

**SANTA FE COUNTY**  
**COUNTY MANAGER DEPARTMENT**

**REQUEST FOR PROPOSALS (RFP)**



**On-Call Engineering Services**  
**NM Commodity Code(s): 92533 & 92536**

**RFP NO. 2025-0101-CMO/BT**

**SEPTEMBER 2025**

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**I. ADVERTISEMENT  
SANTA FE COUNTY  
ON-CALL ENGINEERING SERVICES  
RFP NO. 2025-0101-CMO/BT.**

Santa Fe County requests proposals from qualified engineering firms to provide *On-Call Engineering Services for various County Projects*. All proposals submitted shall be valid for ninety (90) days subject to action by the County. Santa Fe County reserves the right to reject any and all proposals in part or in whole. The County Procurement Manager has determined that it is in the best interest of the County to issue a multiple award procurement pursuant to NMSA 1978 13-1-153.

A completed proposal shall be submitted in a sealed container indicating the proposal title and number along with the Offeror's name and address clearly marked on the outside of the container. All proposals must be received by **2:00PM on Thursday October 24, 2024, at the Santa Fe County Purchasing Division, 102 Grant Avenue, (First Floor), Santa Fe, NM 87501**. The submission of Proposals **will also be accepted electronically** utilizing a DropBox. Please utilize this link to upload your proposal submission.  
<https://www.dropbox.com/request/n2ZBfg8f0acHiQJ1ciKI>

By submitting a proposal for the requested services each Offeror is certifying that it is a qualified firm and its proposal complies with the requirements stated within the Request for Proposals.

**A Pre-Proposal Conference will be held at 10:00AM on Tuesday October 8, 2024 online via Microsoft Teams by using the link provided below meeting number: 297 666 577 768, Passcode: Yxjtf8 or by calling 733-352-2011 meeting number: 620 929 851# or in person 102 Grant Avenue, Santa Fe, NM 87501. The Pre-Proposal Conference is not mandatory but highly recommended.**

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

EQUAL EMPLOYMENT

OPPORTUNITY: All qualified Offerors will receive consideration of contract(s) without regard to race, color, religion, sex or national origin, ancestry, age, physical and mental handicap, serious medical condition, disability, spousal affiliation, sexual orientation or gender identity.

Request for Proposals will be available by contacting Bill Taylor, Procurement Manager, 102 Grant Avenue, (First Floor) Santa Fe, New Mexico 87501, or by telephone at (505) 986-6373, or by email at [wtaylor@santafecountynm.gov](mailto:wtaylor@santafecountynm.gov) or on our website at <http://www.santafecountynm.gov/finance/purchasing-division/current-bid-solicitations>.

PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL NOT BE CONSIDERED AND WILL BE REJECTED BY SANTA FE COUNTY.

Santa Fe County  
Published September 30, 2024

## II. INTRODUCTION

### A. PURPOSE OF THIS REQUEST FOR PROPOSAL

Santa Fe County is soliciting on-call engineering services for various projects as listed under the Scope of Work upon request from the County. Once a need and project are identified, the County will issue a written project assignment detailing the project scope of services to the contracted Engineers. Upon receiving the County's request for services, the Engineers shall respond with a written cost proposal, including a cost breakdown of services to be provided with an estimated man-hour summary (or work-hour schedule), cost summary, and project schedule required to complete the assignment or task. Project schedules, negotiated price, and completion dates shall be determined on a project-by-project basis dependent upon the urgency of the services needed and the capacity and capability of the contracted Engineer. Some of the project services may be completed in phases as funding becomes available.

### B. SCOPE OF WORK

Projects may require roadway, traffic, structural, civil and electrical/mechanical design, geotechnical and drainage engineering analysis, trail design, and river restoration design, including related environmental, surveying, right-of-way, subsurface utility engineering, and landscape remediation design, probable construction cost estimates, contracting of required design sub-consultants, public involvement and notification processes as required or recommended, fire protection and special systems. Engineering services may include, but not limited, to the following:

#### 1. ROADWAY DESIGN

- Horizontal/vertical alignment study
- Prepare recommendation for necessary permits environmental investigations, right of way or easement involved in line upgrade or extension
- Grading plans and earthwork computations
- Typical sections and cross Sections
- Pavement design
- ADA improvements
- Traffic calming improvements
- Bicycle, pedestrian and multimodal designs

#### 2. TRAFFIC ANALYSIS AND DESIGN

- Traffic studies (i.e., roadway/intersection capacity analysis, warrant studies, gap analysis, speed studies, traffic counts, accident studies, etc.).

