

REQUEST FOR QUALIFICATIONS FOR 2015 COUNCIL REDISTRICTING RFQ #15/01/RFQ

The City of Santa Fe is requesting submission of qualifications from firms interested in entering into an agreement for professional consulting services to assist the City's Independent Redistricting Commission and the City of Santa Fe in planning for and completing the 2015 council redistricting as described herein.

I. BACKGROUND

Section 3-12-1.1 NMSA 1978, as amended, requires the Governing Body of a municipality to divide the municipality into districts equal to the number of members on the Governing Body, once, following every federal decennial census,. Section 3-12-2(D) NMSA 1978, as amended, requires the Governing Body of a municipality to provide by ordinance for the election of two (2) council members for each district. Section 3-12-2(F) NMSA 1978 provides that the Governing Body of a municipality may redistrict the municipality whenever redistricting is warranted. It is warranted following every federal decennial census.

The City of Santa Fe is presently divided into four (4) dual member districts. Section 6.03 of the City of Santa Fe Charter requires that the City be divided into four (4) dual-member districts numbered one through four. Section 6.03 of the City Charter provides that the City's Independent Re-districting Commission ("Commission") shall, by ordinance, set the boundaries of each district and establish a procedure for the periodic review of district boundaries. Section 6.03 of the City Charter (Districts) and Section 9-1.4 (Districting) of the City Code state that in establishing the district boundaries, the Commission shall consider the following principles in the following order of priority:

- "A. each district shall contain as nearly as possible substantially the same population based upon the most recent federal census;
- B. districting plans must avoid dilution of minority voting strength;
- C. communities of interest, including those based upon ethnic and economic factors, shall be preserved within a single district whenever reasonable;
- D. each district shall be formed of compact, contiguous territories. The total length of all district boundary lines shall be as short as possible; and
- E. districting plans shall compensate for U.S. census undercount of minorities."

City Code Section 9-1.3 requires that the boundaries of each municipal election district be shown on the municipal election district map which may be revised from time to time and adopted as the official districting map and is to be kept in the custody of the municipal clerk. City Code Section 9-1.4 B. provides that district boundaries shall be reviewed and revised, if necessary, following each decennial federal census.

On January 2, 2014, the City annexed approximately 4100 acres, primarily on the southern and western borders of the City, into the City limits. The annexation incorporated at least 13,250 new residents into

the City limits. The newly annexed residents were not equally absorbed into the four City Council Districts. In particular, Council District 3 now has at least 49% more residents than any other district. Residents in the four Council districts are not equally represented. The City will have its next regular municipal election on March 1, 2016. The City has the opportunity to equalize the populations of the four Council districts before this election through the process of redistricting.

The City is soliciting a Contractor who shall provide professional and technical assistance and use census data to create four (4) dual member districts for the Commission's consideration. Contractor shall comply with the five (5) most important guidelines of redistricting:

- (1) The districts shall have substantially equal population;
- (2) Avoid dilution of minority voting blocks;
- (3) Avoid gerrymandering districts;
- (4) Observe communities of interest, including those based upon ethnic and economic factors; and
- (5) Maintain compactness and contiguity.

The districting plans shall comply with state, federal and local laws including the Federal Voting Rights Act of 1965 and the City of Santa Fe Municipal Charter. The creation of districts shall be done in such a way as to avoid splitting precincts.

With respect to the districting for the City Council districts, it is anticipated that changes to the current district boundaries will be necessary. Inevitably, some districts grow at a higher rate than others, creating an imbalance in population.

II. SCOPE

A. Five Important Rules of Districting:

The Contractor's districting plans shall endeavor to comply with the following relevant legal standards, which include:

1. *Population Equality:* Districts shall be designed within the population deviations allowed by law in accordance with the principle of "one person – one vote."
2. *Minority Voting Rights:* Districts shall be designed to provide appropriate minority participation in the electoral process in accordance with the U.S. Constitution and federal voting rights legislation. Districts will not be: (a) "Packed": design of districts in which overall minority voting power is diluted by concentrating minorities into an artificially small number of City Council districts; or (b) "Cracked": design of districts in which minority voting power is diluted by spreading minorities over all or most school board districts so that minority populations are small in each district.
3. *Avoid Gerrymandering:* Districts shall be designed to avoid gerrymandering or contorted districts unless necessary to accomplish legally more relevant concerns.
4. *Communities of Interest:* Districts shall consider ethnic and economic factors and shall be designed, if possible, to respect neighborhood boundaries for communities of interest within the City. However, accounting for communities of interest cannot occur if it will cause population equality, compactness, contiguity or minority voting rights to be violated.

