

CITY OF BELEN

REQUEST FOR PROPOSALS

FOR

**PROFESSIONAL ENGINEERING**

**&**

**ARCHITECTURAL SERVICES**

RFP #2020-02

ISSUED JULY 27, 2020  
DUE: AUGUST 20, 2020 by 2pm

The City of Belen is requesting qualifications-based proposals for general engineering and architectural services to be provided under an On-Call agreement. Applicants must be licensed professional engineers and architects in the State of New Mexico. The City may select more than one firm to provide these services.

**PROCUREMENT OFFICER:**

All inquiries and proposals shall be sent to the office of the Procurement Officer whose contact information is:

Roseann Peralta, CPO  
Finance Director  
100 S. Main St.  
Belen, NM 87002  
[roseann.peralta@belen-nm.gov](mailto:roseann.peralta@belen-nm.gov)  
505-966-2738

**PROCUREMENT LIBRARY**

RFPS, IFB and Addendums can be located on the City's Website: [belen-nm.gov](http://belen-nm.gov)

**Sequence of Events**

Issue RFP	July 27, 2020
RFP Due Date	August 20, 2020
Contract Award	September 7, 2020
Protest Deadline	(15 days)

**Letter of Transmittal (Appendix A)**

Offeror's proposal must be accompanied by the Letter of Transmittal Form, which must be completed and signed by an individual person authorized to obligate the company. The letter of transmittal **MUST**:

1. Identify the submitting business entity.
2. Identify the name, title, telephone, and e-mail address of the person authorized by the Offeror organization to contractually obligate the business entity providing the Offer.
3. Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the contract on behalf of the organization (if different than (2) above).
4. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification/questions regarding proposal content.
5. Sub-contractor will not be authorized for this procurement.

6. Identify the following with a check mark and signature where required:
  - a. Indicate acceptance of the Conditions Governing the Procurement
  - b. Indicate acceptance of Section VII of this RFP; and
  - c. Acknowledge receipt of all amendments to this RFP.
7. Be signed by the person identified in paragraph 2 above.

#### SCOPE OF SERVICES REQUIRED:

Identification of a project engineer and architect, who shall serve as a primary contact person with the City Manager.

Prepare reports, facilities planning, environmental reviews and other documents and assist the City of Belen in securing approvals of authorities having jurisdiction over such work.

Provide Grants assistance to include applications, estimates, scopes, studies, background information and administrative coordination. This task may involve coordination with funding agencies, presentations, Legislative support, as well as possible assistance with congressional requests and visits.

Provide assistance with NMDOT grant requests such as HSIP, COOP, and MAP programs as well as the required services to administer and meet the requirements of such grants.

Provide specialty construction observation as requested by the City of Belen.

Provide development reviews of subdivisions, commercial sites, school or government buildings, floodplain issues, and various infrastructure extensions.

Provide day-to-day consultation, as requested. Attend necessary conferences, meetings, presentations and workshops.

Provide transportation and storm water management and design.

Perform the function of the City's Flood Plain Manager, as allowed under under Chapter 15.28 – Flood Protection Regulations of the City Code of Ordinances. Consultant staff performing this function will be a certified "Flood Plain Manager" as required by the Federal Emergency Manager Agency (FEMA) and the State of New Mexico Homeland Security. This work will be coordinated with the City Development Services Director.

Provide planning and/or design of water and wastewater infrastructure, solid waste infrastructure and design, impact fees revisions, recreational infrastructure and planning, landscape architecture, community and regional planning and program design.

Provide customary planning, design and construction phase services on a work order basis (including Architecture, Landscape Architecture and Surveying Services).

Provide technical information concerning specific projects to other professionals upon request by the City of Belen and request technical information from other professionals when authorized to do so by the City of Belen.

Engineering and architectural services may be required as they relate to projects included in the City's Infrastructure Capital Improvements Plan, Comprehensive Master Plan, Wastewater Master Plan, Water Master Plan, Drainage, Master Plan and any other master planning documents written for the City of Belen.

Under this agreement engineering and architectural services may at the option of the City of Belen and be requested for the following projects.

*Projects include but are not limited to:*

Eagle Lane Drainage & Improvements  
SCADA System  
ADA Compliance  
Campana & East Ross Infrastructure/Pavement  
La Luz/San Lorenzo  
Historical Downtown Water Tower Rehabilitation  
Harvey House Restoration  
Wastewater Plant Improvements, Renovation, Expansion  
Wastewater Preliminary Engineering Report  
North Main Street Improvements  
Barboa Street and Drainage Improvements  
Orchard Paving  
Lopez Loop Widening  
South Mesa Road Water and Sewer Lines  
Aragon Road Infrastructure, Utilities Road, Drainage and sidewalks  
Community Center/Eagle Park Improvements  
Silver Spruce Improvements  
Historical Restoration-City owned properties  
Citywide Drainage Improvements  
Citywide Transportation Improvements

Delgado Pedestrian Improvements  
Vivian Fields Improvements  
Veterans Memorial Park  
Comprehensive Plan  
Citywide Sidewalk Improvements  
City Facility Improvements  
Water/Sewer Infrastructure Replacement, Renovation, Expansion  
Reid Mae Pond & Drainage  
Didier Avenue  
Anthony Drive  
North 6<sup>th</sup> Street (between Reinken & Gobel)  
Police Station  
Delgado/Skyline Infrastructure  
Belen North Interchange

Additional services as may be specifically requested by the City of Belen.

