



REQUEST FOR PROPOSALS

RFP Number: 2024-01

General Landscaping Services on Demand

April 28, 2024

City of Anthony, New Mexico

**820 HWY 478
Anthony NM 88021**

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I. OVERVIEW OF RFP AND PROJECT

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

City of Anthony (COA) is requesting competitive sealed proposals with the intent of entering into a contract with a general landscaping contractor(s) for the purpose of providing landscaping services on-demand. All potential Offerors are to read, understand and accept the requirements of this Request for Proposals (RFP), especially the **mandatory requirements**.

This is a qualifications-based selection with cost as a consideration. The Offeror is required to provide, as part of the Technical Proposal, the qualifications and other documents requested in this RFP. The Price Proposal will be evaluated separately from the Technical Proposal.

The award of a contract for general landscaping services shall take into consideration certain landscape contractor qualification and performance factors that add value to a procurement contract. Factors such as landscape contractor past performance, technical expertise and experience, management capabilities and resources, will form the basis for the criteria to be considered, in addition to price to perform the scope of work. Award shall be made in accordance with the terms conditions, and requirements stated herein.

B. BACKGROUND – CITY OF ANTHONY

The City of Anthony (COA), New Mexico, incorporated in 2010, the city is located approximately 24 miles northwest of downtown El Paso, TX and 23 miles south of Las Cruces. The city has experienced a growth of 18% in population since its inception. The city acquired Dos Lagos in 2019, an approximately 108 acre 9-hole golf course. With a vision that begins with the “Dos Lagos” Health & Wellness Multi-Generational Center. When constructed, the Dos Lagos project will provide the opportunity for additional residential stock for the community, medical industry workforce development, diversified permanent job creation, local emergency healthcare services, and spur economic development within the city. Dos Lagos will be home to a one-stop shop future downtown City Hall, Department of Public Safety, Magistrate and Municipal Court, the Medical District, and College District.

C. PROJECT DESCRIPTION

Various landscaping services on demand.

D. PROJECT FUNDING

City of Anthony has funds to administer various projects and will be referred to throughout the contract documents as the “Owner”.

E. MANDATORY PRE-PROPOSAL MEETING

Attendance at the pre-proposal meeting is mandatory. The pre-proposal meeting will be conducted– 820 HWY 478 Anthony NM 88021 on May 10, 2024 at 10:00 AM local time. All landscaping contractors who intend to submit a proposal for this project must attend this meeting. Only those price landscaping contractors who attend this mandatory pre-proposal meeting are eligible to provide a response to this procurement.

F. PROPOSAL SECURITY

Offeror shall provide proposal security in the form of a surety bond executed by a surety company authorized to do business in the State of New Mexico in the amount of **5%** of \$100,000.00 ($\$100,000.00 \times 0.05 = \$5,000.00$), or the equivalent in cash by means of a cashier's check or in a form satisfactory to the Owner, must accompany each price proposal.

The Offeror will provide, with the proposal, a notarized declaration from a bonding company licensed to do business in the State of New Mexico confirming the Offeror's ability to obtain Performance; Labor, and Materials Payment Bond for projects which exceed \$125,000.00.

No Offeror may withdraw his proposal for **45 days** after the actual date of the opening thereof.

G. SUBCONTRACTOR LISTING FORMS

This RFP includes subcontractor listing requirements for those projects which exceed \$60,000.00.

H. NEW MEXICO PREVAILING WAGE RATES

Wages to be paid as a result of a contract awarded will be subject to the minimum wage rate determination by the State of New Mexico, which is applicable to those projects in excess of \$60,000.00. A wage decision will be solicited for those project(s) which meet the monetary threshold. It is the General Landscaping Contractor's responsibility to be aware of the applicable State of New Mexico statutes and responsibilities related thereto. Failure by the Owner to physically make such minimum wage rate determinations available to the General Landscaping Contractor will not relieve the General Landscaping Contractor from becoming aware of or complying with such determinations.

I. PERMITS, PLAN CHECKING FEES, OTHER CHARGES

Offerors shall include as part of the Price Proposal all costs incurred for permits. Additionally, the Owner will not pay for business licenses, professional affiliations and similar costs of doing business which are the Offeror's obligation to secure and maintain. The cost of all bonding will be paid by the Offeror and will not be paid by the Owner. These costs are to be included in Offeror's Price Proposal.

J. COA BEHAVIORAL POLICIES APPLY TO CONTRACTOR'S PERSONNEL

All current behavioral policies of the COA such as, but not limited to, "no smoking" and "no alcoholic beverages" on COA property, shall be deemed to be in force for the Contractor's work forces when they are on COA property, including the project work site.

K. METHOD OF AWARD:

The Owner intends to award this Project to the highest ranked Offeror(s) in accordance with the Request For Proposals requirements. Further, based on the City's needs, COA reserves the right to issue a multiple award. The Owner reserves the right to reject any and all proposals, to waive technical irregularities, and to award the contract to the Offeror whose proposal it deems to be in the best interest of the Owner.*

***NOTE: Please read all of the RFP documents carefully for mandatory requirements.**

II. CONDITIONS GOVERNING THE PROCUREMENT

This section lists the major events of the Selection Process and specifies general requirements.

A. SEQUENCE OF SELECTION PROCESS EVENTS

	Event	Responsible Party	Date	Location
1.	Issue RFP	COA Procurement	4/28	Public Advertisement 4/28 & 5/5
2.	RFP and Construction Documents Made Available to Potential Offerors on the procurement website: https://www.cityofanthonymn.com/resources/bids-and-rfps/	COA Procurement	4/26	COA Procurement Website: https://www.cityofanthonymn.com/resources/bids-and-rfps/
3.	Mandatory Pre-proposal Conference (Only those who are in attendance will be eligible to submit a proposal)	COA Procurement	5/10/2024 10:00AM	820 HWY 478 Anthony NM 88021
4.	Submission of Written Questions	Potential Offerors	5/15/2024 before 3:00 PM deadline	Bonnie Hidalgo, CPO Chief Procurement Officer bhidalgo@cityofanthonymn.com
5.	Release of Last Addendum Prior to Submission of Proposals	COA Procurement	5/20/2024	COA Procurement Website: https://www.cityofanthonymn.com/resources/bids-and-rfps/
6.	Submission of Price & Technical Proposals: Volume 1 & 2	Offerors	5/23/2024 10:00 AM deadline	820 HWY 478 Anthony NM 88021
7.	Proposal Evaluation	Evaluation Committee	5/30/2024	COA
8.	Notice of Finalists (if interviews are held)	COA Procurement	To be determined (only if needed)	
9.	Interviews of Finalists (if interviews are held)	Evaluation Committee	To be determined (only if needed)	COA
10.	Notice of Intent to Award	COA Procurement	1 Day following final Evaluation Committee Meeting	
11.	Contract Negotiations Completed	Successful Offeror	TBD	COA
12.	COA Board Approval	COA	Approx. 06/5/2024	COA Board Meeting
13.	Notice of Award	CPO	TBD	

NOTICE: COA reserves the sole right, without incurring any liability, to change any aspect of the proposed procurement described above, including the right not to proceed with the procurement and/or the right to proceed in a different manner or on a different timeline than as described above.

B. EXPLANATION OF SELECTION PROCESS EVENTS

1. Issue RFP

This RFP is issued by the City of Anthony in accordance with the provisions of Sections 13-1- 111 and 13-1-117 NMSA 1978, General Government Administration Procurement Regulations NMAC 1.4.1.29 through 1.4.1.47, and General Government Administration Procurement Code Regulations for Use of Competitive Sealed Proposals for Construction and Facility Maintenance, Services and Repairs, NMAC 1.4.8.1 through 1.4.8.17.

The Request for Proposals (RFP) documents consist of all the documents listed in the Table of Contents and all documents incorporated in this RFP.

2. Mandatory Pre-Proposal Conference

This meeting provides potential Offerors an opportunity to request clarification about the procurement process and discuss the intent of the proposal. A representative from each interested prime landscape contractor is required to attend. Subcontractors and suppliers are invited to attend this meeting but it is not mandatory for them.

THE PRIME LANDSCAPE CONTRACTOR'S ABSENCE FROM THE MANDATORY PRE-PROPOSAL MEETING PRECLUDES PARTICIPATION AS AN OFFEROR ON THIS PROPOSAL.

3. Submission of Written Questions

This deadline for the submission of written is identified in the sequence of events schedule.

All questions, both those regarding the selection process and those regarding technical construction issues, shall be submitted in writing to:

COA Procurement Contact:

**Bonnie Hidalgo
City of Anthony, New Mexico
820 HWY 478
Anthony, NM 88021
Telephone: 575-882-2983
E-mail: bhidalgo@cityofanthonym.org**

4. Last Addendum Prior to Submission of Proposals

This is the deadline by which the procurement manager, Bonnie Hidalgo must issue all addenda for this procurement so that Offerors have time to finalize their proposals. Refer to the schedule of events section for identification when the last addendum will be posted to the procurement website.

All addenda shall become part of the Request for Proposals and any information required shall be included in each Offeror's proposal.

5. Submission of Price Proposals, and Submission of Technical Proposals

a) Receipt of Proposals:

Each proposal will consist of Volume 1 - Price Proposal (one original) and the Volume 2 - Technical Proposal (one original and five copies). These two volumes shall be submitted in one sealed envelope or package. Clearly label each envelope or package with the RFP number, Offeror's name, address and date of submittal.

Offeror shall deliver proposals to:

**City of Anthony
820 HWY 478
Anthony, NM 88021
ATTENTION: Bonnie Hidalgo, CPO
Telephone: 575-882-2983**

Procurement manager will time-stamp proposals upon arrival at the Offsite Procurement Office and hold in a secure location. A public log will be kept of the names and submittal times of all proposals. **Proposals delivered after the deadline will be deemed non-responsive, and will be returned unopened to the Offeror.** It is solely the Offeror's responsibility to ensure that Proposals arrive at the appointed date, time and location. Proposals may be delivered early to avoid any possible delay of the submission.

Proposals may be hand carried/delivered or shipped/mailed by common carrier, courier or US Postal Service. **No other method of delivery will be allowed. Telephone, telegraphic, facsimile offers will NOT be accepted.**

- b) Opening of Proposals: Proposals will NOT be opened publicly and shall not be open to public inspection until after an Offeror has been selected for award of the contract. The COA Chief Procurement Officer will designate one or more witnesses to be present during the opening of the proposals. The witness(es) and CPO will sign an affidavit identifying the offerors' proposal contents for the procurement file.

6. Proposal Evaluation

The Evaluation Committee will meet to review all proposals. The technical proposal evaluation will be scored first and independently of the price proposal evaluation, as described in detail in a later section of this RFP. The Evaluation Committee may decide to hold interviews with the highest-ranked Offerors. The Evaluation Committee reserves the right to award the contract without interviews. If fewer than three proposals are received, the Evaluation Committee may recommend award or may reissue the RFP. The Committee shall determine the rankings without the possibility of a tie.

