

VILLAGE OF TAOS SKI VALLEY

REQUEST FOR PROPOSALS # 2018-06

FOR

SEPTIC SYSTEM IMPROVEMENTS AT THE TAOS MOUNTAIN LODGE

I. Introduction

The Village of Taos Ski Valley (from here on in referred to as VTSV) is soliciting qualification-based sealed proposals for selecting a business to provide **SITE EXCAVATION AND GRADING, INSTALLATION OF FOUR CONCRETE HOLDING TANKS AND REDI-ROCK RETAINING WALLS** contracting services for the scope of work below. Proposals will be accepted until **3:00pm THURSDAY, JULY 12, 2018/MST** in the office of the Village of Taos Ski Valley located at 7 Firehouse Road, PO BOX 100, Taos Ski Valley, NM 87525. Attention: Nancy Grabowski, Certified Purchasing Officer. Late bids will not be accepted. An evaluation review committee will review proposals in private and a recommendation will be made to the Village Council for the contract award.

Property for installation is located at 1346 Hwy 150, Taos Ski Valley, NM 87525.

*****PLEASE NOTE: NO GUARANTEED OVERNIGHT DELIVERY TO TAOS SKI VALLEY*****

II. Qualifications and Scope of Work

The VTSV request for qualification based proposals for **Taos Mountain Lodge Site Development** which shall be based on the items listed:

Qualifications

- Must have experience working with New Mexico Environment Department and Liquid Waste Disposal and Treatment Regulations.
- Experience with utility excavation and underground installation of septic system and tanks in a high mountain environment.
- Must have experience installing Redi-Rock retaining wall systems.
- Must be licensed with the New Mexico Environment Department for Septic System installation.
- Must provide GB-98, GS08 and MS08 Licenses.

Scope of work: See PDF **Scope-of-Work-TML-Site-Development-06.25.18**

There is a mandatory pre-bid meeting to be held on Monday, July 2, 2018 at 1:00 p.m. at the site. All bidders are required to have a representative at the meeting.

III. Contract Limitations

- A. The RFP award will be based on the criteria set out in the scope of work and this proposal.
- B. A formal contract will be entered into with the most responsible business and what is deemed most beneficial to the VTSV.
- C. The selected business will comply with N.M. Worker's Compensation Laws. The VTSV will not be responsible for any accidents or injuries to their employees or agents.

IV. Selection Process

The selection of a business shall be based on a comparative analysis of costs and the benefits to the VTSV.

Requirements for Proposal

1. Six (6) sets of proposals that include a signature sheet shall be submitted.
2. Three additional references, awards or recommendations are requested and should be placed at the end of the proposal.

V. Evaluation Criteria and Weighting

The above requirements will be evaluated, in private, based upon the following criteria and relative importance as applied by the Evaluation Committee to the material in the required submittals:

- A. Experience working with New Mexico Environmental regulations and personnel. **20%**
- B. Experience with utility excavation, specifically septic systems, and underground placement of septic holding tanks and system and construction of Redi-Rock retaining wall systems in a high mountain environment. **60%**
- C. A New Mexico business. **05%**
- D. Previous jobs of similar scale. **10%**
- E. Timeline to start and complete the project. **05%**

For a total of 100%

Contract Award

The contract shall be awarded to the Respondent (s) whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points. The award is subject to approval by the Mayor and Village of Taos Ski Valley Governing Body.

No Obligation

This procurement in no manner obligates the Village of Taos Ski Valley or any of its agencies to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

Termination

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

Legal Review

The Village of Taos Ski Valley requires that all respondents agree to be bound by the General Requirements contained in this RFP. Any respondent concerns must be promptly brought to the attention of the Procurement Officer. The contract to be entered into between the Village and the selected vendor for provision of the systems and services solicited by this RFP shall be subject to legal review and approval by the Village Attorney and will contain provisions mandated by and advisable under New Mexico law

Protest Deadline

Any protest by a respondent must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations providing a 15-day protest period following knowledge of the facts or circumstances giving rise to the protest. Protest 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, and it must specify the ruling requested from the Village of Taos Ski Valley. The protest must be delivered to the Procurement Officer, Village of Taos Ski Valley, PO Box 100, 7 Firehouse Road, Attention: Nancy Grabowski, Certified Purchasing Officer, Taos Ski Valley, NM 87525. Protests received after the deadline will not be accepted.

VI. Other Proposal Information

- A. NOTICE: The Procurement Code, 13-1-22 through 13-1-199, NMSA 1978 Amended, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

- B. NON-DISCRIMINATION: Firms doing business with the State of New Mexico must be in compliance with the Federal Civil Rights Act of 1964 and Title VII of the Act. Rev., 1979 and the Americans with Disabilities Act of 1990.
- C. All submittals must be clearly marked RFP #2018-06 and sent to the address below. Any questions or comments concerning the procurement process and questions concerning the Scope of Work should be directed to:
 - Village of Taos Ski Valley
 - c/o Nancy Grabowski, Certified Procurement Officer
 - PO Box 100
 - Taos Ski Valley, NM 87525
 - (575)776-8220
- D. All Submittals must be received at the address and by the date and time specified herein.
- E. All respondents must complete the Contribution Disclosure Form, found at the end of this document.
- F. Submittals must contain the name, address, and daytime telephone number for contact persons to whom additional selection process requests should be directed.
- G. The VTSV will not pay for any costs associated with preparation or submission of proposals.
- H. Required for submittal: Certificate of liability insurance including broker name, insured name, and all liability limits, and workers compensation limits. Must be current.
- I. Bid Security in the amount of 5% of estimated project cost (13-4-18)
- J. W-9 form
- K. Sub-contractor listing with qualifications.

Attachment 1

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective Contractor seeking to enter into a contract with any state agency or local public body must file this form with the state agency or local public body. The prospective must disclose whether they, a family member or a representative of the prospective 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 submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the signs the contract, if the aggregate total of contributions given by the prospective, a family member or representative of the prospective to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY THE PROSPECTIVE RESPONDENT WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAVE 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 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 un-reimbursed 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.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services or construction

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Tendency 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" 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" 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.

DISCLOSURE OF CONTRIBUTIONS applies to contributions made to the following Public Officials:

Christof Brownell, Mayor

BOARD MEMBERS:

Thomas P. Wittman, Mayor Pro Tem

Jeff Kern, Councilor

Roger Pattison, Councilor

Chris Stagg, Councilor

Contributions made by: _____

Relation to Prospective: _____

Name of Applicable Public Official: _____

Date Contribution (s) made: _____

Amounts (s) of Contributions (s) _____

Nature of Contributions (s) _____

Purpose of Contributions (s) _____

Signature

Date

Title (position)

OR
NO CONTRIBUTIONS IN THE AFFREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE
MADE to an applicable official by me, a family member or representative.

Signature

Date

Title (Position)