- Geometric improvements
- Permanent signing and striping plans
- Roadway lighting and signalization plans
- Signal synchronization, interconnect and timing plans
- Traffic control plans

3. STRUCTURAL/GEOTECHNICAL ANALYSIS AND DESIGN

- Geotechnical investigations
- Site Evaluation and Planning
- Bridge, foundation and retaining wall analysis and design

4. DRAINAGE ANALYSIS AND DESIGN

- Conceptual or technical drainage report  
(in accordance with Santa Fe County Ordinance 28-10)
- Floodplain management evaluation (in accordance w/FEMA requirements)
- Section 401/404 & NOI applications/permits
- Temporary erosion and sediment control plans
- Storm drainage and erosion control improvements (i.e., culverts, drop inlets manholes, flow control structures, etc.)

5. WATER TRANSMISSION AND DISTRIBUTION SYSTEM DESIGN

- Prepare or examine engineering plans, specifications, designs, cost estimates, and bid proposals for update or expansion of potable water distribution system.
- Perform hydraulic analysis for expansion or upgrade of potable water system.
- Prepare preliminary engineering report and cost estimates for existing or future CIP projects.
- Prepare engineering and cost assessment for well construction, equipping, booster pumps, disinfection, storage and other distribution elements.
- Prepare recommendation for necessary permits environmental investigations, right of way or easement involved in line upgrade or extension.

6. WASTEWATER PROCESS / SANITARY ENGINEERING DESIGN

- Prepare or examine engineering plans, specifications, design, cost estimates, bid proposals for upgrade or expansion of wastewater treatment system
- Prepare preliminary engineering report and cost estimates for existing or future CIP projects
- Prepare recommendation for necessary permits, right-of-way or easement involved in system upgrade or extension
- Design or examine effluent reuse and rainwater harvesting systems for

efficiency, cost and ease of operation and maintenance and public health issues

7. WATER TREATMENT SYSTEM DESIGN

- Prepare or examine engineering plans, specifications, design, cost estimates, bid proposals for update or expansion of potable water treatment systems
- Perform pilot projects for proposed treatment systems

8. ELECTRICAL/ MECHANICAL ENGINEERING

- Prepare electrical plans, specifications and cost for power supply, electrical control systems and lighting
- Prepare mechanical plans, specifications and cost for plumbing, septic and gas systems

9. TRAIL DESIGN

- Prepare plan and profile drawings for natural surface and paved multi- purpose trails for non-motorized use
- Prepare trail cross sections, specifications, grading plans and earthwork computations
- Prepare recommendations for environmental investigations, permits, and clearances
- Determine right of way and easements

10. RIVER RESTORATION

- Perform hydrologic and hydraulic evaluations
- Perform sediment analysis
- Perform fluvial geomorphology survey
- Prepare plan and profile drawings for river restoration
- Prepare cross sections, specifications, and construction details
- Prepare recommendations for environmental investigations, permits, and clearance
- Determine right of way and easements

11. SITE ANALYSIS AND SITE PLAN DESIGN

- Layout of building pads and parking
- Grading plans with cut, fill, earthwork calculations
- Drainage plans and stormwater management

12. BASIC SERVICES

The basic services shall include, but not limited to, the followin



- a) Study and Report Phase
- b) Preliminary Design Phase
- c) Final Design Phase
- d) Bidding or Negotiating Phase
- e) Construction Phase
- f) Post-Construction Phase

### 13. ADDITIONAL SERVICES

The additional services shall include, but are not limited to, the following:

- a) Project Representative
- b) 3<sup>rd</sup> Party Peer Reviews
- c) Life Cost Analysis
- d) Post Construction Analysis and Report

### 14. CONTRACTING OF REQUIRED DESIGN SUB-CONSULTANTS

As required, or in the interest of best practices, contracting of sub-consultants by the Prime Design Professional shall include, but is not limited to, the following professionals and services:

- a. Architects
- b. Professional Engineers
- c. Landscape Architects
- d. Professional Surveyors
- e. Environmental Specialists
- f. Geotechnical Services
- g. Archeological Services
- h. Materials and Systems Testing Services
- i. Hazardous Materials Testing and Abatement Services
- j. Specialty Design Services (irrigation, sports, furnishings, interior design, etc.)