7. Notice of Finalists (if interviews are to be held)

If the Evaluation Committee decides to hold interviews, COA CPO shall notify all Offerors in writing stating which Offerors will be invited to interview.

Note: The Evaluation Committee may hold interviews with the highest-ranked proposals, where there is a natural break in the scoring. The number of interviews, if held, will be at the discretion of the Evaluation Committee. The Evaluation Committee reserves the right to award the contract without interviews. If interviews are not held, the decision shall be documented for the procurement file.

8. Interviews of Finalists (if interviews are held)

If interview(s) are to be held, the date, time, and location of the Interview Meeting will be included with the notice to those Offerors selected for interview. A list of questions shall be distributed to the Finalist Offerors that includes the points to be allocated to each question.

NOTE: A “Pre-Interview” meeting may be held by COA Procurement, if it is determined it is in the best interest of the short-listed Offerors and the Project, to answer questions regarding the interview process, and to distribute the list of prepared questions to be addressed.

9. Contract Negotiations

The Owner reserves the right to enter into negotiations with the apparent successful Offeror per NMSA 13-1-115, and will begin contract negotiations as soon as possible after the Notice of Intent to Award. If contract negotiations are not finalized within a reasonable period of time, the Owner may conclude negotiations with the selected firm and begin negotiations with the next ranked firm based on final ranking.

10. COA Board Approval

The CPO shall present the selected Offeror’s proposal to the Board of Trustees for approval, at their next regularly scheduled meeting.

11. Notice of Award

COA CPO shall prepare the Notice of Award and send it to the selected Offeror(s).

C. STANDARD CONDITIONS GOVERNING THE PROCUREMENT

This section contains guidelines under which this RFP is issued, and conditions concerning how the project will be completed.

The Owner may evaluate the Proposals based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Proposals and re-solicit for new Proposals, or to reject any and all Proposals and temporarily or permanently abandon the Project, should the need arise. Owner makes no representations, written or oral, that it will enter into any form of agreement with any Offeror.

1. Protests

In accordance with Section 13-1-172 NMSA 1978, any Offeror who is aggrieved in connection with a solicitation or the award of a contract may protest to the Chief Procurement Officer. The protest must be submitted in writing within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest. Protests must be submitted in written form to:

City of Anthony, New Mexico
Bonnie Hidalgo
820 HWY 478
Anthony, NM 88021

The protest letter shall include the name and address of the protestant, the solicitation number, and a statement of the grounds for protest, including appropriate supporting exhibits.

2. Incurring Cost

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

3. Third-Party or Subcontracting Landscaping Contractor Contract Responsibilities

Direction of all work that may result from this procurement must be performed by the Offeror and payments will only be made to the Offeror. Use of consultants identified in the proposal is permitted, but since the

award is made on a quality-based evaluation process, reassignment of Landscape Contractor duties and responsibilities to a third party is not acceptable

4. Amendments or Modifications to a Proposal by Offeror

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

5. Offeror's Rights to Withdraw Proposal

No Offeror may withdraw their proposal for **45 days** after the actual date of the receipt thereof (Proposal Due Date).

6. Disclosure of Proposal Contents

Proposal contents will be kept confidential until conclusion of successful contract negotiations. At that time, all proposals will be open to the public, except for the material which has clearly been noted and determined by the COA Procurement to be proprietary or confidential as noted by the Offeror.

7. Confidential Data

Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret under the Uniform Trade Secrets Act, Sections NMSA 1978 § 57-3A-7. Any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" must be readily separable from the proposal in order to facilitate public inspection for the non-confidential portion of the qualifications-based proposal.

8. Termination of RFP

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the Owner determines such action to be in the best interest of COA. The RFP process may be terminated at any time if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the Offeror.

9. 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 Owner's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

If the determination is made that there is insufficient funding to continue or finalize a project, the successful Offeror will be compensated to the level of effort performed, as authorized by the Owner prior to that determination.

10. Offeror Qualifications

The Evaluation Committee may consider any relevant information or data, from any reliable source (references) relating to the RFP evaluation factors and the Offeror's ability to successfully perform. Such information may be obtained from the Offeror's prior customers, commercial and public databases or other reliable sources. The Offeror shall furnish to Owner all such information and data for this purpose as Owner may request including but not limited to proof of financial resources, production or service facilities, personnel and experience adequate to complete the project. Owner reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Offeror fails to satisfy Owner that such Offeror is qualified to carry out the obligations of the Contract and to complete the work described therein.

The Evaluation Committee may 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.

11. Right to Waive Technical Irregularities

The Evaluation Committee reserves the right to waive technical irregularities per 1.4.1.42 NMAC 2005, (see "Technical Irregularities" in Definitions and Terminology section below). The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

12. Potential Civil and Criminal Penalties

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 kickbacks.

13. Release of Information

Only the Owner is authorized to release information covered by this RFP. The Offerors must refer to the Owner any requests to release any information that pertains to the work or activities covered by any action or award related to this RFP.

14. Clarifications from Offerors

The Evaluation Committee, after review of the proposals and/or Interviews may request clarifications on information submitted by any and all Offerors in a written format, with a specified deadline for response.

15. Licensing Requirements

The Landscaping Contractor and subcontractors shall comply with all licensing laws and regulations. The Landscaping Contractor shall, as part of the proposal, provide copies of all of the Contractor's valid licenses necessary to perform the work in the State of New Mexico. Copies of the subcontractors' licenses need be provided only if requested of the Owner.

16. Subcontractors

The Subcontractors Fair Practices Act, 13-4-31 et. seq. per NMAC 1.4.8.13, para. C applies to this procurement. Therefore, any request for substitution on the part of the Owner or the Offeror shall comply with this section.

Since the award is made on a qualification-based evaluation process, replacement of subcontractors after award and prior to contract execution may cause the Offeror to be disqualified.

17. Non-Conforming Proposals

Proposals will be reviewed, for completeness, format and compliance with the requirements of the RFP. Incomplete proposals will be considered non-responsive and subject to rejection.

Proposals that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by the Owner, at its option.

If any proposal is deemed non-responsive by the Evaluation Committee, the Offeror will be notified in writing of such determination.

DEFINITIONS AND TERMINOLOGY

This section contains definitions that are used throughout this Request for Proposals (RFP), including appropriate abbreviations.

“City of Anthony”: City of Anthony, Dona Ana County, New Mexico (also called “COA”).

“COA”: City of Anthony, Dona Ana County, New Mexico

“Architect” means a member of the project team who is a New Mexico licensed architect and is responsible for the architectural services.

“Award of Contract” shall mean a formal written notice by the City that a firm has been selected to enter into negotiations for a contract for construction services.

“Landscape Contractor” means successful Offeror awarded the contract that holds a current State of New Mexico general landscaping contractor license.

“Contract” means an agreement between City of Anthony and a New Mexico licensed contractor for the work covered by this RFP.

“Contract Documents” means any one, or combination, of the following documents: Request for Proposal, Addenda, Agreement Between the Owner and the General Landscaping Contractor for General Conditions of the Landscape Contract, and the drawings and specifications.

“Contractor” means any person, corporation, or partnership that has entered into a contract with a state agency or a local public body.

“Design Professional” means architect or engineer.

“Determination” The written documentation of a decision made by the Evaluation Committee including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

“Engineer” means a member of the project design team who is a New Mexico licensed engineer and is responsible for the engineering services.

“Evaluation Committee” A body constituted in accordance with Section 1.4.8.16 NMAC 2005 to evaluate proposals and make selection recommendation and or selection. The Evaluation Committee should consist of five members although not required, the minimum must consist of at least three members. The committee should collectively possess expertise in the technical requirements of the project, construction, design and contracting.

“Firm” means the company or other business entity referenced under 1.4.8 NMAC for the purpose of identifying, individually or collectively: a general landscaping contractor, or a subcontractor, of any tier, whether basic trade subcontractor, subcontractor or other.

“General Provisions” - The terms **“can”**, **“may”**, **“should”**, **“preferably”**, or **“prefers”** identifies a desirable or discretionary item of the RFP. Failure to comply with such an item will not result in the rejection of the Offerors proposal.

“Mandatory Requirements” - The terms **“must,” “shall,” “will,” “is required,”** or **“are required”** identify a mandatory requirement of this RFP. Failure to comply with such a mandatory factor may result in the rejection of the Offeror’s proposal. Rejection of the proposal will be subject to review by the Evaluation Committee.

“Offeror” is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP, with the intent of providing construction services for this project.

“Owner”, as defined in the Agreement Between the Owner and Contractor, shall be City of Anthony.

“Pre-listed subcontractors” means the subcontractors, of any tier, that the Offeror is required to list, pursuant to 1.4.8.13 NMAC of 1.4.8 NMAC, at the time it submits a proposal in response to this request for proposals.

“Prime Contractor” means the New Mexico licensed contractor selected.

“Project Architect, Project Engineer, Contract Engineer or Contract Architect” means architect/engineer.

“Project Design Team or Contract Architect or Engineer Design Team” All members of the Design Professional’s firm, including its consultants, who are responsible for the design of and who will be participating in the construction and completion of the project.

“Proposal” is the Offeror’s response to this RFP.

“Request for Proposals” or **“RFP”** means this document, any attachments incorporated by reference, and any amendments issued for use in soliciting proposals for construction of this project.

“Resident Business” or **“Resident Contractor”** means an entity that has a valid resident certificate issued by the NM Taxation and Revenue Department pursuant to Section 13-1-22 NMSA 1978.

“RFP documents” means any one or any combination of the following documents: Request for Proposals, technical proposal; price proposal; financial proposal; landscape contractor’s qualifications statement.

“Responsive Offer” or **“Responsive Proposal”** An offer or proposal which conforms in all material respects to the requirements set forth in the RFP as determined by the Evaluation Committee/COA Procurement. Material respects of an RFP include, but are not limited to quality, quantity or delivery requirements.

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

“Selection” A formal written notice by the Chief Procurement Officer that a firm has been selected to enter into a contract to provide this service.

“Staff Architect or Construction Manager” The person designated as the point of contact by the FD+C to act on its behalf, concerning the scope of work and requirements of the contract documents for the project.

“Statement of Qualifications Forms” means the forms included as a part of this RFP, which all Offerors shall complete, including the qualifications for the Team member.

“Technical Irregularities” Are matters of form rather than substance evident from the proposal document, or insignificant mistakes that can be waived or corrected without prejudice to other Offerors; that is, when there is no effect on price, quality or quantity. The Evaluation Committee / COA Chief Procurement Officer may waive such irregularities, or allow an Offeror to correct them, if either is in the best interest of City of Anthony. Examples include the failure of an Offeror to:

- a) Submit the number of signed proposals required by the RFP;
- b) Sign the proposal, but only if the unsigned proposal is accompanied by other material indicating the Offeror’s intent to be bound; or

- c) Acknowledge receipt of an amendment to the RFP, but only if: a) it is clear from the proposal that the Offeror received the amendment and intended to be bound by its terms; or b) the amendment involved had no effect on price, quality or quantity.

