

**SANTA FE COUNTY  
PLANNING DIVISION**

**REQUEST FOR PROPOSALS (RFP)**



**Integrated Water Planning and Preliminary  
Engineering Report for La Cienega, La  
Cieneguilla and El Canon Community  
Springs Restoration**

**NM Commodity Code(s): 92597**

**RFP NO. 2025-0148-GM**

**December 2024**

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## I. ADVERTISEMENT

### **Integrated Water Planning and Preliminary Engineering Report for La Cienega, La Cieneguilla and El Canon Community Springs Restoration RFP No. 2025-0148-GM**

Santa Fe County requests proposals from qualified vendors or firms from qualified Engineering Firms to prepare a Preliminary Engineering Report (PER) related to protection of the traditional water resources of the La Cienega and La Cieneguilla communities.

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 **2:00PM on Tuesday, January 28, 2025 at the Santa Fe County Purchasing Division, 102 Grant Avenue, (First Floor), Santa Fe, NM 87501.** The submission of Proposals **will also be accepted electronically** utilizing a Drop Box. Please utilize this link to upload your proposal submission:

<https://www.dropbox.com/request/HZR0uw4msGZ76QEZgOg4>

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

**A Pre-Proposal Conference will be held at 2:00pm on Monday, January 6, 2025 online via Microsoft Teams: via Microsoft Teams by using the link below and meeting number: 293 785 035 721, Passcode: zY6g6zp6 or by calling (773) 352-2011 meeting number: 555 845 063# or in person: 102 Grant Avenue, (First Floor) Santa Fe, NM 87501. The Pre-Proposal conference is *not* mandatory, but it is strongly recommended.**

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

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

Request for Proposals will be available by contacting Nina Fresquez, Procurement Specialist Senior, 102 Grant Avenue, (First Floor) Santa Fe, New Mexico 87501, or by telephone at (505) 992-9864, or by email at [nfresquez@santafecountynm.gov](mailto:nfresquez@santafecountynm.gov) or on our website at <http://www.santafecountynm.gov/finance/purchasing-division/current-bid-solicitations>.

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

Santa Fe County  
Published Sunday, December 22 & 23 2024.

## II. INTRODUCTION

### A. PURPOSE OF THIS REQUEST FOR PROPOSAL

The purpose of the request for proposals is to select a qualified Engineering Firms to prepare a Preliminary Engineering Report (PER) relating to the protection of the traditional water resources of the La Cienega and La Cieneguilla communities. The PER will be prepared with a holistic view of the local watersheds to inform community considerations related to water supply and demand, traditional agriculture and ranching, wastewater treatment, natural water systems (e.g., springs, wetlands, vernal pools, aquifers, etc.), landscape ecology, climate change and adaptation strategies, and resilience to include traditional ecological knowledge (e.g., flood, drought, fire, invasives, etc.).

The selected engineer will work with County staff, traditional community stakeholders, government agencies and political subdivisions to identify impairments to aquifer health and determine the most cost-effective solutions for protecting sensitive resources including the springs located in the traditional historic communities of La Cienega and La Cieneguilla, and building system resilience, while meeting or exceeding water quality standards, habitat goals and meeting the communities short- and long-term goals for conserving water resources and improving access to sustainable and ecologically healthy water and sewer services as outlined by the Santa Fe County 2015 Sustainable Growth Management Plan (SGMP).

The County may use any element of the PER to leverage future funding to plan, design and construct any proposed improvements that result from the PER. Accordingly, the engineer must prepare the PER with the expectation that the PER will satisfy the requirements for federal and state funding to the greatest extent possible, including the requirements of the National Environmental Policy Act and any applicable state environmental regulations.

### B. BACKGROUND

The Board of County Commissioners (BCC) adopted the Sustainable Growth Management Plan (SGMP) in 2015. The SGMP outlines the vision, goals, policies, and strategies to community development throughout the County. The SGMP calls for Community Plans to identify local priorities for a variety of capital improvements and community development projects.

The SGMP defines Traditional Communities as:

The first permanent settlements in Santa Fe County were traditional communities with continuous settlement exhibiting historic patterns of diverse and mixed community land uses which continue to the present. Each traditional community has historic structures or developed features, the existence of an entryway, a corridor and a village center or centers. Traditional Communities have been in existence for over 100 years, but were formally recognized under the 1980 General Plan and the 1999 General Plan, which recognized a

total of 29 Traditional Communities. These designations were established with the intent for these villages to accommodate a mixture of uses such as agriculture, residential, large scale residential community service, institutional, nonresidential or recreational uses anywhere inclusive of the boundaries of the village, provided the performance standards and criteria set forth by the Land Development Code were met.

Traditional Communities include: La Bajada Village, Sombrillo, Cuartelez, La Puebla and Rancho del Valle, Chimayo, Rio Chiquito, Cundiyo, Nambe, Pojoaque, Jacona, Jaconita, El Rancho, Cuyamungue, El Valle de Arroyo Seco, Tesuque, Rio en Medio, Chupadero, Cañada de los Alamos, Agua Fria, Glorieta, La Cienega, La Cieneguilla, Madrid, Los Cerrillos, Lamy, Galisteo, Golden, Edgewood and Stanley.

