

# **VILLAGE OF CORRALES**



## **REQUEST FOR PROPOSALS NO. 23-003**

**Request for Proposals Number 23-03  
On-Call Engineering/Surveying Services  
Office of the Village Administrator  
(505)-897-0502**

### **SUBMITTAL DEADLINE:**

**August 15 @ 4:00 PM**

**Deliver proposals to the following address:**

**4324 Corrales Road  
Village of Corrales Administrative Office  
Corrales, New Mexico 87048**

**VILLAGE OF CORRALES  
VILLAGE ENGINEERING SERVICES  
REQUEST FOR PROPOSALS NUMBER 23-003**

The Village of Corrales is requesting competitive sealed proposals for professional engineering services. Applicants must be licensed professional engineers & surveyors in the State of New Mexico.

**PROJECT DESCRIPTION**

The Village of Corrales, New Mexico has requirements on a continual basis to rely on the expertise, consultation, and design services from a professional engineer. Presently, the Village requires the services of a professional engineer for road work, grading & drainage plans, preparation of grants and legislative proposals, and grading/drainage/subdivision review. When surveying is required, such services must be performed by a surveyor licensed in the State of New Mexico.

**SCOPE OF SERVICES**

The engineer shall perform professional services on an as-needed basis, as hereafter stated, which includes customary civil engineering services.

A. Continuing Work: These services shall include investigations, surveys, studies and reports, preliminary cost estimates, inspections, on-site consultation, and attendance and participation in conferences and meetings when requested by the Village. The Village's ongoing projects include:

1. Transportation
2. Water Facilities
3. Waste Water Disposal
4. Drainage
5. Land - Surveying Capabilities
6. Hydrology - Surface and Ground Water

The firm will also provide technical information concerning specific projects to other professionals upon request of the Village and request technical information from other professionals when authorized to do so by the Village.

B. Subdivision Review: These services shall include review of sketch plats, preliminary and final subdivision documents for compliance with Village's adopted subdivision ordinance and subdivision design standards. Periodic inspection of construction will be performed by the Engineer when requested by the Village. The offeror must have in-house surveying capabilities.

C. Project Specific Work: As major construction projects are undertaken by the Village, the Engineer may provide appropriate services, such as programming, schematic design, development, construction documents, bidding, inspection, construction staking and construction administration. The firm will also assist the Village in securing approval of authorities having jurisdiction over the work.

## TECHNICAL CONTENT

The proposal shall be limited to 15 pages, including the following information:

1. A company profile describing the organizational objectives, services available, years of operation and any other information useful in determining the capabilities of the firm.
2. The name and address of the principal member or officer of the firm who will be responsible for administration of the contract.
3. Resumes of all personnel who will be assigned to actually perform the engineering and respective services. Key personnel should have at least five (5) years' experience in their respective fields.
4. A reference list of at least four current or former Municipal staff members for whom similar services have been performed, with names and telephone numbers of contact persons. Projects performed for the Village of Corrales may be included.
5. The firm's Equal Employment Opportunity practices.
6. Campaign Contribution Disclosure form
7. Firm should describe their experience and knowledge of federal and state grant and loan programs which might be used to fund infrastructure projects. The firm's knowledge and experience in assisting public bodies in obtaining special legislative appropriations should also be addressed.

Proposals received which do not include all of the above listed requirements shall be considered incomplete. Incomplete proposals will not be considered by the Village.

## EVALUATION OF PROPOSALS

Proposals should address each of the following criteria. Each proposal may be awarded points up to the amount listed in parentheses.

1. Specialized Planning, Design and Technical Competence. (20)

The specialized design and technical competence of the firm, including a joint venture or association, with respect to the type of services outlined in the scope of services.