"User" means the school City staff occupying the facility or facilities, for which a project is being designed.

"User Contact" is the person designated by the City to speak on behalf of the staff concerning the scope of work and programming requirements for the project.

"Veteran Resident Contractor" - is a contractor that has applied to the NM Taxation and Revenue Department, qualified, and been issued a valid Veteran Resident Preference Certificate pursuant to Section 13-1-22 NMSA 1978.

III. CONTRACTUAL AGREEMENT AND BONDS

1. PERFORMANCE & LABOR AND MATERIALS PAYMENT BONDS (Projects in excess of \$125,000.00)

- a) A 100% Performance Bond and a 100% Payment and Materials Bond executed by a surety company authorized to do business in the State of New Mexico may be required from the successful Offeror prior to award of a contract. The Performance and Labor and Materials Payment Bonds shall be AIA Document A312.
- b) Refer to Document #00 6000 – 1 – Bonds and Insurance.

2. TIME OF DELIVERY AND FORM OF BONDS

- a) The Offeror will, prior to commencement of Work, furnish such bonds.
- b) The bonds will be written on the AIA Document A312, Performance Bond and Labor and Material Payment Bond.
- c) The AIA A312 1984 Labor and Materials Payment Bond shall in effect, limit the time line Surety has to respond. The bond shall be modified as follows:

Paragraph 6 of this Payment Bond is deleted in its entirety and replaced with the following provision: Within 45 days (1) after the claimant has satisfied the conditions of Paragraph 4 and (2) after the Surety has received at its home office all supporting documentation it requested to substantiate the amount of the claim, the Surety shall pay or arrange for payment of any undisputed amounts. Failure of the Surety to satisfy the above requirements shall not be deemed a forfeiture or waiver of the Surety's or the Contractor's defenses under this Bond or their right to dispute such claim. However in such event the claimant may bring suit against the surety as provided under this bond.

3. SUBCONTRACTOR BONDING

Each subcontractor shall provide a performance and payment bond on a public works construction project if the subcontractor's contract (to the Contractor) for work to be performed on a project is one hundred twenty-five thousand dollars (\$125,000) or more. Failure of a Subcontractor to provide required bond shall not subject the Owner to any increase in cost due to approved substitution of Subcontractor.

IV. PROPOSAL RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF PROPOSALS

Each Offeror's proposal shall be submitted in two parts,

Volume 1: Price Proposal

Volume 2: Technical Proposal

Only one (1) complete original proposal may be submitted by each Offeror.

B. SUBMISSION OF PRICE PROPOSALS – VOLUME 1

By the date and time of Submission of Price Proposals, Offeror shall submit one (1) original copy each of the following documents:

Original Price Proposal, sealed in separate envelope, to include:

- ___ Item 1 **Price Proposal Form** (including the information listed immediately below)
 - ___ NM State License Number & Classifications
 - ___ Resident Contractor (or Veteran Resident Contractor) Preference Certificate Number
 - ___ NM DOL (Workforce Solutions) Certificate Number
 - ___ Contractor's New Mexico Gross Receipts Tax Number
 - ___ Contractor's Federal Employee Identification Number
 - ___ Acknowledgment of Receipt of Addenda (If applicable)
 - ___ Price
 - ___ Signature and Corporate Seal (if applicable)
- ___ Item 2 **Proposal Security** (Bond or Cash), **Agent's Affidavit**
- ___ Item 3 **Notarized Declaration Letter from Surety**
- ___ Item 4 **Certificate of Insurance**
- ___ Item 5 **Resident Contractor (or Veteran Resident Contractor) Preference Certificate**
- ___ Item 6 **Campaign Contribution Disclosure Form**
- ___ Item 7 **Conflict of Interest and Debarment/Suspension Certification Form**
- ___ Item 8 **Contractor's State of NM W-9 Form**
- ___ Item 9 **Offeror's Contractor's License(s)**

C. SUBMISSION OF TECHNICAL PROPOSALS – VOLUME 2

By the date and time of Submission of Technical Proposals, Offeror shall submit one (1) original and five (5) copies of the Technical Proposal, each to include the following documents:

- ___ Tab 1 Letter of Submittal
- ___ Tab 2 General Landscaping Contractor Statement of Qualifications and Attachments
- ___ Tab 3 Past Performance
- ___ Tab 4 Project Staffing
- ___ Tab 5 Management Plan
- ___ Tab 6 Health and Safety

After award of a contract, all Offerors of record may make arrangements with the City to have their proposal copies returned or picked up. The City shall not be responsible for any shipping or mailing costs to return proposals. If Offeror does not request the return of proposals within a reasonable period of time, the City will shred and destroy them.

D. PRICE PROPOSAL – VOLUME 1 - DETAILED REQUIREMENTS**ITEM 1 - PRICE PROPOSAL FORM:**

1. Price Proposals shall be presented in the form provided herein..
2. The proposal, bearing original signatures, must be typed or hand-written in ink on the Price Proposal Form.
3. Proposal price shall not include state gross receipts or local options taxes. Taxes will be included in the Contracted Amount at prevailing rates as a separate item to be paid by Owner.
4. In submitting this proposal, each Offeror must satisfy all terms and conditions of the Proposal Documents. All work covered by this Request for Proposals shall be in accordance with applicable state laws and, if price proposal amount is \$60,000 or more, is subject to the minimum wage rate determination issued by the office of the NM Work Force Solutions Department for this project. If the price proposal amount of the contractor or any subcontractor exceeds \$60,000, the contractor and/or subcontractor must comply with the registration requirements pursuant to the NM Work Force Solutions Department Registration Act.
5. Before submitting a proposal, each Offeror shall carefully examine the RFP; and shall include in the proposal the cost of all items required by the RFP. If the landscaping contractor observes that portions of the Contract Documents are at variance with applicable laws, building codes, rules, regulations or contain obvious erroneous or uncoordinated information, the contractor shall promptly notify the specified COA Representative and the necessary changes shall be accomplished by addendum.

ITEM 2 - PROPOSAL SECURITY (BOND OR CASH):

Offeror shall provide proposal security in the form of a surety bond executed by a surety company authorized to do business in the State of New Mexico in the amount of **5%** of \$100,000.00 (\$100,000.00 x 5% = \$5,000.00), or the equivalent in cash by means of a cashier's check or in a form satisfactory to the Owner, which bond or check must accompany Offeror's price proposal.

No Offeror may withdraw his proposal for **45 days** after the actual date of the opening thereof.

ITEM 3 – NOTARIZED DECLARATION LETTER FROM SURETY:

The Offeror will provide, with the price proposal, a notarized declaration letter from a bonding company licensed to do business in the State of New Mexico confirming the Offeror's ability to obtain a Performance Bond, and a Labor and Materials Payment Bond in an amount not less than 100% of the price proposal.

ITEM 4 - CERTIFICATE OF INSURANCE:

Offeror shall provide a Certificate of Insurance that meets the requirements listed in Project Manual Section 00 6000 Bond and Insurance.

ITEM 5 - RESIDENT CONTRACTOR (OR VETERAN RESIDENT CONTRACTOR) PREFERENCE CERTIFICATE:

It will be the sole responsibility of any Proposer claiming a Resident Contractor Preference or Veteran Resident Contractor Preference to apply to the State of New Mexico Department of Taxation and Revenue for the proper certification and to receive approval, a certification number, and a certificate prior to the date and time for receipt of Proposals. Requests for qualification as a Resident Contractor or a Veteran Resident Contractor after receipt of Proposals will not be considered.

1. To receive a resident business preference, a business or contractor shall submit with its bid or proposal a copy of a valid resident business certificate or valid resident contractor certificate issued by the NM Taxation and Revenue Department.
2. When a public body awards a contract using a formal request for proposals process, a resident contractor shall be awarded the equivalent of five percent of the total possible points to be awarded based on the resident contractor possessing a valid resident contractor certificate.
3. To receive a veteran resident contractor preference, a contractor shall submit with its bid or proposal a copy of a valid veteran resident contractor certificate issued by the NM Taxation and Revenue Department.
4. Through either an RFP process or an ITB process the qualified veteran resident contractor shall receive:
 - a) 10% preference if their annual revenues are less than \$1,000,000;
 - b) 8% preference if their annual revenues are less than \$5,000,000 but more than \$1,000,000
 - c) 7% preference if their annual revenues are more than \$5,000,000
5. The preference is limited in any calendar year, to an aggregate of \$10,000,000 in purchases by public bodies from all resident veteran businesses receiving preferences.
6. The preferences do not apply when the expenditure includes federal funds for a specific purchase.
7. In addition to the veteran resident preference certificate, the veteran resident contractor shall provide any addition documentation required to validate the percentage of preference to be awarded.
8. If there is a joint bid or joint proposal by a combination of resident veteran, resident or nonresident businesses, the preference shall be calculated in proportion to the percentage of the contract, based on the dollar amount of the goods or services provided under the contract, that will be performed by each business as specified in the joint bid or proposal.

ITEM 6 - CAMPAIGN CONTRIBUTION DISCLOSURE FORM:

The blank form is included in an Appendix of this RFP. Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. 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.

ITEM 7 – CONFLICT OF INTEREST AND DEBARMENT/SUSPENSION CERTIFICATION FORM:

Each Offeror shall complete this form (which is provided in the Appendix of the RFP) and include it in their proposal.

ITEM 8 – LANDSCAPE CONTRACTOR’S STATE OF NM W-9 FORM:

Each Offeror shall complete and provide a State of New Mexico W-9 Form.

ITEM 9 – OFFEROR’S LANDSCAPING CONTRACTOR’S LICENSE(S)

Each Offeror shall provide a photocopy of their Contractor’s License or Licenses.

E. TECHNICAL PROPOSAL – VOLUME 2 - DETAILED REQUIREMENTS

1. Technical Proposal Format

Proposals shall be submitted in a spiral or three-ring binder. Page format shall be 8-1/2" x 11" with foldout sheets (if any) allowed up to 11" x 17" in size. Foldout pages shall be counted as two pages **and shall be numbered as such**. Text will be no smaller than 10 point. **No information shall be submitted on electronic media.**

Proposals shall not exceed 30 pages total for all of the tabbed sections listed below. Each sheet face that is printed with text or graphics counts as one page. Tab 2 and corresponding attachments, table of contents, and tab 6 are not to be counted towards the 30 page maximum total. Tab Dividers do not count as pages provided the only text or graphics on the dividers are the tab numbers and section titles:

Tab 1 – Letter of Submittal

Tab 2 – General Landscaping Contractor’s Statement of Qualifications & Attachments

Tab 3 – Past Performance

Tab 4 – Project Staffing

Tab 5 – Management Plan

Tab 6 – Health and Safety

Any response that exceeds the referenced page limitation shall have a deduction of 20 points taken from each evaluation committee member’s Technical Proposal score. If there are any questions regarding format requirements, please contact the COA Procurement Contact prior to submission of Documents.