5. *Compactness and Contiguity*: The plans shall vary in their levels of compactness, but in no case shall there be non-contiguity and compactness shall be maximized. The total length of all district boundary lines shall be as short as possible.

B. Preparation for Redistricting:

Contractor shall begin preparation for redistricting no later than February 1, 2015. Contractor shall obtain and inventory all maps for redistricting.

These maps include:

2010 U.S. Census block maps;

2011 precinct maps;

2014 annexation maps;

Current districting plans and maps;

Maps showing present municipal boundaries;

Santa Fe County Official Precinct Maps; and

City of Santa Fe GIS Council District Map showing the councilor's residential location.

Contractor shall obtain, aggregate and integrate the 2010 U.S. Census Data (known officially as P.L. 94-171), which shall contain information such as:

Total population;

Number of persons of Hispanic origin;

Number of persons not of Hispanic origin;

Numbers of non-Hispanic Black persons;

Number of non-Hispanic Native Americans;

Number of people of other and multi-racial backgrounds; and

Voting age population counts for each of these racial and ethnic groupings.

Contractor shall perform preliminary analysis of the above data (in concert with other data as available), which shall include the following:

Bringing current district boundaries onto newly adjusted precinct maps as exact as possible; and

Current population statistics for each precinct and City Council district.

Contractor shall summarize the salient demographic information to provide a demographic overview of the Council districts. In addition, this preliminary report, with appropriate handouts, shall be made available to the Commission City staff, and members of the public.

C. Avoid Splitting Precinct:

During the process of creating districts, Contractor shall work in conjunction with the City Clerk and the Santa Fe County Clerk so that precincts are not split among districts. Contractor shall make every effort to not sever precinct lines.

Districts shall be designed to follow precinct boundaries to minimize voter confusion and to maximize the ease of conducting elections.

D. Gather Public Opinion:

The Contractor shall assist the Commission in conducting public hearings on issues pertaining to redistricting between February 2015 and May 2015. The Contractor shall develop special reports and other redistricting materials as requested by the Commission for informing the public on the process of redistricting. A minimum of three and up to seven public meetings initiated and scheduled at the Commission's request shall be held in Council Chambers or at the various council districts during this time. The meetings shall be scheduled as often as necessary. Contractor shall assist the Commission with developing the textual content of advertisements promoting the public meetings.

The Commission shall attempt to ensure maximum public participation throughout the redistricting process. All community and ethnic groups shall be invited to participate in the public meetings.

E. Creation of Districting Plans:

Following the preliminary analysis of the Federal Census Data, Contractor shall create at least three (3) redistricting plans of four (4) dual member districts and a mayor-at-large for consideration by the City's Independent Redistricting Commission. Each plan shall have districts that comply with the criteria as specified previously. Contractor shall provide the Commission requested modifications to all plans.

Each redistricting plan shall have a unique objective based on preserving a community of interest. Contractor shall work with the City to understand possible objectives that will dictate the shape of the districts.

In the creation of districting plans, Contractor shall use GIS software developed specifically for redistricting to create the districts. The GIS shall integrate P.L. 94-171 Census data at the block level and Census TIGER/Line boundary files that includes the geographic boundaries for Census blocks, block groups and precincts. The Contractor shall obtain the most recent Santa Fe County Official Precinct Maps from the Bureau of Elections Office/Santa Fe County. The software shall enable the Contractor to provide accurate data maps and support materials for each districting plan.

F. Deliverables:

Each of the redistricting plans created by Contractor shall be accompanied by a report containing maps of the districts as well as a statistical summary of the districts which shall include:

1. Population counts of both the total population and racial/ethnic grouping of persons of voting ages;

2. Percentage deviation of each district from the ideal population;
3. Percentages of minority populations; and
4. The Bureau of Elections precinct boundaries shall be used for all maps as the official boundary for each precinct for mapping purposes.

