

**VILLAGE OF TIJERAS, NEW MEXICO
REQUEST FOR PROPOSALS
FOR GENERAL ENGINEERING & ARCHITECTURAL SERVICES**

A. GENERAL.

The Village of Tijeras is requesting qualifications-based proposals for general engineering and architectural services under a retainer agreement. Applicants must be licensed professional engineers and architects in the State of New Mexico.

B. SCOPE OF SERVICES REQUIRED.

1. Identification of a project engineer and architect, who shall serve as a primary contact person with the Village Clerk.
2. Prepare reports, facilities planning, environmental reviews and other documents, and assist the Village in securing approvals of authorities having jurisdiction over such work.
3. Provide specialty construction observation as requested by the Village.
4. Provide day-to-day consultation as requested. Attend necessary conferences and meetings.
5. Prepare applications and supporting documents for governmental grants, loans, or advances as requested by the Village.
6. Provide subdivision review of pending subdivisions for compliance with the Village adopted subdivision ordinance and design standards.
7. Provide customary planning, design, and construction phase services on a work order basis (including architectural services).
8. Provide technical information concerning specific projects to other professionals upon request by the Village of Tijeras and request technical information from other professionals when authorized to do so by the Village of Tijeras.
9. Projects may include sewer system improvements, maintenance garage, water infrastructure, sidewalks and pedestrian friendly improvements, park and recreation facilities, road paving and improvements, and any water/sewer master plans.
10. Additional services as may be specifically requested by the Village of Tijeras.

C. CONTENT AND FORMAT OF PROPOSALS.

It is suggested that proposals provide information to address the ranking criteria listed hereinafter. Information should 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 information presented be project and time frame specific, and as brief and concise as possible. It is desired that brochures and other generalized marketing materials 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 ½ inch x 11 inch paper (fold out for graphics is acceptable) and bound on the left margin. A transmittal letter, if any, will be included in the twenty (20) page limit. No other material is to be included.

D. SUBMITTAL OF PROPOSALS.

Six (6) copies of proposals must be delivered to the Village Clerk, Village of Tijeras, 12 Camino Municipal, Tijeras, New Mexico, or mailed to P.O. Box 9, Tijeras, New Mexico 87059, no later than 10:00am on Monday, June 28, 2021. Sealed proposal envelopes shall be clearly marked “PROPOSAL FOR PROFESSIONAL ENGINEERING AND ARCHITECTURAL SERVICES” on the outside of the envelope, lower left-hand corner. Failure to comply with this requirement shall result in rejection of the proposal.

E. RANKING CRITERIA.

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

1. Specialized design and technical competence of the proposer regarding the type of services required. 25 POINTS
2. Capacity and capability of the business to perform the work, including any specialized services, within time limitations. 25 POINTS
3. Past record of performance on contracts with government agencies or private industry with respect to such factors as control of costs, quality of work, and ability to meet schedules. 15 POINTS
4. Proximity to the Village of Tijeras. 10 POINTS

5. Experience working with municipal/local government entities.	15 POINTS
6. The amount of design that will be produced by a New Mexico business within the state.	5 POINTS
7. The volume of work previously done for the Village of Tijeras, which is not 75% complete, with respect to basic professional design services.	5 POINTS
8. Specific qualifications and experience of key personnel to be assigned to this project on past similar work.	25 POINTS
TOTAL MAXIMUM POINTS	125 POINTS

F. SELECTION COMMITTEE.

Ranking of proposals will be accomplished by a selection committee and the results and recommendation will be presented to the Village of Tijeras Council at a regular meeting.

G. NEGOTIATION AND AWARD OF CONTRACT.

It is the intent of the Village of Tijeras to negotiate for the required professional engineering and architectural services with the highest ranked proposer. If a satisfactory contract cannot be negotiated with that proposer, the Village of Tijeras may, at its option, attempt to negotiate with other proposers, in descending order of ranking, or declare this Request for Proposals terminated, and initiate a new Request for Proposals. The contents of any proposals shall not be disclosed to competing offerors during the negotiation process.

H. TERM.

The Village of Tijeras intends to employ the Engineer and Architect for a term of one (1) year 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 Village of Tijeras and the Engineer and Architect.

I. INSURANCE.

The Engineer and Architect must hold a policy for professional liability (errors and omissions) insurance of at least \$500,000.

J. 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.