### C. QUALIFICATIONS

Offerors must clearly demonstrate that its staff and consultants have all the necessary engineering expertise for specific projects. All work must be done by or under the direct supervision of engineers and surveyors licensed to practice in New Mexico. Engineer must demonstrate environmental sensitivity in design, knowledge of the County, State, and Federal requirements and the ability to work with the public throughout project development and completion.

Engineers will need to complete design requirements in accordance with applicable municipal, state and federal codes, laws and standards, including but not limited to those of the following: Santa Fe County Sustainable Land Development Code (SLDC), New Mexico Department of Transportation (NMDOT), Federal Highway Administration (FHWA), American Association of State Highway and Transportation Officials (AASHTO), the Manual on Uniform Traffic Control Devices (MUTCD) and American with Disabilities Act Accessibility Guidelines (ADAAG), New Mexico Environment Department (NMED), Environment Protection Agency (EPA), American Water Works Association (AWWA), USDA Forest Service Standard Specifications for Construction and Maintenance of Trails, and USDA Forest Service Proposed Guidelines for Outdoor Developed Areas.

#### D. IMPLEMENTATION OF CONTRACTS

It is the intent of Santa Fe County to make multiple awards to qualified engineering firms to provide engineering services on an as-needed basis.

1. The successful Offerors must agree that it may not be the sole successful Offeror providing engineering services to Santa Fe County. Santa Fe County, at its sole discretion, shall determine what projects are assigned to the successful Offerors.
2. During the term of the contract, each identified project will be presented to the successful Offerors with a scope of work and schedule. Contractor will submit a cost estimate and, if acceptable to the County, will receive authorization to proceed. No work shall begin without an approved purchase order.
3. Santa Fe County will provide program and operational support and direction through all phases of any identified project. Santa Fe County will provide technical assistance and overall project management. The County reserves the right to revise the scope of the work for any identified project and adjust the fee accordingly.

#### E. INSURANCE REQUIREMENTS

The insurance required by Offeror are listed below.

1. General Conditions. Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.
2. General Liability Insurance, Including Automobile. Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for County by Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. County of Santa Fe shall be a named additional insured on the policy.
3. Workers' Compensation Insurance. Contractor shall comply with the provisions of the Workers' Compensation Act.
4. Professional Liability Insurance (errors & omissions). The Contractor shall procure and maintain during the life of this Agreement a Professional Liability Insurance.
5. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), Contractor shall increase the maximum limits of any insurance required herein.

F. PROCUREMENT MANAGER

The County has designated the Procurement Manager who is responsible for the conduct of this procurement whose name, address and telephone number is listed below. All deliveries via express carrier should be addressed as follows:

Bill Taylor, Procurement Manager  
Santa Fe County Purchasing Division  
102 Grant St., 1<sup>st</sup> Floor  
Santa Fe, New Mexico, 87501  
(505) 986-6373  
[wtaylor@santafecountynm.gov](mailto:wtaylor@santafecountynm.gov)

Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager in writing. Offerors may contact ONLY the Procurement

Manager regarding the procurement. Other County employees do not have the authority to respond on behalf of the County.

G. DEFINITION OF TERMINOLOGY

This section contains definitions and abbreviations that are used throughout this procurement document.

**“BCC”** means the Santa Fe County Board of County Commissioners

**“Close of Business”** means 5:00 PM Mountain Standard Time or Mountain Daylight Time, whichever is in effect on the date given.

**“Contract” or “Agreement”** means a written agreement for the procurement of items of tangible personal property or services.

**“Contractor”** means a successful offeror who enters into a binding contract.

**“County”** means Santa Fe County.

**“Determination”** means the written documentation of a decision by the Procurement Manager including findings of fact supporting a decision. A determination becomes part of the procurement file.

**“Desirable”** The terms “may”, “can”, “should”, “preferably”, or “prefers” to identify a desirable or discretionary item or factor (as opposed to “mandatory”).

**“Evaluation Committee”** means a body appointed by the County management to perform the evaluation of offeror proposals.

**“Finalist”** is defined as an offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

**“Mandatory”** The terms “must”, “shall”, “will”, “is required”, or “are required”, identify a mandatory item or factor (as opposed to “desirable”). Failure to meet a mandatory item or factor will result in the rejection of the offeror’s proposal.