The Planning Division of the Growth Management Department is also facilitating an update to the current 2015 La Cienega & La Cieneguilla Community Plan. The PER will be developed alongside the Community Plan with resident input and with direct consultation and approval of the Plan by the La Cienega Valley Association and in direct consultation with the following key stakeholders: Acequia de La Cienega, Acequia de La Capilla, El Guicu Ditch, La Cienega Mutual Domestic Water Association (LCMDWA), Las Golondrinas and La Bajada Community Ditch and Mutual Domestic Water Association. The Preliminary Engineering Report will recognize as stakeholders the Acequias and Mutual Domestic Water Associations are independently owned, and operated under the jurisdiction of the state of New Mexico and will not interfere or impede the resources and business of these entities in anyway, this includes any separate grant funding belonging to these entities. The La Cienega Mutual Domestic Water Association is an independently owned, and operated water utility and will conduct and provide its own Preliminary Engineering Reports. Santa Fe County and the La Cienega Valley Association's request for a Preliminary Engineering report on the La Cienega Springs will respect the LCMDWA's independence and ownership, and the LCMDWA will cooperate and provide information.

County staff will work with a Planning Committee to prepare the Plan and identify priority issues and opportunities.

The La Cienega Valley Association (LCVA), a registered Community Organization, identified water quality and depleted water resources as a threat to the health and safety of residents and natural resources. Pollutants of particular concern include but are not limited to per- and polyfluoroalkyl substances (PFAS), E-Coli, pharmaceuticals, pesticides, formaldehyde, ethylene glycol, and petroleum byproducts along with heavy metals. The County worked with LCVA to secure a grant from the New Mexico Environment Department (NMED) to prepare the PER, which is for water planning and identification of projects to support restoration of the La Cienega and La Cieneguilla Springs. The County, and LCVA (through the Pipeline Coalition) are also working in coordination with the City of Santa Fe on a Lower Santa Fe River Planning Process. In addition, the New Mexico Bureau of Geology and Natural Resources has been conducting a groundwater monitoring program for hydrologic assessment of the area. Planning of this Project and scope of work for the PER should consider the Lower Santa Fe River Planning Process and the existing

well monitoring program by working in coordination with the consultant for the Lower Santa Fe River Planning Process and with the New Mexico Bureau of Geology and Mineral Resources, and the Federal Bureau of Reclamation to ensure that the efforts are consistent and not duplicated.

C. SCOPE OF WORK

The PER will include a description of the project context, existing facilities, or lack thereof, and a description of the issues being addressed by the proposed project(s). The watershed-based planning approach will provide a framework for the project and an understanding of impacts to La Cienega & La Cieneguilla Springs from groundwater pumping to help identify project alternatives that will beneficially assist in recharge of the aquifer and La Cienega & La Cieneguilla Springs. Evaluation of alternatives should present a life cycle cost analysis of technical feasibility, along with potential ecological benefits. The report will propose a specific course(s) of action and include a section regarding public comment and how the public was engaged throughout the planning process.

Projects utilizing direct federal funding also require an environmental review in accordance with the National Environmental Policy Act (NEPA). The engineer shall provide information required to apply for federal funding, as part of the PER.

Task 1. Project Planning and Management

This task includes the overall communication and project management activities required to carry out a successful project. Specific activities will include:

1. Monthly meetings of key stakeholders (consultant to provide agenda and meeting minutes)
2. Coordination as needed with other planning efforts
3. Goal Setting and community input
4. Public milestone presentations and listening sessions.

The consultant is expected to provide routine updates on progress, scheduling, etc. to include correspondence with LCVA and the County.

Task 2. Watershed Assessment and Framework

At the outset of this project, a rapid watershed assessment will be performed that considers the following, at a minimum:

- surface water runoff patterns
- groundwater/aquifer characteristics (assimilate prior work content and more here)
- identification of existing infiltration areas
- identification of likely and/or potential infiltration areas based on e.g., soil/geological characteristics
- tributary streams geomorphology
- floodplain areas
- rock outcrops
- springs and well locations
- wetland and riparian vegetation (e.g., side slope % cover & condition)



- traditional community land uses and patterns, and animal land use patterns and impacts, and
- Santa Fe River channel restoration

The assessment will include a description of the location of the communities and a description of population trends and the level of community engagement conducted during the PER. Additional observations of the surrounding areas may be conducted as needed to better understand regional context issues related to priority basins such as nearby known areas of planned future development and regional infrastructure.

The data collected in the rapid assessment and from existing sources will be used to conduct a hydrologic sensitivity analysis to establish a watershed framework that characterizes zones for planning purposes. The analysis will highlight how the groundwater and surface water flow patterns support conservation and community cultural values. A high-level water budget that considers existing and future supply and demands of flows shall be developed to support the analysis. The output of the analysis lays the foundation for developing alternatives to protect and improve sensitive resources including the natural springs and acequia resources and to inform siting of water infrastructure features. Of particular importance is using the framework and analysis to identify strategic opportunities for nature-based solutions that support the natural flow regime.

