

SANTA FE COUNTY PUBLIC WORKS DEPARTMENT

REQUEST FOR PROPOSALS



RFP# 2015-0333-GM/PL

**PROFESSIONAL SERVICES FOR
DEVELOPMENT OF INFRASTRUCTURE
“BUILD-OUT” STUDY**

MAY 2015

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I. ADVERTISEMENT

SANTA FE COUNTY

**PROFESSIONAL SERVICES FOR DEVELOPMENT OF
INFRASTRUCTURE “BUILD-OUT” STUDY**

RFP# 2015-0333-GM/PL

Santa Fe County (County) is soliciting proposals for the development and completion of a multi-year infrastructure development plan (build-out study) based on the assessment of current and future needs within the ‘El Centro’ region of the County as well as a water and wastewater master plan, cost of service study and rate analysis. 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. 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 2:00 PM (MDT) on June 11, 2015 at the Santa Fe County Purchasing Division, 142 W. Palace Avenue (Second Floor), Santa Fe, NM 87501.** By submitting a proposal for the requested services each Offeror is certifying that their proposal complies with regulations and requirements stated within the Request for Proposals.

A **Pre-Proposal Conference** will be held on **Monday, May 18, 2015 at 2:00 PM (MDT)** at the Santa Fe County Public Works Department located at 424 NM 599 Frontage Road, Santa Fe, N.M. 87506. Attendance at the Pre-Proposal Conference is not mandatory but attendance is ***strongly encouraged.***

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

Request for proposals will be available by contacting Pamela Lindstam, Procurement Specialist, 142 W. Palace Avenue (Second Floor), Santa Fe, New Mexico 87501, by telephone at (505) 992-6759 or by email at plindsta@santafecountynm.gov or on our website at http://www.santafecountynm.gov/services/current_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
Purchasing Division
Publish: May 10 & 11, 2015

II. CONTRACT OBJECTIVES

A. PURPOSE OF THIS REQUEST FOR PROPOSAL

Santa Fe County (County) is soliciting proposals for the development and completion of a multi-year infrastructure development plan based on the assessment of current and future needs within the ‘El Centro’ region of the County as well as a water and wastewater master plan, cost of service study and rate analysis. The goal of the work is to: (1) identify needed improvements to the County’s infrastructure network to meet the Adequate Public Facilities requirements under the County’s Sustainable Land Development Code (SLDC); (2) provide a schedule with mileposts to reach build out for each infrastructure element; and (3) identify options for funding infrastructure improvements (e.g. bonds, grants, loans, rates, etc.).

To the greatest extent possible, the infrastructure improvements identified under this work effort shall be compatible with the City of Santa Fe’s and the County’s present and planned infrastructure.

B. BACKGROUND

On December 10, 2013, the Board of County Commissioners (BCC) approved the Sustainable Land Development Code (SLDC) via Ordinance No. 2013-6. The Code provides a legal framework for implementing land development and growth management policies of the County’s Sustainable Growth Management Plan adopted in 2010.

This BCC action, combined with the new customers acquired by the Santa Fe County Public Utilities (SFCU) through the City of Santa Fe - County annexation agreements requires that the County have a multi-year assessment of infrastructure needs (defined herein as roads, utilities, emergency response services, parks, open space, and trails) in the urban/semi-urban areas surrounding the City limits (Project Area). Independent water systems are also included in this planning effort.

C. SCOPE OF WORK

This work effort is divided into four sequential steps: Tasks 1 through 4. Task 1 is a precursor to Tasks 2 and 3, and both Task 2 and 3 are needed to execute Task 4.

- **Task 1: Infrastructure Build-Out Plan** should determine where infrastructure (roads, utilities, emergency response services, parks, open space, and trails) will be needed within the Project Area and determine a timeframe or indicator when that infrastructure will be needed.
- **Task 2: A Twenty-Year Water Utility Master Plan** that identifies the SFCU water utility distribution, transmission, treatment and storage needs to assure that water service in the Project Area meets the County’s SLDC and national water utility standards.

- **Task 3: A Twenty-Year Wastewater Utility Master Plan** that identifies SFCU wastewater utility collection, transmission, treatment, effluent disposal/reuse and solids handling needs to assure that wastewater service in the Wastewater Service Area meets the County's SLDC and can comply with state and federal wastewater utility permitting standards. Task 3 will include the preparation of a Preliminary Engineering Report (PER) for the existing Quill Wastewater Treatment Facility (Quill WWTF) and service area or alternate wastewater treatment options.
- **Task 4: Water and Wastewater Utility Cost of Service Study and Rate Analysis** that uses the information gathered in Task 1-3, in addition to current SFCU operating costs, to identify the necessary water and wastewater rates, impact fees, and/or utility expansion charges to provide water and wastewater services in the designated service areas.

Elements of each task are described in greater detail in the sections below.

A. Presentations and Public Meetings

The selected firm will be required to present its findings to the BCC. The presentation of the proposed rates will involve additional public meetings. Some work products will also need to be presented to the County's Water Policy Advisory Committee. The presentations will be PowerPoint-based and include maps and implementation schedules. Presentations will be recorded and provided to the County to host on its website.

B. Coordination with County staff and Other Key Stakeholders

This work effort will require coordination within and outside of the County governmental agency. The project will include staff from County Public Works, Utilities, Land Use, as well as staff from the City Water Division, City Wastewater Management Division, and City Land Use. Coordination will be required with other area water utilities, tribes, and state and federal agencies. The efforts will involve multiple meetings with the various entities (jointly or separately) to ensure the involvement of key stakeholders.

C. Deliverables

Deliverables will include:

- A final report for Tasks 1- 4 that details the methodology of the analysis and presents results.
- A Preliminary Engineering Report (PER) for the Quill WWTF and service area (separate from the main report).
- A summary presentation of the final report to the BCC in open session.
- All data, models and model updates collected or generated under this effort.

Final reports will be delivered in hard copies as well as electronic format in accessible files.

Details on deliverables are specified within each individual task's work description. Drafts of the deliverables shall be submitted to the County for review at preliminary outline and 30%, 60%, and 90% completion phase. The selected team shall consider and address comments from County staff and management for inclusion into the final deliverables.

D. Schedule

The anticipated overall project schedule is one year, with completion of some tasks being achieved sequentially and/or concurrently during this period.

E. Data and Information Provided by County

The County shall provide, as applicable, the following information to inform the study.

- 1) County Sustainable Land Development Code, as per Ordinance No. 2013-6
- 2) Identification of the required Levels of Service for the specific disciplines, as per County Ordinance No. 2013-6
- 3) The designated Zoning Map that is required, as per County Ordinance No. 2013-6
- 4) County population projections for future growth Economic growth projections
- 5) A description of the Project Area as relevant for this scope (generally SDA-1 plus areas where either water and wastewater services are currently available or planned to be available)
- 6) Information on all existing water, wastewater utility infrastructure, roads, parks, open space, and trails space in the County
- 7) Information on all approved development within SDA-1
- 8) Information on all planned infrastructure within SDA-1
- 9) Information on SFCU annual usage by route
- 10) List of potential SFCU wholesale and retail water customers
- 11) List of areas/subdivisions with grouped wastewater treatment that have approached SFCU about assuming their wastewater operations
- 12) Metropolitan Planning Organization (MPO) transportation model
- 13) Existing County GIS data and mapping information, as available, at the time of contract implementation
- 14) County road standards
- 15) County Public Works Department design guidelines
- 16) May 19, 2008 City-County annexation agreement: *Settlement Agreement and Mutual Release of Claims*

