

**CITY OF SANTA FE  
SANTA FE SOLID WASTE MANAGEMENT AGENCY**

**"REQUEST FOR PROPOSALS"**

**ENGINEERING DESIGN AND PERMITTING SERVICES**

**for**

**PERMIT RENEWAL**

**and**

**MODIFICATION**

**for the**

**BUCKMAN ROAD RECYCLING AND TRANSFER STATION**

**RFP No. '15/03/P**

**PROPOSAL DUE:**

**AUGUST 28, 2014**

**2:00 P.M.**

**PURCHASING OFFICE**

**CITY OF SANTA FE**

**2651 SIRINGO ROAD, BUILDING "H"**

**SANTA FE, NEW MEXICO 87505**

# Table of Contents

<b>NOTICE OF REQUEST FOR PROPOSALS.....</b>	<b>1</b>
<b>PROPOSAL SCHEDULE.....</b>	<b>3</b>
<b>INFORMATION FOR OFFERORS .....</b>	<b>4</b>
RECEIPT OF PROPOSALS.....	4
COPIES OF REQUEST OF PROPOSALS.....	4
ACKNOWLEDGEMENT OF RECEIPT.....	4
PREPARATION OF PROPOSAL .....	5
CORRECTION OR WITHDRAWAL OF PROPOSALS.....	5
INTERPRETATIONS AND ADDENDA .....	5
LAWS AND REGULATIONS.....	6
DISCLOSURE OF PROPOSAL CONTENTS .....	6
PROPOSAL EVALUATION .....	6
FINALIZE CONTRACT .....	6
CONTRACT AWARD.....	6
REJECTION OR CANCELLATION OF PROPOSALS .....	7
PROTESTS AND RESOLUTIONS PROCEDURES .....	7
CHANGE IN CONTRACTOR REPRESENTATIVES .....	7
AGENCY RIGHTS .....	7
RIGHT TO PUBLISH .....	7
OWNERSHIP OF PROPOSALS .....	7
ELECTRONIC MAIL ADDRESS REQUIRED .....	7
COMPLIANCE WITH CITY’S MINIMUM WAGE RATE ORDINANCE (LIVING WAGE ORDINANCE).....	7
PREFERENCES IN PROCUREMENT .....	8
<b>DEFINITIONS AND TERMS.....</b>	<b>9</b>
<b>SPECIAL CONDITIONS .....</b>	<b>11</b>
GENERAL.....	11
ASSIGNMENT.....	11
VARIATION IN SCOPE OF WORK .....	11
DISCOUNTS .....	11
TAXES.....	11
INVOICING .....	11
METHOD OF PAYMENT .....	11
DEFAULT .....	12
NON-DISCRIMINATION .....	12
NON-COLLUSION.....	12
BRIBES, GRATUITIES AND KICKBACKS .....	12
<b>BACKGROUND .....</b>	<b>13</b>

**SCOPE OF SERVICES.....15**

**PROPOSAL SUBMITTAL REQUIREMENTS .....19**

**EVALUATION CRITERIA & WEIGHTED VALUES .....21**

**APPENDIX A. Acknowledgement of Receipt Form.....24**

**APPENDIX B. Campaign Contribution Disclosure Form.....26**

**APPENDIX C. Living Wage Ordinance.....29**

**APPENDIX D. Resident Veterans Preference Certification.....31**

**APPENDIX E. Sample Contract .....34**

## **NOTICE OF REQUEST FOR PROPOSALS**

**RFP No. '15/03/P**

Competitive sealed proposals will be received by the City of Santa Fe Purchasing Office, 2651 Siringo Road, Building "H", Santa Fe, New Mexico 87505 until **2:00 P.M. local prevailing time on Thursday, August 28, 2014**. Any proposal received after this deadline will not be considered. This proposal is for the purpose of procuring professional consulting services for the following:

### **ENGINEERING DESIGN AND PERMITTING SERVICES**

**for**

### **PERMIT RENEWAL and MODIFICATION**

**for the**

### **BUCKMAN ROAD RECYCLING AND TRANSFER STATION**

A **mandatory** pre-proposal meeting will be held at 11:00 a.m. MDT, August 11, 2014, at the Nancy Rodriguez Community Center in the Traditional Village of Agua Fria, 1 Prairie Dog Loop, Santa Fe, NM 87507. Failure of an Offeror to be present for the entire meeting shall render the Offeror to be deemed nonresponsive and their proposal shall not be considered. It is the Offeror's responsibility to determine who attends and represents the Offeror or related firm. One person cannot represent more than one Offeror.

Representatives of the Santa Fe Solid Waste Management Agency ("the Agency") will be available at the pre-proposal meeting to answer questions to the extent possible and explain the intent of this RFP. The Agency may prepare a written addendum in response to questions raised at the meeting to all prospective Offerors who were in attendance at the meeting. It is the sole responsibility of each Offeror to verify that he/she has received all addendums issued before delivering their proposal to the Agency. Acknowledgement of Addendums shall be submitted with any proposal.