**“Offeror”** is any person, corporation, or partnership who chooses to submit a proposal.

**“Procurement Manager”** means the person or designee authorized by the County and the State of New Mexico to make all procurement determinations pursuant to NMSA 1978, Chapter 13 of the State Procurement Code and County Purchasing Regulations and Policies.

**“Purchasing Division”** means the Santa Fe County Purchasing Division, County Manager Department.

**“Procurement Specialist”** means the person or designee authorized by the Procurement Manager to administer and manage the procurement.

**“Request for Proposals” or “RFP”** means all documents, including those attached or incorporated by reference, used for soliciting proposals.

**“Responsible Offeror”** means an offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that its financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the RFP.

**“Responsive Offer”** or “Responsive Proposal” means an offer or proposal which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements.

### III. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

#### A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1. Issuance of RFP	Purchasing Division	September 29 <sup>th</sup> 2024
2. Pre-Proposal Conference	Owner/Offerors/ Purchasing	October 8, 2024
3. Acknowledgement of Receipt Form	Offerors	October 9, 2024
4. Deadline to Submit Additional Questions	Offerors	October 10, 2024
5. Response to Written Questions	Purchasing Division	October 15, 2024
<b>6. Submission of Proposal (2:00 PM)</b>	<b>Offerors</b>	<b>October 24, 2024</b>
7. Proposal Evaluation Review	Evaluation Committee	October 24 – 31, 2024
8. Selection of Finalist	Evaluation Committee	November 2024
9. Oral Presentation by Finalists (if applicable)	Offeror	TBD
10. Contract Negotiations	County, Offeror	November 2024
11. Contract Award	Purchasing Division	November 2024

**Note:** *If the Evaluation Committee makes a selection at the Selection of Finalists, event 9 will not occur.*

## **B. EXPLANATION OF EVENTS**

The following paragraphs describe the activities listed in the sequence of events shown in Section III, Paragraph A.

### **1. Issuance of RFP**

This RFP is being issued by the Santa Fe County Manager Department and the Purchasing Division.

### **2. Pre-Proposal Conference**

A Pre-Proposal Conference and Site Visit are scheduled to occur on the date indicated in the Sequence of Events at Section III.A. Questions may be submitted at the Pre-Proposal Conference and until the date indicated in the Sequence of Events at Section III.A. **All questions must be in writing and e-mailed to [wtaylor@santafecountynm.gov](mailto:wtaylor@santafecountynm.gov).** A public log will be kept of the names of potential offerors who attended the Pre-Proposal Conference and the Site Visit.

### **3. Acknowledgement of Receipt Form**

Potential offerors should hand-deliver or e-mail the Acknowledgement of Receipt Form provided as Appendix A to have its name and firm placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned by close of business on ***Wednesday, October 9, 2024***.

The procurement distribution list will be used for the distribution of written responses to questions and any RFP addenda.

### **4. Deadline to Submit Additional Written Questions**

Potential offerors may submit written questions regarding this RFP until the close of business on the date indicated in the Sequence of Events at Section III.A. All written questions must be addressed to the Procurement Manager, listed in Section II.F and sent via e-mail. ***Any contact with any other County staff member or persons other than the Procurement Specialist named in this solicitation may be grounds for disqualification.***

### **5. Response to Written Questions**

Written responses to written questions and any RFP addenda will be distributed on the date indicated in the Sequence of Events at Section III.A, to all potential offerors whose names appear on the procurement distribution list.

Additional written requests for clarification of distributed answers or addenda must be received by the Procurement Specialist no later than one (1) day after the answers or addenda were issued.

6. **Submission of Proposal**

**ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 2:00 PM, Thursday, October 24, 2024. *Proposals received after this deadline will not be accepted.*** The date and time of receipt will be recorded on each proposal. Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section II.F. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the County's Request for Proposals **No. 2025-0101-CMO/BT**. **Proposals may also be submitted electronically via Dropbox at the link provided below.** <https://www.dropbox.com/request/dBXIIRCfzhoesugtFbzW>

**Proposals must be delivered to:**

Bill Taylor, Procurement Manager  
Santa Fe County Purchasing Division  
102 Grant Avenue (First Floor)  
Santa Fe, New Mexico 87501

A public log will be kept of the names of all offeror's who submitted proposals. Pursuant to NMSA 1978, Section 13-1-116, the contents of any proposal shall not be disclosed so as to be available to competing offerors during the negotiation process.