2. Tabs/Evaluation Categories:

All sections shall be separated by numbered tabs that correspond to the Submission Requirements and Evaluation Categories, 1 through 6, as shown below. Pages within each Tab shall be numbered consecutively.

TAB 1 - LETTER OF SUBMITTAL

Each proposal must be accompanied by a submittal letter. **Any submittal letter that omits any of the following information may be deemed ‘non-responsive’.** The submittal letter shall include acknowledgment and, where appropriate, certification of the following:

1. Identify the name(s), title(s), telephone number(s), fax number(s) and e-mail address(es) of the person or persons who have authority to contractually obligate the Offeror for the purpose of this RFP and who has sufficient knowledge to fully address all matters and respond to all inquiries included in the RFP submittal. The Letter of Submittal shall be signed by one of the persons so identified.
2. If a joint proposal is being submitted, identify the firms, and disclose the percentage of the work/services to be executed by each firm, based on the dollar amount of the fee proposed in the Price Proposal, so that the resident contractor preference or veteran resident contractor preference can be applied in proportion to the work done by each contractor.
3. Acknowledge acceptance of all conditions that govern the procurement. Acknowledge that the information provided in the proposal is truthful, accurate and complete, and that the firm is bound by all information, data, certifications, disclosures and attachments submitted.
4. Acknowledge that, the omission of any material fact concerning requested information, or the submission of any material false or misleading statement, or misrepresentation of a material fact

concerning any requested or submitted information, may lead to the disqualification of the proposal as 'non-responsive'.

5. Acknowledge that the Owner has a right to obtain relevant information from other sources (references) to determine that the Offeror is 'responsible'.
6. Acknowledge that if awarded the contract, the RFP documents, and all terms and conditions stated therein, and all information, data, certifications, disclosures and addendum shall be incorporated as part of the Contract.
7. Acknowledge the receipt of all addenda to this RFP and list them by number.
8. Provide certification and/or documentation that the firm possesses the necessary equipment, financial resources, technical resources, management, professional and craft personnel resources and other required capabilities to successfully perform the contract, or will achieve same through its prelisted subcontractors.

TAB 2 – GENERAL LANDSCAPING CONTRACTOR STATEMENT OF QUALIFICATIONS & ATTACHMENTS

Completely fill out the attached General Landscaping Contractor Statement of Qualifications form and its associated attachments, providing all requested information.

NOTE: Offeror should submit only one copy of Attachment F – Firms Written Safety Plan, bound separately from the rest of the Technical Proposal.

TAB 3 – PAST PERFORMANCE

Provide the following information:

- a. Past performance summary and past capability to meet schedules, meet budgets and meet project administration requirements for comparable projects.

Specifically, in the last five projects you have completed for COA, please answer the following: (If you have not done five projects for COA, please complete the list with the last five projects you have completed for any school City or institutional client in New Mexico.)

1. Was the project completed early? If yes, how was that accomplished?
 2. Was the project completed late? If yes, how many days and why?
 3. How many days after Substantial Completion were required to complete the punch list items?
 4. Were you or your subcontractors called back to the job for any reason during the warranty period? After the warranty period?
 5. Were there any outstanding issues remaining after the warranty inspection?
 6. Did your firm refuse to do additional work requested by the owner? If yes, why?
 7. What was your company's process for vetting the pricing from your subcontractors and suppliers on change orders in order to ensure fair pricing to the owner?
 8. What was the dollar threshold below which your firm absorbed additional cost changes in order to avoid disproportionate administrative costs for all parties? Give examples of the changes on this project for which your firm absorbed the costs?
- b. Describe the role of each teaming partner on the contract.
 - c. Evidence of past performance quality and overall customer satisfaction.
 - d. Record of compliance with applicable laws and regulations on past projects.

- e. Past record of achievement of health and safety targets.

Offerors are cautioned that the Evaluation Committee will use data provided by teaming partners as well as data obtained from other sources in the evaluation of past performance.

TAB 4 – PROJECT STAFFING

Provide the following information:

- a. Brief resume (education, professional certification(s), years with firm, total years of experience, and a brief description of experience supporting the proposed role) for each key project personnel.
- b. Address the extent to which key personnel have worked together as a team on projects of similar or greater magnitude and on projects of the same nature. To this end, provide a matrix that lists key staff members' names across the top of the matrix and lists past projects down the side of the matrix. The project list should begin with all of the projects that appear in Item 3.a. of the General Landscaping Contractor's Statement of Qualifications. The project list may also include up to five more projects that demonstrate how the key personnel have worked together as a team. At each intersection within the field of the matrix, list the role that the person filled on that particular project (such as Project Manager, Site Superintendent, Safety Manager, QA/QC Manager, Estimator, etc).
- c. Describe Landscape Contractor's participation in skill training.
- d. Address reliable staffing sources/project staffing.

TAB 5 – MANAGEMENT PLAN

Provide the following information:

- a. Management Team: provide an organization chart of the Management Team.
- b. Describe how the landscape construction will be organized, managed, and administered to meet the project requirements, including security and safety controls, with the using agency.
- c. Describe the technical approach to project that is intended to ensure that tasks are executed within cost, schedule, and quality goals.

TAB 6 – HEALTH AND SAFETY

Provide the following information:

- a. Provide a summary description of the General Landscaping Contractor's Health and Safety management system. (One copy only of the full General Landscaping Contractor's written Safety Plan is required as Attachment F of the General Landscaping Contractor Statement of Qualifications).
- b. Identify the competent person responsible for, and capable of, implementing the safety and health program/plan.
- c. Address project specific health and safety risks that have been identified by the RFP and additional risks that the Offeror's team has identified. Describe processes to minimize risk and to ensure that health and safety issues are clearly communicated with the contractors, subs, and the owner.

(See Section V.B Evaluation Criteria, below, for detailed scoring guidelines for the "Health and Safety" category)

3. IMPORTANT NOTE ON THE TECHNICAL PROPOSAL'S CONTENTS

Regarding the apparent duplication of required information between certain Attachments of the General Landscaping Contractor's Statement of Qualifications and the other sections of the Technical Proposal:

The intention of Tabs 4, 5, and 6 of the Technical Proposal is to provide a place for the proposer to make a concise presentation of the strengths of the proposed team in the exact categories that the committee will be scoring, unencumbered by the format of the Statement of Qualifications Forms. If the proposer so chooses, other sections of the Technical Proposal may be referenced within these Tabs, without wholly duplicating that information. Also, information presented elsewhere may be summarized or condensed within these Tab sections to make the proposer's presentation more clear.

V. PROPOSAL EVALUATION

A. EVALUATION PROCESS AND SCORING METHODOLOGY

1. Receipt and Opening of Proposals

Proposals, and modifications to proposals, received prior to or at the submission deadline shall be time-stamped upon receipt and the Price Proposal shall be separated from the Technical Proposal and held in a secure place until the Evaluation Committee has scored the Technical Proposal. Proposals shall not be opened publically and shall not be open to public inspection until the successful Offeror has signed a contract.

2. Proposal Discussions

Per 1.4.1.39 NMAC 2005, if mistakes are discovered after receipt of the proposal, The Evaluation Committee may request clarifications of information submitted by any or all Offerors in a written format with a specified deadline for response.

Short-listed Offerors shall be accorded fair and equal treatment with respect to any clarification of proposals. If during discussions there is a need for any substantial clarification of, or change to, a Proposal, the Proposal shall be amended to incorporate such clarification or change. Any substantial oral clarification of a proposal shall be documented in writing by the short-listed Offeror.

3. Evaluation Committee

The Evaluation Committee shall consist of a minimum of five (5) persons appointed by the Owner. The team shall collectively possess expertise in the technical requirements of the project, construction design and contracting. The Owner may use independent consultants or agents to support the Committee, provided appropriate precautions are taken to avoid potential conflicts of interest.

4. Technical Proposal Evaluation

The Procurement Manager shall review each proposal to determine if it meets all of the mandatory requirements. Proposals that do not meet the mandatory requirements shall be considered "nonresponsive". The Offeror shall be notified in writing of the determination. The Procurement Manager will then distribute the proposals and individual score sheets to the Evaluation Committee, and will review how the proposals shall be scored. The Evaluation Committee members shall score the technical proposals individually.

5. Price Proposal Evaluation

The Price Proposal shall be initially evaluated to ensure that the price(s) offered is responsive to the RFP requirements and instructions and is realistic in respect to the project plans and specifications.

The price basis for this RFP is the price total proposed for items 1 - 105 on the pricing form.

The Offeror with the lowest price shall receive the maximum price score, i.e., the maximum numerical weight assigned to the price below. The price score of each other Offeror shall be determined by applying the following mathematical formula: price of lowest Offeror divided by the price for this Offeror multiplied by the maximum price score:

$$\frac{\text{Price of lowest Offeror}}{\text{Price of this Offeror}} \times \text{maximum price score} = \text{price score this Offeror}$$

6. Combining Scores, Preference Adjustments and Ranking of Proposals

The individual scores on the Technical Proposals will be combined with the price proposal score. These individual subtotals will then be adjusted for Resident Contractor Preference or Veteran Resident Contractor Preference.

Per 13-1-21 and 13-1-122 NMSA 1978 (SB 1, 2011 Special Legislative Session, effective 10/5/2011) a resident contractor who holds a valid certificate issued by the NM Taxation and Revenue Department shall be awarded the equivalent of five percent of the total possible points assigned to the procurement.

A veteran resident contractor who holds a valid certificate issued by the NM Taxation and Revenue Department shall be awarded the equivalent of between zero and ten percent of the total possible points assigned to the procurement, depending on the annual revenues of the firm and the aggregate annual veteran preference awards, as described in detail in Section IV above.

When a joint proposal is submitted by a combination of resident veteran, resident or nonresident businesses, the preference shall be calculated in proportion to the percentage of the contract, (based on the dollar amount of the goods or services provided under the contract), that will be performed by each business as specified in the joint bid or proposal.

The adjusted point subtotals will be converted to a numeric ranking of all proposals per committee member. The individual member rankings per Offeror will then be totaled together to determine the overall ranking of the proposals. The Committee will then determine whether or not to conduct interviews based on the final ranking. All calculations of point standings shall occur during the Evaluation Committee meeting for this project with all members in attendance.

7. Short-Listed Offeror Withdrawal from Interviews (if held):

A short-listed firm may withdraw their proposal if they determine that cannot improve their position in the interview. This event shall be documented for the procurement file, and a notice shall be sent to all Offerors of record of the event. If the next ranked firm is invited to interview, their final points/rank for their Technical/Price evaluation does not change.

8. Interviews (if held)

If Interviews are held, notice to finalists will include the interview date, time, and location. The purpose of the interview is to allow the Offeror to present its qualifications, past performance, management plan, schedule and general plan for constructing the project. It will also provide an opportunity for the Evaluation Committee to seek clarification of the Offeror's proposal.