- 17) May 8, 2013 City-County annexation agreement amendment: *Agreement Regarding Water, Wastewater and Solid Waste Required by the Settlement Agreement and Mutual Release of Claims*
- 18) County Resolution No. 2006-57 Santa Fe County Water Resources Department Water Line Extension and Water Service Policy
- 19) County Resolution No. 2012-88 Service Policies for Water Customers of the Santa Fe County Water Utilities
- 20) County Resolution No. 2011-79 Santa Fe County Utilities Water Service Rate and Fee Schedule
- 21) County Ordinance No. 1998-16 Establishing Provisions for Extension of Sewer Service; Adopting Operating and Management Procedures; Setting Rates; and Establishing Design Standards for the Santa Fe County Wastewater Utility
- 22) Santa Fe County 40-year Water Plan
- 23) Santa Fe County Conjunctive Use Management Plan
- 24) Other relevant SFCU policies and ordinances, as available.
- 25) 2005 City-County Water Resources Agreement
- 26) Documents associated with Santa Fe Basin Climate Change Study (e.g. long range water supply plan)
- 27) 2008 City of Santa Fe Water Utility Transmission and Storage Master Plan
- 28) City wastewater capacity/ expansion plans, as available
- 29) SFCU infrastructure standards and design requirements
- 30) SFCU water availability analysis
- 31) SFCU water rights analysis
- 32) SFCU O&M costs and revenues
- 33) SFCU regulatory compliance data
- 34) SFCU current and future capital projects with cost estimates
- 35) Other relevant County data, as applicable and available

F. Additional Services

There is a potential for additional services which may include: (1) additional presentations to the public and (2) analysis of additional infrastructure options. If there is a need for additional services, the County will negotiate terms with the selected firm, as the need arises.

TASK 1- PUBLIC INFRASTRUCTURE BUILD-OUT PLAN

A. Background

The SLDC outlines levels of services for providing or improving infrastructure such as roads, utilities, emergency response services, parks, open space, and trails. In broad overview, the SLDC will direct provision of new infrastructure for roads and utilities (water and wastewater) within the Sustainable Development Area (SDA) 1, which generally encompasses the more urban parts of the County nearest to the City of Santa Fe (City). The SLDC additionally identifies need for provision of

infrastructure services for emergency response services (Fire, Sheriff, RECC), parks, open space, and trails at the county-wide level. The SLDC further allows the County to evaluate and potentially create impact fees as per the New Mexico Development Fees Act (NMSA 5-8-1 et. seq., "Act"). As part of the planning process for infrastructure needs under the Act, the County must compile a Capital Improvements Plan (CIP) which "identifies capital improvements or facility expansion for which impact fees may be assessed".

Specifically, the County is requesting a study to identify any and all infrastructure needs for the provision of roads and utilities within SDA 1 and the SFCU service area (e.g. Project Area), where infrastructure services are currently provided or anticipated to be required. Additionally, the County is requesting that the study will also identify infrastructure needs for the emergency response services, parks, open space, and trails county-wide as per the SLDC.

B. Basic Services

The task includes engineering design and related services to include:

- 1) The development of an infrastructure needs study to identify any and all reasonably anticipated infrastructure needs for Santa Fe County under the implementation of the SLDC for roads, water and wastewater utilities, emergency response services, parks, open space, and trails in Sustainable Development Area 1 (SDA-1).
- 2) The development of a network of infrastructure that generally lays out, in a cohesive and comprehensive manner, the location of infrastructure for the Project Area that ties into existing and planned infrastructure.
- 3) A proposed phasing of the layout and infrastructure needs identified above with each phase prioritizing roads and utilities and secondly infrastructure needs for the emergency response services, parks, open space, and trails county-wide.

C. Specific objectives

- 1) Using the provided County's population projections, identify the expected demand and infrastructure for SDA-1, using current development, planned development, and maximum allowable future development under the SLDC.
- 2) Identify the projected population for all sub-sectors within SDA-1.

D. Deliverables

Infrastructure build-out plan study for full build-out of the Project Area.

- 1) The plan will provide separate analysis for roads, utilities, emergency response services, parks, open space, and trails.
- 2) The plan will include phases for infrastructure improvements. The plan will also identify anticipated sequential implementation of projects.
- 3) The plan will include maps showing locations and alignments of proposed improvements for each infrastructure class at appropriate County scale to depict all projects with large-scale maps (as needed) for individual or sub-regional context.
- 4) The plan will include a detailed list of all programmatic capital projects required for each infrastructure type, separated by phase. Each list will include estimated project construction and O&M costs (to include but not limited to all costs for project study, design, environmental/cultural clearances, land acquisition, construction, annual utility costs, annual staffing needs and costs, etc.).

E. Performance

Performance period for this task shall be 120 days from notice to proceed from the County.

TASK 2 - SFCU POTABLE WATER UTILITY MASTER PLAN

A. Background

SFCU has been expanding for more than a decade, most recently as a result of the transfer of water and wastewater customer from the City per the 2008 and 2013 City-County annexation agreements. In addition, on December 10, 2013, the Santa Fe County Board of County Commissioners (BCC) approved the Sustainable Land Development Code (SLDC) via Ordinance No. 2013-6 that specifies levels of services and prioritizes water and wastewater services to Sustainable Development Area 1 (SDA-1)

SFCU serves approximately 3,500 metered customers around the exterior boundaries of the City. Annual system potable water consumption is approximately 1,000 acre feet (af). SFCU has two, year-round sources of potable water supply:

- (1) 2,300 af from the Buckman Direct Diversion (BDD) facility; and
- (2) 500 af of wholesale water delivered by the City per the terms defined in the 2005 Water Resources Agreement.

Additionally, under the 2005 Water Resources Agreement, SFCU ahas 850 af available under drought and emergency circumstances, for example, when the BDD cannot deliver water.

The City completed a Water Utility Transmission and Storage Plan in 2008. In order to generate compatibility and options for future regional cooperation, efforts under this task need to incorporate the analysis and recommendations of that plan.

B. Basic Services

The task includes preliminary engineering design and related services to include:

- 1) Water utility demands in Project Area by phases determined in Task 1.
- 2) An update of the City's existing hydraulic model to include SFCU's current and planned infrastructure using established industry and engineering practices for water system modeling criteria, including AWWA guidelines. The update shall identify any pertinent practices and guidelines that deviate from those included in the City's 2008 hydraulic model.
- 3) A SFCU Master Plan that uses the updated hydraulic model as the basis for addressing existing system deficiencies and to accommodate expansion in the Project Area within the next 20 years (i.e. identify where, when, and what type of water infrastructure will be made available in the planning period).
- 4) A capital improvements plan using the list created under Task 1 (D) and this task.
- 5) Onsite training and training material on the use of the hydraulic model.

C. Specific Objectives

- 1) Refine SFCU and Task 1 demand to include annual, peak day, peak month and instantaneous maximum and minimum water system needs.
- 2) Identify demand by sectors (residential, commercial, government, institutional, wholesale, raw, bulk water stations, etc.)
- 3) Identify demand by area (each master meter, Canoncito corridor, Eldorado, Tano Road, Hwy 14, Caja del Rio, etc.)
- 4) Consider existing and planned potable water infrastructure from SFCU, existing BDD and City infrastructure, and recommendation made in the City's 2008 Transmission and Storage Master Plan.
- 5) Incorporate the planning efforts in Task 1 to develop a plan for SFCU to provide reliable and safe water supply for consumptive, fire, operating, and emergency demands in all zones under various supply source and demand scenarios. Demands will include all current and planned wholesale and retail

customers and consider the demand of potential wholesale and retail customers.

- 6) Conceptualize and evaluate the costs and benefits of distribution, transmission, and storage improvements that will consolidate pressure regulating stations or will eliminate low pressure/low delivery zones.
- 7) Conceptualize and evaluate the costs and benefits of distribution, transmission, and storage facilities in the SFCU system in order to meet water demands primarily using off-peak electric rates.
- 8) Recommend criteria for system design, configuration, utilization, and operation.
- 9) Recommend projects and phasing for system optimization including operation, flexibility, reliability, and operating and maintenance costs.
- 10) Prepare alternate recommendations, should the City-County water utilities be combined into one regional system.
- 11) Coordinated with SFCU staff and include input from the City Water Division.