Offerors may participate in an optional tour of the Buckman Road Recycling and Transfer Station (BuRRT) on August 11, 2014. The tour will begin 1:30 p.m. MDT at the BuRRT administration office at 2600 Buckman Road, Santa Fe, NM.

The RFP process will include Qualifications-Based Selection – a procurement method that results in the selection of the best qualified and competent professional firm most suitable to the needs of the Santa Fe Solid Waste Management Agency (Agency).

The Offerors' attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said services shall apply to the proposal throughout, and they will be deemed to be included in the proposal document the same as though herein written out in full.

The Agency 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 Offeror will be required to conform to the Equal Opportunity Employment regulations.

Proposals may be held for ninety (90) days subject to action by the Agency. The Agency reserves the right to reject any or all proposals in part or in whole. RFP packets are available by contacting: Shirley Rodriguez, City of Santa Fe, Purchasing Office, 2651 Siringo Road, Building "H", Santa Fe, New Mexico 87505. Telephone number is (505) 955-5711. Questions related to this RFP can be directed to Randall Kippenbrock, P.E., Santa Fe Solid Waste Management Agency, 149 Wildlife Way, Santa Fe, NM 87506. Telephone number is (505) 424-1850, ext. 100. The RFP is available at <http://www.santafenm.gov/bids.aspx>.



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Robert Rodarte, Purchasing Officer

Received by the Santa Fe New Mexican newspaper on: July 23, 2014  
To be published on: July 28, 2014

Received by the Albuquerque Journal newspaper on: July 23, 2014  
To be published on: July 28, 2014

## **PROPOSAL SCHEDULE**

This section of the RFP contains the proposal schedule for the procurement, describes the major procurement events and the conditions governing the procurement. The dates of the major procurement events considered by the Agency and Joint Powers Board are tentative and subject to change without notice.

<u>EVENT</u>	<u>DATE</u>
1. Advertisement	July 23, 2014
2. Issuance of RFP:	July 28, 2014
3. Mandatory Pre-Proposal Meeting:	August 11 at 11:00 a.m. Local Prevailing Time
3. Optional Tour:	August 11, 2014 at 1:30 p.m. Local Prevailing Time
4. Acknowledgement of Receipt	August 11, 2014
5. Deadline to Submit Additional Questions	August 21, 2014 at 2:00 p.m. Local Prevailing Time
6. Response to Written Questions and any RFP Addendum	August 25, 2014
7. Receipt of Proposals:	August 28, 2014 at 2:00 p.m. Local Prevailing Time City of Santa Fe Purchasing Office 2651 Siringo Road, Bldg. "H" Santa Fe, New Mexico 87505
8. Evaluation of Proposals:	September 2, 2014
9. Interviews:	September 4, 2014
10. Selection:	September 4, 2014
11. Negotiations:	September 5, 2014
12. Recommendation of Award to Joint Powers Board:	September 18, 2014

## **INFORMATION FOR OFFERORS**

### **1. RECEIPT OF PROPOSALS**

The Santa Fe Solid Waste Management Agency invites Offeror(s) to submit one original and six (6) copies of their proposal. Proposals will be received by the Purchasing Office, until 2:00 p.m. local prevailing time, August 28, 2014.

The packets shall be submitted in a sealed container and addressed to the City of Santa Fe, Purchasing Office, 2651 Siringo Road, Bldg. "H", Santa Fe, New Mexico 87505. No late proposals will be accepted whether hand delivered, mailed or special delivery. Do not rely on "overnight delivery" without including some lead-time, as late-delivered packages will be determined to be non-responsive, 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. The outside of the sealed container should clearly indicate the following information:

Proposal number: '15/03/P

Title of the proposal: Professional Services for Engineering Design and Permitting Services for the Permit Renewal and Modification for the Buckman Road Recycling and Transfer Station.

Name and address of the Offeror:

Any proposal received after the time and date specified shall not be considered. No proposing offeror may withdraw a proposal within 90 days after the actual date of the opening thereof.

### **2. COPIES OF REQUEST OF PROPOSALS**

A complete set of the RFP may be obtained from the City of Santa Fe, Purchasing Office, 2651 Siringo Road, Building "H", Santa Fe, New Mexico 87505. A complete set of the RFP shall be used in preparing proposals. The Agency assumes no responsibility for errors or misinterpretations resulting from the use of an incomplete RFP. The Agency in making copies of RFP does so only for the purpose of obtaining proposals for this project and does not confer a license or grant for any other use. A copy of the RFP is available for public inspection at the Administration Building of the Agency, 149 Wildlife Way, Santa Fe, NM. The RFP is available at <http://www.santafenm.gov/bids.aspx>.

