

REQUEST FOR PROPOSALS

FOR

**Montoyas Arroyo Reach Stabilization Project – Broadmoor Blvd
to Sportsplex**

Design & Engineering Services

As Requested by

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



RFP 2026-04

PROPOSAL DUE DATE: August 20, 2026

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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.

SSCAFCA encourages qualified small and minority businesses and women's business enterprises (MBE/WBE) to submit proposals. SSCAFCA further encourages non-MBE/WBE prime consultants to solicit qualified MBE/WBE as sub-consultants for smaller project tasks.

- 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:

Erica Baca – Chief Procurement Officer
ebaca@sscafca.com

- 1.3. **Proposal Due Date.** August 20, 2026 at 3:00 p.m. local time. Proposals for the project 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. **Submittal Format.** 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 2026-04 - Montoyas Arroyo Reach Stabilization Project – Broadmoor Blvd to Sportsplex - Design & Engineering Services.** The USB Flash Drive will not be returned.

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. **Proposal Font.** Proposals should use a non-serif font.
- 1.6. **Page Limit & Page Count.** Proposals shall be limited to ten (10) numbered pages, not including the Table of Contents, dividers, front/back covers, and any documentation listed in Section 4.3. A cover letter is not required and is not part of the scoring categories. If a cover letter is included, it will count against the 10-page limit.
- Letter format (8-1/2" x 11") pages shall count as one (1) numbered page.
 - Tabloid format (11" x 17") pages shall count as two (2) numbered pages.
 - ANSI D format (22" x 34") pages shall count as four (4) numbered pages.

(End of Section 1)

Section 2 – OVERVIEW, FUNDING INFORMATION, 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 **RFP 2026-04 - Montoyas Arroyo Reach Stabilization Project – Broadmoor Blvd to Sportsplex - Design & Engineering Services.**

2.2. **Funding Information.** This is a federally funded project. Funding for this project is provided by the New Mexico Department of Homeland Security, the state agency that administers the Federal Emergency Management Agency's *Hazard Mitigation Grant Program (HMGP)* funding.

This project is wholly or partially funded with United States Federal Emergency Management Agency funds, and therefore must comply with all federal cross cutter requirements. Neither the United States nor its department's agencies or employees is or will be party to this Request for Proposals or any resulting contract. This procurement and subsequent contract will be subject to regulations contained in 2 CFR, Part 200. Language from 2 CFR, Part 200 and Federal Clauses are incorporated into the attached template contract.

2.3. **Project Timeline.** The selected consultant will be required to provide final deliverables by or before September 30, 2027.

2.4. **Scope of Work/Specifications/Deliverables.** Offerors should demonstrate their ability to directly provide the following services and anticipated deliverables (*note: anticipated deliverables provided are subject to change during project scoping with selected consultant*):

- I. **Hydrologic & Hydraulics Analysis and Reporting.** This effort will include:
 - i. A review of the existing Reach Stabilization Plan (BHI, September 2024) and corresponding hydraulic model, sediment transport analysis, equilibrium slope calculations, and lateral erosion envelope calculations.
 - ii. A review of background information, including record drawings and associated reports related to drainage and utility infrastructure within the project limits.
 - iii. A review of the existing 100-year HEC-HMS (hydrologic) model and incorporation of 10-, 50-, and 500-year recurrence interval storms. This analysis will be based on existing conditions hydrology only.
 - iv. Preparation of a HEC-RAS (or similar) hydraulic model to evaluate design alternatives. All work to be performed within SSCAFCA or City of Rio Rancho right-of-way.
 - v. Update of hydraulic model to reflect the final design provided in the construction plans.
 - vi. Compile all engineering analyses in a Design Analysis Report (DAR).
 - vii. Incorporate SSCAFCA and City of Rio Rancho staff comments for the DAR.