D. Deliverables

- 1) Updated SFCU GIS shape files and map of current, planned, and potential infrastructure.
- 2) Refined, draft SFCU water system design criteria, construction standards, and inspection procedures.
- 3) Project Area water supply demands by phase.
- 4) Expanded and calibrated hydraulic model (based on 2008 City developed model), including SFCU existing, planned, potential and maximum build-out and demand.
- 5) An integrated SFCU Water Utility Master Plan identifying the way in which SFCU can provide for consumptive, fire, operating, and emergency demands in all zones under various demand scenarios.
- 6) A phased capital improvements program with specific projects identified and prioritized with cost, schedule, and/or implementation criteria.
- 7) A staffing plan with costs for each phased service expansion.

- 8) Recommendations for developing a water infrastructure asset inventory, management, and operation/maintenance plan.
- 9) Recommendations on policies, ordinances, water allocation criteria, service areas, water rights acquisition, conservation, water budgets, cost/benefit analysis of future expansion areas, etc.

E. Performance

Performance period for this task shall be 180 days from Notice to Proceed from the County after completion of Task 1 and may be performed simultaneously as Task 3.

F. Assumptions

This analysis is focused solely on potable water. It is not intended to include raw or treated effluent delivery requirements.

TASK 3- SFCU WASTEWATER UTILITY MASTER PLAN

1. Background

In 2012, SFCU acquired a 25-year lease on the Quill WWTF from the NM Corrections Department. SFCU is responsible for treating approximately 73 million gallons of wastewater annually (200,000 gallons per day) from approximately 500 customers, including two correctional facilities. In addition, as a result of recent wastewater customer transfers per the 2008 and 2013 City-County annexation agreements, SFCU bills and provides initial wastewater collection for approximately 550 customers, whose wastewater is delivered to City collection systems and treated at the City Wastewater Treatment Plant (City WWTP).

As a result of the recently adopted County SLDC (Ordinance No. 2013-6), SFCU is responsible for developing wastewater services to SDA-1.

2. Basic Services

The task includes preliminary engineering design and related services to include:

- 1) Determining the overall 20-yr wastewater utility demand in Project Area.
- 2) Defining SFCU wastewater service area(s) and areas that are most reasonably treated by the City WWTP.
- 3) Identifying the appropriate phasing to provide wastewater service area within the Project Area, based not only on population projections and service needs, but also the current treatment capability and options for future treatment plant expansion.

- 4) Recommending location(s) of expanded or new SFCU WWTF, and options to incorporate existing private facilities (e.g. Oshara, La Pradera, Rancho Viejo/Ranchlands, Las Campanas Coop, Las Lagunitas, etc.).
- 5) Recommended treatment process for each WWTF location.
- 6) A SFCU Wastewater Master Plan that comprehensively incorporates the information above into a roadmap for SFCU.
- 7) A detailed capital improvements plan using the list created under Task 1 (D) and this Task.

3. Specifications

- 1) The Master Plan will incorporate the planning efforts in Task 1.
- 2) Demands will include all current and approved wholesale and retail customers, as well as the wastewater build out of SDA-1.
- 3) The Plan will consider any City analyses and recommendations made with regard to the City's current and future WWTP use and expansion.
- 4) The Plan will compare, analyze and contrast the costs and benefits of a) maintaining multiple WWTP throughout the Project Area; and b) delivering all wastewater to one WWTP operation with enhanced capabilities.
- 5) The proposed treatment processes will incorporate current federal and state regulations as well as reasonably anticipated future regulations.
- 6) The Master Plan will recommend criteria for WWTF and collection system design, configuration, utilization, and operation.
- 7) The Master Plan will recommend projects for system optimization including operation, flexibility, reliability, and operating & maintenance costs.
- 8) Work shall be coordinated with SFCU and input from the City Wastewater Division.

4. Deliverables

- 1) Updated SFCU GIS shape files and map of current, planned, and potential wastewater infrastructure.
- 2) Refined, SFCU wastewater system design criteria, construction standards, and inspection procedures.
- 3) Project Area wastewater maximum demand by phase.

- 4) SFCU Wastewater Master Plan that is integrated with City wastewater plans.
- 5) A phased capital improvements program with specific projects identified and prioritized with cost, schedule, and/or implementation criteria.
- 6) A staffing plan with costs for each phased service expansion.
- 7) Recommendations for developing a wastewater infrastructure asset inventory, management, and operation/maintenance plan.
- 8) Recommendations on wastewater policies regarding service areas, pre-treatment (especially with respect to restaurants, the NM State Corrections, and County Public Safety Complex), public outreach, septic tank districts, cost/benefit analysis tool of future expansion areas, best management practices, and other strategies.

5. Performance

Performance period for this task shall be 180 days from notice to proceed from the County. It is anticipated that this task can be worked on after completion of Task 1 and in parallel to Task 2.

6. Assumptions

It is assumed that the County will continue to operate the Quill WWTF and renew the 25-year lease with NM Department of Corrections.

TASK 4- SFCU COST OF SERVICE AND RATE ANALYSIS

1. Background

SFCU is striving to be a self-sustaining, “enterprise” fund. However, SFCU has been faced with rapid expansion and future commitments that may not be sustainable with the current rate structure.

This scope of work is designed to increase the County’s understanding of the financial requirements of SFCU and to develop rates and other strategies to bring financial stability to SFCU.

2. Basic Services

The task includes the services required to develop an appropriate and equitable cost recovery rate for SFCU water and wastewater customers to include:

- 1) Develop a SFCU financial plan and cost-of-service analysis by comparing starting cash balances, projected revenues, and revenue requirements over the forecast period.
- 2) Encompass water and wastewater operating and capital plan needs.
- 3) Devise water and wastewater rates to appropriately and equitably recover costs.
- 4) Present analysis and rate options to BCC at study sessions and regularly scheduled meetings, as necessary.

3. Specifications

- 1) A reasonable effort will be made to gather all necessary information and use the data to calculate and update the utility user charges (i.e. rates).
- 2) This work effort will develop separate rate models for water and wastewater services.
- 3) Analysis will incorporate the current and potential future SFCU water and wastewater rates.
- 4) The analysis will identify the differential cost of service for services in various parts of SFCU and consider area-specific surcharges.
- 5) The proposed rate schedule will consider rate equity and compatibility between SFCU and City water and wastewater customers.
- 6) The Consultant shall use information available from the capital needs generated in Tasks 2 and 3 to develop a financial plan.
- 7) The effort will consider customer expansion, increased wholesaling, public/private partnerships, and regionalization as ways to increase efficiencies and reduce overall costs.
- 8) Multiple meetings with staff will be needed during the course of work.
- 9) The analysis shall allocate revenue requirements to the SFCU's various customer classes (including water held in reserve) using generally accepted cost-of-service allocation techniques.
- 10) Analyze proposed updates to SFCU rates based on the findings of the cost-of-service allocation described above.

- 11) The financial plan shall include recommendations on alternate methods of financing capital costs (e.g. bonding, revenue bonds, County gross receipt tax, impact fees and utility expansion charges).

4. Deliverables

- 1) All data used in analysis.
- 2) Documentation on the results of analysis in a memorandum.
- 3) A SFCU financial plan.
- 4) An estimate of costs of service associated with various utility operations (e.g. billing per customer, line repair, meter installation, development review, etc.).
- 5) A rate schedule for charging customers and other agencies for SFCU services.
- 6) SFCU water and wastewater rate models.
- 7) Water and wastewater rate recommendations.
- 8) Recommendations on alternate ways of recovering costs including utility expansion charges (UECs), impact fees, and revenue bonds.
- 9) Criteria and model for evaluating utility take-overs (e.g. a kind of cost-benefit model).
- 10) Other financial planning recommendations

5. Performance

Performance period for providing a draft financial plan, cost of service study and recommended rate structure shall be 180 days from notice to proceed from the County, after substantial completion of Tasks 2 and 3..

6. Assumptions

- 1) The Consultant will use generally accepted utility rate-making methodologies as described by the American Water Works Association, Manual M1 (Manual M1 describes the methods for developing utility rates and charges).
- 2) Consultant will develop rates that can be implemented in accordance with applicable New Mexico and federal laws.
- 3) At the onset of this task, the Consultant will provide the County with a data request that will outline information needed.