### **3. ACKNOWLEDGEMENT OF RECEIPT**

Potential Offerors shall hand deliver or return by facsimile or by registered or certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document (See Appendix A) to have their firm placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned by close of business on August 11, 2014.

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

Failure to return this form shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's firm name shall not appear on the distribution list.

**4. PREPARATION OF PROPOSAL**

Offerors shall comply with all instructions and provide all the information requested. Failure to do so may disqualify your proposal. All information shall be given in ink or typewritten. Any corrections shall be initialed in ink by the person signing the proposal.

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

This RFP may be canceled or any and all proposals may be rejected in whole or in part whenever the Agency determines it is in the best interest of the Agency to do so.

**5. CORRECTION OR WITHDRAWAL OF PROPOSALS**

A proposal containing a mistake discovered before proposal opening may be modified or withdrawn by the Offeror prior to the time set for proposal opening by delivering written or telegraphic notice to the location designated in the RFP as the place where proposals are to be received. Withdrawn proposals may be resubmitted up to the time and date designated for the receipt of proposals, provided they are then fully in conformance with the RFP.

**6. INTERPRETATIONS AND ADDENDA**

No oral interpretation of the meaning of any section of the proposal documents will be binding. Oral communications are permitted in order to make an assessment of the need for an addendum. Any questions concerning the proposal must be addressed prior to the date set for receipt of proposal.

Every request for such interpretations should be in writing addressed to, Purchasing Officer, 2651 Siringo Road, Bldg. "H", Santa Fe, New Mexico, 87505 and to be given consideration must be received at least five (5) days prior to the date set for the receiving of proposals or August 21, 2014.

Any and all such interpretations and any supplemental instruction will be in the form of written addenda to the RFP, which if issued, will be sent by facsimile, e-mail, or hand delivered to all Offerors who are known by the Agency to have received a complete RFP not later than three days prior to the date fixed for the receipt of the proposals or August 25, 2014. Failure of any Offeror to receive any such addenda or interpretations shall not relieve Offeror from any obligation under their proposal as submitted. All addenda so issued shall become part of the contract documents.

Copies of addenda may be obtained from the City of Santa Fe, Purchasing Office, 2651 Siringo Road, Building "H", Santa Fe, New Mexico 87505.

The Agency reserves the right not to comply with these time frames mentioned above if an addendum is required to extend the proposal deadline or withdraw the RFP due to significant justification(s) that are in the best interest of the Agency.

## **7. LAWS AND REGULATIONS**

The Offeror's attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over the subject of this RFP shall apply to the contract throughout. They will be deemed to be included in the contract the same as though written out in full.

## **8. DISCLOSURE OF PROPOSAL CONTENTS**

The proposals will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material that is proprietary or confidential. The Purchasing Officer will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

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

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

## **9. PROPOSAL EVALUATION**

After the Evaluation Committee completes its review of proposals, the committee may interview up to three highest rated Offerors, or may forgo the interviews and select one Offeror, or recommend to the Agency to reject any or all proposals.

At its discretion the Agency reserves the right to alter the membership or size of the Evaluation Committee. The Agency also reserves the right to change the number of offerors interviewed.

## **10. FINALIZE CONTRACT**

The contract will be finalized with the most advantageous Offeror. In the event that mutually agreeable terms cannot be reached within the time specified, The Agency reserves the right to finalize a contract with the next most advantageous Offeror without undertaking a new procurement process.

## **11. CONTRACT AWARD**

The Agency anticipates awarding the contract during the regular scheduled Joint Powers Board meeting on September 18, 2014; however, the date of the meeting is tentative and subject to change without notice.

The contract shall be awarded to the Offeror whose proposal is most advantageous to the Agency, taking into consideration the evaluation factors set forth in the RFP.

**12. REJECTION OR CANCELLATION OF PROPOSALS**

The RFP may be canceled, or any or all proposals may be rejected in whole or in part, when it is in the best interest of the Agency. A determination containing the reasons therefore shall be made part of the project file (Section 13-1-131 NMSA).

**13. PROTESTS AND RESOLUTIONS PROCEDURES**

Any Offeror who is aggrieved in connection with the RFP process may protest to the Purchasing Officer. The protest must be in writing and submitted within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest, but may not be filed later than seven (7) days after the Joint Powers Board approves award of the contract. Requirements regarding protests and resolution of protests are available upon request from the Purchasing Office.

**14. CHANGE IN CONTRACTOR REPRESENTATIVES**

The Agency reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the Agency, meeting its needs adequately.

**15. AGENCY RIGHTS**

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

**16. RIGHT TO PUBLISH**

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

**17. OWNERSHIP OF PROPOSALS**

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

**18. ELECTRONIC MAIL ADDRESS REQUIRED**

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive correspondence.