7. **Proposal Evaluation**

The evaluation of proposals will be performed by an Evaluation Committee appointed by the Procurement Manager. This process will take place during the timeframe indicated in the Sequence of Events at III.A. During this time, the Procurement Manager may initiate discussions with offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. **Discussions SHALL NOT be initiated by the offerors.**

8. **Selection of Finalists (If Applicable)**

The Evaluation Committee may select, and the Procurement Manager may notify the finalist offerors on the date indicated in the Sequence of Events at Section III.A. Only finalists will be invited to participate in the subsequent steps of the procurement if the finalist process is used.



9. **Best and Final Offers from Finalists (If Applicable)**

Finalist offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers by the date indicated in the Sequence of Events at Section III.A.

10. **Oral Presentation by Finalists (If Applicable)**

Finalist offerors may be required to present their proposals to the Evaluation Committee. The Procurement Manager will schedule the time for each offeror presentation. All finalist offerors will be contacted to schedule presentations providing a location and instructions for the Oral presentations. Each presentation will be limited to one (1) hour in duration.

11. **Contract Negotiations**

The contract will be finalized with the most advantageous offeror(s) during the timeframe indicated in the Sequence of Events at Section III.A. In the event that mutually agreeable terms cannot be reached within the time specified, the County reserves the right to finalize a contract with the next most advantageous offeror without undertaking a new procurement process.

12. **Contract Award**

The County anticipates awarding the contract on the date in the Sequence of Events at Section III.A. These dates are subject to change at the discretion of the Santa Fe County Procurement Manager. The County Procurement Manager has determined that it is in the best interest of the County to issue a multiple award procurement pursuant to NMSA 1978 13-1-153 and 13-1-154.

The contract shall be awarded to the offeror or offerors whose proposal is most advantageous to the County, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points.

A contract will be awarded in accordance with **NMSA 1978, Section 13-1-154.1. Multiple source contracts; architectural and engineering services contracts; indefinite quantity construction contracts.**

- (A.) Provided that the total amount of multiple contracts and all renewals for a single contractor does not exceed seven million five hundred thousand dollars (\$7,500,000.00) over four years; and that a single contract, including any renewals, do not exceed six hundred fifty dollars (\$650,000).

13. **Right to Protest**

Any protest by an offeror must be in writing and submitted timely, pursuant to NMSA 1978, Section 13-1-172 and applicable procurement regulations. Protests must be written and must include the name and address of the protestor and the request for proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits. The protests must be delivered to the Santa Fe County Purchasing Division:

Santa Fe County Procurement Office  
Attn: Bill Taylor, CPO/ Procurement Manager  
P.O. Box 276  
Santa Fe, New Mexico 87504

***Protests will not be accepted by facsimile or other electronic means.  
Protests received after the deadline will not be accepted.***

C. **GENERAL REQUIREMENTS**

This procurement will be conducted in accordance with Chapter 13, NMSA 1978, NMAC 1.4.1 and the Santa Fe County Procurement Regulations.

1. **Acceptance of Conditions Governing the Procurement**

Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the terms and conditions of the contract template attached hereto as Appendix E.

2. **Incurring Cost**

Any cost incurred by the offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the offeror.

3. **Prime Contractor Responsibility**

Any contract that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of the contract with the County. The County will make contract payments to only the prime contractor.

4. **Subcontractors**

Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The prime contractor shall be wholly responsible for the performance of the contract with the County whether or not subcontractors are used.

**5. Amended Proposals**

An offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposal must be a complete replacement of the previously submitted proposal and must be clearly identified as such in the transmittal letter. County personnel will not merge, collate, or assemble proposal materials.

**6. Offerors' Rights to Withdraw Proposal**

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The offeror must submit a written withdrawal request signed by the offeror's duly authorized representative addressed to the Procurement Specialist. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

**7. Proposal Offer Firm**

Responses to this RFP, including proposal prices, will be considered firm for 90 days after the due date for receipt of proposals or 90 days after receipt of a best and final offer if one is submitted.

**8. Disclosure of Proposal Contents**

Proposals shall not be opened publicly and shall not be open to public inspection until after an offeror has been selected for award of a contract.