D. INSURANCE REQUIREMENTS

See contract template (Appendix D)

E. PROCUREMENT MANAGER

The County has designated a 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:

Pamela Lindstam
Santa Fe County Purchasing Division
142 W. Palace Avenue (Second Floor)
Santa Fe, New Mexico 87501
Phone (505) 992-6759
Fax (505) 989-3243
plindsta@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.

F. 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” 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 to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

“Purchasing Division” means the Santa Fe County Purchasing Division, Administrative Services Department.

“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 the following schedule:

<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1. Issue of RFP	Purchasing Division	<u>May 10/11, 2015</u>
2. Pre-Proposal Conference	Owner/Purchasing Offerors	<u>May 18, 2015</u>
3. Acknowledgement Form Due	Offerors	<u>May 18, 2015</u>
4. Deadline to Submit Questions	Offerors	<u>May 22, 2015</u>
5. Response to Questions	Purchasing Division	<u>May 27, 2015</u>
6. Submission of Proposal (2:00 PM MDT)	Offerors	<u>June 11, 2015</u>
7. Proposal Evaluation	Evaluation Committee	<u>June 11, 2015</u> thru <u>June 18, 2015</u>
8. Selection of Finalists (if applicable)	Evaluation Committee	<u>June 18, 2015</u>
9. Best and Final Offers from Finalists (if applicable)	Offeror	<u>June 2015</u>
10. Oral Presentation by Finalists (if applicable)	Offeror	<u>June 2015</u>
12. Finalize Contract	County, Offeror	<u>July 2015</u>
13. Contract Award	Purchasing Division	<u>July 2015</u>

Note: If the Evaluation Committee makes a selection at the Selection of Finalists events 8-10 will not apply.

B. EXPLANATION OF EVENTS

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

1. Issue RFP

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

2. Pre-Proposal Conference, if applicable

A Pre-Proposal Conference is 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. A public log will be kept of the names of potential offerors that attended the pre-proposal conference. ***The Pre-Proposal conference is not MANDATORY but attendance is strongly encouraged.***

3. Acknowledgement of Receipt Form Due

Potential offerors should hand-deliver, return by facsimile 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 **May 18, 2015**.

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

4. Deadline to Submit Questions

Potential offerors may submit 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, Paragraph E and sent via facsimile or e-mail. ***Any contact with any other County staff member other than the Procurement Manager named in this solicitation will be grounds for rejection of a proposal.***

5. Response to Questions

Responses to 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 Manager 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 (MOUNTAIN DAYLIGHT TIME) ON JUNE 11, 2015. 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, D. 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 #2015-0333-GM/PL. Proposals submitted by facsimile or other electronic means will not be accepted.

Proposals must be delivered to:

Pamela Lindstam, Senior Procurement Specialist
Santa Fe County Purchasing Division
142 W. Palace Avenue (Second 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 offeror presentations will be held at the Santa Fe County Purchasing Division, 142 W. Palace Avenue (Second Floor), Santa Fe, New Mexico. Each presentation will be limited to one (1) hour in duration.

11. Finalize Contract

The contract will be finalized with the most advantageous offeror 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 Purchasing Manager.

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.

13. Right to Protest

Any protest by an offeror must be timely and in conformance with 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
Attn: Procurement Office
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 D.

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 Manager. 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 ninety (90) days after the due date for receipt of proposals or ninety (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 Manager.

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 Manager 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 County1. *New Mexico In-state Preference.*

New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for an “**in-state resident business**”. Application of a resident business preference for any Offeror requires the Offeror to provide a copy of a valid and current certificate as a resident business. 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 business certificate, 5% 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 business 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 Preference.*

New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for a “**resident veteran business**”. 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 status.

An Offeror who wants the veteran business 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 business certificate, 10%, 8% or 7% 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, depending on the business’ annual revenue.

The resident business preference is not cumulative with the resident veteran business preference.

AND

B. Santa Fe County 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 in-state, veteran or County preferences do not apply to procurement of services or goods involving federal funds or federal grant funds.

Additional information about obtaining the certificate as a resident contractor and resident veteran contractor may be found at: <http://www.tax.newmexico.gov/Businesses/Pages/In-StatePreferenceCertification.aspx> and information about the Santa Fe County business Certificate at www.santafecounty.org (Quicklink Ordinances and Resolutions).

26. Double-Sided Documents

All submitted bids/proposal documents shall be double-sided, pursuant to Santa Fe County Resolution No. 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 2014-1 (Establishing a Living Wage).

IV. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

An offeror shall submit one proposal in response to this RFP.

B. NUMBER OF COPIES

Offerors shall deliver one (1) original and five (5) identical copies of their proposal to the location specified in Section II, Paragraph D on or before the closing date and time for receipt of proposals.

C. PROPOSAL FORMAT

All proposals shall be limited to twenty five (25) pages in response to the evaluation factors, with the exception of professional licenses, resumes and certifications, which shall be added as 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 and shall be printed double-sided.

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) Table of Contents
- c) Proposal Summary (optional)
- d) Response to Specifications – Evaluation Factors
- e) Campaign Contribution Disclosure Form

Within each section of their proposal, offerors should address the items in the order in which they appear in this RFP under Section V., Paragraph B. “EVALUATION FACTORS”. 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 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.

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 in or around July 2015. Santa Fe County intends on awarding a contract with a term of two (2) years with the option to renew for two (2) additional one (1) year terms, not to exceed a total of four (4) years in duration.

B. EVALUATION FACTORS

A brief explanation of each evaluation factor is listed below. Information for one evaluation factor may overlap information for a different evaluation factor. Offerors are encouraged to fully address each factor as points are given for an Offeror's narrative response to each evaluation factor. Responses shall include information and past experience specific to the Offeror or Offeror's team submitting the proposal. An Offeror's discussion of each evaluation factor should be sufficiently detailed to inform and educate the Evaluation Committee members

1. Introduction

- Provide a brief introduction and overview including history, background, philosophy and vision of firm.

2. Technical Competence and Specialized Experience

- Provide information about the firm's specific technical experience with providing services for projects of similar scope that demonstrate technical competence to successfully complete the project;
- Provide information that demonstrates how project will be managed and administered to meet milestones and accommodate cost considerations;
- Demonstrate experience and knowledge of developing infrastructure build-out studies and reports.

3. Evidence of Understanding Scope of Work

- Provide an in-depth response and understanding of the requested scope of work;
- Include an itemized description of services to be provided that correlates to the scope of work;
- Any services that cannot be provided should be noted.

4. Capacity and Capability

- Provide information about firm's approach in providing the required services and capacity to implement the services and deliverables in a timely manner;
- Provide qualifications and capabilities, years of experience, level of experience, licenses, certification(s) and training(s) of all personnel who will be performing the services;
- Include any special skills or strengths;
- Describe your team organization and working relationships.

5. Past Record of Performance

- Demonstrate through contracts and other agreements with government agencies or private industry with respect to such factors as control of costs, quality of work and ability to meet schedules;
- Include three (3) external references from clients who received similar services. The minimum information to be included is:
 - a) Name of individual or company services were provided for;
 - b) Address of individual or company;
 - c) Name of contact person;
 - d) Telephone number of and email address of contact person;
 - e) Type of services provided and dates services were provided
- Describe any particular difficulties confronted in past design projects and how the Offeror addressed and resolved those issues.

6. Offeror's proposal contains a valid NM State Resident Business Certificate, the preference in accordance with §13-4-2 NMSA 1978, will be applied.
7. Offeror's proposal contains a valid NM State Resident Veteran Business Certificate, the preference in accordance with §13-4-2 and §13-1-22 NMSA 1978, will be applied.
8. Offeror's proposal contains a valid Santa Fe County Preference Certificate, the preference in accordance with Santa Fe County Ordinance #2012-4, will be applied.

VI. EVALUATION

A. EVALUATION SCORING

The County will evaluate the content and substance of the offeror’s response to each evaluation factor and assign a numerical score not to exceed the maximum allowed score for that factor. The amount of discussion for each factor is an individual choice of the offeror; however, discussion should be detailed enough to inform and educate the Evaluation Committee.