#### CONTENT AND FORMAT OF PROPOSALS:

It is requested that proposals provide information in sequential order to address the ranking criteria listed hereinafter. Information shall be provided to demonstrate understanding of the project, experience in related projects, personnel and equipment available to perform the work, experience in and knowledge of governmental agencies and procedures, technical approach to the project and references from other agencies or clients. It is preferred that the information presented be project and time frame specific and is brief and concise as possible. It is desired that brochures of firms not be submitted in lieu of project specific information.

The format for proposals shall be a maximum of twenty (20) pages, including title page, index, and front and back cover. They shall be printed on one side only, 8-1/2" x 11" paper (fold outs for graphics is acceptable) and bound on the left margin. A transmittal letter, if any, will be included in the twenty (20) page limit. Please also complete the items listed below:

- a. Cost Response Form
- b. Campaign Contribution Form
- c. VA Vendor Certificate

**SUBMITTAL OF PROPOSALS:**

One original and (4) copies of sealed proposals shall be addressed to the attention of:

Roseann Peralta, Procurement Officer  
100 South Main Street  
Belen, NM 87002

Proposals can be mailed or hand delivered with the envelope clearly marked “PROPOSAL FOR PROFESSIONAL ENGINEERING AND ARCHITECTURAL SERVICES”.

The deadline for submitting proposals is at 2:00 p.m. on Aug 20, 2020.

**RANKING CRITERIA:**

Proposals received will be evaluated on the basis of the following criteria, with relative point values as listed:

a.	Specialized design and technical competence of the proposer regarding the type of services required	25
b.	Capacity and capability of the business to perform the work, including any specialized services, within time limitations:	20
c.	Past record of performances on contracts with government agencies or private industry with respect to such factors as control costs, quality of work and ability to meet schedules:	15
d.	Proximity to and familiarity with the City of Belen municipal systems:	25
e.	The amount of design work that will be produced by a New Mexico business within the state:	5
f.	The volume of work previously done for the City of Belen, which is not 75% complete, with respect to basic professional design services:	10
g.	Specific qualifications and experience of key personnel to be assigned to this project on past similar work:	25
	NM Resident Veterans Certification	+5%
	<b>TOTAL MAXIMUM POINTS:</b>	<b>125</b>

**SELECTION COMMITTEE:**

Evaluation of proposals will be accomplished by a designated evaluation committee and the results will be presented to the City of Belen Council at a regular meeting.

#### NEGOTIATION AND AWARD OF CONTRACT:

It is the intent of the City of Belen to negotiate a contract(s) for the required professional engineering and architectural services with the highest ranked proposer(s). In the event that a satisfactory contract cannot be negotiated with that proposer, the City of Belen may, at its option, attempt to negotiate with other proposers and initiate a complete new Request for Proposals. The contents of any proposals shall not be disclosed so as to be available to competing offerors during the negotiation process.

#### TERM:

The City of Belen intends to employ the engineer and architect for a term of four (4) years beginning immediately. The initial term may be extended from year to year for a maximum of four (4) years, unless the agreement is terminated as otherwise provided in the contractual agreement negotiated by the City of Belen and the engineer and architect.

#### INSURANCE:

The engineer and architect must hold a policy for professional liability (errors and omissions) insurance of at least \$1,000,000.00.

#### NOTICE OF RANKNESS:

Upon negotiation and execution of a contract for professional engineering and architectural services, or upon terminating this Request for Proposals, the results of the ranking and the disposition of this Request for Proposals will be available to all parties submitting a proposal.

# APPENDIX A

## CITY OF BELEN ENGINEERING SERVICES

RFP# FY2020-02

### Acknowledgement of Receipt Form

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that s/he has received a complete copy, beginning with the title page and ending with APPENDIX D.

The acknowledgement of receipt should be signed and returned to the Procurement Officer no later than AUGUST 3, 2020 . Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (circle one) intend to respond to this Request for Proposal.

Roseann Peralta, Finance Manager CPO

100 S. Main Street

Belen, NM 87002

505-966-2738

E-mail: [Roseann.peralta@belen-nm.gov](mailto:Roseann.peralta@belen-nm.gov)



# APPENDIX B

## COST RESPONSE FORM CONTRACT FOR ENGINEERING SERVICES

The undersigned, as proposer, does hereby declare that he has read the request for proposal and evaluation criteria for the services required for the City of Belen, and with the full knowledge of the requirements and understanding thereto, does hereby agree to furnish the services as described in full accordance with the request for proposals and specifications attached thereto and made a part of for the prices stated below.

Principal Architect \_\_\_\_\_/hr

Civil Engineer \_\_\_\_\_/hr

Architect Designer \_\_\_\_\_/hr

Grants/Technical Administrator \_\_\_\_\_/hr

Other Possible Charges:  
(Please list and provide explanation where necessary)

NAME OF PROPOSER \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
(COMPANY OFFICER OR AUTHORIZED AGENT)

DATE \_\_\_\_\_

## **APPENDIX C**

### **Contribution Disclosure Form**

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person 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 and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract 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 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 either 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.

"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.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who 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 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.

**DISCLOSURE OF CONTRIBUTIONS:**

Contributions made by:\_\_\_\_\_

Relation to Prospective Contractor:\_\_\_\_\_

Name of Applicable Public Official:\_\_\_\_\_

Date Contribution Made:\_\_\_\_\_

Amount of Contribution:\_\_\_\_\_

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)

## APPENDIX D

### New Mexico Resident Veterans Certification

\_\_\_\_\_ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

**Please check one box only**

- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under NMSA 1978, § 13-1-21 or 13-1-22, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

\_\_\_\_\_  
(Signature of Business Representative)\*      \_\_\_\_\_  
(Date)

\*Must be an authorized signatory for the Business. The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or termination of award of the procurement involved if the statements are proven to be incorrect.