An offeror may request in writing non-disclosure of confidential data. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7, NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an offeror has made a written request for confidentiality, the Santa Fe County Procurement Manger shall examine the offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the offeror takes legal action to prevent the

disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

**9. No Obligation**

This procurement in no manner obligates Santa Fe County or any of its departments to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

**10. Termination**

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the County determines such action to be in the best interest of the County

**11. Sufficient Appropriation**

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the contractor. The County's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

**12. Legal Review**

The County requires that all offerors agree to be bound by the General Requirements contained in this RFP. Any offeror concerns must be promptly brought to the attention of the Procurement Specialist.

**13. Governing Law**

This procurement and any agreement with offerors that may result shall be governed by the laws of the State of New Mexico.

**14. Basis for Proposal**

Only information supplied by the County in writing through the Procurement Specialist or in this RFP should be used as the basis for the preparation of offeror proposals.

**15. Contract Terms and Conditions**

The contract between the County and the Contractor will follow the format specified by the County and contain the terms and conditions set forth in Appendix D.

**16. Contract Deviations**

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the County and the selected offeror and shall not be deemed an opportunity to amend the proposal.

**17. Offeror Qualifications**

The Evaluation Committee may make such investigations as necessary to determine the ability of the offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any offeror who is not a responsible offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA, 1978, subject to Procurement Manager approval.

**18. Right to Waive Minor Irregularities**

The Evaluation Committee reserves the right to waive minor technical irregularities. This right is at the sole discretion of the Evaluation Committee subject to the Procurement Manager approval.

**19. Change in Contractor Representatives**

The County reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the County, meeting the County's needs adequately. Any change in contractor representative must receive prior County approval.

**20. Notice**

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

**21. County Rights**

The County reserves the right to accept all or a portion of an offeror's proposal.

**22. Right to Publish**

Throughout the duration of this procurement process and contract term, potential offerors and contractors must secure from the County written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the offeror's proposal or termination of the contract.

**23. Ownership of Proposals**

All documents submitted in response to this Request for Proposals shall become the property of the County. However, any technical or user documentation submitted with the proposals of non-selected offerors shall be returned after the expiration of the protest period.

**24. Electronic Mail Address Recommended**

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). It is recommended that the offeror should have a valid e-mail address to receive e-mail correspondence.

**25. Preferences in Procurement by Santa Fe County**

**a. *New Mexico In-state Preference.***

New Mexico law, Section 13-4-2 NMSA 1978, provides a preference in the award of a public works contract for an “**in-state resident contractor**” or “**native American resident contractor**”. Application of a resident contractor preference for any Offeror requires the Offeror to provide a copy of a valid and current certificate as a resident contractor. Certificates are issued by the state taxation and revenue department.

If an Offeror submits with its proposal a copy of a valid and current in-state resident or native American contractor certificate, 8% of the total weight of all evaluation factors used in the evaluation of proposals may be awarded or added to the Offerors score.

Certification by the department of taxation and revenue for the resident or native American resident contractor takes into consideration such activities as the business’ payment of property taxes or rent in the state and payment of unemployment insurance on employees who are residents of the state.

**OR**

**b. *New Mexico Resident Veteran or Native American Resident Veteran Preference.***

New Mexico law, Section 13-4-2 NMSA 1978, provides a preference in the award of a public works contract for a “**resident veteran contractor**” or “**Native American contractor**”. Certification by the department of taxation and revenue for the resident veteran business requires the Offeror to provide evidence of annual revenue and other evidence of veteran or native American status.

An Offeror who wants the veteran contractor preference to be applied to its proposal is required to submit with its proposal the certification from the department of taxation and revenue and the sworn affidavit attached hereto as Appendix C.

If an Offeror submits with its proposal a copy of a valid and current veteran resident or native American resident veteran contractor certificate, 10%, of the total weight of all the evaluation factors used in the evaluation of proposals may be awarded or added to the Offeror's score.

**The resident contractor preference is not cumulative with the resident veteran or native American contractor preference.**

**AND**

c. **Santa Fe County Business Preference**

Santa Fe County Ordinance 2012-4 provides for a **County preference** for a "Santa Fe County business." Application of the County preference in procurement requires an Offeror to obtain and provide a Santa Fe County Business Certificate issued by the Santa Fe County Procurement Manager. Certification by the Procurement Manager takes into consideration the business' corporate standing in the state, business licensure or registration, the duration of the business' primary office location and the payment of taxes.

If an Offeror submits with its proposal a copy of its Santa Fe County Business Certificate issued by the Purchasing Manager, 5% of the total weight of all the evaluation factors used in the evaluation of proposals may be awarded to the Offerors score.