Implications of historic and planned projects on the lower Santa Fe River and climate change patterns will be considered during the analysis to understand risks and resiliency strategies.

### Task 3. System Utilities Overview

This task should summarize the existing conditions and characteristics of the County's water, wastewater, and stormwater systems in place in La Cienega and La Cieneguilla. The overview shall provide a location map of existing facilities, their history of development, indicating when major system components were constructed, renovated, expanded, or removed from service. Discuss any history of system failures or regulatory requirements.

### Condition of Existing City and County Facilities

Describe present condition, suitability of their conveyance, treatment, storage, and disposal capabilities. Describe the existing capacity of each component. Describe and reference compliance with applicable federal, state, and local laws. Include a brief analysis of overall current energy consumption. Reference an asset management plan if applicable.

### Financial Status of any Existing Facilities

Provide information regarding current rate schedules, annual O&M costs (with a breakout of current energy costs), other capital improvement programs, and tabulation of users by monthly usage categories for the most recent typical fiscal year. Give status of existing debts and required reserve accounts.

### Water/Energy/Waste Audits

If applicable to the project, discuss any water, energy, and/or waste audits which have been conducted and the main outcomes.

#### System Deficiencies/Needs

Describe the needs in the following order of priority:

1. Health, Sanitation, and Security. Describe concerns and include relevant regulations and correspondence from/to federal and state regulatory agencies.
2. Aging Infrastructure or Lack of Infrastructure. Describe the concerns and indicate those with the greatest impact. Describe water loss, inflow and infiltration, treatment or storage needs, management adequacy, inefficient designs, and other problems. Describe any safety concerns.
3. Reasonable Growth. Describe the reasonable growth capacity that is necessary to meet needs during the planning period. Facilities proposed to be constructed to meet future growth needs should generally be supported by additional revenues. Consideration should be given to designing for phased capacity increases.
4. Assess the potential for extension of County water infrastructure to positively influence spring and aquifer recharge and restoration.

#### Task 4. Future Scenarios Overview

Prior to carrying out an alternatives analysis (Task 5), up to three future scenarios should be identified that will be considered. These scenarios should consider the following at a minimum:

1. Growth projections
2. Service needs
3. Stressors
  - i. Water supply
  - ii. Infrastructure layout and alignment
  - iii. Climate change
  - iv. Other
4. Equity considerations to include duty to downstream priority water right holders.

#### Task 5. Alternatives Analysis

This section should contain a description of the alternatives that were considered in planning a solution to meet the identified needs. Alternative approaches to ownership and management, system design (including resource efficient or green alternatives), and sharing of services, including various forms of partnerships, should be considered in addition to consultation with local area water suppliers such as the La Cienega Mutual Domestic Water Association. In addition, the following alternatives should be considered, if practicable: building new centralized facilities, optimizing the current facilities (no construction), developing centrally managed decentralized systems, including small cluster or individual systems, and developing an optimum combination of centralized and decentralized systems. Alternatives should be consistent with those considered in the NEPA, or state equivalent, environmental review. Technically infeasible alternatives that were considered should be mentioned briefly along with an explanation of why they are infeasible, but do not require full analysis. For each technically feasible alternative, the description should include the following information:

1. Description. Describe the facilities associated with every technically feasible alternative. Describe source, conveyance, treatment, storage and distribution

facilities for each alternative. A feasible system may include a combination of centralized and decentralized (on-site or cluster) facilities.

2. Design Criteria. State the design parameters used for evaluation purposes. These parameters should comply with federal, state, and agency design policies and regulatory requirements.
3. Map. Provide a schematic layout map to scale and a process diagram if applicable. If applicable, include future expansion of the facility or facilities as applicable.
4. Hydrologic Assessment. Provide an assessment of La Cienega and La Cieneguilla area water resources incorporating the New Mexico Environmental Departments New Mexico Rapid Assessment Method (NMRAM) system (<https://www.env.nm.gov/surface-water-quality/wetlands-rapid-assessment-methods/>) for characterizing the local springs. Include an assessment of how proposed alternatives will affect hydrology and beneficial outcomes or challenges to springs restoration in La Cienega and La Cieneguilla and tie this to already existing area assessments, conducted planning or research.
5. Environmental Impacts. Provide information about how the specific alternative may impact or uplift the environment and riparian ecosystem of the area. Describe only those unique direct and indirect impacts/benefits on springs, floodplains, artificial wetlands, acequias, other important land resources, biodiversity, historical and cultural resources, etc., as they relate to each specific alternative evaluated. Include generation and management of residuals and wastes.
6. Spring Restoration Assessment. Describe monitoring protocol to test assumptions about benefit to springs from reduced pumping due to conversion from wells to County water. Identify opportunities to enhance springs, e.g. through supplemental recharge or other nature based solutions. Identify whether strategic retirement of wells in certain areas will assist in spring restoration.
7. Land Requirements. Identify sites, easements and ownership required for any alternatives. Further specify how these properties are currently owned, to be acquired, leased, or have access agreements.
8. Potential Construction Problems. Discuss concerns such as subsurface rock, high water table, limited access, existing resource or site impairment, or other conditions which may affect cost of construction or operation of any proposed facility or facilities.
9. Sustainability Considerations. Identify sustainable management practices to include environmental, social, and economic benefits that aid in creating a resilient ecosystem and source of clean water.
10. Water and Energy Efficiency. Discuss water reuse, water efficiency, water conservation, energy efficient design (i.e. reduction in electrical demand), and/or renewable generation of energy, and/or minimization of carbon footprint, if applicable to the alternative. Alternatively, discuss the water and energy usage for this option as compared to other alternatives and suggest programs that may encourage residents to assist with water and energy efficiency.
11. Green Infrastructure. Discuss aspects of project that preserve or mimic natural processes to manage storm water, if applicable to the alternative. Address