Prior to the interviews, COA will issue the same set of written questions to each short listed Offeror as a basis for evaluation. Points will be assigned to each question, totaling 50 points. Each Evaluation Committee member will score each question. During the interviews, the written questions may lead to other questions to help clarify and better understand the firm's capabilities, which may be considered in scoring the interview.

Each committee member's total interview points for a given Offeror will be adjusted for Resident Contractor (or Veteran Resident Contractor) Preference first and then added to that committee member's Technical Proposal score and the Price Proposal score (both already adjusted for Resident or Veteran Resident Preference) to generate an adjusted subtotal. **These subtotals will be then evaluated as described in the last paragraph under section 6, immediately above.**

B. EVALUATION CRITERIA

Short listing - A maximum total of 100 points are possible in scoring each proposal for the shortlist evaluation. The Evaluation Committee will evaluate the proposals and may conduct interviews with Offerors. The Technical Proposal shall consist of **60 points** total, the Price Proposal shall consist of **40 points**, and the Interview (if held) shall consist of an additional 50 points.

The evaluation criteria to be used by the Evaluation Committee for the proposal shortlist and the corresponding point values for each criterion are as follows:

Volume 2 – Technical Proposal

- (1) Past Performance, **20 points**
- (2) Project Staffing **15 points**
- (3) Management Plan, **15 points**
- (4) Health and Safety (see detailed scoring guidelines below) **10 points**

Subtotal of Technical Proposal 60 points

Volume 1 – Price Proposal

- (6) Price Proposal (Price Proposal submittal) based on requirements set forth in Plans and Specifications. **40 points**

TOTAL POINTS (before Interviews) 100 points

Interviews (if Held) 50 points

GRAND TOTAL (after Interviews, if held) 150 points

COA intends to award this project to the highest ranked Offeror in accordance with the Request for Proposals. COA reserves the right to reject any and all proposals, to waive technical irregularities, and to award the contract to the Offeror whose proposal COA deems to be in the best interest of COA.

Detailed Scoring Guidelines for “Health and Safety” criterion:

- a.1 Summary Description of Health and Safety Plan..... 0.5
- a.2 One Full Copy of Written Safety Plan 0.5
- b. Competent Person Responsible/Capable of Implementing..... 0.5
- c.1 Project Specific Health/Safety Risks 2.0
- c.2 Describe Processes to Clearly Communicate Health/Safety Issues 0.5

Statement of Qualifications for General Landscaping Contractors

- a. Written Safety Program Compliant; Provide One Copy 1.0
- b. List of Key Safety Personnel/Safety Manager for This Project..... 0.5
- c. Experience Modification Rate Past 5 Years (Equal to, or Better Than Average)..... 1.0
- d. Recordable Incident Rate for Past Calendar Year OSHA 300 Log 1.0
- e. Free of Committing Serious/Willful Violations of Federal/State Safety Laws..... 1.0

Statement of Qualifications for Subcontractors

- a. Written Safety Program Compliant; Provide One Copy 0.5
- b. Experience Modification Rate Past 5 Years 0.4
- c. Recordable Incident Rate for Past Calendar Year OSHA 300 Log 0.4
- d. Free of Committing Serious/Willful Violations of Federal/State Safety Laws..... 0.2

Total Possible Points..... 10.0

C. STATUTORY RULES GOVERNING PROPOSAL EVALUATION

The following rules have been excerpted from the New Mexico General Government Administration Procurement Code Regulations for Use of Competitive Sealed Proposals for Construction and Facility Maintenance, Services and Repairs, NMAC 1.4.8.1 through 1.4.8.17. This information is being provided to demonstrate that the current RFP's evaluation process is consistent with these rules.

1. WEIGHT ASSIGNED TO PRICE AND RFP EVALUATION FACTORS:

- A. Numerical ratings systems. Numerical ratings systems are required for procurements under 1.4.8 Use of Competitive Sealed Proposals for Construction and Facility Maintenance, Services and Repairs and shall comply with the requirements of 1.4.8.14 NMAC.
- B. Total available points. The RFP shall specify the total points available for the procurement (for example, 1,000 total points for all price and non-price technical evaluation factors) and shall assign specific numerical weights or points to price and to each of the non-price evaluation factors identified in the RFP.
- C. Numerical weight for price. The numerical weight assigned to price shall be no greater than seventy (70) percent of the total evaluation points available. (NMAC 1.4.8.14).
- D. Numerical weight for core evaluation factors. The numerical weight assigned to the non-price evaluation factors shall be as follows:
 - (1) Each of the four core evaluation factors specified in Section 1.4.8.15 NMAC shall be assigned at least twenty (20) percent of the available points for non-price technical evaluation factors:
 - (2) The weight assigned to any additional evaluation factors shall be determined by the using agency in accordance with the needs of the agency and the project. [1.4.8.14 NMAC – N, 09-30-05]

2. RFP EVALUATION FACTORS – Technical Proposal:

- A. Core evaluation factors. Each RFP issued pursuant to 1.4.8 NMAC shall include the following core evaluation factors, for general landscaping contractor for which qualification statements are required.
 - (1) Past performance:
 - a. Budget and schedule data;
 - b. If available, performance quality and overall customer satisfaction;
 - c. Compliance with applicable laws and regulations;
 - d. Safety performance record.
 - (2) Management plan:
 - e. Management team;
 - f. Technical approach to project;
 - g. Safety plan/programs;
 - h. Project schedule.
 - (3) Project staffing/craft labor capabilities:
 - i. Participation in skill training;
 - j. Reliable staffing sources/project staffing.
 - (4) Health & Safety.
- B. Additional evaluation factors:

- (1) A using agency may include additional evaluation factors in an RFP issued pursuant to - 1.4.8:15 of this NMAC 1.4.8 provided that any such factor is relevant to the successful completion of the contract or otherwise in the best interest of the state or using agency;
- (2) Examples of such additional factors may include, but are not limited to financial capabilities, project schedule, contract warranty or hiring of local construction or maintenance craft labor. [1.4.8.15 NMAC – N, 09-30-05]

End of RFP Procurement Documents

PRICE PROPOSAL FORM

Date of Proposal: _____

New Mexico State Contractor’s License No. _____

License Classifications: _____

Resident Contractor’s Preference Certificate No. _____

Veteran Resident Contractor Preference Certificate No. _____

Percent of preference qualified for: _____ (10% / 8% / 7%)

NOTE: Attach a copy of the valid certificate and documentation to validate percent preference.

NM DOL (Workforce Solutions) Certificate No. _____

Contractor’s New Mexico Gross Receipts Tax No. _____

Contractor’s Federal Employee Identification No. _____

RFP Name: **General Landscaping Services On Demand**

Proposal of (Company name): _____

(Hereinafter called the “Offeror”) organized and existing under the laws of the State of New Mexico, doing business as a Corporation, Partnership or Individual (Circle correct one).

To: Board of Education

Anthony Municipal School City Number 12

Bernalillo and Sandoval Counties, New Mexico (hereinafter called “COA”) for:

Various landscaping services on demand.

The undersigned, as an authorized representative for the Offeror named above, in compliance with the Request for Proposals for various landscaping services on demand.

The undersigned Offeror's representative also acknowledges receipt of the following Addenda:

Addendum No: _____, dated _____, Addendum No: _____, dated _____

Addendum No: _____, dated _____, Addendum No: _____, dated _____

PRICE PROPOSAL FORM

The Offeror understands that the contract will be awarded in accordance with the provisions of the Request for Proposals and that the Owner reserves the right to reject any or all proposals and to waive any technical irregularities.

And will become the property of the Owner in the event the contract and bonds are not executed within the time set forth herein, as liquidated damages for the delay and additional expenses to the Owner caused thereby.

Respectfully Submitted,

By: (Authorized Signature) _____ Date: _____

By: (Same name, printed or typed) _____

Title: _____

Company: _____

Address: _____ Phone: _____

_____ Zip: _____

Fax: _____ Email: _____

Affix Corporate Seal if proposal is by Corporation)

ATTACHMENT A
LANDSCAPING CONTRACTOR’S STATEMENT OF QUALIFICATIONS

REFERENCE: 3.a. EXPERIENCE
COMPLETE ONE FORM FOR EACH PROJECT LISTED (MAXIMUM 5)

PROJECT DESCRIPTION

Project Type: _____ Contact Name: _____

Project Name: _____ Contact Title: _____

Owner: _____ Contact Phone No.: _____

DESIGN PROFESSIONAL

Name of Firm: _____ Contact Name: _____

Contact Phone No.: _____ Contact Title: _____

Project Start Date: _____ Completion Date: _____

Original Contract Amt.: \$ _____ Original No. of Days to Complete: _____

Final Contract Amount Final Contract Days to Complete:
With all Change Orders: \$ _____ with all Time Extensions: _____

PROJECT EXECUTION

Were Liquidated Damages assessed on this Project? () No () Yes Days _____ \$ _____

Percentage of Work Subcontracted: _____% Contract Type () Competitive Bid Lump Sum
() Negotiated Lump Sum

Major Subcontractors: () Guaranteed Maximum Price
() Other (Describe)

•

CUSTOMER SATISFACTION

How was this measured? () Customer Survey () Attached () Yes () No () Other (Describe)

ATTACHMENT B
LANDSCAPING CONTRACTOR'S STATEMENT OF QUALIFICATIONS

REFERENCE: 4 a., b, c, d Resumes

ATTACH ONE (1) PAGE RESUMES OF THE PROPOSED
PROJECT MANAGER
PROJECT SUPERINTENDENT
SAFETY PROGRAM MANAGER
OTHER KEY PERSONNEL (OPTIONAL)

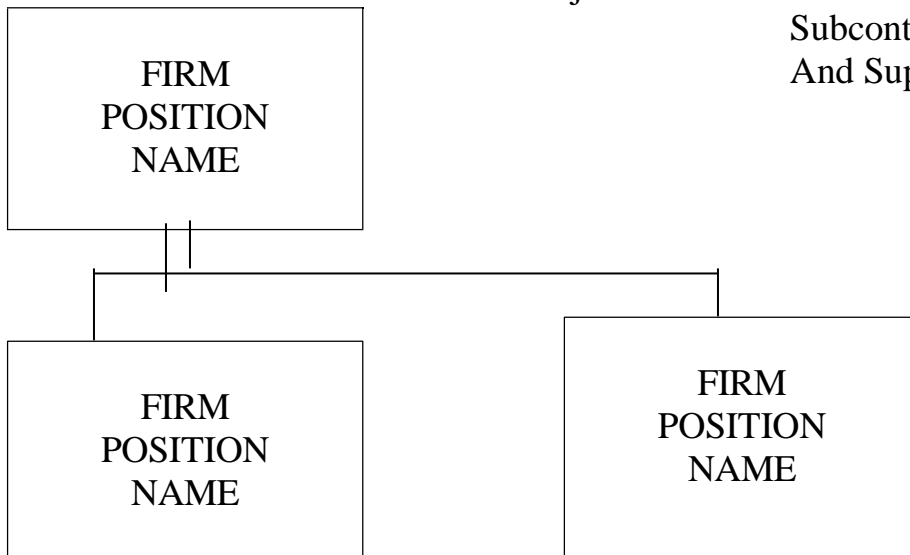
1. **EDUCATION**
High School, College, Trade Schools, Trade Seminars, Trade/Management Specialized Courses, Etc.
2. **RELATED EXPERIENCE**
Related experience should include the following:
 - a. Position Title
 - b. Duties and Responsibilities
 - c. Major accomplishments
 - d. Number of personnel supervised
3. **PROJECT EXPERIENCE**
Identify project experience requested in the Statement at 4.a. (2) (3), 4.b. (2) (3), and 4.c. (2). Include the project Title and Location.
4. Other information that demonstrates the individual's strengths for this project.
5. Project Professionals and Project Owner Reference may be included.