***The Resident Business, Resident Veteran or Native American Business or Santa Fe County Business preferences do not apply to procurement of services or goods involving federal funds or federal grant funds.***

26. **Double-Sided Documents**

All submitted bids/proposal documents shall be double-sided, pursuant to Santa Fe County Resolution 2013-7, Adopting Sustainable Resource Management Principles, Section 2. A. Waste Reduction and Reuse..." all documents are to be double-sided,

including those that are generated by outside entities using County funds and by consultants and contractors doing business with the County”.

**27. Living Wage**

Contractor shall comply with the requirements of Santa Fe County Ordinance No. 2014-1 (Establishing a Living Wage).



#### IV. RESPONSE FORMAT AND ORGANIZATION

##### A. NUMBER OF RESPONSES

Offerors shall submit only one response to this RFP.

##### B. NUMBER OF COPIES

Offerors shall deliver one (1) original and four (4) identical copies of their proposal to the location specified in Section II, Paragraph F on or **before** the closing date and time for receipt of proposals. If submitting responses electronically, please submit to the Dropbox provided.

##### C. PROPOSAL FORMAT

All proposals shall be limited to twenty (20) pages, with exception to professional licenses and certifications, and other appendices. The document shall be typewritten on standard 8 1/2 x 11 paper, with a font **no smaller than 12 pt. pitch**, with nominal 1” margins and normal line spacing. Proposals shall be bound with tabs delineating each section.

The submission of Proposals **will be accepted electronically** utilizing a DropBox. Please utilize this link to upload your proposal submission.  
<https://www.dropbox.com/request/dBXIIRCfzhoesugtFbzW>

##### 1. Proposal Organization

The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

- a) Letter of Transmittal
- b) Response to County Terms and Conditions
- c) Table of Contents (optional)
- d) Response to Specifications – Evaluation Factors
- e) Copy of insurance certificate
- f) Campaign Contribution Disclosure Statement

Within each section of their proposal, offerors should address the items in the order in which they appear in this RFP under Section V.B. EVALUATION CRITERIA. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

***Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.***

The **proposal summary** may be included by offerors to provide the Evaluation Committee with an overview of the technical and business features of the proposal; however, this material

will not be used in the evaluation process unless specifically referenced from other portions of the offeror's proposal.

Offerors may attach other materials that they feel may improve the quality of their responses. However, these materials should be included as items in a separate appendix.

2. **Letter of Transmittal**

Each proposal must be accompanied by a letter of transmittal. The letter of transmittal MUST:

- a) Identify the submitting person or organization;
- b) Identify the name and title of the person authorized by the organization to contractually obligate the organization;
- c) Identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization;
- d) Identify the names, titles and telephone numbers of persons to be contacted for clarification;
- e) **Explicitly** indicate Acceptance of the Conditions Governing the Procurement stated in Section III, Paragraph C.1;
- f) Be signed by the person authorized to contractually obligate the organization;
- g) Acknowledge receipt of any and all amendments to this RFP;
- h) Acknowledge and acceptance of the terms and conditions of the Agreement attached as Appendix D.

**THIS SECTION LEFT INTENTIONALLY BLANK**

## V. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each mandatory specification. The narratives along with required supporting materials will be evaluated and awarded points accordingly.

### A. INFORMATION

#### Time Frame

The contract is scheduled to begin November 2024. Santa Fe County intends on awarding a contract with an initial term of four years.

### B. EVALUATION CRITERIA

A brief explanation of each mandatory specification is listed below. Offerors are encouraged to fully address each category completely, as points are assigned for responses to each.

#### **1. Introduction**

- Describe the Firm's vision/mission and business philosophy.
- Provide an overview of the Firm's experience in providing various engineering services.

#### **2. Specialized Design and Technical Competence**

- Provide information about the Firm's specific technical experience with providing services comparable to the Scope of Work required in this RFP.
- Include years of experience providing engineering services for similar government entities of comparable size and complexity.
- Provide information regarding the ability to successfully perform the requirements of the scope.
- Indicate the relevance of previous service contracts to the scope of work, including any specialized experience.
- Provide evidence of the Firm's knowledge, skills and ability to design and implement design services on an "on-call" basis.

#### **3. Capacity and Capability**

- Provide information about the vendor's approach in providing the required services and capacity to implement the services and deliverables in a timely manner;
- Include your team's organization and working relationships.
- Provide the Firm's current and anticipated workload. Include the specific projects.