management of runoff volume and peak flows through infiltration, evapotranspiration, and/or harvest and use, if applicable.

12. Permitting. Discuss the range of permitting needs and considerations. Include responsible agencies and estimated time frames for securing
13. Resilience. Discuss considerations related to flood, fire, drought, and other risks to natural habitat, planned and existing infrastructure.
14. Equity. Discuss the pros and cons of each alternative as it pertains to equity and consideration of disadvantaged communities or stakeholders needs and requests. Request direct initial consultation with the Acequia de la Cienega, El Guicu Ditch, Acequia de la Capilla, La Bajada Community Ditch and Mutual Domestic Water Association, the Pueblo of Pojoaque, Las Golondrinas, Ojo Santa Fe, the La Cienega Mutual Domestic Water Association, and the La Cienega Valley Association regarding previously identified strategies and alternatives as well as equity considerations.
15. Other. Discuss any other aspects of sustainability (such as resiliency or operational simplicity) that are incorporated into the alternative, if applicable.

### Cost Estimates

Provide cost estimates for each alternative, including a breakdown of the following costs associated with the project: construction, non-construction, and annual O&M costs. A construction contingency should be included as a non-construction cost. Cost estimates should be included with the descriptions of each technically feasible alternative. O&M costs should include a rough breakdown by O&M category (see example below) and not just a value for each alternative. Information from other sources, such as an accountant or other known technical service providers, can be incorporated to assist in the development of this section.

#### Example O&M Cost Estimate

- Personnel (i.e. Salary, Benefits, Payroll Tax, Insurance, Training)
- Administrative Costs (e.g. office supplies, printing, etc.)
- Water Purchase or Waste Treatment Costs
- Insurance
- Energy Cost (Fuel and/or Electrical)
- Process Chemicals
- Monitoring & Testing
- Short-Lived Asset Maintenance/Replacement
- Professional Services
- Residuals Disposal
- Natural system restoration, monitoring, maintenance, and adaptive management.
- Miscellaneous
- Total Cost

### Preferred Alternative

Summarize the stakeholders' preferred alternative(s) and recommendations for next phases

of study and project development.

Potential Funding Sources

The consultant, incorporating input from the County and community, will explore and summarize potential future funding sources to carry out the study's recommended actions.

Deliverables

The selected consultant will deliver a Draft and Final PER Report, complete with all maps and exhibits and associated data files. The Final PER Report must be written in accordance with the regulatory requirements of the state. Data deliverables will become the property of the County.

Expertise Required

1. Extensive experience with planning and conducting hydrologic and ecological assessments and designing water and sewer systems for rural communities.
2. Experience with PER deliverables and funding sources.
3. The PER must be prepared by a civil engineer licensed in New Mexico.
4. Experience working with Traditional Communities, Cultural and Agricultural Land Uses and their history of environmental resource stewardship.
5. Experience with Nature-based solutions and green infrastructure.
6. Experience with New Mexico water law.

D. INSURANCE REQUIREMENTS

The insurance required by Offeror are listed below.

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

E. DESIGNATED PROCUREMENT SPECIALIST

The County has designated a Procurement Specialist 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:

Nina Fresquez  
Procurement Specialist Senior  
Purchasing Division  
102 Grant Ave, Santa Fe, New Mexico, 87501  
(505) 992-9864  
[nfresquez@santafecountynm.gov](mailto:nfresquez@santafecountynm.gov)

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

**Specialist listed above 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” to identify a desirable or discretionary item or factor (as opposed to “mandatory”).