**19. COMPLIANCE WITH CITY'S MINIMUM WAGE RATE ORDINANCE (LIVING WAGE ORDINANCE)**

A copy of the City of Santa Fe Living Wage Ordinance §28.1 28-1.12 SFCC 1987 is attached

(Appendix C). The Offeror will be required to submit the proposal such that it complies with the ordinance to the extent applicable. The recommended Offeror will be required to comply with the ordinance to the extent applicable, as well as any subsequent changes to the Ordinance throughout the term of this contract.

## **20. PREFERENCES IN PROCUREMENT**

New Mexico In-State Preference: To receive a resident business preference pursuant to Section 13-1-21 NMSA 1978 a business shall submit with its a copy of a valid resident business certificate issued by the NM Department of Taxation and Revenue.

If an Offeror submits with its proposal a copy of a valid and current in-state resident business certificate, 5% of the total weight of all evaluation factors used in the evaluation of proposals may be awarded.

Certification by the NM Department of Taxation and Revenue for the resident business takes into consideration such activities as the business or contractor's payment of property taxes or rent in the state.

or

New Mexico Resident Veteran Business Preference: New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for a "resident veteran business". Certification by the NM Department of Taxation and Revenue for the resident veteran business requires the Offeror to provide evidence of annual revenue and other evidence of veteran status.

An Offeror who wants the veteran business preference to be applied to its proposal is required to submit with its proposal the certification from the NM Department of Taxation and Revenue and the sworn affidavit attached hereto as Appendix D.

If an Offeror submits with its proposal a copy of a valid and current veteran resident business certificate, 7%, 8%, or 10% of the total weight of all the evaluation factors used in the evaluation of proposal may be awarded.

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

Santa Fe Local Preference: An offeror who submits to the Agency a valid Local Preference Certification Form, pursuant to the City of Santa Fe Purchasing Manual, or a Santa Fe County Preference Certificate, issued by Santa Fe County, shall receive a 5% preference as set forth in Santa Fe County Ordinance No. 2012-4. The local preference applies only to offers received when the Agency procures services through a competitive sealed proposal process. An offeror is eligible for the local preference in addition to either the in-state preference or the resident veteran preference.

## DEFINITIONS AND TERMS

1. **Addendum:** a written or graphic instrument issued prior to the opening of Proposals, which clarifies, corrects, or changes the Request for Proposals. Plural: addenda.
2. **Agency:** means the Santa Fe Solid Waste Management Agency.
3. **BuRRT:** means the Buckman Road Recycling and Transfer Station
4. **Consultant or Contractor:** means the successful Offeror who enters into a binding contract / agreement.
5. **Contract / Agreement:** means The Agency's Professional Service Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments in accordance with its terms, as attached in the RFP as Appendix E.
6. **Determination:** means the written documentation of a decision of the purchasing officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains (Section 13-1-52 NMSA 1978).
7. **Evaluation Committee:** means a body appointed by the Agency to perform the evaluation of proposals.
8. **Finalist:** is defined as an Offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation criteria is sufficiently high to merit further consideration by the Evaluation Committee.
9. **Joint Powers Board (JPB):** means the governing body for the Santa Fe Solid Waste Management Agency that operates the BuRRT.
10. **Offeror:** means the companies or firms submitting a proposal in response to this Request for Proposals.
11. **Purchasing Office:** means the City of Santa Fe Purchasing Office.
12. **Purchasing Officer:** means the person or designee authorized by the Agency to manage or administer a procurement requiring the evaluation of proposals.
13. **Request for Proposals:** or "RFP" means all documents, including those attached or incorporated by reference, used for soliciting proposals (Section 13-1-81 NMSA 1978).
14. **Responsible Offeror of Proposer:** means an offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that the proposer's financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal (Section 13-1-83 NMSA 1978).
15. **Responsive Offer or Proposal:** means an offer or proposal that conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for

proposals include, but are not limited to, price, quality, quantity or delivery requirements (Section 13-1-85 NMSA 1978).

16. The terms **must, shall, will, is required, or are required**, identify a mandatory item or factor that will result in the rejection of the offeror's proposal.
17. The terms **can, may, should, preferably, or prefers** identify a desirable or discretionary item or factor.

## **SPECIAL CONDITIONS**

### **1. GENERAL**

When the City's Purchasing Officer issues a purchase order document in response to the Contractor's proposal, a binding contract is created.

### **2. ASSIGNMENT**

Neither the order, nor any interest therein, nor claim under, shall be assigned or transferred by the Contractor, except as expressly authorized in writing by the City Purchasing Officer's Office. No such consent shall relieve the Contractor from its obligations and liabilities under this order.

### **3. VARIATION IN SCOPE OF WORK**

No increase in the scope of work, services or equipment after award will be accepted, unless means were provided for the increase within the contract documents. Decreases in the scope of work, services or equipment can be made upon request by the Agency or if such variation has been caused by documented conditions beyond the Contractor's control, and then only to the extent provided for elsewhere in the contract documents.