**4. Past Record of Performance on Contracts**

- Provide examples of current or existing contracts that are on time and on schedule.
- Demonstrate your Firm’s cost estimating for probable cost for construction. List success and misses.

**5. Proximity to or Familiarity**

- Describe the Firm’s familiarity with Santa Fe County and project needs.
- Describe your Firm’s location and availability to Santa Fe County.

**6. New Mexico Business Produced Work**

- Indicate the approximate percentage of New Mexico produces work, including staffing and subconsultant businesses.

**VI. EVALUATION**

**A. EVALUATION SCORING**

The County will evaluate responsive proposals and assign a numerical score in each category, not to exceed the maximum allowed score for that category, as determined through the Offeror’s attention to the factor detailed in the following sections. The amount of discussion to be applied to each listed topic is an individual choice of the Offeror; however, discussion should be detailed enough to inform and educate the Evaluation Committee Members.

Proposals will be scored based upon a comparison of the information submitted by each Offeror against the evaluation factors outlined below. Each Evaluation Criteria is assigned the following points:

<b>1.</b>	<b>Introduction.....</b>	<b>100 points</b>
<b>2.</b>	<b>Specialized Design and Technical Competence .....</b>	<b>250 points</b>
<b>3.</b>	<b>Capacity &amp; Capability .....</b>	<b>200 points</b>
<b>4.</b>	<b>Past Record of Performance.....</b>	<b>150 points</b>
<b>5.</b>	<b>Proximity to or Familiarity .....</b>	<b>150 points</b>
<b>6.</b>	<b>New Mexico Produces Work.....</b>	<b>150 points</b>
	<b>TOTAL POINTS .....</b>	<b>1000 points</b>

**PREFERENCES**

If a proposal contains an In-State Resident Business Certificate or Native American Resident Business Certificate, the applicable preference will be applied.

- 5. Proposal contains a valid N.M. Resident Business Certificate.....**80 points**

**OR**

- 6. Proposal contains a valid Resident Veteran or Native American Resident Veteran Business Certificate..... **100 points**

**AND**

- 7. Proposal contains a valid Santa Fe County Business Certificate.....**50 points**

**B. EVALUATION PROCESS**

The evaluation process will follow the steps listed below:

- 1. All proposals will be reviewed for compliance with the mandatory specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
- 2. The Procurement Manager may contact the Offeror for clarification of the response as specified in Section III, Paragraph B.7.
- 3. The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section III, Paragraph C.18.
- 4. Responsive proposals will be evaluated using the evaluation factors in Section V. The responsible Offerors with the highest scores will be selected as finalist Offerors based upon the proposals submitted. Finalist Offerors who are asked or choose to submit revised proposals for the purpose of obtaining best and final offers will have their points recalculated accordingly. The responsible Offeror whose proposal is most advantageous to the County, taking into consideration the evaluation factors in Section VI, will be recommended for contract award as specified in Section III, Paragraph B.12. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.
- 5. Past performance in a project for the County (See Section V.B.4 above) is a significant consideration of the evaluation and poor performance on a prior County project may

result in a lower number of points awarded to a proposal for this element of the evaluation.

**APPENDIX A**

**ACKNOWLEDGEMENT OF RECEIPT FORM  
ON-CALL ENGINEERING SERVICES  
RFP NO. 2025-0101-CMO/BT**

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

The acknowledgement of receipt should be signed and returned to the Procurement Specialist no later than close of business on **October 9, 2024**. 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 County's 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 Proposals.

Bill Taylor, Procurement Manager  
Santa Fe County Purchasing Division  
102 Grant Avenue (First Floor)  
Santa Fe, New Mexico 87501  
Phone: (505) 986-6373  
Email: [wtaylor@santafecountynm.gov](mailto:wtaylor@santafecountynm.gov)

## APPENDIX B

### CAMPAIGN 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:**

Contribution Made By: \_\_\_\_\_

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

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

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

\_\_\_\_\_

**APPENDIX C  
RESIDENT VETERANS PREFERENCE 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 discount 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 Sections 13-1-21 or 13-1-22 NMSA 1978, which 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 of 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 un-award of the procurement involved if the statements are proven to be incorrect.

SIGNED AND SEALED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_

**APPENDIX D**  
**SAMPLE AGREEMENT**

**SAMPLE AGREEMENT WILL BE PROVIDED IN THE 1<sup>ST</sup> ADDENDUM**