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

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

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

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

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

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

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

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

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

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



### III. CONDITIONS GOVERNING THE PROCUREMENT

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

#### A. SEQUENCE OF EVENTS

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

<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1. Issuance of RFP	Purchasing Division	December 22 & 23, 2024
2. Pre-Proposal Conference	Owner/Offerors/ Purchasing	January 6, 2025 (2:00PM)
3. Acknowledgement of Receipt Form	Offerors	January 7, 2025
4. Deadline to Submit Additional Questions	Offerors	January 10, 2025
5. Response to Written Questions	Purchasing Division	January 17, 2025
<b>6. Submission of Proposal</b>	<b>Offerors</b>	<b>January 28, 2025 (2:00 PM)</b>
7. Proposal Evaluation Review	Evaluation Committee	January, 2025
8. Selection of Finalist	Evaluation Committee	February, 2025
9. Oral Presentation by Finalists (if applicable)	Offeror	TBD
10. Contract Negotiations	County, Offeror	February or March of 2025
11. Contract Award	Purchasing Division	March 2025

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

**B. EXPLANATION OF EVENTS**

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

**1. Issuance of RFP**

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

**2. Pre-Proposal Conference**

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

**3. Acknowledgement of Receipt Form**

Potential offerors should hand-deliver, return via 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 **January 7, 2025**.

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

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

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

**5. Response to Written Questions**

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

whose names appear on the procurement distribution list.

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

6. **Submission of Proposal**

**ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 2:00 PM, Tuesday January 28, 2025. 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 Specialist at the address listed in Section II.E. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the County's Request for Proposals No. 2025-0148-GM. Proposals may also be submitted electronically via Dropbox at the link provided below. <https://www.dropbox.com/scl/fo/h5zmi9hzv8qaad38jylha/AFhSRwbxxadN3AyZhCdI53w?rlkey=nqflnufe60515be2fmqwou2ld&st=d6as7eux&dl=0>

**Proposals must be delivered to:**

Nina Fresquez, Procurement Specialist Senior  
 Santa Fe County Purchasing Division  
 102 Grant Avenue (First Floor)  
 Santa Fe, New Mexico 87501  
 (505) 992-9864  
[nfresquez@santafecountynm.gov](mailto:nfresquez@santafecountynm.gov)

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 Specialist. This process will take place during the timeframe indicated in the Sequence of Events at III.A. During this time, the Procurement Specialist 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 Specialist 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 Specialist will schedule the time for each offeror presentation. All finalist offerors will be contacted to schedule presentations providing a location and instructions for the Oral presentations. Each presentation will be limited to one (1) hour in duration.

11. **Contract Negotiations**

The contract will be finalized with the most advantageous offeror 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 Specialist or Procurement Manager. The County reserves the right to issue a multiple award pursuant to NMSA 1978 13-1-153.

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 in writing and submitted timely, pursuant to

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

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

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

**C. GENERAL REQUIREMENTS**

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

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

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

**2. Incurring Cost**

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

**3. Prime Contractor Responsibility**

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

**4. Subcontractors**

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

**5. Amended Proposals**

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

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

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

**7. Proposal Offer Firm**

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

**8. Disclosure of Proposal Contents**

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

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

If a request is received for disclosure of data for which an offeror has made a written request for confidentiality, the Santa Fe County Procurement Manger shall examine the offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

**9. No Obligation**

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

**10. Termination**

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

**11. Sufficient Appropriation**

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

**12. Legal Review**

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

**13. Governing Law**

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

**14. Basis for Proposal**

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

**15. Contract Terms and Conditions**

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

**16. Contract Deviations**

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

**17. Offeror Qualifications**

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

**18. Right to Waive Minor Irregularities**

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

**19. Change in Contractor Representatives**

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

**20. Notice**

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

**21. County Rights**

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

**22. Right to Publish**

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

**23. Ownership of Proposals**

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

**24. Electronic Mail Address Recommended**



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

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

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

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

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

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

**OR**

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

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

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

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

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

**AND**

**c. Santa Fe County Business Preference**

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

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

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

**26. Double-Sided Documents**

All submitted bids/proposal documents shall be double-sided, pursuant to Santa Fe County Resolution 2013-7, Adopting Sustainable Resource Management Principles, Section 2. A. Waste Reduction and Reuse..." all documents are to be double-sided, including those that are generated by outside entities using County funds and by consultants and contractors doing business with the County".

**27. Living Wage**

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

#### IV. RESPONSE FORMAT AND ORGANIZATION

##### A. NUMBER OF RESPONSES

Offerors shall submit only one response to this RFP.

##### B. NUMBER OF COPIES

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

##### C. PROPOSAL FORMAT

All proposals shall be limited to fifteen (15) pages, with exception to professional licenses 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. the submission of Proposals **will be accepted electronically** utilizing a DropBox. Please utilize this link to upload your proposal submission:

<https://www.dropbox.com/request/HZR0uw4msGZ76QEZgOg4>

##### 1. Proposal Organization

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

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

Within each section of their proposal, offerors should address the items in the order in which they appear in this RFP under Section V.B. EVALUATION 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 person or organization;
- b) Identify the name and title of the person authorized by the organization to contractually obligate the organization;
- c) Identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization;
- d) Identify the names, titles and telephone numbers of persons to be contacted for clarification;
- e) **Explicitly** indicate Acceptance of the Conditions Governing the Procurement stated in Section III, Paragraph C.1;
- f) Be signed by the person authorized to contractually obligate the organization;
- g) Acknowledge receipt of any and all amendments to this RFP;
- h) Acknowledge and acceptance of the terms and conditions of the Agreement attached as Appendix E.