Task I Anticipated Final Deliverables:

1. *Hydrology & hydraulics report - DAR*
2. *Functioning H&H model file in native software digital format*
3. *GIS files of terrain and flood water elevations*
4. *Model inputs and outputs (result datasheets, tables, charts, maps, graphs of water surface elevations, velocities, and discharges). This includes spreadsheets used to perform calculations such as scour.*
5. *Map/locations of model nodes/stations*

II. Development of Construction Plans, Specifications, and Cost Estimates (PS&E).

- i. Design-level topographic survey will be obtained and certified by a licensed professional surveyor.
- ii. PS&E review submittals will be made at the 35%, 65%, 95%, and 100% progress intervals. SSCAFCA and City of Rio Rancho staff will review and provide comments at each review submittal, comments will be incorporated in the following review submittal.
- iii. Geotechnical investigation shall be conducted to support the design. The engineer will need to verify subsurface utilities (QL-A survey) to prevent conflicts with the design.
- iv. Final PS&E will be certified by a licensed professional engineer.
- v. Project Specifications shall include all or a portion of the following standard specifications: American Public Works Association (APWA), SSCAFCA, and/or New Mexico Department of Transportation (NMDOT). Specifications selected for the project (and determination of the need for supplemental specifications) will be discussed and agreed upon by SSCAFCA and the consultant prior to final plan set preparation. Project specifications shall be assembled under stamped cover as "Volume 2" of the project Bid and Contract Documents. SSCAFCA will provide an example.
- vi. Design Summary Report shall be prepared to document all changes in design assumptions since the submittal of the DAR.

Task II Anticipated Final Deliverables:

1. *Stamped PS&E.*
2. *Engineer's opinion of probable costs*
3. *Design Summary Report (stamped)*
4. *Bid and Contract Documents, Volume 2 (stamped)*
5. *Geotechnical Report (stamped)*
6. *Subsurface Utility Engineering Report (stamped)*

III. Solicitation of Public Input. The selected consultant will be required to lead a public meeting for public review/comment of the project around the 35% design phase.

- i. Pertinent project information will be posted on SSCAFCA's website prior to the public meeting for easy public access.

- ii. The input received during the public meeting may factor into design modifications for the 65%, 95%, and final plan set submittals.

Task III Anticipated Final Deliverables:

1. *Completion of one (1) public meeting.*
2. *Written summary of Public Meeting (meeting minutes), including sign-in sheet, public comments, and agency responses from the public meeting.*

IV. Benefit Cost Analysis Support.

- i. Provide engineering support for SSCAFCA's development/update of a FEMA Benefit Cost Analysis (BCA). The BCA will be used to support potential future FEMA funding for the construction phase of the project.
- ii. This engineering support will incorporate construction cost estimate and hydraulic information (including 10-, 50-, 100- and 500-year water surface elevation information within the project area) developed during the DAR and design processes.

Task IV Anticipated Final Deliverables:

1. *Interpretation of the construction cost estimate (Task I) and hydraulic model (see Task II) and coordination with SSCAFCA staff to support SSCAFCA's BCA development.*

- V. Environmental Permitting.** The consultant (or their sub-consultant) will perform a biological and cultural resource assessment of the project area to meet FEMA Environmental and Historic Preservation compliance requirements. Cultural and Biological Assessments developed for FEMA Environmental and Historic Preservation Compliance may also be used for a future USACE 404 permit application, if applicable. The consultant should be prepared to provide SSCAFCA information that may be needed for future USACE 404 permitting, including dredge and fill volumes within the Waters of the United States (WOTUS) and dimensions (footprint) of WOTUS impact.

Task V Anticipated Final Deliverables:

1. *Cultural Resources Report.*
2. *Biological Evaluation Report.*
3. *Preparation of FEMA environmental compliance documents.*

- VI. Construction Phase Services.** Submittals, RFIs, change orders, regular attendance to construction progress meetings etc. This task is not funded under the existing sub-grant agreement, however, SSCAFCA would like to procure this service in the event the construction phase of this project is funded. Negotiation of scope, deliverables and fee related to this service will be conducted upon receipt of grant funding for Phase 2 – Construction Phase of this project.

Task VI Anticipated Final Deliverables: None. No deliverables under the current project phase. Deliverables for construction phase services will be negotiated at a later date if Phase 2 grant is awarded.

2.5. **Compensation**

The selected consultant may invoice monthly for services rendered. It is anticipated that the contract will be based on a Lump Sum price for all Tasks and that reimbursement will be based on percentage complete of each Task outlined in the final Scope of Services, to be negotiated with the selected consultant.

