



Southern Sandoval County Arroyo Flood Control Authority  
1041 Commercial Dr. SE  
Rio Rancho, NM 87124  
505-892-7246

RFP 2024-02  
On-Call Professional Services  
Right-of-Way Acquisition

***Non-Mandatory Pre-Proposal Conference***

March 12- 10:00 AM

# General RFP Information

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- ▶ Please Sign-In
  
- ▶ This presentation will be made available on SSCAFCA's website.
  
- ▶ Introductions/Key Personnel
  - ▶ Dave Gatterman – Executive Engineer
  - ▶ Carla Salazar – Executive Assistant
  - ▶ Debbie Casaus – Chief Procurement Officer
  - ▶ SSCAFCA Staff
  
- ▶ Overview: SSCAFCA is requesting proposals from consulting firms to provide on-call professional right of way acquisition services.
  
- ▶ Term: One (1) Year Contract, Option to Renew Three (3) Additional Years
  
- ▶ Number of Contracts Awarded: SSCAFCA anticipates awarding 1-2 contracts under this On-Call (*SSCAFCA reserves the right to select all or none of the offerors*).



# RFP Schedule

Action	Responsibility	Date	Time
Issue RFP	SSCAFCA	March 10, 2024	N/A
Non-mandatory Pre-Proposal Meeting	SSCAFCA	March 12, 2024	10:00 AM
Deadline to Submit Written Questions	Potential Offerors	March 26, 2024	5:00 PM
Response to Written Questions	SSCAFCA	March 29, 2024	5:00 PM
RFP Addenda	SSCAFCA	If applicable, no later than March 29, 2024	5:00 PM
Submission of Proposals	Offerors	April 4, 2024	3:00 PM
Proposal Evaluation and Ranking (Including time for Interviews, Oral Presentations, and Best and Final Offers)	Evaluation Committee	April 4 - 11, 2024	
Notify Offerors of Selection	SSCAFCA	April 11, 2024	5:00 PM
Negotiations & Agreement Prep	SSCAFCA/Offeror	April 11-18, 2024	
Board of Directors Approval of Selection, Contract Execution	SSCAFCA/Offeror	On or before April 18, 2024	9:00 AM



# RFP Considerations

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## RFP Section 1.4 – Number of Copies

Submit one (1) electronic pdf on a USB Flash Drive and one (1) paper copy of the electronic pdf (no need for fancy binding). In the event the electronic copy cannot be read from the submitted flash drive, the paper copy will be come the official RFP response.

## RFP Section 1.5 – Page Limit

Proposals shall be limited to a maximum length of ten (10) numbered pages, not including the Table of Contents, dividers, the front and back cover and any documentation listed in Section 4.3.

### RFP Section 4.3

- Required Information Form*
- Campaign Contribution Disclosure Form*
- Proof of Insurance*
- Copy of Resident or Veteran's Preference certificate (if applicable)*

## RFP Section 1.6 – Font

Proposals should use a non-serif font at size 11pt or larger.

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# RFP Considerations (continued)

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## RFP Section 4.4.5 - Current Volume of Work with the Contracting Agency Not 75% Complete

*No response to this item is required from the Offeror. SSCAFCA's Fiscal Services department will determine the scoring for this category.*

<b>Value of work not yet completed on projects that are not 75% complete</b>	<b>Points to be allowed for this item</b>
None	5
\$1 to \$25,000	4
\$25,001 to \$50,000	3
\$50,001 to \$75,000	2
\$75,001 to \$100,000	1
\$100,001 or more	0

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# RFP Considerations (continued)- Scoring Criteria

MANDATORY SUBMITTAL REQUIREMENTS		
RFP Section	Description	Evaluation Method
4.3.1	Required Information Form - Appendix A	Pass/Fail
4.3.2	Campaign Contribution Disclosure - Appendix B	Pass/Fail
4.3.3	Proof of Insurance	Pass/Fail
SCORING CATEGORIES		
RFP Section	Description	Max. Possible Points
4.4.1	Qualifications and Experience with Scope of Services	35
4.4.2	Proposed Approach	25
4.4.3	Past Record of Performance	30
4.4.4	Quality and Content of Proposal	5
4.4.5	Current Volume of Work with the Contracting Agency Not 75% Complete	5
TOTAL POINTS POSSIBLE (TPP)		100
APPLICATION OF PREFERENCES		
4.4.6	Resident business or Native American resident business (See NMSA 1978, Section 13-1-22); OR	TPP + 8%
	Resident veteran business or Native American resident veteran business with annual gross revenues of up to six million dollars (\$6,000,000) in the preceding tax year (Up to 10 points, See NMSA 1978, Section 13-1-22)	TPP + 10%



# ALL DONE!

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▶ **QUESTIONS?**

