability to meet the requirements of this RFP. Emphasis shall be placed on the quality, completeness, and clarity of content of the proposal.
- 3.2. Number of Copies.** Offeror must submit 1 original and 4 copies of its proposal in a sealed envelope or container.
- 3.3. Proposal Format.**
- 3.3.1** Regardless of the number of Scope of Work Categories the Offeror is seeking consideration for, proposals shall be limited to a maximum length of 15 numbered pages, not including the Table of Contents, dividers, the front and back cover and any documentation listed in Section 4.2. Please identify the requirement number in the proposals when responding to each.
- 3.3.2** Proposals shall be clearly divided into unique sections, which shall include:
- a. Cover Letter
 - b. Table of Contents

- c. Required Documents
- d. Response to Scoring Criteria

3.3.3 Proposals shall be printed on letter-size (8-1/2” x 11”) paper and bound or assembled with spiral bindings, stapled or in 3-ring binders. Graphics incorporated into the proposal may exceed the paper-size requirement. Any 11” x 17” pages shall be numbered as two pages. Drawings on 24” x 36” sheets shall be numbered as four pages.

4. SUBMISSION REQUIREMENTS

4.1. Overview. This section contains the mandatory and scoring criteria requirements as well as related information.

4.2. Mandatory Proposal Submission Requirements. Failure to comply with a mandatory requirement will result in disqualification of the proposal.

4.2.1 Required Documents. The following list of documents must be submitted with the proposal.:

- a. **Disclosure of any Potential Conflicts of Interest.** Offeror shall either state they have no conflict of interest or disclose any potential conflict of interest. A potential conflict of interest includes, but is not limited to:
 - i. Accepting an assignment where duty to SCAFCA would conflict with the Offeror’s personal interest, or interest of another client.
 - ii. Performing work for a client or having an interest which conflicts with this contract.
- b. Certification of professional liability insurance of at least one million dollars (\$1,000,000).
- c. **Campaign Contribution Disclosure Form.** In accordance with the Procurement Code, Section 13-1-28, et seq., NMSA 1978 and NMSA1978, 13-1-191.1 all prospective contractors who are seeking to enter into a contract with a state agency or local public body (SSCAFCA) are required to file the attached “Campaign Contribution Disclosure Form” with that state agency or local public body, in this case SCAFCA. This form must be filled out in its entirety and submitted with the offer.

4.3. Scoring Criteria. Failure to respond to a scoring category will result in zero (0) points being awarded for that requirement, except for Section 4.3.4.

4.3.1 Qualifications and Experience with Scope of Services. A description of the Offeror’s qualifications and experience with providing all of the services requested in this RFP, including a draft schedule of services. Also include a description or brief resume of individuals or subcontractors who would perform major duties and functions under the proposed contract; include role and responsibility, and specialized or favorable qualifications, if any.

4.3.2 Familiarity with SSCAFCA and Neighboring Entities. A description of the Offeror’s experience, knowledge of and/or familiarity with SSCAFCA, Sandoval County or other public agencies in Sandoval and Bernalillo Counties, familiarity with the SSCAFCA Development Process Manual and Sediment and Erosion Design Guide.

4.3.3 Past Record of Performance. Please include a summary of the ten (10) most recent projects awarded the Offeror in New Mexico that relate to the Scope of Work Categories listed in Section 1.3. If the Offeror has not completed 10 flood control/drainage projects, please state such in this section of the proposal.

For each project, please provide

- a. Client contact (with phone numbers and/or email address);
- b. Source of project funding;
- c. Scope of services/work completed;
- d. Year(s) services provided;
- e. Initial cost estimate and final project completion cost;
- f. Project start and completion dates
- g. List of key team members, and their respective roles, for each project, and
- h. A narrative explaining the project or specific items listed above, as needed for clarification.

4.3.4 Quality and Content of Proposal. The proposal will be scored on the overall quality of the assembly and presentation of information.

5. EVALUATION OF PROPOSALS

5.1 Evaluation of Proposals. Each Offeror and their proposal will be evaluated pursuant to Section 5.2 through 5.4 below, as applicable, to determine the preferred Offeror.

5.2 Scoring Criteria Summary. The following is a summary of evaluation factors and the maximum point factors assigned to each. These will be used in the evaluation of each Offeror proposal submitted.

RFP Section	Factor	Points
	<u>Mandatory Requirements-Pass/Fail</u>	
4.2.1	Required Documents	
4.2.1 a.	Disclosure of Conflicts of Interests	Pass/Fail
4.2.1 b.	Certification of Liability Insurance	Pass/Fail
4.2.1 c.	Campaign Contribution Disclosure Form	Pass/Fail
4.3	<u>Scoring Categories*</u>	
4.3.1	Qualifications and Experience with Scope of Services	35
4.3.2	Familiarity with SSCAFCA and entities within its boundaries	25
4.3.3	Past Record of Performance	35
4.3.4	Quality and Content of the proposal	5
4.3.5	Resident Contractor or Resident Veterans Contractor Preference (Up to 10 points possible, See NMSA 1978, Section 13-1-22)	10
	TOTAL POINTS POSSIBLE	110

*Response to Section 4.3 is limited to 15 pages per Section 3.3.1

5.3 Volume of Work. Each Offeror will be ranked based on the volume of work previously awarded by SSCAFCA to the Offeror, which is not seventy-five percent complete and has not been billed as of the due date for submittals for this RFP.

5.3.1 The deductive point value of work not yet completed is assigned as follows:

Value of work not yet completed on projects that are not 75% complete	Points
None	0
\$1 to \$100,000	-1
\$100,001 to \$200,000	-2
\$200,001 to \$300,000	-3
\$300,001 to \$400,000	-4
\$400,001 or greater	-5

5.4 Oral Presentation/Interview. Offerors who submit a written proposal in response to this RFP may be selected to give an oral presentation. SSCAFCA reserves the right to award a contract on the basis of proposals only or may require selected Offerors to be interviewed or make an oral presentation.