

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL PLANNING SERVICES -
SSCAFCA LAND MANAGEMENT AND QUALITY OF
LIFE MANUAL

As Requested by
THE SOUTHERN SANDOVAL COUNTY ARROYO
FLOOD CONTROL AUTHORITY



RFP 2025-02
PROPOSAL DUE DATE: October 28, 2025

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Section 1 – GENERAL INFO AND DELIVERY REQUIREMENTS

- 1.1. **Overview.** Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Offeror's ability to meet the requirements of this Request for Proposals (RFP). Emphasis shall be placed on the quality, completeness, and clarity of content of the proposal.
- 1.2. **Point of Contact.** This RFP is issued by Southern Sandoval County Arroyo Flood Control Authority (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 via e-mail to the following Point of Contact:

Deborah Casaus, Fiscal Services Director
dcasaus@sscafca.com

- 1.3. **Proposal Due Date.** October 28, 2025 at 3:00 p.m. local time. Proposals for the RFP will be received by:

Fiscal Services Department
Southern Sandoval County Arroyo Flood Control Authority
1041 Commercial Dr. SE, Rio Rancho, New Mexico 87124

Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal. 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).

- 1.4. **Number of Copies.** Submit one (1) electronic pdf of the proposal on a USB Flash Drive and one (1) paper copy of the electronic pdf. Paper copy to be printed in color and stapled in the upper left corner. Proposals must be submitted in a sealed package or envelope listing the following information on the outside: **RFP 2025-02 - Professional Planning Services – SSCAFCA Land Management and Quality of Life Manual.**

In the event there is a discrepancy between the paper and electronic submittals, or if the electronic version cannot be read/downloaded from the submitted Flash Drive, the paper copy becomes the official RFP response. SSCAFCA may request an additional electronic copy matching the paper copy in these rare instances.

- 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. Any documentation not listed in this section will be counted towards the ten-page limit (i.e. cover letter).

(End of Section 1)

Section 2 – INTRODUCTION/SCOPE OF WORK

- 2.1. **Overview.** Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA), a political subdivision of the State of New Mexico, requests qualification based competitive sealed proposals for **Professional Planning Services – SSCAFCA Land Management and Quality of Life Manual**.

Purpose of this RFP. The Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA) invites qualified firms to submit a proposal for professional services for the development of a comprehensive SSCAFCA Land Management and Quality of Life Manual as it pertains to SSCAFCA's land ownership and the larger jurisdiction.

Main Objective. SSCAFCA desires to maintain and preserve its natural assets, focusing on a holistic view of the region's unique xeric and desert environments. The core of this plan is to ensure that development which takes place within SSCAFCA-owned and managed properties, including discharges into its arroyos, is carefully planned to avoid negative environmental impacts and to preserve and maintain the ecological integrity, drainage function, and scenic beauty of SSCAFCA's arroyo and open space systems to the greatest extent practicable.

The SSCAFCA Land Management and Quality of Life Manual should include how SSCAFCA's open space and natural and naturalistic arroyo systems (as defined in Appendix D of this RFP) should be maintained and managed by SSCAFCA and how they should be allowed to be impacted by development. It should include any restrictions, exceptions, or acceptable activities with regard to environmental impacts to SSCAFCA-owned and managed properties, to include appropriate recreational activities. The manual could also include an arroyo classification system using the *Comprehensive Management Strategy for Arroyo Corridors*, dated November 2010, as guidance, as well as other classification systems that have been developed by like agencies, with similar management and maintenance strategies associated with each classification.

The final Land Management and Quality of Life Manual will potentially lead to the SSCAFCA Board of Directors developing and approving a policy on how SSCAFCA's open space and arroyo systems are maintained and managed and protected from impacts resulting from development. Using a comprehensive approach should ensure the strategic preservation and sustainable management of SSCAFCA's vital natural resources.

Project Objective. SSCAFCA desires to consolidate the following existing plans into a new Land Management and Quality of Life Manual. There are currently two Quality of Life Master Plans-- *Quality of Life Master Plan for Watershed Park* dated September 15, 2006, and *Quality of Life Master Plan*, dated February 2022, --and a *Comprehensive Management Strategy for Arroyo Corridors*, dated November 2010. The existing Maintenance Access and Trails Master Plan, dated June 2018, should be incorporated by reference. A review of all aforementioned plans is required for the development of a single comprehensive Land Management and Quality of Life Manual, which will ensure the strategic preservation and sustainable management of SSCAFCA's vital natural resources and open space.

