

EASTERN SANDOVAL COUNTY ARRYO FLOOD CONTROL AUTHORITY
[ESCAFCA]

REQUEST FOR PROPOSALS

ON-CALL ENGINEERING SERVICES

ESCAFCA is a political subdivision of the State of New Mexico whose jurisdiction includes the communities of Algodones and Bernalillo.

ESCAFCA is requesting competitive sealed proposals for professional engineering consulting services typically needed by a flood control agency. It is the intent to select one or more consultants to provide engineering services on an “on-call” basis, via an agreement with ESCAFCA which may be for four years, renewable each year.

Services to be provided may include the full spectrum related to establishing a flood control program, including, but not limited to planning; coordination and communication; public meetings; surveys; design; property ownership research and documentation; preparation of construction documents and bidding; construction administration; preparation of operation and maintenance manuals; flood plain administration; administrative support to the Board and Executive Engineer [research, preparation of documents, maps, exhibits, etc]; drainage reviews for proposed development; and other duties as assigned. Consultants who are specialized in one or more categories are welcome to submit a proposal, but should clearly state which categories are being addressed.

Work will be on a Task Order basis, as negotiated with the Executive Engineer, and approved in advance by the Board of Directors.

Total compensation for each agreement will be established as part of the selection/ negotiation process.

Proposals will be reviewed by a Selection Advisory Committee[SAC] appointed by the ESCAFCA Board Chair, and will be evaluated using the following criteria and grading points:

1. General description of the firm, and who will be the primary contact[s].....10
2. Capabilities and experience in flood control or related projects.....30
3. Knowledge and experience in arid southwest stormwater management, especially relating to the Sandoval County , Algodones, and Bernalillo area.....30
4. List of stormwater projects completed, to include description of innovative solutions, with references.....20
5. Explain your project and cost control procedures.....10

Each proposal MUST be accompanied by a completed Campaign Contribution Disclosure Form [CCDF], a copy of which is attached hereto.

ESCAFCA reserves these rights:

1. To cancel, delay, or modify this RFP,
2. To reject any or all proposals,
3. To waive any informality or technicality in the evaluation of any proposal,
4. To make inquiries of any references submitted in the proposal.

Interviews may be conducted with any or all firms submitting proposals; however, evaluation may be made solely on the proposal as submitted.

A copy of this Request for Proposals [RFP] may be obtained from the ESCAFCA office during ESCAFCA office hours, 8:30 AM to noon, Monday thru Friday; or by calling 505-771-7110 ext 7110; or from the ESCAFCA website at www.escafca.com.

Proposals shall be limited to six [6] pages, plus a cover letter.

Proposals will be accepted until 12:00 noon on Friday, October 14, 2011 at the ESCAFCA office at 829 Camino Del Pueblo, Bernalillo, NM, 87004. Proposals may be submitted electronically or on paper. If submitted electronically, send to mcastillo@escafca.com. If a proposal is mailed, it MUST be addressed to ESCAFCA, PO Box 638, Bernalillo, NM 87004, and must arrive before the deadline. An original and four [4] copies shall be submitted in a sealed envelope, clearly marked "ESCAFCA Proposal for On-Call Engineering Services". Late proposals will not be considered.

Following receipt of the proposals, the SAC will evaluate the proposals and recommend one or more firms to be presented to the ESCAFCA Board of Directors for its selection, whereupon an agreement may be negotiated for presentation to the Board. Agreement[s] may be for one year, renewable for three [3] additional years at ESCAFCA's discretion.

A form of the Agreement is attached hereto.

The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199 [1984 as amended] imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

If questions, call Michael Castillo, ESCAFCA Executive Engineer at the above number.

Dated 15 September, 2011

Larry A. Blair for
Sal Reyes, Board Chair

To be published in the Albuquerque Journal and the Rio Rancho Observer