### **4. DISCOUNTS**

Any applicable discounts should be included in computing the bid submitted. Every effort will be made to process payments within thirty (30) days of satisfactory receipt of goods or services. The Agency shall make the final determination of satisfactory receipt of goods or services.

### **5. TAXES**

The price shall include all taxes applicable. The Agency is exempt from gross receipts tax on tangible personal property. A tax exempt certificate will be issued upon written request.

### **6. INVOICING**

(A) The Contractor's invoice shall be submitted in duplicate and shall contain the following information: invoice number and date, description of the supplies or services, quantities, unit prices and extended totals. Separate invoices shall be submitted for each and every complete order.

(B) Invoice must be submitted to **Santa Fe Solid Waste Management Agency, 149 Wildlife Way, Santa Fe, NM 87506** and not the City of Santa Fe.

### **7. METHOD OF PAYMENT**

Every effort will be made to process payments within thirty (30) days of receipt of a detailed invoice and proof of delivery and acceptance of the products hereby contracted or as otherwise specified in the compensation portion of the contract documents.

**8. DEFAULT**

The Agency reserves the right to cancel all or any part of this order without cost to the Agency if the Contractor fails to meet the provisions for this order, and except as otherwise provided herein, to hold the Contractor liable for any excess cost incurred by the Agency due to the Contractor's default. The Contractor shall not be liable for any excess cost if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor and these causes have been made known to the Agency in written form within five working days of the Contractor becoming aware of a cause which may create any delay; such causes include, but are not limited to, acts of God or the public enemy, acts of the State or of the Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of sub-contractors due to any of the above unless the Agency shall determine that the suppliers or services to be furnished by the sub-contractor are obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule. The rights and remedies of the Agency are not limited to those provided for in this paragraph and are in addition to any other rights provided for by law.

**9. NON-DISCRIMINATION**

By signing this bid or proposal, the Contractor agrees to comply with Presidential Executive Order No. 11246 as amended.

**10. NON-COLLUSION**

In signing this bid or proposal, the Contractor certifies it has not, either directly or indirectly, entered into action in restraint of full competition in connection with this bid or proposal submittal to the Agency.

**11. BRIBES, GRATUITIES AND KICKBACKS**

In signing this bid or proposal, the Contractor acknowledges that, as required by Section 13-1-191 NMSA 1978, reference is hereby made to the criminal laws of New Mexico (including Sections 30-14-1, 30-24-2 and 30-41-1 through 30-41-3 NMSA 1978) which prohibits bribes, kickbacks and gratuities, violation of which constitutes a felony. Further, Sections 13-1-28 through 13-1-199 NMSA 1978 imposes civil and criminal penalties for its violation.

## BACKGROUND

On May 8, 1996, the New Mexico Environment Department (NMED) issued the City of Santa Fe a 20-year solid waste facility permit (SWM-261717) for the Buckman Road Recycling and Transfer Station (BuRRT), which was formerly referred to as the City of Santa Fe Solid Waste Transfer Facility during the original permitting process. On January 1, 2006, the Santa Fe Solid Waste Management Agency (Agency) took over as the operator of BuRRT. However, the City of Santa Fe remains the Owner of the facility.

The BuRRT accepts residential municipal solid waste (MSW), construction and demolition debris, residential and commercial recycling (including cardboard, newspaper, plastics, aluminum, tin, phone books, shredded office paper, glass, and scrap metal), household hazardous waste (HHW), florescent bulb, e-waste, green waste, and scrap tires. Special waste is not approved for acceptance at BuRRT.

The BuRRT's annual processed tonnages for the last four fiscal years are as follows:

Fiscal Year	MSW Tonnage	Recycling Tonnage
2011	16,514	13,860
2012	16,888	10,341
2013	16,355	9,447
2014	17,067	10,135

Fiscal Year – July 1 to June 30

The BuRRT's operating hours are Monday through Sunday, 8:00 a.m. to 4:45 p.m. The average daily vehicle count at the BuRRT is approximately 250 vehicles. However, the vehicle count on Saturdays can exceed 325 vehicles during the summer.

Currently, the Agency is going through a solid waste assessment process to identify the strengths and challenges of its operations. Included in the study are the following operations: transfer station, green waste mulching, glass crushing, household hazardous waste collection and materials recovery facility (MRF). The results of this assessment will assist in determining the future course of the overall BuRRT operation. In addition, the assessment will provide recommendations for potential expansion and in areas where the Agency may look at contracting with third parties for certain aspects of the operation. The goal is to ensure the assets the Agency has invested in are maximizing our commitment to provide safe and effective solid waste management for the City and County of Santa Fe.

