

**REQUEST FOR PROPOSALS**  
**FOR**  
**PROFESSIONAL ON-CALL LANDSCAPE ARCHITECT**  
**SERVICES**

**As Requested by**

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



**RFP No. 2020-05**

**PROPOSAL DUE DATE:**  
**September 9, 2020**

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**Submission Instructions to Offerors:**

1. Proposal due date: September 9, 2020 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, via Dropbox website.
  - 1.1 Offerors shall send an email no later than 10:00 a.m., September 9, 2020, to inform SSCAFCA that you wish to submit a proposal in response to RFP 2020-05. Send email to: [dcasaus@sscafca.com](mailto:dcasaus@sscafca.com) AND [ebaca@sscafca.com](mailto:ebaca@sscafca.com). You will receive a confirmation stating that your request has been received. If you do not receive this confirmation, please call (505) 892-5266.
  - 1.2 To avoid missing your email, the SUBJECT LINE of your email must provide the following information: RFP 2020-05 OFFEROR – SEPTEMBER 9, 2020 – 3:00 PM – OFFEROR’S NAME AND CITY/STATE
  - 1.3 You will receive an email back from Ms. Deborah Casaus, SSCAFCA Procurement Officer, with a link to upload proposal files.
  - 1.4 Click on the link provided in the email from Ms. Deborah Casaus. You will be asked to choose from a computer or choose from Dropbox. Most likely you will be choosing from your computer.
  - 1.5 Navigate to the proposal document that you want to upload and click on it then select “Open”. You will be taken to a screen that shows the file selected. Verify this is the correct file. If you are uploading multiple files, click “+ Add more file” and select the additional file. Once you have selected the files you want to send as your RFP submittal, enter your first and last name and email address then click “Upload”. Your file(s) should upload and your screen should indicate that your upload is complete.
  - 1.6 You should also receive an email telling you which files you have uploaded to the Dropbox. If you do not receive the confirmation, please contact Deborah Casaus via email [dcasaus@sscafca.com](mailto:dcasaus@sscafca.com) to confirm receipt of submission.
2. Submit one (1) electronic copy of your entire proposal in a PDF format using the process outlined above. **All proposals must be received by September 9, 2020 at 3:00 pm.**

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

**PROFESSIONAL ON-CALL LANDSCAPE ARCHITECT SERVICES  
REQUEST FOR PROPOSALS  
RFP No. 2020-05**

**1. INTRODUCTION**

**1.1. Overview.** Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA) requests qualification based competitive sealed proposals for **On-Call Professional Landscape Architect Services**.

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.

Although the primary goal of SSCAFCA is to preserve life and property from the threat of flooding, SSCAFCA’s Mission is much broader. SSCAFCA has over 510,000 feet of channel in its jurisdiction and of that only 7% or approximately 33,103 feet is hard-lined channel. The majority of SSCAFCA’s water conveyance systems are natural sandy sided and sandy bottom arroyos.

SSCAFCA recognizes that natural arroyos allow for infiltration of rain and snow melt into the ground with the possibility of recharging the aquifer. Natural arroyos provide habitat to a wide variety of species, including burrowing owls and bank swallows, along with corridors for wildlife to travel. SSCAFCA’s goal is to maintain these systems in as naturalistic a state as practical and to minimize hardened elements when possible to maintain these advantageous characteristics. As such, SSCAFCA is a strong advocate for Green Infrastructure (GI) and has completed several projects incorporating GI elements.

In addition, SSCAFCA understands that in an arid environment, the arroyos and flood control improvements may stand idle for the vast majority of every year. In order to enhance our communities within our jurisdiction, SSCAFCA developed a Quality of Life Master Plan (QOLMP) in 2006. The purpose was to enable multi-use initiatives that enhanced citizen outdoor enjoyment as well as provide amenities for properties and neighborhoods adjacent to SSCAFCA lands.

It is the intent of SSCAFCA to select a pool of professional landscape architects who can be called upon to perform consulting services on a task or project basis, generally in support of these main concepts:

- a. Preservation of arroyos in a naturalistic state;
- b. Promotion of storm water harvesting and re-use;

- c. Conservation of critical habitat;
- d. Incorporation of arid climate Green Infrastructure into flood control projects; and,
- e. Incorporation of Quality of Life amenities into flood control projects.

SSCAFCA reserves the right to select a landscape architect or landscape architect firm for each task or project from the qualified pool based upon such factors as the expertise, availability, experience, and performance record. However, SSSCAFCA makes no guarantee as to the amount of work to be requested.

**1.2. Term.** SSSCAFCA 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. Funding.** For services provided as a result of this RFP, funding will be limited to SSSCAFCA Bond funds, other local funds and other State funds. No Federal funds will be included in Task Orders assigned under this procurement.

**1.4. Scope of Work Categories.** Offerors should demonstrate their ability to provide on-call services in the categories listed below.