Further, SSCAFCA’s *Drainage Policy- Revision 1, dated August 18, 2022*, should also be reviewed to ensure that there are no discrepancies or conflicts between the Drainage Policy and the Final Draft of the Land Management and Quality of Life Manual.

The Quality of Life Committee, made up of two SSCAFCA Board of Directors, has identified and developed several definitions that are specific to SSCAFCA and how quality of life is regarded within SSCAFCA’s jurisdiction. These terms and their definitions include “open space” and “natural and natural arroyo systems.” These terms and their definitions are located in Appendix D to this RFP and shall be used in the development of the Land Management and Quality of Life Manual. However, SSCAFCA invites the Consultant to offer input to these definitions.

The Consultant shall also identify potential public and private stakeholders and recommend them to SSCAFCA for inclusion in the initial review and comment period. At a minimum, stakeholders shall include the following municipalities within SSCAFCA’s jurisdiction: the City of Rio Rancho, Town of Bernalillo, Village of Corrales, and Sandoval County, all of which will be engaged in the review and comment phase prior to the public comment period.

Finally, though there will be a public comment period of the draft document, no public meetings or other in-person engagement or outreach will be required. Public comments will be reviewed and incorporated into the manual if they are considered appropriate by the SSCAFCA review team.

Key Project Stakeholders. SSCAFCA’s Land Management and Quality of Life Manual review team will include its QOL Committee, select staff, and its Board of Directors. Other key stakeholders will include those municipalities located within SSCAFCA’s jurisdiction, as noted in **Project Objective** above.

Key Milestones. The Land Management and Quality of Life Manual development will have a Period of Performance of eight (8) months from contract award, including the public comment period and any revisions required before final draft is submitted.

SSCAFCA’s QOL Committee will be involved throughout the manual’s development through in-person meetings every two (2) months at SSCAFCA’s office or at major milestones or decision points.

There will be two presentations to the SSCAFCA Board of Directors during their monthly scheduled meetings (the third Thursday of every month) at the 50% and 90% draft completion phases

Key Deliverables. The key deliverables for this project will be the final SSCAFCA **Land Management and Quality of Life Manual**, including a preliminary draft for internal review, a draft for stakeholder review, and a final draft for public review. A stand-alone executive summary for the Land Use and Quality of Life Manual will also be required.

(End of Section 2)

Section 3 – CONDITIONS GOVERNING PROCUREMENT

3.1. **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.

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

<i>Action</i>	<i>Responsibility</i>	<i>Date</i>	<i>Time</i>
Issue RFP	SSCAFCA	September 28, 2025	N/A
Non-Mandatory Pre-Proposal Meeting	SSCAFCA	October 14, 2025	9:00 AM
Deadline to Submit Written Questions	Potential Offerors	October 20, 2025	5:00 PM
Response to Written Questions	SSCAFCA	October 23, 2025	5:00 PM
RFP Addenda	SSCAFCA	If applicable, no later than October 23, 2025	5:00 PM
Submission of Proposals	Offerors	October 28, 2025	3:00 PM
Proposal Evaluation and Ranking (Including time for Interviews, Oral Presentations, and Best and Final Offers) *	Evaluation Committee	October 28 – November 7, 2025	NA
Notify Offerors of Selection	SSCAFCA	November 7, 2025	5:00 PM
Finalize Contracts	SSCAFCA/Offeror	On or before November 18, 2025	5:00 PM
SSCAFCA Board Approval of Contract	SSCAFCA	November 20, 2025	9:00 AM

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

3.2.1. **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. SSCAFCA response to questions will be formalized as an addendum to the RFP.

3.2.2. **Addenda/Communication.** 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 may be obtained by accessing our web site: <https://www.sscafca.org>. Oral and other interpretations or clarifications will be without legal effect.

It is the responsibility of all potential Offerors to check the website and to ensure that all addenda have been acknowledged on the “Required Information Form” (provided in Appendix A) before submitting their proposal.

- 3.2.3. **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.
- 3.2.4. **Selection of Finalist.** The Evaluation Committee will select, and the Point of Contact will notify the Finalist Offeror(s).
- 3.2.5. **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 within the proposal evaluation timeframe specified the Schedule of Events.
- 3.2.6. **Finalize Contract.** The Contract 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 that Offeror.
- 3.2.7. **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 local time on the tenth (10th) 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.