ATTACHMENT C
LANDSCAPING CONTRACTOR’S STATEMENT OF QUALIFICATIONS

REFERENCE: 4.e. Organizational Chart of Project Management Team

Chart should include the entire
Project Team

Subcontractor Key Personnel
And Supervision



1. Indicate the relationship between PM/Supt. Of the Subcontractors and the General Contractor’s PM/SUPT.
2. Indicate the relationship of the Safety Manager of the Subcontractors and General Contractor, and the relationship of the Safety Manager with others on the job site.
3. Indicate the relationship between the QA/QC Manager with other personnel on the job site.

ATTACHMENT D
LANDSCAPING CONTRACTOR'S STATEMENT OF QUALIFICATIONS

REFERENCE: 5.c. Projects Currently Under Contract

<u>PROJECT TITLE AND LOCATION</u>	<u>START DATE</u>	<u>PROJECTED COMPLETION</u>

ATTACHMENT E
LANDSCAPING CONTRACTOR'S STATEMENT OF QUALIFICATIONS

REFERENCE: 6.d. Notarized Declaration of Surety

DOCUMENTATION FROM SURETY

ATTACHMENT F
LANDSCAPING CONTRACTOR'S STATEMENT OF QUALIFICATIONS

REFERENCE: 7.a. Copy of Firm's Written Safety Plan

SUBMIT ONLY ONE (1) COPY OF SAFETY PLAN WITH SUBMITTAL PACKET

Include Work Loss Incidents and History

ATTACHMENT G
LANDSCAPING CONTRACTOR'S STATEMENT OF QUALIFICATIONS

REFERENCE: 8.d. Letter from Insurance Carrier

DOCUMENTATION OF INSURABILITY

ATTACHMENT H
LANDSCAPING CONTRACTOR'S STATEMENT OF QUALIFICATIONS

REFERENCE: 9.b. Written Quality Assurance Program

SUBMIT ONLY ONE (1) COPY WITH SUBMITTAL PACKET

ATTACHMENT I
LANDSCAPING CONTRACTOR’S STATEMENT OF QUALIFICATIONS

REFERENCE: 11.a. Affidavit of Non-violation of Labor codes

Name of Firm:

Address:

Project

Reference: (Name of Owner & Project)

Request for Proposal # _____
Affidavit of Non-violation of Labor Codes

To: The Board of Education
School City

The undersigned officer of _____ hereby states that _____ has, during the past five (5) years, been free of any determinations by a court or an administrative agency, of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects.

Name

Title

Signature

NOTARY

State of _____)

County of _____)

Signed or attested before me on _____ by _____

Seal

My Commission Expires: _____

ATTACHMENT J
LANDSCAPING CONTRACTOR'S STATEMENT OF QUALIFICATIONS

REFERENCE: 12.a.b.c. Judgments, Breach of Contract, Protests

- a. List any judgments against the firm during the past 5 years.**
- b. List any breach of contract other than for cause.**
- c. If applicable, list any formal bid protests and the outcome, whether denied or upheld.**
- d. List all mediations/arbitrations in the last 5 years. Who initiated? What was the outcome?**

**General Landscaping Services
City of Anthony REQUEST FOR
PROPOSAL #14-048MM-SL**

For the convenience of the contractors, an electronic version of this RFP may be issued for your use. Any changes to the document's questions or language that differs from the wording as issued in the Project Manual dated 12/02/2013 other than to fill in answers for the questions asked, will constitute a non-responsible proposal.

STATEMENT OF QUALIFICATIONS FOR LANDSCAPING CONTRACTORS

Project Name: _____

1. OFFEROR INFORMATION

Name: _____

Address: _____

Principal Office: _____

Corporation Partnership Sole Proprietorship Joint Venture

Other _____

a. How many years has your organization been in business as a Landscape Contractor? _____

b. How many years has your organization been in business under its present business name?

c. Under what other or former names has your organization operated?

2. LICENSING

a. Name of license holder (or qualifying party) exactly as on file with the State of New Mexico Construction Industries Division:

b. License Classification: _____

c. License Number: _____

d. Issue Date: _____ Expiration Date: _____

e. Is the landscaping contractor’s license free of ever being suspended or revoked by the CID or by the appropriate licensing agency in any other state?

Yes - free of suspension or revocation

No – Attached explanation

f. Does your firm hold all applicable Business licenses required by State of New Mexico?

License Number: _____ Jurisdiction: _____

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities:

(Name)

Issue Date: _____ Expiration Date: _____

License Number: _____ Jurisdiction: _____

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities:

(Name)

Issue Date: _____ Expiration Date: _____

License Number: _____ Jurisdiction: _____

Fill in name of license holder, exactly as it appears on file with jurisdictional authorities:

(Name)

Issue Date: _____ Expiration Date: _____

g. Is your firm free from formal debarment from public works, federal, state or local public works jurisdictions?

Yes

No (Attach explanation)

3. EXPERIENCE

a. Has your firm completed landscaping activities as identified in the pricing section of this request for proposal? Complete **Attachment A** for five (5) maximum projects listed:

Yes

Number of Projects: _____

No

Project 1 Name: _____

Project 2 Name: _____

Project 3 Name: _____

Project 4 Name: _____

Project 5 Name: _____

b. State the average annual amount of landscape construction work performed during the past five years:
\$ _____

c. Also, on **Attachment A**, list major landscape construction projects your organization has in progress, giving the name of the project, owner, architect, contract amount, percent of completion, and scheduled completion date.

d. List the categories of work that your organization normally performs with its own forces.

4. KEY PERSONNEL EXPERIENCE

Please note that more consideration will be given to those meeting or exceeding the required qualifications below:

a. Does your assigned Project Manager have the following minimum qualifications and experience?
(Attach Resume at **Attachment B**)

(1) At least ten (10) years experience in the landscaping construction industry?

Yes Number of Years: _____ No

(2) Experience on at least one (1) landscape construction type as identified in 3. EXPERIENCE item a

Yes Number of Projects _____ No

(3) Experience as a Project Manager on one (1) or more performing the various services referenced in the pricing section?

Yes Number of Projects _____ No

b. Does your assigned Project Foreman/Superintendent have the following minimum qualifications and experience? (Attach Resume at **Attachment B**)

(1) At least ten (10) years experience in the construction industry?

Yes Number of Years: _____ No

(2) Experience on at least one (1) landscape construction type as identified in 3a.?

Yes Number of Projects _____ No

(3) Experience as a Project Foreman/Superintendent for various categories of work referenced in the Pricing section

() Yes Number of Projects _____ () No

c. Does your Safety Program Manager have the following minimum qualifications and experience? (Attach Resume to **Attachment B**)

(1) At least five (5) years experience in a safety management role?

() Yes Number of Years: _____ () No

(2) Experience on at least one (1) landscape construction type as identified in 3a.?

() Yes Number of Projects _____ () No

d. Does your Quality Assurance/Quality Control (QA/QC) Manager have the following minimum qualifications and experience? (Attach Resume to **Attachment B**)

(1) At least five (5) years experience in a safety management role?

() Yes Number of Years: _____ () No

(2) Experience on at least one (1) landscape construction type as identified in 3a.?

() Yes Number of Projects _____ () No
_____ Years with your firm: _____

Present Position/Job Title: _____ Years in position: _____

List other project(s) this person has had a similar role for the past five (5) years:

Is your QA/QC a Principal or Officer of the firm? () Yes () No

e. Please include an Organizational Chart (**Attachment C**) of the Management Team that will be assigned to this project. Identify relationships, duties and responsibilities and key roles of each individual.

5. CAPACITY AND CAPABILITY TO PERFORM THE WORK

a. Resources: Total number of current employees: Project Managers _____

Estimators _____

Superintendents _____

Foremen _____

Tradesmen _____

Administration _____

Other _____

b. Does your firm have the immediate capacity to perform the work required for this RFP:
 Yes No

c. Please list current projects currently under contract with scheduled completion dates (**Attachment D**)
 See Attachment D None

6. **SURETY**

a. Firm’s current surety company:

Will this surety be used for the landscaping construction contract for this project:?

Yes No (attach explanation)

Contact Agent Name: _____ Telephone: _____

Years utilizing this surety: _____ Maximum Capacity: _____

Aggregate Total of current surety in force: _____

b. Is the surety company to be used on this project licensed to do business in the State of New Mexico?
 Yes No (attach explanation)

a. Is your firm free of having any landscaping construction contracts taken over by a surety for completion in the past five (5) years?

Yes No (attach explanation)

c. Has your firm used other surety companies since 2001? Yes (list) No

Surety Company

Contact

Surety Company

Contact

Surety Company

Contact

d. Is your firm able to obtain bonding in the amount required for the completion of this RFP? Provide a notarized declaration from the surety identified above, stating the amount of bonding capacity available to your firm for this project at **Attachment E**.

Yes

No (attach explanation)

7. **SAFETY**

a. Does your firm have a written safety program compliant with current State regulations? Provide one (1) copy of your firm’s written safety program at **Attachment F**.

Yes

No (attach explanation)

b. Provide a list of key safety personnel, including the designated safety manager who will be assigned to this project, and list specific duties.

Name and Title

Specific Duties

_____	_____

Name and Title

Specific Duties

_____	_____

c. Provide the Experience Modification Rate for the past five (5) years:

_____ / _____ / _____ / _____ / _____ /

d. Provide the Recordable Incident Rate for the past calendar year: _____

e. Is your firm free of committing serious or willful violations of federal or state safety laws as determined by a final non-appealable decision of a court or government agency?

Yes

No (attach explanation)

8. INSURANCE & CLAIMS HISTORY

a. Is your firm free of any court judgments, pending litigation, arbitration and final agency decisions filed within the last five (5) years in a construction related matter in which the contractor, or any officer, is or was a party?

Yes

No (attach explanation)

b. Has your firm during the past five (5) years been free of a determination by a court of competent jurisdiction that is filed a false claim with any federal, state or local government entity?