- 1.4.1** Attend meetings and preparing presentations and reports for the SSSCAFCA Board, City of Rio Rancho, Town of Bernalillo, Village of Corrales and Sandoval County when related to projects covered by this procurement;
- 1.4.2** Prepare planning reports, feasibility studies and/or analysis, including advantages and disadvantages of various options for SSSCAFCA to consider.
- 1.4.3** Prepare detailed scaled drawings and designs, plans, specifications, cost estimates and contract bidding documents for assigned Quality of Life or Green Infrastructure projects.
- 1.4.4** Develop landscape themes and concept drawings which are consistent with the Quality of Life Masterplan, arid landscape Green Infrastructure and SSSCAFCA's Mission and Goals;
- 1.4.5** Coordinate with neighborhood home-owner groups, the City of Rio Rancho Parks and Recreation Department and other appropriate entities, soliciting feedback and input on SSSCAFCA Quality of Life and Green Infrastructure improvements;
- 1.4.6** Perform construction support services which may include construction oversight and inspection, responding to bidder requests for information, submittal review, warranty review, contractor progress payment review and project close out when related to projects covered by this procurement.

## **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.** SSSCAFCA will make every effort to adhere to the following schedule:

Action	Responsibility	Date	Time
Issue RFP	SSCAFCA	August 19, 2020	NA
Deadline to Submit Written Questions	Potential Offerors	August 28, 2020	5:00 PM
Response to Written Questions	SSCAFCA	September 2, 2020	5:00 PM
RFP Addenda	SSCAFCA	If applicable, no later than September 2, 2020	5:00 PM
Submission of Proposals	Offerors	September 9, 2020	3:00 PM
Proposal Evaluation (Including time for Interviews, Oral Presentations, and Best and Final Offers)*	SSCAFCA Evaluation Committee	September 9 -14, 2020	
Notify Offerors of Selection	SSCAFCA	September 14, 2020	
Finalize Contract (upon SSSCAFCA Board approval)	SSCAFCA/Offeror	September 17, 2020	9:00 AM

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

**2.2.1 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 SSSCAFCA’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.

**2.2.2 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.

**2.2.3 Selection of Finalist(s).** The Evaluation Committee will select, and the Point of Contact will notify, the Finalist Offeror(s).

**2.2.4 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 SSSCAFCA office in Rio Rancho within the proposal evaluation timeframe specified the Schedule of Events.

**2.2.5 Finalize Contract.** The Contract(s) will be finalized with the most qualified Offeror(s). In the event that mutually agreeable terms cannot be reached, SSSCAFCA 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.

**2.2.6 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 one digital copy of its proposal in PDF format as detailed in “Submission Instructions to Offerors” section of this RFP.

**3.3. Proposal Format.**

**3.3.1** 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

**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 may result in disqualification of the proposal.

**4.2.1 Cover Letter. Offerors must submit a cover letter summarizing why the Offeror is interested in this proposal.**

**4.2.2 Other Required Documents.** The following list of documents must be submitted with the proposal, but will not be counted towards the 15-page limit:

- 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 SSCAFCA 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. Certificate of professional liability insurance of at least one million dollars (\$1,000,000).
- c. **Required Information Form** (provided in Appendix A) which includes acknowledgement that the proposal is effective for 60 days and that the offeror agrees to compliance with all terms and conditions.
- d. **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 SSCAFCA. 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 Mission and Goals and the Quality of Life Masterplan.

**4.3.3 Past Record of Performance.** Please include a summary of the five (5) most recent projects awarded the Offeror in New Mexico that relate to the Scope of Work Categories listed in Section 1. If the Offeror has not completed 5 relevant 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.

<b>RFP Section</b>	<b>Factor</b>	<b>Points</b>
	<b><u>Mandatory Requirements-Pass/Fail</u></b>	
<b>4.2.1</b>	<b>Cover Letter</b>	<b>Pass/Fail</b>
<b>4.2.2</b>	<b>Other Required Documents</b>	
4.2.2 a.	Disclosure of Conflicts of Interests	Pass/Fail
4.2.2 b.	Certificate of Liability Insurance	Pass/Fail
4.2.2 c.	Required Information Form	Pass/Fail
4.2.2 d.	Campaign Contribution Disclosure Form	Pass/Fail
<b>4.3</b>	<b><u>Scoring Categories*</u></b>	
<b>4.3.1</b>	<b>Qualifications and Experience with Scope of Services</b>	<b>35</b>
<b>4.3.2</b>	<b>Familiarity with SSCAFCA and entities within its boundaries</b>	<b>30</b>
<b>4.3.3</b>	<b>Past Record of Performance</b>	<b>30</b>
<b>4.3.4</b>	<b>Quality and Content of the proposal</b>	<b>5</b>
<b>4.3.5</b>	<b>Resident Contractor or Resident Veterans Contractor Preference (Up to 10 points possible, See NMSA 1978, Section 13-1-22)</b>	<b>10</b>
	<b>TOTAL POINTS POSSIBLE</b>	<b>110</b>

\*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:

<b>Value of work not yet completed on projects that are not 75% complete</b>	<b>Points</b>
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.