Contractor shall provide one (1) set of public display-sized maps, conforming to Santa Fe County Official Precinct Maps using available City precinct maps for each plan developed and 25 copies of handout-sized maps for public use. As the project develops, Contractor shall provide the Commission with nine (9) sets of intermediate-sized maps. In addition to the hard copy documentation, Contractor shall provide the maps to the City as an electronic copy in the form of PDF and or image files. Contractor shall also submit digital data in the format of an ESRI's ArcGIS shapefile or File Geodatabase format. These files shall meet the City of Santa Fe's GIS data standards and made available upon request.

G. Adjustment of District Line:

Within any redistricting plan, adjustments to district boundaries will often have to be made. The adjustments are usually prompted by both Commission's and the public's input. Public input comes about via public meetings on the redistricting plans (e.g. a neighborhood association might suggest an alternative plan which splits its' neighborhood). Contractor may incorporate these proposed changes as long as the proposed changes do not violate any of the five (5) rules governing redistricting. All redistricting plans created by Contractor will be based on the block-level P.L. 94-171 data released no later than February 1, 2015.

H. Complete the Redistricting Process by June 1, 2015, including but not limited to, the delivery and acceptance by the City, of all deliverables set forth in paragraph F herein and Exhibit "A", Attachment "A" attached hereto:

Contractor shall complete the redistricting process by June 1, 2015.

I. Technical Assistance in the Case of Legal Action:

Contractor shall provide expert technical assistance to the City in the event any legal action arises relating to the redistricting process of plans developed with Contractor's assistance. Contractor shall provide expert testimony and "special services," if necessary, in state and federal court in the area of redistricting.

K. Assignment:

The Contractor shall not assign or transfer any interest in the Agreement or assign any claims for money due or that shall become due under the Agreement without the prior written approval of the City.

L. Subcontracting:

The Contractor shall not subcontract any portion of the services or duties to be performed pursuant to the Agreement without the prior written approval of the City.

M. Deadline for submittal:

The Request for Qualification (RFQ) from Contractors will be received by the City of Santa Fe and five (5) copies will be delivered in a sealed envelope to the City of Santa Fe Purchasing Office at 2651 Siringo Rd., Building "H", Santa Fe, NM 87505, until December 29, 2014 local prevailing time, 2:00 p.m. Any

RFQ received after the deadline will not be considered. Do not rely on “overnight delivery” without including some lead-time. “Overnight delivery” will be determined to be non-responsive if delivered late, no matter whose fault it was. It is recommended that extra days be included in the anticipated delivery date to ensure delivery is timely. The Purchasing Office is closed 12:00 p.m. to 1:00 p.m.

Criteria for qualification will be based on the items requested below. Failure to submit any one of the items below may result in disqualification. Several items listed below will be assigned a weighted value.

N. EVALUATION CRITERIA:

Below is a list of the criteria that must be included within the prequalification package. The weighted value of each item (if applicable) is also listed.

WEIGHT	(Percent)
1. Technical approach to the project;	10%
2. Qualifications/competence of project team members to perform project;	20%
3. Capacity and capability of the firm to perform the project, and to do so in a timely manner; project including time-line, task breakdowns and assignments;	30%
4. Performance of the firm with previous clients, based upon quality of the work, control of costs, ability to meet schedules or deadlines; and responsiveness to the client;	40%
Total	100%

O. Proposed Fee.

P. List of references for entities associated with last redistricting.

Upon completion of the evaluation process, a recommendation for award of contract(s) will be issued by the Purchasing Officer. Agreements will follow the format of the agreement enclosed herein as ATTACHMENT “A”. The term of the agreement will be for the time period established in the professional services agreement between the City and the Contractor as required to complete the delivery of the contracted services, not to exceed June 1, 2015.

The Contractor’s attention is directed to the fact that applicable Federal Laws, State Laws, Municipal Charter and Ordinances, and all rules and regulations of all authorities having jurisdiction over said item shall apply to the RFQ and will apply to the Contractors that are selected to bid. The laws will be deemed to be included in the bid documents the same as though herein written out in full.

The City of Santa Fe is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or national origin. The successful bidder will be required to conform to the Equal Opportunity Employment regulations. State wage rates will apply.

Any questions regarding this RFQ should be directed to Robert Rodarte, Purchasing Officer, (505) 955-5712.