3.3. General Requirements.

- 3.3.1. 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.
- 3.3.2. Proposals and any other information submitted by Offerors in response to this RFP shall become the property of SSCAFCA.
- 3.3.3. Proposals that are qualified with conditional clauses, alterations, or irregularities of any kind are subject to rejection by SSCAFCA, at its option.
- 3.3.4. 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 through the Point of Contact named in Section 1. 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 may be obtained by accessing our web site.

- 3.3.5. 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.
- 3.3.6. 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 procurement is completed.
- 3.3.7. SSCAFCA may evaluate the proposals based on the anticipated completion of all or any portion of the project. SSCAFCA reserves the right to divide the project into multiple parts, to reject any and all proposals and re-solicit for new proposals, or to reject any and all proposals and temporarily or permanently abandon the project when deemed to be in SSCAFCA's best interest. 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.
- 3.3.8. 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.
- 3.3.9. 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.
- 3.3.10. 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.
- 3.3.11. 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.
- 3.3.12. After identifying the highest scoring Offeror(s), SSCAFCA will attempt to negotiate final terms of a Contract with such Offeror(s), on such terms as SSCAFCA deems in its best interest. SSCAFCA reserves the right to negotiate all elements of the Contract.
- 3.3.13. 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.

(End of Section 3)

Section 4 - SUBMISSION REQUIREMENTS

- 4.1. **Overview.** This section contains the list of mandatory requirements, scoring categories, and related information. Offerors must respond to the mandatory requirements and should respond to the scoring categories of this RFP providing the required responses, documentation, and assurances.
- 4.2. **Proposal Format.** The proposal must be organized in the following format and must contain, as a minimum, all listed items in the sequence indicated:
 - 4.2.1. Table of Contents
 - 4.2.2. Mandatory Requirements
 - 4.2.3. Scoring Categories.

Any proposal that does not adhere to this format, and which does not address each specification and requirement within the RFP, may be deemed non-responsive and rejected on that basis.

- 4.3. **Mandatory Submission Requirements.** Failure to comply with a mandatory requirement will result in disqualification of the proposal. The items listed below will not be counted towards the page limit provided in Section 1.5.

The following items must be submitted with the proposal:

- 4.3.1. **Required Information Form.** See Appendix A.
- 4.3.2. **Campaign Contribution Disclosure Form.** See Appendix B. In accordance with the Procurement Code, Section 13-1-28, all prospective contractors who are seeking to enter into a contract with a state agency or local public body 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 proposal.
- 4.3.3. **Proof of Insurance.** Certificate of professional liability insurance of at least one million dollars (\$1,000,000).
- 4.3.4. **Copy of resident, Veteran’s Preference, and/or Native American Preference certificate (if applicable)**
- 4.4. **Scoring Categories.** The following items will be evaluated on a points-based system, as outlined in Section 5.1. Failure to respond to a Scoring Category will result in zero (0) points being awarded for that item.
 - 4.4.1. **Technical Competence**
Identify and describe Offeror’s expertise, including sub-consultant’s, if applicable, regarding the provided scope of work.
 - 4.4.2. **Capacity and Capability.**

- a. Describe the Offeror's capacity and capability to meet provided schedule, including any sub-consultants, representatives, qualifications, and locations, to perform the work outlined in the Scope of Work, including any specialized services
- b. Provide qualifications of key team members, including membership in professional organizations and licensure
- c. Provide any unique knowledge of key team members relevant to this scope of work
- d. Describe Offeror's quality assurance/quality control practices to minimize errors

4.4.3. Past Record of Performance.

- a. Provide a summary of up to three (3) representative projects performed by firm in the last three years, including project reference contact information for each, and describe the Offeror's role during the project.
- b. Describe how the Offeror managed specific projects to ensure timely completion.

4.4.4. Proximity to, or Familiarity with SSCAFCA's Jurisdiction.

- a. Identify specific experience the Offeror has with projects in the City of Rio Rancho, Town of Bernalillo, Village of Corrales and/or Sandoval County.

4.4.5. Amount of Work to Be Produced in New Mexico.

- a. Describe the amount of design work that will be produced by a New Mexico business within this state.