Proposals will be scored based upon the Evaluation Committee’s review and consideration of the offeror’s response to each Evaluation Factor.

- 1. Introduction..... **100 points**
- 2. Technical Competence/Specialized Experience **200 points**
- 3. Evidence of Understanding Scope of Work **300 points**
- 4. Capacity and Capability **200 points**
- 5. Past Record of Performance **200 points**

- TOTAL POINTS..... 1000 points**

PREFERENCES

If an offeror’s proposal contains a valid NM State Resident Business Certificate or a NM Resident Veteran Business Certificate and/or a Santa Fe County Preference Certificate, the following points will be applied to an offeror’s total points:

- 6. NM State Resident Business Certificate**50 points**

- Or

- 7. Resident Veteran Business Certificate**70, 80 or 100 points**

- And

- 8. 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 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.

APPENDIX A

**ACKNOWLEDGEMENT OF RECEIPT FORM
RFP# 2015-0333-GM/PL
PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF INFRASTRUCTURE
“BUILD-OUT” STUDY**

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 Manager no later than close of business on *May 18, 2015*. 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.

Pamela Lindstam
Santa Fe County Purchasing Division
142 W. Palace Avenue (Second Floor)
Santa Fe, New Mexico 87501
(505) 992-6759
(505) 989-3243
plindsta@santafecountynm.gov

APPENDIX B

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor 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 may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code 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.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND 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 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 of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“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.

“Prospective contractor” means a person or business that 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 or business 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.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

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

Title (Position)

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 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 discount 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 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 _____, 2015.

NOTARY PUBLIC

My Commission Expires:

APPENDIX D

PROFESSIONAL SERVICE AGREEMENT WITH _____ FOR THE DEVELOPMENT OF INFRASTRUCTURE “BUILD-OUT” STUDY

THIS AGREEMENT is made and entered into this _____ day of _____ 2015, by and between **Santa Fe County**, hereinafter referred to as the “County” and _____, whose principal place of business is located at _____, hereinafter referred to as the “Contractor”.

WHEREAS, the County requires professional services for the development and completion of a multi-year infrastructure development plan based on the assessment of current and future needs within the ‘El Centro’ region of the County as well as a water and wastewater master plan, cost of service study and rate analysis; and

WHEREAS, pursuant to NMSA 1978, Sections 13-1-112 and 13-1-117, competitive, sealed proposals were solicited via a formal request for proposals, RFP No. 2015-0333-GM/PL, for the provision of these services;

WHEREAS, based upon the evaluation criteria established within the request for proposals for the purposes of selecting the most qualified offeror, the County has determined the Contractor as the most responsive and highly rated offeror;

WHEREAS, the County requires the services of the Contractor and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

NOW, THEREFORE, it is agreed between the parties:

1. SCOPE OF WORK

The contractor shall upon receiving a Notice-to-Proceed from the County, provide the following services as outlined below:

- **Task 1: Infrastructure Build-Out Plan** shall determine where infrastructure (roads, utilities, emergency response services, parks, open space, and trails) will be needed within the Project Area and determine a timeframe or indicator when that infrastructure shall be needed.
- **Task 2: A Twenty-Year Water Utility Master Plan** that identifies the Santa Fe County Utilities (SFCU) water utility distribution, transmission, treatment and storage needs to assure that water service in the Project Area meets the County’s SLDC and national water utility standards.
- **Task 3: A Twenty-Year Wastewater Utility Master Plan** that identifies SFCU wastewater utility collection, transmission, treatment, effluent disposal/reuse and solids handling needs to assure that wastewater service in the Wastewater Service

Area meets the County's Sustainable Land Development Code (SLDC) and can comply with state and federal wastewater utility permitting standards. Task 3 will include the preparation of a Preliminary Engineering Report (PER) for the existing Quill Wastewater Treatment Facility (Quill WWTF) and service area or alternate wastewater treatment options.

- **Task 4: Water and Wastewater Utility Cost of Service Study and Rate Analysis** that uses the information gathered in Task 1-3, in addition to current SFCU operating costs, to identify the necessary water and wastewater rates, impact fees, and/or utility expansion charges to provide water and wastewater services in the designated service areas.

A. Presentations and Public Meetings

The Contractor shall present its findings to the BCC. The presentation of the proposed rates will involve additional public meetings. Some work products will also need to be presented to the County's Water Policy Advisory Committee. The presentations will be PowerPoint-based and include maps and implementation schedules. Presentations will be recorded and provided to the County to host on its website.

B. Coordination with County staff and Other Key Stakeholders

This work effort shall require coordination within and outside of the County governmental agency. The project shall include staff from County Public Works, Utilities, Land Use, as well as staff from the City Water Division, City Wastewater Management Division, and City Land Use. Coordination shall be required with other area water utilities, tribes, and state and federal agencies. The efforts shall involve multiple meetings with the various entities (jointly or separately) to ensure the involvement of key stakeholders.

C. Deliverables

Deliverables will include:

- 1) A final report for Tasks 1- 4 that details the methodology of the analysis and presents results.
- 2) A Preliminary Engineering Report (PER) for the Quill WWTF and service area (separate from the main report).
- 3) A summary presentation of the final report to the BCC in open session.
- 4) All data, models and model updates collected or generated under this effort.

Final reports shall be delivered in hard copies as well as electronic format in accessible files.

Details on deliverables are specified within each individual task's work description. Drafts of the deliverables shall be submitted to the County for review at preliminary outline and 30%, 60%, and 90% completion phase. The Contractor shall consider and address comments from County staff and management for inclusion into the final deliverables.

D. Schedule

The anticipated overall project schedule is one year, with completion of some tasks being achieved sequentially and/or concurrently during this period.

E. Data and Information Provided by County

The County shall provide, as applicable, the following information to inform the study.

- 1) County Sustainable Land Development Code, as per Ordinance No. 2013-6
- 2) Identification of the required Levels of Service for the specific disciplines, as per County Ordinance No. 2013-6
- 3) The designated Zoning Map that is required, as per County Ordinance No. 2013-6
- 4) County population projections for future growth and economic growth projections
- 5) A description of the Project Area as relevant for this scope (generally SDA-1 plus areas where either water and wastewater services are currently available or planned to be available)
- 6) Information on all existing water, wastewater utility infrastructure, roads, parks, open space, and trails space in the County
- 7) Information on all approved development within SDA-1
- 8) Information on all planned infrastructure within SDA-1
- 9) Information on SFCU annual usage by route
- 10) List of potential SFCU wholesale and retail water customers
- 11) List of areas/subdivisions with grouped wastewater treatment that have approached SFCU about assuming their wastewater operations
- 12) Metropolitan Planning Organization (MPO) transportation model
- 13) Existing County GIS data and mapping information, as available, at the time of contract implementation
- 14) County road standards
- 15) County Public Works Department design guidelines
- 16) May 19, 2008 City-County annexation agreement: *Settlement Agreement and Mutual Release of Claims*
- 17) May 8, 2013 City-County annexation agreement amendment: *Agreement Regarding Water, Wastewater and Solid Waste Required by the Settlement Agreement and Mutual Release of Claims*
- 18) County Resolution No. 2006-57 Santa Fe County Water Resources Department Water Line Extension and Water Service Policy

- 19) County Resolution No. 2012-88 Service Policies for Water Customers of the Santa Fe County Water Utilities
- 20) County Resolution No. 2011-79 Santa Fe County Utilities Water Service Rate and Fee Schedule
- 21) County Ordinance No. 1998-16 Establishing Provisions for Extension of Sewer Service; Adopting Operating and Management Procedures; Setting Rates; and Establishing Design Standards for the Santa Fe County Wastewater Utility
- 22) Santa Fe County 40-year Water Plan
- 23) Santa Fe County Conjunctive Use Management Plan
- 24) Other relevant SFCU policies and ordinances, as available.
- 25) 2005 City-County Water Resources Agreement
- 26) Documents associated with Santa Fe Basin Climate Change Study (e.g. long range water supply plan)
- 27) 2008 City of Santa Fe Water Utility Transmission and Storage Master Plan
- 28) City wastewater capacity/ expansion plans, as available
- 29) SFCU infrastructure standards and design requirements
- 30) SFCU water availability analysis
- 31) SFCU water rights analysis
- 32) SFCU O&M costs and revenues
- 33) SFCU regulatory compliance data
- 34) SFCU current and future capital projects with cost estimates
- 35) Other relevant County data, as applicable and available