In 2006, the BuRRT facility expanded to include glass recycling (i.e., crushing), and a green waste mulching program. The Agency anticipates that the assessment will support an expansion of the green waste/mulching program with the potential addition of composting operations on site. Additionally, the glass crushing/processing operations could be expanded through a combination of new equipment and a larger site for the storage of both processed & unprocessed materials.

In February 2007, the BuRRT facility incorporated the MRF within the original footprint of the existing transfer station which operates as a stand-alone process. A new baling facility was constructed on the west side of the transfer station building at the time the MRF was constructed. Based on the results of the assessment, it is possible that the Agency will either see an increase in the amount of material that is processed or we will be consolidating and loading transfer trucks to send the material for processing by a third party.

In September 2012, the operation expanded further to include a separate household hazardous waste (HHW) collection building and program. Since the operation of the HHW facility is relatively new, and will need to be integrated into our permit renewal and modification, the Agency does not anticipate changes to this operation as a result of the assessment. However, the Agency will need to include details regarding the fluorescent light bulb program that the Agency has been working on with NMED to remove the “pilot program” label. Similarly, the assessment should not impact this part of the operation but it will need to be integrated into the permit renewal and modification.

The Agency anticipates that the assessment will be completed in mid-September 2014 and will communicate any significant changes as updates to the RFP process, where appropriate. The facility permit expires on May 8, 2016 and it is required per Section 20.9.3.25 of the New Mexico Solid Waste Management Rules (20.9.2 through 20.9.10 NMAC) that the owner or operators of a solid waste facility file a permit renewal application no later than 12 months prior to the expiration date of the current facility permit. Therefore, a permit renewal application will be submitted to NMED no later than May 8, 2015.

## **SCOPE OF SERVICES**

This scope of services is to provide the Agency with engineering services for obtaining the renewal of the 20-year permit for operations of the BuRRT as set forth in the following scope of services.

### **1. VERIFY EXISTING CONDITIONS**

The Offeror will verify, inspect and document existing conditions to familiarize him/herself with the project in order to complete the services described herein.

### **2. PROJECT MANAGEMENT**

Provide necessary project management to bring the project to completion and gain NMED's approval of the BuRRT permit modification and renewal application (Application). This will include meetings with the Agency at various stages of the project and holding a mandatory Pre-Application Meeting with the NMED to discuss the proposed permit renewal and modification.

### **3. MASTER PLANNING, COMMUNITY IMPACT ASSESSMENT, AND COMMUNITY MEETING(S)**

Complete a Vulnerable Area Assessment for NMED review as required by 20.9.3.8. NMAC. The assessment shall determine if the BuRRT is located within a vulnerable area. Vulnerable area means an area within a four mile radius from the geographic center of a facility or proposed facility, and:

- has a percentage of economically stressed households greater than the state percentage based on the most recent actual census bureau data within any square mile within the four mile radius surrounding the facility or proposed facility; and
- where the New Mexico portion has a population of 50 people or more within any square mile within the four mile radius; and
- has within it 3 or more regulated facilities not including the applicant's facility.

Complete a Community Impact Assessment if the Vulnerable Area Assessment demonstrates that a vulnerable area meets the condition for economically stressed households, population density, and regulated facilities within a four mile radius from the BuRRT.

Conduct Community Meeting(s) to inform the surrounding neighborhoods and communities of the Agency's proposed plans for the BuRRT, and to address concerns and comments regarding the proposed plans at the master planning stage of the project. The Offeror will develop conceptual designs and layouts of the BuRRT facility to be utilized at these Community Meeting(s).

#### **4. BuRRT PERMIT MODIFICATION AND RENEWAL APPLICATION**

The Application will be prepared in accordance with 20.9.2 through 20.9.10 NMAC. The Agency will provide existing documents for inclusion and use in developing the Application. The known components of the Application include the following:

- Vicinity Map
- Site Plan
- Plans and Elevations
- Legal Description
- Current FEMA 100-yr Floodplain Map
- Current Land Use and Zoning Maps
- Cultural Properties Documentation
- Prehistoric and Historic Sites Preservation Act Documentation
- Updated Traffic Impact Analysis
- Operating Plan
- Alternative Waste Handling Plan
- Emergency Contingency Plan
- Recordkeeping Forms
- Closure and Post-Closure Plan
- Disclosure Forms
- Financial Assurance Forms
- Notice of Filing Documentation

However, the Offeror will be required to provide any other supporting information necessary for Application approval by NMED.

#### **5. MISCELLANEOUS/TOPOGRAPHIC SURVEYING AND PLAT OF SURVEY**

The Offeror will provide a new ground based topographic survey for the entire site, including additional areas of the City of Santa Fe's property that are not currently included in the existing operation. Topographic and associated miscellaneous survey information will be performed based on a 50-foot grid (max), and NAD 83/NAVD 88 datum. The Offeror will establish and/or maintain control points necessary to obtain the required survey information.