4.4.6. Current Volume of Work with the Contracting Agency Not 75% Complete

- a. *No response to this item is required from the Offeror.* SSCAFCA's Fiscal Services department will determine the scoring for this category.
- b. The volume of work previously done for SSCAFCA which is not seventy-five percent complete with respect to basic professional design services, with the objective of effecting an equitable distribution of contracts among qualified businesses and of assuring the interest of the public in having available substantial number of qualified businesses is protected; provided, however, that the principal of selection of the most highly qualified business is not violated. Below is the table of how points are assigned:

<i>Value of work not yet completed on projects that are not 75% complete</i>	<i>Points to be allowed for this item</i>
None	5
\$1 to \$50,000	4
\$50,001 to \$100,000	3
\$100,001 to \$150,000	2
\$150,001 to \$200,000	1
\$200,001 or more	0

4.4.7. **Quality and Content of Proposal**

- a. The proposal will be scored on the overall quality of the assembly and presentation of information.

4.4.8. **Application of preferences**

- a. To receive a resident business, Native American resident business, resident veteran business or Native American resident veteran business preference pursuant to Section 13-1-21 NMSA 1978 or a resident contractor, Native American resident contractor, resident veteran contractor or Native American resident veteran contractor preference pursuant to Section 13-4-2 NMSA 1978, a business or contractor shall submit with its bid or proposal a copy of a valid resident business, Native American resident business, resident veteran business or Native American resident veteran business certificate or valid resident contractor, Native American resident contractor, resident veteran contractor or Native American resident veteran contractor certificate issued by the taxation and revenue department.
- b. Only one preference may be applied to RFP scoring. Please see NMSA 1978, Sections 13-1-21 and 13-1-22.

(End of Section 4)

Section 5 - EVALUATION OF PROPOSALS

- 5.1. **Evaluation Summary.** The following table 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.

MANDATORY SUBMITTAL REQUIREMENTS		
<i>RFP Section</i>	<i>Description</i>	<i>Evaluation Method</i>
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		
<i>RFP Section</i>	<i>Description</i>	<i>Max. Possible Points</i>
4.4.1	Specialized Technical Competence and Experience related to the Scope of Work.	25
4.4.2	Capacity and Capability	15
4.4.3	Past Record of Performance	15
4.4.4	Proximity to, or Familiarity with SSCAFCA's Jurisdiction	15
4.4.5	Amount of Work to Be Produced in New Mexico	10
4.4.6	Current Volume of Work with the Contracting Agency Not 75% Complete	10
4.4.7	Quality and Content of Proposal	10
	TOTAL POINTS POSSIBLE (TPP)	100
APPLICATION OF PREFERENCES		
4.4.8 *	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%

(End of Section 5)

Appendix A – Required Information Form

1. IDENTITY OF OFFEROR:

FIRM NAME: _____

ADDRESS: _____

TELEPHONE #: _____

FEIN: _____

CONTACT PERSON FOR PROPOSAL: _____

E-MAIL ADDRESS*: _____

ALTERNATE EMAIL CONTACT*: _____

SSCAFCA may attempt to contact Offeror via email. Please provide additional email contact information if available.

2. DISCLOSURE OF ANY POTENTIAL CONFLICTS OF INTEREST

Please indicate any potential conflicts of interest including, but not limited to:

1. Accepting an assignment where duty to the client would conflict with the Offeror's personal interest, or interest of another client.
2. Performing work for a client or having an interest which conflicts with this contract.
3. If NO conflict exists, write NONE below.

(Please attach additional pages if necessary)

3. LITIGATION STATUS

Provide a brief list of any pending, settled, tried, or other litigation the firm has been involved in for the past five (5) years relating to services requested in this RFP, with a description of the case(s) and their current status, if applicable. If not applicable, write NONE below.

(Please attach additional pages if necessary)

4. SIGNATURE

This page has been signed by a signatory with the authority to bind the Offeror. By signing this document, through the undersigned representative who has the authority to bind the Offeror, and by submitting this proposal in response to this RFP, the Offeror agrees to the following:

1. To perform the services required by such RFP and to adhere to all requirements, specifications, terms and conditions of the RFP.
2. To be bound by this proposal for a minimum of 60 days from the date proposals were due.
3. Receipt of all addenda that have been issued for this RFP.

SIGNED BY:

Name (print)

Signature

Title

Date

(End of Appendix A)

Appendix B – Campaign Contribution Disclosure Form

PROSPECTIVE CONTRACTOR NAME: _____

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250.00) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBERS, OR THEIR REPRESENTATIVES HAVE MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal

expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of:

- (a) a prospective contractor, if the prospective contractor is a natural person; or
- (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

For the purposes of this procurement, the applicable public officials are the SSCAFCA Board of Directors named below:

Ronald Abramshe
852 Golden Yarrow Trail
Bernalillo, NM 87004

John Chaney
3592 Calle Suenos
Rio Rancho, NM 87124

Cassandra D’Antonio
6031 Redondo Sierra Vista NE
Rio Rancho, NM 87144

Maria Isabel Marquez
1203 West Ella Drive
Corrales, NM 87048

Michael Vidal
3860 Bay Hill Loop NE
Rio Rancho, NM 87124

(see next page for signatory sheet)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s): _____

Purpose of Contribution(s): _____

*(Attach extra pages if necessary)*_____
Signature_____
Date_____
Title (position)**— OR —**

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250.00) WERE MADE to an applicable public official by me, or my family members or my representatives.