TASK 1- PUBLIC INFRASTRUCTURE BUILD-OUT PLAN

A. Background

The SLDC outlines levels of services for providing or improving infrastructure such as roads, utilities, emergency response services, parks, open space, and trails. In broad overview, the SLDC will direct provision of new infrastructure for roads and utilities (water and wastewater) within the Sustainable Development Area (SDA-1), which generally encompasses the more urban parts of the County nearest to the City of Santa Fe (City). The SLDC additionally identifies need for provision of infrastructure services for emergency response services (Fire, Sheriff, RECC), parks, open space, and trails at the county-wide level. The SLDC further allows the County to evaluate and potentially create impact fees as per the New Mexico Development Fees Act (NMSA 5-8-1 et. seq., "Act"). As part of the planning process for infrastructure needs under the Act, the County must compile a Capital Improvements Plan (CIP) which "identifies capital improvements or facility expansion for which impact fees may be assessed".

Specifically, the County is requesting a study to identify any and all infrastructure needs for the provision of roads and utilities within SDA-1 and the SFCU service area (e.g. Project Area), where infrastructure services are currently provided or anticipated to be required. Additionally, the County is requesting that the study will

also identify infrastructure needs for the emergency response services, parks, open space, and trails county-wide as per the SLDC.

B. Basic Services

The task includes engineering design and related services to include:

- 1) The development of an infrastructure needs study to identify any and all reasonably anticipated infrastructure needs for Santa Fe County under the implementation of the SLDC for roads, water and wastewater utilities, emergency response services, parks, open space, and trails in Sustainable Development Area 1 (SDA-1).
- 2) The development of a network of infrastructure that generally lays out, in a cohesive and comprehensive manner, the location of infrastructure for the Project Area that ties into existing and planned infrastructure.
- 3) A proposed phasing of the layout and infrastructure needs identified above with each phase prioritizing roads and utilities and secondly infrastructure needs for the emergency response services, parks, open space, and trails county-wide.

C. Specific objectives

- 1) Using the provided County's population projections, identify the expected demand and infrastructure for SDA-1, using current development, planned development, and maximum allowable future development under the SLDC.
- 2) Identify the projected population for all sub-sectors within SDA-1.

D. Deliverables

Infrastructure build-out plan study for full build-out of the Project Area.

- 1) The plan will provide separate analysis for roads, utilities, emergency response services, parks, open space, and trails.
- 2) The plan will include phases for infrastructure improvements. The plan will also identify anticipated sequential implementation of projects.
- 3) The plan will include maps showing locations and alignments of proposed improvements for each infrastructure class at appropriate County scale to depict all projects with large-scale maps (as needed) for individual or sub-regional context.

- 4) The plan will include a detailed list of all programmatic capital projects required for each infrastructure type, separated by phase. Each list will include estimated project construction and O&M costs (to include but not limited to all costs for project study, design, environmental/cultural clearances, land acquisition, construction, annual utility costs, annual staffing needs and costs, etc.).

E. Performance

Performance period for this task shall be 120 days from notice to proceed from the County.

TASK 2 - SFCU POTABLE WATER UTILITY MASTER PLAN

A. Background

SFCU has been expanding for more than a decade, most recently as a result of the transfer of water and wastewater customer from the City per the 2008 and 2013 City-County annexation agreements. In addition, on December 10, 2013, the Santa Fe County Board of County Commissioners (BCC) approved the Sustainable Land Development Code (SLDC) via Ordinance No. 2013-6 that specifies levels of services and prioritizes water and wastewater services to Sustainable Development Area 1 (SDA-1).

SFCU serves approximately 3,500 metered customers around the exterior boundaries of the City. Annual system potable water consumption is approximately 1,000 acre feet (af). SFCU has two, year-round sources of potable water supply:

- 1) 2,300 af from the Buckman Direct Diversion (BDD) facility; and
- 2) 500 af of wholesale water delivered by the City per the terms defined in the 2005 Water Resources Agreement.

Additionally, under the 2005 Water Resources Agreement, SFCU has 850 af available under drought and emergency circumstances, for example, when the BDD cannot deliver water.

The City completed a Water Utility Transmission and Storage Plan in 2008. In order to generate compatibility and options for future regional cooperation, efforts under this task need to incorporate the analysis and recommendations of that plan.

B. Basic Services

The task includes preliminary engineering design and related services to include:

- 1) Water utility demands in Project Area by phases determined in Task 1.

- 2) An update of the City's existing hydraulic model to include SFCU's current and planned infrastructure using established industry and engineering practices for water system modeling criteria, including AWWA guidelines. The update shall identify any pertinent practices and guidelines that deviate from those included in the City's 2008 hydraulic model.
- 3) A SFCU Master Plan that uses the updated hydraulic model as the basis for addressing existing system deficiencies and to accommodate expansion in the Project Area within the next 20 years (i.e. identify where, when, and what type of water infrastructure will be made available in the planning period).
- 4) A capital improvements plan using the list created under Task 1 (D) and this task.
- 5) Onsite training and training material on the use of the hydraulic model.

C. Specific Objectives

- 1) Refine SFCU and Task 1 demand to include annual, peak day, peak month and instantaneous maximum and minimum water system needs.
- 2) Identify demand by sectors (residential, commercial, government, institutional, wholesale, raw, bulk water stations, etc.)
- 3) Identify demand by area (each master meter, Canoncito corridor, Eldorado, Tano Road, Hwy 14, Caja del Rio, etc.)
- 4) Consider existing and planned potable water infrastructure from SFCU, existing BDD and City infrastructure, and recommendation made in the City's 2008 Transmission and Storage Master Plan.
- 5) Incorporate the planning efforts in Task 1 to develop a plan for SFCU to provide reliable and safe water supply for consumptive, fire, operating, and emergency demands in all zones under various supply source and demand scenarios. Demands will include all current and planned wholesale and retail customers and consider the demand of potential wholesale and retail customers.
- 6) Conceptualize and evaluate the costs and benefits of distribution, transmission, and storage improvements that will consolidate pressure regulating stations or will eliminate low pressure/low delivery zones.
- 7) Conceptualize and evaluate the costs and benefits of distribution, transmission, and storage facilities in the SFCU system in order to meet water demands primarily using off-peak electric rates.

- 8) Recommend criteria for system design, configuration, utilization, and operation.
- 9) Recommend projects and phasing for system optimization including operation, flexibility, reliability, and operating and maintenance costs.
- 10) Prepare alternate recommendations, should the City-County water utilities be combined into one regional system.
- 11) Coordinated with SFCU staff and include input from the City Water Division.

D. Deliverables

- 1) Updated SFCU GIS shape files and map of current, planned, and potential infrastructure.
- 2) Refined, draft SFCU water system design criteria, construction standards, and inspection procedures.
- 3) Project Area water supply demands by phase.
- 4) Expanded and calibrated hydraulic model (based on 2008 City developed model), including SFCU existing, planned, potential and maximum build-out and demand.
- 5) An integrated SFCU Water Utility Master Plan identifying the way in which SFCU can provide for consumptive, fire, operating, and emergency demands in all zones under various demand scenarios.
- 6) A phased capital improvements program with specific projects identified and prioritized with cost, schedule, and/or implementation criteria.
- 7) A staffing plan with costs for each phased service expansion.
- 8) Recommendations for developing a water infrastructure asset inventory, management, and operation/maintenance plan.
- 9) Recommendations on policies, ordinances, water allocation criteria, service areas, water rights acquisition, conservation, water budgets, cost/benefit analysis of future expansion areas, etc.

E. Performance

Performance period for this task shall be 180 days from Notice to Proceed from the County after completion of Task 1 and may be performed simultaneously as Task 3.