**THIS SECTION LEFT INTENTIONALLY BLANK**

## V. SPECIFICATIONS

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

### A. INFORMATION

#### Time Frame

The contract is scheduled to begin in March of 2025. Santa Fe County intends on awarding a contract with an initial term of four years.

### B. EVALUATION CRITERIA

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

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

- Describe the firm's vision/mission and business philosophy.
- Provide a brief history of the Offeror's firm in the State of New Mexico.
- Provide information about the firm's specific technical experience with providing engineering services that demonstrate technical competence to successfully complete this project.
- Indicate the relevance of previous projects to the scope of work described in this RFP, including any specialized expertise.

#### 2. **Evidence of Understanding the Scope of Work**

- Demonstrate a clear understanding of key project elements and goals as outlined in the scope of work.
- Provide proposed approach to accomplishing the project including specific tasks and a description of level of effort that will be dedicated to each task.
- Describe approach in managing the project expertly and effectively, including specific tasks.
- Describe challenges that might be expected based on type of project, market conditions, historic preservation, environmental conditions, location site and/or other factors.

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

- Provide information regarding project team's past capability to meet schedules, meet budgets and meet project administration requirements.
- Indicate relationships of the firm's project team's current work load to the projected workload of this project and personnel in the New Mexico Office.

- Indicate key personnel to be assigned to this project, their specific roles, experience and background.

**4. Past Record and Performance**

- Describe contracts and other agreements with government agencies or private industry where Offeror controlled budgets and project schedules based on projects of similar scope.
- Provide a minimum of three (3) projects completed within the last three (3) years where the Offeror provided similar services with name of client(s), point of contact, telephone number and email.
- Describe any particular difficulties confronted in past projects and how the Offeror addressed and resolved these issues.

**5. Proximity to/or Familiarly with Site Location**

- Demonstrate the firm’s proximity to and familiarity with Santa Fe County in which this project will be located.

**6. New Mexico Produced Work**

- It is Santa Fe County’s goal to support New Mexico owned businesses. Indicate the volume of work by percentage to be produced in New Mexico firm(s), using New Mexico based employees.

**7. Volume of Work Previously Done**

- Information on the status of past project awards shall be included in the “Project Listing Form” as a requirement of the RFP provided in Appendix D. The following formula on fees for projects awarded that are less than 75% complete shall be utilized in assessing scores:

\$ 25,000 to \$ 35,000	10 points deducted
\$ 35,001 to \$ 50,000	20 points deducted
\$ 50,001 to \$100,000	30 points deducted
\$100,001 to \$150,000	40 points deducted
\$150,001 and over	50 points deducted

8. Offeror’s proposal contains a valid NM State Resident Business Certificate, the preference in accordance with §13-4-2 NMSA 1978, will be applied.
9. 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.
10. 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 OF PROPOSALS**

**A. EVALUATION SCORING**

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

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

- 1. Specialized Design and Technical Competence..... **200 points**
- 2. Evidence of Understanding the Scope of Work..... **300 points**
- 3. Capacity and Capability ..... **200 points**
- 4. Past Record of Performance..... **150 points**
- 5. Proximity to/or Familiarity with Site Location ..... **50 points**
- 6. New Mexico Produced Work ..... **50 points**
- 7. Volume of Work Previously Done ..... **50 points**
  
- TOTAL POINTS ..... 1000 points**

**PREFERENCES**

If a proposal contains an In-State Resident Business Certificate or Resident Veterans Business Certificate and/or Santa Fe County Business Certificate, the applicable preference will be applied.

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

**OR**

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

**AND**

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

B. EVALUATION PROCESS

The evaluation process will follow the steps listed below:

1. All proposals will be reviewed for compliance with the mandatory specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Specialist 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.
5. Past performance in a project for the County (See Section V.C.3 above) is a significant consideration of the evaluation and poor performance on a prior County project may result in a lower number of points awarded to a proposal for this element of the evaluation.



**APPENDIX A**

**ACKNOWLEDGEMENT OF RECEIPT FORM  
Integrated Water Planning and Preliminary Engineering Report for La Cienega, La  
Cieneguilla and El Canon Community Springs Restoration  
RFP No. 2025-0148-GM/NF**

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 E.

The acknowledgement of receipt should be signed and returned to the Procurement Specialist no later than close of business on **Tuesday, January 7, 2025**. 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.

Nina Fresquez  
Procurement Specialist Senior  
Purchasing Division  
102 Grant Ave, Santa Fe, New Mexico, 87501  
(505) 992-9864  
[nfresquez@santafecountynm.gov](mailto:nfresquez@santafecountynm.gov)

## APPENDIX B

### CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political

committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Family member”** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

**“Pendency of the procurement process”** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Person”** means any corporation, partnership, individual, joint venture, association or any other private legal entity.

**“Prospective contractor”** means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

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

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

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

Date Contribution(s) Made: \_\_\_\_\_

\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

\_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

\_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

**--OR--**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

**APPENDIX C  
RESIDENT VETERANS PREFERENCE CERTIFICATION**

\_\_\_\_\_ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans’ preference to this procurement.