In addition, a Plat of Survey of the new facility boundary will be provided and filed with the County of Santa Fe. This will include the installation of any necessary benchmarks/control points, where applicable.

In lieu of a ground survey, the Offeror may opt to perform an aerial survey to obtain topographic information, and supplement with miscellaneous ground survey to establish panel points, various infrastructure, and building corner elevations.

## **6. PUBLIC NOTIFICATION**

The Notice of Filing will be published in the New Mexican in the classifieds or legal advertisements section and in one other place in the newspaper calculated to give the public the most effective notice. The Notice of Filing will also be provided to residents at least once in one or more other media outlets in a manner that effectively reaches a substantial number of members of the community. The notice will be approved by the NMED and provided in both English and Spanish in accordance with 20.9.3.8.G NMAC.

In addition, the NMED approved notice will be provided by certified mail to any owners of record, as shown by the most recent property tax schedule and tax exempt entities in accordance with 20.9.3.8.G NMAC. In addition, notification will be provided to all municipalities and counties in which the facility is located and to the governing body of any county, municipality, Indian tribe or pueblo within ten miles of the facility.

## **7. INITIAL APPLICATION SUBMITTAL DOCUMENTS**

The Offeror will provide two (2) copies of the draft BuRRT Application for review and approval by the Agency. Agency comments will be incorporated into the initial BuRRT Application submitted to NMED. A total of three (3) copies of the initial BuRRT Application will be provided to the NMED in accordance with 20.9.3.17.A NMAC. One (1) copy of the initial submittal will be provided and an electronic version in Word, including all associated survey/drawing data on a CD labeled accordingly to the Agency for the record.

## **8. REQUESTS FOR ADDITIONAL INFORMATION**

The Offeror will prepare responses for NMED requests for additional information during the Application review process. Responses will be provided within the timelines described in 20.9.3.17 NMAC and will include Agency comment.

## **9. FINAL SUBMITTAL DOCUMENTS AND HEARING REQUIREMENTS**

Once the permit has been determined to be administratively complete, the Offeror will provide two (2) copies of the final Application to the Agency for the record and use. A total of six (6) copies of the final Application will be provided to the NMED in accordance with 20.9.3.17.C NMAC for NMED's use during the final public comment period and hearing process.

The Offeror will provide supporting testimony during the permit hearing required by NMSA 1978 Section 74-9-24 A. The hearing will be conducted in accordance with the NMED permit procedures (20.1.4 NMAC).

## **10. ADDITIONAL SERVICES**

Additional services may include the following, pending the results of the solid waste assessment being performed by the Agency:

- Design of existing borrow areas for composting operation;
- Design modifications of existing site, transfer station, MRF/bale room, scale house, and/or household hazardous waste (HHW) facility;

- Design of new glass crushing area and equipment; and
- Construction phase services related to contracted design services.

Offeror will be required to:

- Submit design(s) and/or report(s) for preliminary and final reviews to the Agency
- Submit two final set(s) of documents to the Agency
- Attend and present the findings to the Joint Powers Board.

## PROPOSAL SUBMITTAL REQUIREMENTS

Offerors shall submit one original and six (6) copies of their proposals to the City of Santa Fe, Purchasing Office, 2651 Siringo Road, Bldg. "H", Santa Fe, New Mexico 87505 by 2:00 p.m. local prevailing time on August 28, 2014. Any proposal received after this deadline will not be considered.

All proposals must be typewritten on standard 8 1/2" x 11" paper and bound on the left-hand margin and placed within a binder with tabs delineating each section. Larger paper is permissible for charts, spreadsheets, etc.

Although there is no maximum proposal length, proposals should be kept to the minimum length necessary to address the requirements of the RFP. Padding the proposal with "boiler plate" material is strongly discouraged.

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

- 1) Letter of Transmittal
- 2) General Information
- 3) Project Team Members
- 4) Specialized Design and Technical Experience
- 5) Capacity and Capability to Perform the Work
- 6) Past Record of Performance
- 7) Proximity or Familiarity with the Agency
- 8) Work to be Done in New Mexico
- 9) Current Volume of Work with the Agency not 75% Complete
- 10) Innovativeness
- 11) Ability to Conduct Public Meetings
- 12) Other Supporting or Resource Material.

Within each section of their proposal, Offerors should address the items in the order in which they appear in this RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

Any proposal that does not adhere to this format, and which does not address each specification and requirement within the RFP may be deemed non-responsive and rejected on that basis.

Additional proposal contents:

- Offeror identification and transmittal letter from Offeror with authorized signature. Include company name and address; name and telephone number of contact person.
- Acknowledge receipt of any and all amendments to this RFP.
- Provide the following for each sub-consultant (if needed):
  - Name, address, and telephone number.
  - State the qualifications.
  - Describe the role of the sub-consultant in the project.