F. Assumptions

This analysis is focused solely on potable water. It is not intended to include raw or treated effluent delivery requirements.

TASK 3- SFCU WASTEWATER UTILITY MASTER PLAN**A. Background**

In 2012, SFCU acquired a 25-year lease on the Quill WWTF from the NM Corrections Department. SFCU is responsible for treating approximately 73 million gallons of wastewater annually (200,000 gallons per day) from approximately 500 customers, including two correctional facilities. In addition, as a result of recent wastewater customer transfers per the 2008 and 2013 City-County annexation agreements, SFCU bills and provides initial wastewater collection for approximately 550 customers, whose wastewater is delivered to City collection systems and treated at the City Wastewater Treatment Plant (City WWTP).

As a result of the recently adopted County SLDC (Ordinance No. 2013-6), SFCU is responsible for developing wastewater services to SDA-1.

B. Basic Services

The task includes preliminary engineering design and related services to include:

- 1) Determining the overall 20-yr wastewater utility demand in Project Area.
- 2) Defining SFCU wastewater service area(s) and areas that are most reasonably treated by the City WWTP.
- 3) Identifying the appropriate phasing to provide wastewater service area within the Project Area, based not only on population projections and service needs, but also the current treatment capability and options for future treatment plant expansion.
- 4) Recommending location(s) of expanded or new SFCU WWTF, and options to incorporate existing private facilities (e.g. Oshara, La Pradera, Rancho Viejo/Ranchlands, Las Campanas Coop, Las Lagunitas, etc.).
- 5) Recommended treatment process for each WWTF location.

- 6) A SFCU Wastewater Master Plan that comprehensively incorporates the information above into a roadmap for SFCU.
- 7) A detailed capital improvements plan using the list created under Task 1 (D) and this Task.

C. Specifications

- 1) The Master Plan will incorporate the planning efforts in Task 1.
- 2) Demands will include all current and approved wholesale and retail customers, as well as the wastewater build out of SDA-1.
- 3) The Plan will consider any City analyses and recommendations made with regard to the City's current and future WWTP use and expansion.
- 4) The Plan will compare, analyze and contrast the costs and benefits of a) maintaining multiple WWTP throughout the Project Area; and b) delivering all wastewater to one WWTP operation with enhanced capabilities.
- 5) The proposed treatment processes will incorporate current federal and state regulations as well as reasonably anticipated future regulations.
- 6) The Master Plan will recommend criteria for WWTF and collection system design, configuration, utilization, and operation.
- 7) The Master Plan will recommend projects for system optimization including operation, flexibility, reliability, and operating & maintenance costs.
- 8) Work shall be coordinated with SFCU and input from the City Wastewater Division.

D. Deliverables

- 1) Updated SFCU GIS shape files and map of current, planned, and potential wastewater infrastructure.
- 2) Refined, SFCU wastewater system design criteria, construction standards, and inspection procedures.
- 3) Project Area wastewater maximum demand by phase.
- 4) SFCU Wastewater Master Plan that is integrated with City wastewater plans.

- 5) A phased capital improvements program with specific projects identified and prioritized with cost, schedule, and/or implementation criteria.
- 6) A staffing plan with costs for each phased service expansion.
- 7) Recommendations for developing a wastewater infrastructure asset inventory, management, and operation/maintenance plan.
- 8) Recommendations on wastewater policies regarding service areas, pre-treatment (especially with respect to restaurants, the NM State Corrections, and County Public Safety Complex), public outreach, septic tank districts, cost/benefit analysis tool of future expansion areas, best management practices, and other strategies.

E. Performance

Performance period for this task shall be 180 days from notice to proceed from the County. It is anticipated that this task can be worked on after completion of Task 1 and in parallel to Task 2.

F. Assumptions

It is assumed that the County will continue to operate the Quill WWTF and renew the 25-year lease with NM Department of Corrections.

TASK 4- SFCU COST OF SERVICE AND RATE ANALYSIS

A. Background

SFCU is striving to be a self-sustaining, “enterprise” fund. However, SFCU has been faced with rapid expansion and future commitments that may not be sustainable with the current rate structure.

This scope of work is designed to increase the County’s understanding of the financial requirements of SFCU and to develop rates and other strategies to bring financial stability to SFCU.

B. Basic Services

The task includes the services required to develop an appropriate and equitable cost recovery rate for SFCU water and wastewater customers to include:

- 1) Develop a SFCU financial plan and cost-of-service analysis by comparing starting cash balances, projected revenues, and revenue requirements over the forecast period.

- 2) Encompass water and wastewater operating and capital plan needs.
- 3) Devise water and wastewater rates to appropriately and equitably recover costs.
- 4) Present analysis and rate options to BCC at study sessions and regularly scheduled meetings, as necessary.

C. Specifications

- 1) A reasonable effort will be made to gather all necessary information and use the data to calculate and update the utility user charges (i.e. rates).
- 2) This work effort will develop separate rate models for water and wastewater services.
- 3) Analysis will incorporate the current and potential future SFCU water and wastewater rates.
- 4) The analysis will identify the differential cost of service for services in various parts of SFCU and consider area-specific surcharges.
- 5) The proposed rate schedule will consider rate equity and compatibility between SFCU and City water and wastewater customers.
- 6) The Consultant shall use information available from the capital needs generated in Tasks 2 and 3 to develop a financial plan.
- 7) The effort will consider customer expansion, increased wholesaling, public/private partnerships, and regionalization as ways to increase efficiencies and reduce overall costs.
- 8) Multiple meetings with staff will be needed during the course of work.
- 9) The analysis shall allocate revenue requirements to the SFCU's various customer classes (including water held in reserve) using generally accepted cost-of-service allocation techniques.
- 10) Analyze proposed updates to SFCU rates based on the findings of the cost-of-service allocation described above.
- 11) The financial plan shall include recommendations on alternate methods of financing capital costs (e.g. bonding, revenue bonds, County gross receipt tax, impact fees and utility expansion charges).

D. Deliverables

- 1) All data used in analysis.
- 2) Documentation on the results of analysis in a memorandum.
- 3) A SFCU financial plan.
- 4) An estimate of costs of service associated with various utility operations (e.g. billing per customer, line repair, meter installation, development review, etc.).
- 5) A rate schedule for charging customers and other agencies for SFCU services.
- 6) SFCU water and wastewater rate models.
- 7) Water and wastewater rate recommendations.
- 8) Recommendations on alternate ways of recovering costs including utility expansion charges (UECs), impact fees, and revenue bonds.
- 9) Criteria and model for evaluating utility take-overs (e.g. a kind of cost-benefit model).
- 10) Other financial planning recommendations

E. Performance

Performance period for providing a draft financial plan, cost of service study and recommended rate structure shall be 180 days from notice to proceed from the County, after substantial completion of Tasks 2 and 3..

F. Assumptions

- 1) The Consultant will use generally accepted utility rate-making methodologies as described by the American Water Works Association, Manual M1 (Manual M1 describes the methods for developing utility rates and charges).
- 2) Consultant will develop rates that can be implemented in accordance with applicable New Mexico and federal laws.
- 3) At the onset of this task, the Consultant will provide the County with a data request that will outline information needed.

2. ADDITIONAL SERVICES

A. The parties agree that each individual task set forth in Section 1 (Scope of Work: Tasks 1-4) of this Agreement shall be completed in full upon the County's issuance of a Notice-to-Proceed, to the satisfaction of the County, in accordance with professional standards. Each task will be completed for the amount set forth in Section 3 (Compensation, Invoicing and Set-off), of this Agreement, and for no other cost, amount, fee or expense. The County may, at its option, complete all or some of the tasks identified in Section 1.

B. The County may from time to time request changes in the scope of work to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor, shall be incorporated in written amendments to this Agreement. Examples of changes to the scope include additional presentations to the public, and analysis of additional infrastructure options.