**Please check one box only:**

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

“I agree to submit a report or reports to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

“In conjunction with this procurement and the requirements of this business application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, which awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.”

“I understand that knowingly giving false or misleading information on this report constitutes a crime”.

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

\_\_\_\_\_  
(Signature of Business Representative)\*

\_\_\_\_\_  
(Date)

\*Must be an authorized signatory of the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or un-award of the procurement involved if the statements are proven to be incorrect.

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

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

My Commission Expires:

**APPENDIX D  
SAMPLE AGREEMENT**

**SERVICE AGREEMENT  
BETWEEN SANTA FE COUNTY AND**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, between Santa Fe County, a political subdivision of the state of New Mexico (the “County”), and \_\_\_\_\_, [ADDRESS] (the “Contractor”).

**Background**

**WHEREAS**, pursuant to [PROCUREMENT DELIVERY METHOD USED PURSUANT TO PROCUREMENT CODE, COUNTY PURCHASING REGULATIONS/POLICIES]; and

**WHEREAS**, the [BACKGROUND OR DESCRIPTION OF THE COUNTY’S NEEDS AND REQUIREMENTS]; and

**WHEREAS**, the [BACKGROUND/BRIEF DESCRIPTION OF THE CONTRACTOR’S ABILITIES/QUALIFICATIONS]; and

**WHEREAS**, [GENERAL PURPOSE OF THIS AGREEMENT]; and

**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**, the parties agree as follows:

**Agreement**

1. CONTRACTOR’S SERVICES

2. ADDITIONAL SERVICES

A. The parties agree that all tasks in section 1 (Contractor's Services) will be completed to the County's satisfaction and for the amount stated section 3 (Compensation, Invoicing and Set-off).

B. The County may request changes in the Contractor's Services. Any changes to the Contractor's services must be made by written amendment.

### 3. COMPENSATION, INVOICING AND SET-OFF

A. The Contractor will be compensated as follows.

B. The Contractor must submit a written request for payment to the County when payment is due. Upon the County's receipt of the written request, the County will issue a written certification of complete or partial acceptance or rejection of the services for which payment is sought. The County will not make a payment until the County issues a written certification accepting the services.

- 1) The County's representative for certification of acceptance or rejection of contractual items and services is \_\_\_\_\_, or other individual as may be designated by the County.
- 2) Within 30 days of the issuance of the certification accepting the services, the County will make payment for the services. If the County does not issue payment for accepted services within 30 days of the certification by the County, the County will pay a late payment fee of 1.5% per month until the amount due is paid in full.

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

D. The County's payment to Contractor will not foreclose the County's right to recover excessive or illegal payment.

### 4. EFFECTIVE DATE AND TERM

This Agreement will become effective on the date of last signature by the parties and will terminate one year from that date, unless earlier terminated under section 5 (Termination) or 6 (Appropriations and Authorizations). The parties may agree to extend the term by written amendment.

### 5. TERMINATION

A. Termination for Cause. Either party may terminate this Agreement based upon a breach by the other party. The non-breaching party must give the breaching party written notice of termination stating the specific grounds for the termination. The termination will be effective 30 days from the breaching party's receipt of the notice, during which time the breaching party may

cure the breach. If the breach cannot with due diligence be cured within 30 days, the breaching party will have a reasonable time to cure the breach, provided that, within the 30-day period, 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 terminate this Agreement at any time for any reason or no reason, by giving the Contractor written notice of termination. The notice must state the effective date of termination, which must not be less than 15 days from the Contractor's receipt of the notice. The County will pay the Contractor for acceptable services performed before the effective date of termination. The County will not be liable for any services performed by the Contractor after the date of termination.

## 6. APPROPRIATIONS AND AUTHORIZATIONS

The County's performance of the obligations under this Agreement is contingent upon sufficient appropriations and authorizations by the Board of County Commissioners of Santa Fe County, and if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and/ or authorizations are not made in this or future fiscal years, this Agreement must terminate upon written notice by the County to the Contractor. A termination for non-appropriations or lack of authority will be without penalty to the County, and the County will not be required to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is not committed to the expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision regarding appropriations and authorization will be final and will not be subject to challenge by the Contractor in any way, or forum, including a lawsuit.

## 7. INDEPENDENT CONTRACTOR

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

## 8. ASSIGNMENT AND SUBCONTRACTING BY THE CONTRACTOR

A. The Contractor must not assign or transfer any interest in this Agreement or assign any claims for money due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer in violation of this Agreement will be void.

B. The Contractor must not subcontract or delegate any portion of the services without the advance written approval of the County. Any attempted subcontract or delegation by the Contractor to a non-party in violation of this Agreement will be void.



9. CONTRACTOR'S PERSONNEL

A. The services in section 1 (Contractor's Services) must be performed by the Contractor or under its supervision.

B. The Contractor states that it has, or will secure at the Contractor's expense, all personnel required to perform the services and obligations under this Agreement. Such personnel must not be employees of or have any contractual relationship with the County, and must be qualified and licensed by federal, state and local law to perform the services.

