

**VILLAGE OF TIJERAS**  
**REQUEST FOR PROPOSALS**

**CRISWELL DRIVE AND CARMINO ROAD DRAINAGE IMPROVEMENTS**

**A. GENERAL**

The Village of Tijeras requests proposals for design services for drainage improvements on Criswell Drive and Carmino Road in Tijeras, NM 87059. This project is funded through NMDOT Capital Outlay; the awarded contractor must therefore comply with all state requirements.

**B. SCOPE OF WORK**

This project consists of design for the installation and construction of drainage improvements at the intersection of Criswell Drive and Carmino Road. The vendor shall be responsible for all studies, surveys, analyses, coordination, engineering, and all other necessary documents to complete the final design, final right-of-way mapping (including summary platting at the completion of right-of-way acquisition), structure design, traffic control, final environmental documentation (including any requirements from the State Historical Preservation Office - SHPO), final drainage report with hydraulic analysis, construction bid package, and all the necessary certifications and specifications.

The vendor shall designate a project manager to be the sole point of contact for the Village. The vendor project manager shall have experience managing project of similar size and scope. Any change in the vendor's project manager during the project will require written approval by the Village Clerk before the proposed change is made. The Village Clerk and Deputy Clerk will be the main points of contact for the project.

The vendor shall perform any and all services required to obligate this project under the New Mexico Department of Transportation's Tribal/Local Public Agency Handbook current edition, requirements of the Village's Capital Outlay Agreement with the NMDOT, and the New Mexico Department of Transportation Capital Outlay Guide, as necessary.

The following shall be provided by the end of the contract:

- Final design, technical specifications, and PS&E packet (conforming to NMDOT requirements) to bid and construct the Criswell Drive and Carmino Road Drainage Improvements
- Final drainage report and hydraulic analysis including channel and outfall improvements
- Subsurface utility survey and analysis for impacts and necessary coordination with the utility companies in order to clear the project and obtain utility certification per NMDOT requirements. Quantity of potholes shall be determined by the Consultant and shall be incidental to the Subsurface Utility Engineering (SUE). The consultant will be required to supply the one call NM811 tickets as part of the SUE.

- Hold Utility Coordination meetings with utility companies as needed in order to resolve potential utility conflicts, and finalize coordination. These meetings are incidental to obtaining the Utility Certification.
- Ongoing coordination with the Village of Tijeras for any project developments
- Right-of-way impacts based on the scope of work above including identifying necessary temporary work and construction permits, encroachments, access locations, and construction maintenance easements are required.
- Right-of-way mapping is to be performed per NMDOT requirements and approved by NMDOT.
- Final Plan Set shall follow NMDOT standards and formats and include, but not limited to, the following:
  - General Notes
  - Typical Sections
  - Applicable Construction detail sheets
  - Quantity Summary, Surfacing Schedule, Misc. Quantity sheets
  - Roadway Plan and Profile
  - Pavement Marking and Permanent Signing
  - Restoration and seeding plans
  - Drainage Plans
  - Structure Plans and details
  - Construction Staging Plan and/or detour route (if applicable)
  - Cross sections

### **C. CONTENT AND FORMAT OF PROPOSALS**

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the vendor's ability to meet the requirements of this RFP. Emphasis shall be placed on the quality, completeness, and clarity of content of the proposal. Please include the name and contact information for the person who would be the team lead on the project.

Please include the following sections in the proposal:

1. Cover Letter
2. Table of Contents
3. Response to Evaluation Criteria
4. Estimated Man Hour and Cost Proposal Based on Scope of Work
5. Project Schedule
6. Project Team Information

The Village understands that there may be more than one solution that can be offered by a vendor. If the proposed solutions are significantly different from each other in regards to staffing and/or technology, it is recommended that the vendor submit two proposals.

#### **D. INSURANCE**

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

#### **E. SUBMITTAL OF BIDS**

Six (6) copies of the proposal 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 Friday, January 28, 2022. Sealed proposal envelopes shall be clearly marked "PROPOSAL FOR DESIGN, CRISWELL DRIVE AND CARMINO ROAD DRAINAGE IMPROVEMENTS" on the outside of the envelope, lower left-hand corner. Failure to comply with this requirement shall result in rejection of the proposal.

#### **F. RANKING CRITERIA**

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

1. Overall Understanding and Completeness of Proposal (30 points)
2. Project Team (15 Points)
3. Relevant Project Experience (15 Points)
4. References (10 points)
5. Budget (15 points)
6. Project Schedule (15 points)

#### **G. 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 Governing Body at a regular meeting.

#### **H. NEGOTIATION AND AWARD OF CONTRACT**

It is the intent of the Village of Tijeras to enter into contract with the vendor whose proposal receives the highest score from the selection committee. If a satisfactory contract cannot be negotiated with that vendor, the Village of Tijeras may, at its option, attempt to negotiate with other vendors, 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.

#### **I. NOTICE OF RANKNESS**

Upon negotiation and execution of a contract for design services for drainage improvements on Criswell Drive and Carmino Road, 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.