3. COMPENSATION AND INVOICING

A. In consideration of its obligations under this Agreement the Contractor shall be compensated as follows:

- 1) County shall pay to the Contractor in full payment for services satisfactorily performed and all costs and expenses shall be in accordance with Exhibit A.
- 2) The total amount payable to the Contractor under this Agreement, exclusive of gross receipts tax shall not exceed _____ dollars (\$) per year. Any New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the County to the Contractor.
- 3) This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. The County will notify the Contractor when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing.

B. The Contractor shall submit a written request for payment to the County when payment is due under this Agreement. Upon the County's receipt of the written request, the County shall issue a written certification of complete or partial acceptance or rejection of the contractual items or services for which payment is sought. The Contractor acknowledges and agrees that the County may not make any payment hereunder unless and until it has issued a written certification accepting the contractual items or services. Within thirty (30) days of the

issuance of a written certification accepting the contractual items or services, the County shall tender payment for the accepted items or services. In the event the County fails to tender payment within thirty (30) days of the written certification accepting the items or services, the County shall pay late payment charges of one and one-half percent (1.5%) per month, until the amount due is paid in full.

C. In the event the Contractor breaches this Agreement, the County may, without penalty, withhold any payments due the Contractor for the purpose of set-off until such time as the County determines the exact amount of damages it suffered as a result of the breach.

A. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment.

4. EFFECTIVE DATE AND TERM

This Agreement shall become effective on the date first written above and shall terminate one (1) years later, unless earlier terminated pursuant to Section 5 (Termination) or Section 6 (Appropriations and Authorizations). The County has the option to renew on the same terms and conditions for three (3) additional years one (1) year terms not to exceed four (4) years in duration.

5. TERMINATION

A. Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective thirty (30) days from the breaching party's receipt of the notice of termination, during which time the breaching party shall have the right to cure the breach. If, however, the breach cannot with due diligence be cured within thirty (30) days, the breaching party shall have a reasonable time to cure the breach, provided that, within thirty (30) days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than fifteen (15) days from the Contractor's receipt of the notice. The County shall pay the Contractor for acceptable work, determined in accordance with the specifications and standards set forth in this Agreement, performed before the effective date of termination but shall not be liable for any work performed after the effective date of termination.

6. APPROPRIATIONS AND AUTHORIZATIONS

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Board of County Commissioners of the County and/or, if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate

upon written notice by the County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor in any way or forum, including a lawsuit.

7. INDEPENDENT CONTRACTOR

The Contractor and its agents and employees are independent contractors and are not employees or agents of the County. Accordingly, the Contractor and its agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to employees of the County. Except as may be expressly authorized elsewhere in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County and agrees not to purport to do so.

8. ASSIGNMENT

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer without the County's advance written approval shall be null and void and without any legal effect.

9. SUBCONTRACTING

The Contractor shall not subcontract or delegate any portion of the services to be performed under this Agreement without the advance written approval of the County. Any attempted subcontracting or delegating without the County's advance written approval shall be null and void and without any legal effect.

10. PERSONNEL

A. All work performed under this Agreement shall be performed by the Contractor or under its supervision.

B. The Contractor represents that it has, or will secure at its own expense, all personnel required to discharge its obligations under this Agreement. Such personnel (i) shall not be employees of or have any contractual relationships with the County and (ii) shall be fully qualified and licensed or otherwise authorized or permitted under federal, state, and local law to perform such work.

11. RELEASE

Upon its receipt of all payments due under this Agreement, the Contractor releases the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations whatsoever arising from or under or relating to this Agreement.

12. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.

13. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT

A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.

B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County shall own any such copyright.

14. CONFLICT OF INTEREST

The Contractor represents that it has no and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

15. NO ORAL MODIFICATIONS; WRITTEN AMENDMENTS REQUIRED

This Agreement may not be modified, altered, changed, or amended orally but, rather, only by an instrument in writing executed by the parties hereto. The Contractor specifically acknowledges and agrees that the County shall not be responsible for any changes to Section 1 (Scope of Work), of this Agreement unless such changes are set forth in a duly executed written amendment to this Agreement.

16. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior or contemporaneous agreement, covenant or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

17. NOTICE OF PENALTIES

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

18. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by all federal, state, and local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, the Contractor specifically agrees not to discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. The Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

19. COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW

A. In performing its obligations hereunder, the Contractor shall comply with all applicable laws, ordinances, and regulations.

B. Contractor shall comply with the requirements of Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

C. This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. Contractor and the County agree that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be federal and state district courts of New Mexico, located in Santa Fe County.

20. RECORDS AND INSPECTIONS

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (GAAP).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

21. INDEMNIFICATION

A. The Contractor shall defend, indemnify, and hold harmless the County and its elected officials, agents, and employees from any losses, liabilities, damages, demands, suits, causes of action, judgments, costs or expenses (including but not limited to court costs and attorneys' fees) resulting from or directly or indirectly arising out of the Contractor's performance or non-performance of its obligations under this Agreement, including but not limited to the Contractor's breach of any representation or warranty made herein.

B. The Contractor agrees that the County shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the County and that such suit will not be settled without the County's consent, such consent not to be unreasonably withheld. If a conflict exists between the interests of the County and the Contractor in such demand, suit, or cause of action, the County may retain its own counsel to represent the County's interest.

C. The Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Contractor is required to maintain under this Agreement.

22. SEVERABILITY

If any term or condition of this Agreement shall be held invalid or non-enforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall be valid and enforceable to the fullest extent of the law.

23. NOTICES

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County: Santa Fe County
 Office of the County Attorney
 102 Grant Avenue
 Santa Fe, New Mexico 87501

To the Contractor:

24. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES

The Contractor hereby represents and warrants that:

A. This Agreement has been duly authorized by the Contractor, the person executing this Agreement has authority to do so, and, once executed by the Contractor, this Agreement shall constitute a binding obligation of the Contractor.

B. This Agreement and Contractor's obligations hereunder do not conflict with

Contractor's corporate agreement or any statement filed with the Public Regulation Commission on Contractor's behalf.

C. Contractor is legally registered and is properly licensed by the New Mexico State to do the work anticipated by this Agreement and shall maintain such registration and licensure in good standing throughout the duration of the Agreement.

25. FACSIMILE SIGNATURES

The parties hereto agree that a facsimile signature has the same force and effect as an original for all purposes.

26. NO THIRD-PARTY BENEFICIARIES

This Agreement was not intended to and does not create any rights in any persons not a party hereto.

27. INSURANCE

A. General Conditions. The 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.

B. General Liability Insurance, Including Automobile. The 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 \$1,000,000.00 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 the County by the 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. The County of Santa Fe shall be a named additional insured on the policy.

C. Workers' Compensation Insurance. The Contractor shall comply with the provisions of the Workers' Compensation Act.

D. 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), the Contractor shall increase the maximum limits of any insurance required herein.

28. PERMITS, FEES, AND LICENSES

Contractor shall procure all permits and licenses, pay all charges, fees, and royalties, and give all notices necessary and incidental to the due and lawful performance of its obligations hereunder.

29. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by County or its “public employees” at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq.

30. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Contractor agrees to compute and submit simultaneous with execution of this Agreement a Campaign Contribution Disclosure Form approved by the County.

31. APPOINTMENT OF AGENT FOR SERVICE OF PROCESS, if applicable

The Contractor hereby irrevocably appoints, _____, a New Mexico resident located at _____ as its agent upon whom process and writs in any action or proceeding arising out of or related to this Agreement may be served. The Contractor acknowledges and agrees that service upon its designated agent shall have the same effect as though the Contractor were actually and personally served within the state of New Mexico.

32. SURVIVAL

The provisions of following paragraphs shall survive termination of this Contract; INDEMNIFICATION; RECORDS AND INSPECTION; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT; COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; SURVIVAL.

IN WITNESS WHEREOF, the parties have duly executed this Amendment to the Agreement as of the date first written above.

SANTA FE COUNTY:

Katherine Miller
Santa Fe County Manager

Date

Approved as to Form

Gregory S. Shaffer
Santa Fe County Attorney

Date

Finance Department Approval

Carole H. Jaramillo
Santa Fe County Finance Director

Date

CONTRACTOR:

(Signature)

Date

(Print Name)