- A. Water Facilities
- B. Hydrology, Surface and Ground Water
- C. Transportation
- D. Waste Water Disposal
- E. Drainage
- F. Land - Surveying Capabilities
- G. Disaster Preparation, FEMA documentation

2. Capacity and Capability (20)

Demonstrate the Firm's capacity and capability to perform assignments on short notice and on an efficient basis. How they are able to meet Federal and State requirements for record preparation and providing analysis through proscribed format, forms and government systems

3. Past Record of Performance (15)

The firm's past record of performance on contracts with government agencies with respect to such factors as availability, control of costs, quality of work and ability to meet schedules.

4. Familiarity with the Village of Corrales (15)

The firm's and proposed key personnel's familiarity with the Village of Corrales and its engineering issues. The firm's experience and ability in dealing with New Mexico and Federal funding, administrative and regulatory agencies, as they relate to Corrales.

5. Work to be Done In New Mexico (10)

Firms should indicate the location at which the work will be done.

6. Financial Responsibility (10)

The firm must demonstrate financial responsibility by presenting evidence of adequate liability insurance. (Minimum of \$1,000,000)

7. Efficiency (10)

Describe how services will be efficiently allocated and provide a service schedule to include price for all services including: Principal Engineer, Senior Engineer, Project Management, Senior Staff Engineer, Staff Engineer, Staff Technician, Construction Observer, Survey Crew, Administrative Services, Equipment Charges and any other charges that may be required to conduct the contracted services

**TOTAL (100)**

## **AWARD AND CONTRACT TYPE**

The Village Administrator shall select an Advisory Committee to rank, in the order of their qualifications, firms it deems to be the most highly qualified to perform the services described in this request for proposals. The Advisory Committee shall evaluate the proposals, taking into consideration the evaluation factors set forth in this request for proposals. Interviews may be conducted, as requested by the Committee. The Contract period will be for two years, with a negotiated extension of an additional two years, if mutually acceptable.

An award shall be made by the Village of Corrales Governing Body after a contract has been negotiated.

## **SEALED PROPOSALS**

All proposals submitted to the Village must be an original and 4 copies sealed prior to delivery to the Village. Proposals shall not be opened until the time specified in this request for proposals. Sealed proposal envelopes shall be clearly marked on the outside of the envelope:

**Competitive Sealed Proposal RFP # 23-03  
Engineering Services  
DO NOT OPEN**

Any amendment to a submitted proposal, made prior to the expiration of the proposal submission deadline, must be acknowledged as having been received by the Village.

Each sealed proposal submitted shall include a completed mandatory campaign Disclosure form.

## **PROPOSAL OPENING**

All potential proposers are advised that the Village of Corrales will accept proposals until 4:00 p.m. August 15, 2023 at the Village Administration Offices at which time and place they will be opened for later evaluation. Submit one original and four (4) copies of the proposal. Proposals submitted after the deadline will not be considered.

## **VILLAGE RESERVATIONS**

The Village of Corrales reserves the right to reject any or all proposals, to waive any technicalities, to accept in whole or in part such proposal as may be deemed in the best interest of the Village. The Village's decision to accept or reject a submitted proposal is final and not subject to appeal.

## **NOTICE**

The New Mexico Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978 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 kick-backs.

## **QUESTIONS**

Questions concerning this proposal should be directed in writing until 5 pm, August 9, 2023, to Ms. Melanie Romero, Village of Corrales Clerk, [mlromero@corrales-nm.org](mailto:mlromero@corrales-nm.org) (505) 897-0502. Prospective offerors who have provided an email address to the Village Clerk will be included as recipients of the Village's answers to any questions submitted by any potential offeror.

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

VILLAGE OF CORRALES

RFP NO. 23-03

### **On-Call Engineering/Surveying Services**

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 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 and fifty dollars (\$250) 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.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

**THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS 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.

**Names and Titles of Applicable Public Officials:**

Hon. James F. Fahey, Jr, MD, Mayor  
Rick Miera, Councilor  
Bill Woldman, Councilor  
John P. Alsobrook II, Councilor  
Mel Knight, Councilor  
Zachary Burkett, Councilor  
Stuart Murray, Councilor

**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) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)