(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/ Advertise	SSCAFCA	July 12 & July 15, 2026	N/A
Non-mandatory Pre-proposal Conference	SSCAFCA	July 20, 2026	10:00 AM
Deadline to Submit Written Questions	Potential Offerors	July 24, 2026	5:00 PM
Response to Written Questions	SSCAFCA	July 31, 2026	5:00 PM
RFP Addenda	SSCAFCA	If applicable, no later than July 31, 2026	5:00 PM
Submission of Proposals	Offerors	August 20, 2026	3:00 PM
Proposal Evaluation and Ranking (Including time for Interviews, Oral Presentations, and Best and Final Offers) *	Evaluation Committee	August 20 – September 3, 2026	
SSCAFCA Board of Directors Approval	SSCAFCA	September 17, 2026	
Funding Agency Review Period	DHSEM / FEMA	August 24 – September 7, 2026	
Finalize Contract	SSCAFCA/Offeror	September 30, 2026	

*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 fifteen (15) 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 fifteenth (15th) 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 1.6](#).

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. **Federal Forms.** See Appendix C.
- 4.3.4. **Proof of Insurance.** Certification of professional liability insurance of at least one million dollars (\$1,000,000).

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. **Specialized Technical Competence**
 - a. Describe the Offeror's experience with hydrologic/hydraulic modelling solutions for arroyo bank stabilization projects.

- b. Describe the Offeror's experience designing flood control infrastructure, slope stabilization, and energy dissipation in an environment with highly-erosive soils and varying slopes.
- c. Describe the Offeror's experience with environmental compliance activities performed to meet federal requirements of funding agencies and the Offeror's experience with federal agencies.

4.4.2. Capacity and Capability

- a. Describe the Offeror's capacity and capability, including any sub-consultants, representatives, qualifications, and locations, to perform the work outlined in the Scope of Work (Section 2.4), 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 how the Offeror will manage this project to ensure timely completion, including stakeholder agency coordination, reviews, and approvals. [See Section 2.3.](#)

4.4.3. Past Record of Performance

- a. Provide a summary of up to three (3) representative projects performed by Offeror, including project reference contact information for each, and describe Offeror's role during the project.
- b. If applicable, provide information on how the representative projects have performed (if constructed) and what the main "lessons learned" were (from the design standpoint).
- c. For each representative project, provide the planned and actual project start and end dates and describe how the Offeror managed these projects to ensure timely completion.
- d. For each representative project, describe Offeror's quality assurance/quality control (QA/QC) practices used to minimize errors and omissions and how these practices contributed to a successful project outcome.

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 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. References

- a. Please provide three (3) references for work completed within the last three (3) years.

4.4.9. Application of Preferences

- a. Due to the Federal funding associated with this project, no State Preferences (Resident/Veterans/Native American Preference Certification(s)) will be considered.

(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	Federal Forms - Appendix C	Pass/Fail
4.3.4	Proof of Insurance	Pass/Fail

SCORING CATEGORIES		
<i>RFP Section</i>	<i>Description</i>	<i>Max. Possible Points</i>
4.4.1	Specialized Design & Technical Competence	25
4.4.2	Capacity and Capability	20
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	5
4.4.7	Quality and Content of Proposal	5
4.4.8	References	5
TOTAL POINTS POSSIBLE (TPP)		100

APPLICATION OF PREFERENCES		
4.4.9	Resident/Native American/Veterans Preferences (See NMSA 1978, Section 13-1-22) – NOT APPLICABLE ON THIS PROJECT	TPP + 0

(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 professional surveying services performed by the firm, 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. FEDERAL REQUIREMENTS

Offeror has registered with SAM.gov (initial to acknowledge): _____

DUNS Number: _____

Offeror acknowledges Federal Funding for project (initial to acknowledge): _____

DUNS Number will be checked for debarment. Debarment will deem proposal non-responsive.

5. 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

Cassandra D’Antonio

James Fahey

Bel Marquez

Edward Paulsgrove

(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 – Federal Forms

SF-LLL – Mandatory Lobbying Disclosure Form

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Mandatory Lobbying Disclosure Form – SF-LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: _____ a. contract _____ b. grant _____ c. cooperative agreement _____ d. loan _____ e. loan guarantee _____ f. loan insurance	2. Status of Federal Action: _____ a. bid/offer/application _____ b. initial award _____ c. post-award	3. Report Type: _____ a. initial filing _____ b. material change For material change only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known: Congressional District, if known:		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Federal Use Only		Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

(End of Appendix C)

Appendix D – EJCDC E-505 Documents

Part 1 – Main Agreement

Part 2 – Exhibits to Main Agreement

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