Yes

No (attach explanation)

c. Does your firm have the ability to provide the required insurance in the limit stated in the project documents (General Liability and Comprehensive Auto at \$1 Million per occurrence and \$1 Million in the aggregate)?

Yes

No (attach explanation)

d. Please provide a notarized declaration from an insurance carrier stating that the firm is able to obtain insurance in the limits stated as **Attachment G**.

9. QUALITY ASSURANCE – ATTACHMENT H

a. Does your firm have a written Quality Assurance Program?

Yes

No

b. Provide one (1) copy of the written Assurance Program for **Attachment H**

10. PROJECT SCHEDULING

a. Does your firm use computerized scheduling? () Yes () No

b. If YES, which programs and versions are used? Please list:

c. Has the firm been involved with a landscape construction project within the past five (5) years, where the schedule was not met? () Yes () No

d. If YES, please indicate the project (refer to **Attachment A**)

i. Project: _____

Reason for Delay: _____

ii. Project: _____

Reason for Delay: _____

iii. Project: _____

Reason for Delay: _____

e. Has the firm been assessed liquidated damages due to scheduling for any project in the past five (5) years? (Refer to **Attachment A**) () Yes () No

If YES, please list projects

(1) Project: _____ Amount \$ _____

Reason for assessment _____

(2) Project: _____ Amount \$ _____

Reason for assessment _____

(3) Project: _____ Amount \$ _____

Reason for assessment _____

11. **LABOR CODE VIOLATIONS**

a. Has your firm during the past five (5) years, been free of any determinations by a court or an administrative agency of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects? Refer to **Attachment I**

Yes No

b. Is the firm free of all Subcontractor Fair Practices Act violations for the past five (5) years?

Yes No (explain)

12. JUDGEMENTS, BREACH OF CONTRACT, PROTESTS, MEDIATIONS AND ARBITRATIONS

- a. List any judgments against the firm during the past 5 years; use **Attachment J**
- b. List any breach of contract other than for cause
- c. If applicable, list any formal bid protests and the outcome, whether denied or upheld
- d. List all mediations/arbitrations in the last 5 years. Who initiated? What was the outcome?

THE UNDERSIGNED CERTIFIES THAT ALL OF THE QUALIFICATION INFORMATION SUBMITTED WITH THIS FORM IS TRUE AND CORRECT.

Name and Title

Firm Name

Signature

Address of Firm

E-mail Address

City/State/Zip

Telephone Number

Fax Number

End of GENERAL CONTRACTOR STATEMENT OF QUALIFICATIONS

PRICING SECTION

ITEM	DESCRIPTION	EST.QTY.	UNIT	PRICE	TOTAL AMT.
1	Chemical toilet, furnished and maintained at project site, per day.	60	Days		
2	Saw cut, remove and replace 4" x1'-0" concrete paving	100	LF		
3	Saw cut, remove and replace 3" x1'-0" asphalt paving	100	LF		
4	Excavate and dispose of existing unclassified material (Typically rubble, plant material, dirt, construction debris and the like). No hazardous materials	500	CY		
5	Remove and deliver unclassified material (as defined Item 4) to COA M&O yard	100	CY		
6	Construction fill soil, including excavation, placement, compaction of unclassified material (as defined in Item 4) over 1'-0" deep, complete and in place	100	CY		
7	Obtain, haul, and compact suitable fill material when not available from within construction limits, complete and in place	1,000	CY		
8	Grading of areas not to be paved of less than 2'-0" excavation, no import or export material less than 3,000 SY, complete and in place	2,000	SY		
9	Grading of areas not to be paved of less than 2'-0" excavation, no import or export material less than 3,000 SY, complete and in place	7,500	SY		
10	Asphalt *path, 2" thick, 81" wide or less, with compacted sub base per COA standards, complete and in place	1,000	SY		
11	Concrete *sidewalks, less than 4 CY, per COA standards except reduce to 3,500 psi, complete and in place	20	CY		
12	Concrete *sidewalks, less than 4 CY, per COA standards except reduce to 3,500 psi, complete and in place	50	CY		
13	Concrete "Mow strip 6" wide, per City Std. Dwg. 2726 except reduce to 3500 psi. Complete and in place.	500	LF		
14	Concrete "Mow strip 12" wide, 3500 psi with one #8 Rebar, horizontal and continuous. Otherwise same as City Std. Dwg. 2726. Complete and in place.	300	LF		

15	Concrete "Mow curb at existing chain link fence, per City Std. Dwg 2725 except 3500 psi. COA will remove and replace all fencing materials. Contractor will not be expected to provide any fencing materials. Complete and in place.	200	If		
----	--	-----	----	--	--

*** Starred items have specifications appearing in the section following this proposal section**

ITEM	DESCRIPTION	EST.QTY.	UNIT	PRICE	TOTAL AMT.
16	Washed crusher fines installed 4" deep over 5 oz. DeWitt weed Barrier Fabric, complete and in place				
16a	Grey Rock	1,000	SF		
16b	Santa Fe Brown Rock	1,000	SF		
17	Removable locking bollard per COA standards, complete and in place	6	EA		
18	Landscape Bollard per COA standards, complete and in place	6	EA		
19	Landscape Bollard in concrete walk per COA standards, complete and in place	6	EA		
<p>With regard to items 20-27 only, exact plants and/or trees will be determined by COA at the time of the specific project. Contractor shall furnish healthy and disease-free plant material from an COA approved local source, transport same to the site as necessary and install as above. COA shall reimburse the contractor at a fixed fee markup estimated in dollars in addition to the material invoice from your supplier for such plant materials purchased for use in the City. Your costs for transportation, labor, equipment, etc. as needed for installation is to be included in the unit fixed fee markup prices for thee items. Documentation of invoice cost will be required. In the space following, state your fixed fee markup per tree/plant for purposes of reimbursement for these items only.</p>					
20	Deciduous Tree, 2-1/2" caliper, balled and burlapped per COA standards, complete and in place	25	EA		
21	Deciduous Tree, 2" caliper, balled and burlapped per COA standards, complete and in place	25	EA		
22	Deciduous Tree, 1" caliper, balled and burlapped per COA standards, complete and in place	25	EA		
23	15 Gallon Plant, installed per COA standards, complete and in place	25	EA		
24	5 Gallon Plant, installed per COA standards, complete and in place	300	EA		
25	1 Gallon Plant, installed per COA standards, complete and in place	100	EA		
26	4" Pot, installed per COA standards, complete and in place	100	EA		
27	Coniferous Trees, balled and bur lapped, maximum 8" height. Installed per COA standards, complete and in place. Price per LF of height.				

ITEM	DESCRIPTION	EST.QTY.	UNIT	PRICE	TOTAL AMT.
28	Scotts ProTurf sports grass, seeded in prepared bed, less than 5,000 SF, complete and in place. Note: Bid does not include cost of water.)	5,000	SF		
29	Scotts ProTurf sports grass, seeded in prepared bed, more than 5,000 SF, complete and in place. Note: Bid does not include cost of water.)	5,000	SF		
30	Sodded Turf placed on prepared soil, less than 1,000 SY, complete and in place (Note: Bid does not include cost of water.)	100	SY		
31	Sodded Turf placed on prepared soil, more than 1,000 SY, complete and in place (Note: Bid does not include cost of water.)	2,000	SY		
32	Remove and replace existing sod on prepared soil, less than 1,000 SY, complete and in place (Note: Bid does not include cost of water.)	500	SY		
33	Remove and replace existing sod on prepared soil, more than 1,000 SY, complete and in place (Note: Bid does not include cost of water.)	1,500	SY		
<p>Items 34 - 36 shall be installed per COA Standards. The exact grass will be selected by COA at the time of the particular project. Contractor shall purchase from a local source acceptable to COA, transport to the site as necessary and install as above. COA shall reimburse the contractor at a designated Fixed Fee markup over invoice cost for all grass materials purchased for use in the City. Transportation, labor, equipment, etc. is to be included in the unit costs below. Documentation of invoices shall be required. In the space following, state the Firm Fixed Markup per Square Foot (SF) which shall apply to these items only.</p>					
34	Native Grasses. Buffalo Grass and Blue Gamma, seeded in prepared bed at a ratio of 1:1 at a rate of 4 pounds per 1,000 square feet. Less than 5,000 SF, complete and in place	2,500	SF		
35	Native Grasses. Buffalo Grass and Blue Gamma, seeded in prepared bed at a ratio of 1:1 at a rate of 4 pounds per 1,000 square feet. More than 5,000 SF, complete and in place	20,000	SF		
36	Buffalo Grass, Texoka, primed seed planted at a rate of 3 pounds per square feet, complete and in place	20,000	SF		

ITEM	DESCRIPTION	EST.QTY.	UNIT	PRICE	TOTAL AMT.
37	Bark mulch in planter or around trees, 1,500 SF or less. Per COA Standards and details	750	SF		
38	Bark mulch in planter or around trees, 1,500 SF or more. Per COA Standards and details	3,000	SF		
39	Planting soil mixture, less than 1,500 SF, per COA Standards and details. Installation of soil to include removal of existing soil.	750	SF		
40	Planting soil mixture, more than 1,500 SF, per COA Standards and details. Installation of soil to include removal of existing soil.	3,000	SF		
<p>Items 41 through 45: Installation of Master Meter Flow Meters (labor only). Note that installation is to include all wiring. Flow meter wires shall be sleeved and 18" deep when under hard surfaces. Bidder is to assume worst case scenario and should anticipate extensive modifications such as removal or replacement of existing systems, concrete, value boxes, etc. in the course of the work.</p>					
41	Master Meter MM5-1" contact head meter (1 gallon per pulse) installed per COA Standard valve detail, complete and in place	1	EA		
42	Master Meter, 2", installed per COA Standard valve detail, complete and in place	1	EA		
43	Master Meter, 3", installed per COA standard valve detail, complete and in place	1	EA		
44	Master Meter, 4", installed per COA standard valve detail, complete and in place	1	EA		
45	Master Meter, 6", installed per COA standard valve detail, complete and in place	1	EA		
46	Armored communication cable to be installed between flow meter and controller device, (Does not include trenching), complete and in place	150	LF		

ITEM	DESCRIPTION	EST.QTY	UNIT	PRICE	TOTAL AMT.
Items 47 through 49: COA has awarded a contract for purchase of a Motorola central irrigation controller system. Price these items as installation only. Bidder must be experienced and proficient in the successful installation of such systems. COA may require references and proof of existing work in this area.					
47	Central control, 16 station, Motorola Scorpio in Strongbox Model SB-24DSS enclosure, installed complete and in place not to include primary 110V power source. Central control furnished by COA: Strongbox and installation to be furnished by contractor.	2	EA		
48	Central control, 32 station, Motorola Irrinet in Strongbox Model SB-24DSS enclosure, installed complete and in place not to include primary 110V power source. Central control furnished by COA: Strongbox and installation to be furnished by contractor.	2	EA		
49	Central control, 48 station, Motorola Irrinet in Strongbox Model SB-24DSS enclosure, installed complete and in place not to include primary 110V power source. Central control furnished by COA: Strongbox and installation to be furnished by contractor.	2	EA		
Items 50 through 56: Febco, these installations will typically be a new system and not piecemeal work.					
50	Febco 825Y-1" Reduced pressure backflow preventer in a Strongbox Model No SBBC enclosure with Raychem pipe heating cable (electrical service not included), complete and in place	1	EA		
51	Febco 825Y-1-1/2" Reduced pressure backflow preventer in a Strongbox Model No SBBC enclosure with Raychem pipe heating cable (electrical service not included), complete and in place	1	EA		
52	Febco 825Y-2" Reduced pressure backflow preventer in a Strongbox Model No SBBC enclosure with Raychem pipe heating cable (electrical service not included), complete and in place	1	EA		