Signature_____
Date_____
Title (position)*(End of Appendix B)*

Appendix C – Sample SSCAFCA Contract

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**SOUTHERN SANDOVAL COUNTY ARROYO FLOOD CONTROL AUTHORITY
AGREEMENT FOR
PROFESSIONAL PLANNING SERVICES -
SSCAFCA LAND MANAGEMENT AND QUALITY OF LIFE MANUAL**

THIS PROFESSIONAL AGREEMENT, made and entered into this _____ day of _____, 2025, by and between Southern Sandoval County Arroyo Flood Control Authority, (hereinafter referred to as “SSCAFCA”), and _____, (hereinafter referred to as the “Contractor”).

Contractor and SSSAFCA desire to enter into an agreement regarding professional services;

1. Scope of Services

To be determined based on selected proposal and attached as Exhibit A.

2. Compensation

SSCAFCA agrees to pay Contractor as per the cost schedule attached as Exhibit A, plus applicable gross receipts tax for Contractor’s services.

3. Term of Agreement

The Contract will be for one (1) year and may be extended for up to three (3) additional years in one (1) year increments, or until funds have been expended.

4. Termination

The Agreement may be terminated without cause by either of the parties thereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. By such termination, neither party may nullify obligations or liabilities already incurred for performance or for failure to perform prior to the date of termination.

5. Status of Contractor

The Contractor and the Contractor’s agents and employees, are independent Contractors performing professional services for SSSAFCA and are not employees of SSSAFCA.

6. Assignment

Contractor shall not assign or transfer any interest in this Agreement without the written consent of SSSAFCA.

7. Subcontracting

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of SSSAFCA.

8. Insurance

Contractor agrees to maintain general liability insurance providing coverage in an amount no less than one million dollars (\$1,000,000) per claim. Proof of insurance shall be submitted to SSCAFCA. Such insurance shall remain in full force and effect during the term of this Agreement.

9. Records and Audits

The Contractor shall maintain detailed time records which indicate the date, time, and nature of services rendered if hourly services are being provided. These records shall be subject to inspection by SSCAFCA. SSCAFCA shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of SSCAFCA to recover excessive and/or illegal payments.

10. Release

The Contractor shall, upon final payment of the amount due under the Agreement, release the officers and employees and SSCAFCA from all liabilities, claims and obligations whatsoever arising from or under the Agreement. The Contractor agrees not to purport to bind SSCAFCA, unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

11. Confidentiality

Any information provided to or developed by the Contractor in the performance of the Agreement shall be kept confidential and shall not be made available to any individual or organization without the prior written approval of SSCAFCA.

12. Conflict of Interest

The Contractor warrants that it has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement.

13. Amendment

This Agreement shall not be altered, changed, or amended except by an instrument in writing executed by both parties.

14. Merger

This Agreement incorporates all of the agreements, covenants, and understandings between the parties thereto concerning the subject matter thereof. No prior agreement or understanding, verbal or otherwise, of the parties or their agents is valid or enforceable unless embodied in this Agreement.

15. Applicable Law

This Agreement shall be governed by the laws of the State of New Mexico.

16. Waiver

No waiver or any breach of this Agreement or any of the terms or conditions hereof shall be held to be a waiver or any other subsequent breach; nor shall any waiver be valid, alleged or binding unless the same shall be in writing and signed by the party alleged to have granted the waiver.

17. Notice

The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199 (1984 as amended), impose Civil and Criminal penalties for its violations. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities and kick-backs.

18. Equal Opportunity Compliance

The Contractor shall agree to abide by all federal and state laws pertaining to equal employment opportunity.

In accordance with all such laws the Contractor shall agree to assure that no person in the United States shall, on the grounds of race, color, national origin, sex, sexual preference, age or handicap, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, the Contractor agrees to take appropriate steps to correct these deficiencies.