10. RELEASE

The Contractor's receipt of payments due under this Agreement serves as a release of the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations arising from this Agreement.

11. CONFIDENTIALITY

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

12. 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 will own any such copyright.

13. CONFLICT OF INTEREST

The Contractor states that it does not have any interest that would conflict in any manner with the performance of the services and obligations under this Agreement.

14. AMENDMENT

This Agreement may not be modified, altered, changed, or amended orally. To be valid any amendment to this Agreement must be in writing signed by the parties.

15. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements and understandings between the parties and all agreements and understandings are merged into this Agreement. No prior or contemporaneous agreements or understandings, verbal or otherwise, of the parties will be valid or enforceable unless embodied in this Agreement.

16. NOTICE OF PENALTIES

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

17. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by federal, state, local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. The Contractor must not 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 that failure to comply with this section will constitute a breach of this Agreement.

18. GOVERNING LAW

A. The Contractor will comply with all applicable laws, ordinances, and regulations, including Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

B. This Agreement will be construed in accordance the laws of the State of New Mexico without regard to its choice of law rules. The Contractor acknowledges that the exclusive forum for any litigation related to this Agreement will be state district courts of New Mexico, located in Santa Fe County.

19. 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 for a period of six 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 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.

**20. INDEMNIFICATION**

A. The Contractor shall indemnify the County and its elected officials, agents, and employees from any liabilities, damages, demands, suits, costs or expenses, including court costs and legal fees, resulting from the Contractor's performance or non-performance of its obligations under this Agreement.

B. The County may control and participate in the defense of any demand, suit, or cause of action that relate to the County. No matter will be settled without the County's consent. Consent must not be unreasonably withheld.

C. The Contractor's obligations under this indemnification section will not be limited by the terms of the insurance policy the Contractor is required to maintain under this Agreement.

**21. SEVERABILITY**

If any provision of this Agreement is held invalid or non-enforceable by a court of competent jurisdiction, other provisions will not be affected and will remain valid and enforceable.

**22. NOTICE**

Notice required to be given to either party must be in writing and delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, to:

The County:

The Contractor:

**23. CONTRACTOR REPRESENTATIONS**

The Contractor represents that:

A. This Agreement is duly authorized by the Contractor, the person signing this Agreement has authority to do so, and, once signed by the Contractor, this Agreement will constitute a binding obligation of the Contractor.

B. The terms of this Agreement do not conflict with Contractor's corporate agreement or any statement that may be filed with the New Mexico Secretary of State.

C. The Contractor is legally registered and is properly licensed by the State of New Mexico to provide the services and will maintain such registration and licensure for the term of this Agreement.

#### 24. FAX OR ELECTRONIC SIGNATURE

A fax or electronic signature will have the same force and effect as an original signature.

#### 25. NO THIRD PARTY BENEFICIARIES

The parties do not intend by this Agreement to create any rights in any non-parties.

#### 26. CONTRACTOR'S INSURANCE

A. General. The Contractor must submit evidence of insurance as is required in this section. The Contractor's policies of insurance must be written by a company authorized to provide insurance in the state of New Mexico.

B. Liability Insurance, Including Automobile. The Contractor must maintain 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. Contractor's insurance must include coverage for all services and work performed for the County under this Agreement; 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. Santa Fe County must be a named an additional insured on the Contractor's policy.

C. Increased Limits. If the Legislature of the State of New Mexico increases the maximum limits of liability under the New Mexico Tort Claims Act, the Contractor must increase the maximum limits of any insurance required under this Agreement.

D. Professional Liability (errors and omissions) Insurance. Contractor must procure and maintain during the term of this Agreement professional liability (errors and omissions) insurance with policy limits of not less than \$1,500,000.00 per claim, \$2,500,000.00 per aggregate.

E. 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, Section 41-4-1, the Contractor will increase the maximum limits of its insurance.

27. PERMITS AND FEES

Contractor will procure all permits, licenses, and pay all fees associated with the performance of the services and the Contractor’s obligations under this Agreement.

28. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement will modify or waive the 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.

29. CAMPAIGN CONTRIBUTION DISCLOSURE

The Contractor must complete and submit simultaneous with signing this Agreement, the Santa Fe County Campaign Contribution Disclosure form.

30. CONTRACTOR’S AGENT FOR SERVICE OF PROCESS [if contractor is officed in the State of NM, this provision can be removed.]

The Contractor appoints \_\_\_\_\_, as its agent for service of process. The Contractor acknowledges that service on the agent will have the same effect as though the Contractor were personally served within the state of New Mexico.

31. SURVIVAL

The provisions of the following paragraphs will survive termination of this Agreement: Indemnification, Records and Inspection; Release; Confidentiality; and Choice of Law.

The parties execute this Agreement as of the date of last signature by the parties.

**SANTA FE COUNTY**

\_\_\_\_\_  
Gregory S. Shaffer  
Santa Fe County Manager

Date \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Jeff Young  
Santa Fe County Attorney

Date \_\_\_\_\_

**CONTRACTOR**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name and title