ITEM	DESCRIPTION	EST.QTY.	UNIT	PRICE	TOTAL AMT.
53	Febco 825Y-2-1/2" Reduced pressure backflow preventer in a Strongbox Model No SBBC enclosure with Raychem pipe heating cable (electrical service not included), complete and in place	1	EA		
54	Febco 825Y-3" Reduced pressure backflow preventer in a Strongbox Model No SBBC enclosure with Raychem pipe heating cable (electrical service not included), complete and in place	1	EA		
55	Febco 1-1/2" Pressure vacuum breaker, installed complete and in place	1	EA		
56	Febco 2" Pressure vacuum breaker, installed complete and in place	1	EA		
57	Plastic electric remote control valve, 1", Weathermatic 21000, installed per COA Standards, complete and in place	3	EA		
58	Plastic electric remote control valve, 1-1/2", Weathermatic 21000, installed per COA Standards, complete and in place	10	EA		
59	Plastic electric remote control valve, 2", Weathermatic 21000, installed per COA Standards, complete and in place	20	EA		
All PVC mainline fittings to be installed per COA Standards. 2" detectable tracking tape is to be included as part of the installation.					
60	Mainline Ball valve 1", installed complete and in place	2	EA		
61	Mainline Ball valve 2", installed complete and in place	5	EA		
62	Mainline Ball valve 3", installed complete and in place	5	EA		
63	Air relief valve 2" installed per COA Standards, complete and in place	5	EA		
64	Quick Coupler valve, installed per COA Standards, complete and in place	5	EA		
65	2-1/2" Class 200 PVC mainline piping with ring and gasket fittings, installed complete and in place	1,000	LF		

ITEM	DESCRIPTION	EST. QTY.	UNIT	PRICE	TOTAL AMT.
66	3" Class 200 PVC mainline piping with ring and gasket fittings, installed complete and in place	1,000	LF		
67	2" schedule 40 PVC mainline piping with slip and threaded fittings, installed complete and in place	1,000	LF		
68	#10 direct burial, valve wiring, installed in trench with piping, complete and in place	5,000	LF		
69	#12 direct burial, valve wiring, installed in trench with piping, complete and in place	10,000	LF		
70	#14 direct burial, valve wiring, installed in trench with piping, complete and in place	20,000	LF		
All PVC fittings to be installed per COA Standards. 2" detectable tracking tape is to be included as part of the installation.					
71	2-1/2" Schedule 40 PVC lateral piping with slip and threaded fittings. Complete and in place	1,000	LF		
72	2" Schedule 40 PVC lateral piping with slip and threaded fittings. Complete and in place	1,000	LF		
73	1-1/2" Schedule 40 PVC lateral piping with slip and threaded fittings. Complete and in place	2,500	LF		
74	2-1/4" Schedule 40 PVC lateral piping with slip and threaded fittings. Complete and in place	2,500	LF		
75	1" Schedule 40 PVC lateral piping with slip and threaded fittings. Complete and in place	3,000	LF		
76	3/4" Schedule 40 PVC lateral piping with slip and threaded fittings. Complete and in place	5,000	LF		
77	2-1/2" Class 200 PVC lateral piping with slip and threaded fittings, installed complete and in place	1,000	LF		
78	2" Class 200 PVC lateral piping with slip and threaded fittings, installed complete and in place	1,000	LF		
79	1-1/2" Class 200 PVC lateral piping with slip and threaded fittings, installed complete and in place	2,500	LF		

ITEM	DESCRIPTION	EST.QTY.	UNIT	PRICE	TOTAL AMT.
80	1-1/4" Class 200 PVC lateral piping with slip and threaded fittings, installed complete and in place	2,500	LF		
81	1" Class 200 PVC lateral piping with slip and threaded fittings, installed complete and in place	3,000	LF		
82	3/4" Class 200 PVC lateral piping with slip and threaded fittings, installed complete and in place	5,000	LF		
83	Bubbler head, installed per COA Standards, complete and in place	1,000	EA		
84	Fixed Spray sprinkler head, Toro 570-7 series. Installed per COA Standards, complete and in place	200	EA		
85	Rotary sprinkler head, Toro 300 series, installed per COA Standards, complete and in place	30	EA		
86	Rotary sprinkler head, Tot 640 series. Installed per COA Standards, complete and in place	30	EA		
87	Hunter rotary head sprinkler, I-40 series SS. Installed per COA Standards, complete and in place	30	EA		
88	Hunter rotary head sprinkler, I-25 series SS. Installed per COA Standards, complete and in place	30	EA		
89	Hunter rotary head sprinkler, I-20 series SS. Installed per COA Standards, complete and in place	30	EA		
90	Backhoe with 18" bucket or smaller, with operator, include transport to and from base. Complete per hour, 4 hour minimum	8	HR		
91	Trencher (Ditch Witch 2300 type) with operator and labor, include transportation to and from base. Complete and in place	8	HR		
92	Turf soil amendment, for applications less than 1,500 Square Feet, per COA Standards. Complete and in place	750	SF		
93	Turf soil amendment, for applications less than 1,500 Square Feet, per COA Standards. Complete and in place	3,000	SF		

ITEM	DESCRIPTION	EST.QTY.	UNIT	PRICE	TOTAL AMT.
94	Tree/shrub soil amendment, for applications less than 1,500 Square Feet, per COA Standards. Complete and in place	750	SF		
95	Tree/shrub soil amendment, for applications more than 1,500 Square Feet, per COA Standards. Complete and in place	3,000	SF		
96	2 x 6 3/8" crushed gravel border or washed crusher fines to be placed between edge of grass and pavement or walkway. Installation to include 3/16" Ryerson Steel edging and removal of exiting grass or other material. Complete and in place	300	LF		
97	2' x 1' 3/8" crushed gravel border as per bid item 96	300	LF		
98	Irrigation design; Bidder must be experienced and proficient in the successful design of systems. COA shall require references and examine results of existing work in this area. (Bid shall be considered non-responsive if references are not provided and not found acceptable.)	100	HR		
99	Survey work (to plan grading necessary for playing field, etc.) state whether work shall be performed by Bidder's staff or a sub-contractor.				
99a	Foreman (Survey work)	25	HR		
99b	Additional man (Survey work)	35	HR		
100	Licensed Landscape Architect. Requirement for this work to be determined at project meeting. State whether work shall be performed by Bidder's staff or a subcontractor.	25	HR		
101	Electrical work (shall not be used in ITB evaluation)	15	HR		
102	Fenced enclosure with locking gate, 3' x 3' x 6' high on average as per COA Standards. Due to varying sizes quote per linear foot.	60	LF		

ITEM	DESCRIPTION	EST.QTY.	UNIT	PRICE	TOTAL AMT.
103	Hourly Labor. Use where applicable for miscellaneous work not specifically itemized (i.e. move sprinkler head over 2 feet)	10	HR		
104	Certified irrigation water audit for turf area less than 1/2 acre	15,000	SF		
105	Certified irrigation water audit for turf area more than 1/2 acre	40,000	SF		
TOTAL PRICING FOR ITEMS 1 THROUGH 105 \$ _____					

Note: NM State Procurement Code NMSA 1978, Paragraph 13-1-149 states that the **use of a cost-plus-a-percentage-of-cost contract is prohibited except for the purchase of insurance.**
 Contractor/Successful Bidder shall provide a fixed fee table in the boxes below.

The values in the table shall be used in the contractor's project estimates where subcontractors are used and shall be provided prior to starting a project with un-priced items that are within the intended scope of the resultant BPO. Once the project is complete, if the project is over or under the estimated values for subcontractor costs, parts and materials and rental equipment other than priced items quoted above, the contractor is still entitled to the administration fixed fee. Contractor shall only invoice for the fixed fee on the final invoice for the project. If the project scope of work changes, the fixed fee shall be re-established again using the table of values below. The cost of subcontractors (in aggregate) used on any project shall not exceed 15% of the total project cost. Any single Fixed Fee expressed greater than 20% in the table below shall render the Contractors Bid to be considered non-responsive to the RFP.

106	Fixed Fee markup cumulative on Subcontractor Costs, other than items quoted above. (The value of this Section shall be work 5% of the bid evaluation)	
	Dollar Amount Estimated on Subcontractor Costs	Fixed Fee (Express as a Percent to be converted to a Dollar Amount on the estimate for a project)
1	\$1 to \$5,000	%
2	\$5,001 to \$10,000	%
3	\$10,001 to \$25,000	%
4	\$25,001 to \$50,000	%
5	\$50,001 to \$75,000	%
6	\$75,001 to \$100,000	%
7	\$100,001 to \$125,000	%
8	\$125,001 to \$150,000	%
9	over \$150,000	%
	Average Fixed Fee for Subcontracts (divided by 9)	%

APPENDIX A**CAMPAIGN CONTRIBUTION DISCLOSURE FORM****RFP RFP 2024-01****General Landscaping Services on Demand**

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 federal, 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

Title (Position)

APPENDIX B

**CONFLICT OF INTEREST AND
DEBARMENT/SUSPENSION CERTIFICATION FORM**

**RFP RFP 2024-01
General Landscaping Services On Demand**

As utilized herein, the term “Vendor” shall mean that entity submitting a proposal to City of Anthony in response to the above referenced request for proposals.

The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge: No employee or board member of City of Anthony (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any City of Anthony employee, board member or close relative, with the exception of the person(s) identified below. Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the legislator:

_____ List below the name(s) of any City of Anthony employee, board member or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor’s stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the vendor:

DEBARMENT/SUSPENSION STATUS

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or any State agency or local public body, or in receipt of a notice or proposed debarment from any Federal or State agency or local public body. The vendor agrees to provide immediate notice to Anthony Public School’s Procurement Department in the event of being suspended, debarred or declared ineligible by any department or agency of the Federal government, or any agency of local public body of the State of New Mexico, or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract.

CERTIFICATION

The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST and DEBARMENT/SUSPENSION Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named **and that the information contained in this document is true and accurate to the best of their knowledge.**

Signature: _____

Name of Person Signing (typed or printed): _____

Title: _____

Date: _____

Name of Company (typed or printed): _____

Address: _____

City/State/Zip: _____

Telephone: _____