19. Multiple Counterparts

The Contract will be executed in multiple counterparts, each of which will be deemed to be an original for all purposes.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement effective as of the date first written above.

**SOUTHERN SANDOVAL COUNTY
ARROYO FLOOD CONTROL AUTHORITY**

Date: _____

By: _____

Cassandra D'Antonio, Chairman
Board of Directors

Contractor:

By: _____

Date: Federal I.D. Number

Its: _____

Taxpayer Identification Number

APPENDIX D

Open Space Definition: Open Space, whether or not it has been dedicated, in areas within SSCAFCA's jurisdiction is defined as lands strategically preserved to maintain and enhance the region's ecological integrity, drainage function, cultural heritage, scenic beauty, and/or sustainable community development. These lands may encompass, arroyo and floodplain systems, riparian ecosystems, xeric and desert habitats, scenic viewsheds, water resource protection areas, cultural and historical sites, and/or managed recreational areas. This definition is only applicable to lands owned or operated by SSCAFCA. By recognizing the unique characteristics and challenges of arid open spaces, we can work toward preserving these vital areas to the greatest extent possible for future generations with a focus toward the conservation and sustainable management of SSCAFCA's open spaces.

Supporting definitions for Open Space:

Arroyo and Floodplain Systems: Includes natural or naturalistic arroyos, associated buffer zones (LEE lines), and floodplains. These systems provide stormwater drainage, and wildlife corridors.

Riparian Ecosystems: SSCAFCA protects the vital riparian habitat along Natural and Naturalistic Arroyos and the Rio Grande, by safeguarding water quality, and supporting diverse plant and animal life.

Xeric and Desert Habitats: Conserving the unique native plant and animal communities adapted to the region's arid conditions, including mesas, grasslands, and desert scrublands.

Scenic Viewsheds: Preserving the panoramic views of mesas, mountains, and the Rio Grande Valley, which contributes to the region's aesthetic values and **quality of life**.

Water Resource Protection Areas: Safeguarding watersheds, aquifer recharge zones as in arroyo natural bottoms et al, and areas critical for water quality and quantity, recognizing the region's limited water resources.

Cultural and Historical Sites: Protecting archaeological sites, traditional cultural landscapes, and historical features.

Managed Recreational Areas: Providing opportunities for low-impact recreation, such as hiking, biking, equestrian, and nature observation, while minimizing environmental impact.

Urban Open Space: Providing areas that provide separation of urban development, and wildlife corridors within urbanized areas.

Arroyo classification definitions:

Natural Arroyo -A SSCAFCA-owned waterway, primarily located in xeric or desert environments, that conveys surface water only during precipitation events and provides the primary drainage for its watershed. It is characterized by a channel shaped predominantly by natural processes and is free from development, Upstream Flow and Channel Modifications. Furthermore, a buffer zone, being SSCAFCA defined LEE lines, which is measured from the arroyo banks, is free from development.

Naturalistic Arroyo – A waterway that conveys ephemeral stormwater flows that has been impacted by development and has limited channel modifications to limit lateral and vertical erosion. Improvements in Naturalistic Arroyos shall be aesthetically similar to natural systems and contextual to the surrounding environment to the greatest extent practicable.

Natural and Naturalistic Arroyos provide many benefits and services including infiltrating storm water, groundwater recharge, natural flood control, wildlife habitat/corridors and biodiversity, and passive recreation (trails, viewsheds, wildlife viewing) opportunities.

Associated Definitions -

Upstream flow modifications: The natural flow of water been altered by urbanization, including dams, diversions, channelization upstream, introduction of urbanized flows upstream of any arroyo segment, or interruption of natural sediment transport.

Development: The land adjacent to the arroyo been paved, built upon, or otherwise modified in a way that alters hydrology, morphology or ecology of any segment of the arroyo.

Channel modifications: Any alterations made to an arroyo from its native or urban stormwater impacted configuration. Alterations may include bank lining (concrete or rock), realignment, grade control structures, constructed stormwater connections, fully lined sections or arroyo, roadway crossings, or any other changes made to an arroyo.

LEE Lines: the area adjacent to unlined or natural arroyos or drainage ways that has the potential to be disturbed by erosion, scour, or lateral migration caused by storms up to and including the 100-year storm.

Pollution: Manmade substances, discharged to an arroyo in a significant enough volume to alter, or potentially alter the chemistry of stormwater as it flows through an arroyo or channel or causes significant impact on the soils in the arroyo.

Vegetation alteration: The removal or replacement of natural vegetation along an arroyo corridor