- The technical approach section includes a summary of the proposed approach to this project, and the advantages/disadvantages of the approach. Also, discuss any important issues the Offeror has identified after the review of the scope of services provided within this RFP.
- Copy of City of Santa Fe Business License.
- Copy of State of New Mexico CRS Tax Identification Number.
- Summary of insurance/liability coverage.
- Campaign Contribution Disclosure Form (Appendix B).
- Resident Veterans Preference Certification (Appendix D), if applicable.

The Offeror is specifically advised that any person or other party to whom it is proposed to award a subcontract under this proposal must be accepted by the Agency. No subcontractor with a suspension or debarment will be accepted by the Agency. The Offeror shall be wholly responsible for the entire performance whether or not sub-consultants are used.

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

**EVALUATION CRITERIA & WEIGHTED VALUES**  
**EVALUATION COMMITTEE MEMBERS**  
**RFP No. '15/03/P**

At its discretion and without notice, the Agency reserves the right to alter the membership and size of the evaluation committee. The evaluation committee will provide written evaluations based on the evaluation criteria and weighted values shown below. The evaluation points scored will be totaled to determine the top rated offerors. Interviews may be conducted with the offerors receiving the top three scores in the written evaluations and their interviews will be evaluated. Unless noted elsewhere in this RFP, the same evaluation criteria and weighted values shown below will be used to conduct the interview evaluations. The scores from the interview evaluations will be totaled to determine the top rated offeror unless extenuating circumstances are documented. Evaluation criteria designated with “\*” are required by Section 13-1-120.B NMSA 1978.

<b>EVALUATION CRITERIA</b>	<b>POINTS AVAILABLE</b>
1. Specialized Design and Technical Experience*	200
2. Capacity and Capability*	200
3. Past Record of Performance*	100
4. Proximity to or Familiarity*	100
5. Work to be Done in New Mexico*	50
6. Current Volume of Work with the Agency not 75% Complete*	50
7. Innovativeness	150
8. Ability to Conduct Public Meetings	150
<b>Total Maximum Allowable Points</b>	<b>1,000</b>

**NARRATIVE DESCRIPTION OF EVALUATION CRITERIA**

Points will be awarded on the basis of the following evaluation criteria:

1. Specialized Design and Technical Competence - Provide information about the Offeror’s specific technical experience with similar projects that demonstrate competence to successfully complete the project and type of services required.
2. Capacity and Capability - Provide information about the business that demonstrates the ability to provide sufficient professional competence, including any consultants, their representatives, qualifications and locations, to perform the work, including any specialized services with the time limitations.
3. Past Record of Performance - Demonstrate through contracts and other agreements with government agencies or private industry with respect to such factors as costs control, quality of work and ability to meet schedules. Provide a minimum of three (3) transfer station permit renewal and modification projects where the Offeror provided professional engineering services listing the project title, owner point of contact, and telephone number.
4. Proximity to or Familiarity with Site Location - Demonstrate the Offeror’s familiarity with the Agency at which the BuRRT is located and describe any issues or problems that may arise that could affect the work.

5. New Mexico Produced Work - It is in the Agency's best interest to support in-state businesses. Indicate the volume of work to be produced in New Mexico by a New Mexico offeror or offerors. Identify any out-of-state consultant(s) or business relationships that will be involved on the project and the extent of services to be provided by that Offeror or Offerors.
6. Volume of Work Previously Done - Indicate the volume of work the Offeror has previously done for the Agency which is not seventy-five (75) percent complete with respect to basic professional design services through the bidding phase. The purpose of the criteria is to help distribute projects among qualified offerors while not violating the principal of selecting the most highly qualified offeror.

The Agency is considered a separate entity from the City of Santa Fe and Santa Fe County. Therefore, any work performed for the City and County of Santa Fe should not be included in the proposals. However, for clarification the City of Santa Fe is the Agency's fiscal agent.

The following formula shall be utilized in assessing scores which is based on the value of work for projects that are not 75% complete:

\$150,001	and	over .....	0 points
\$100,001	to	\$150,000 .....	20 points
\$ 50,001	to	\$100,000 .....	40 points
\$ 25,001	to	\$ 50,000 .....	60 points
\$ 1	to	\$ 25,000 .....	80 points
		None .....	100 points

7. Innovativeness of the Proposal - Describe in detail the innovativeness of the offeror's proposal that will provide maximum benefits for the Agency while maintaining cost-effective services for the BuRRT.
8. Ability to Conduct Meeting(s) – Describe in detail the Offeror's ability and the importance of conducting community meeting(s) related to the BuRRT permit renewal and modification.

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the mandatory requirements or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

The Evaluation Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer.

**EVALUATION CRITERIA & WEIGHTED VALUES**  
**for**  
**RFP No. '15/03/P**

Evaluation Points:

<b>Criteria</b>	<b>Weighted Value</b>	<b>Evaluation Pts. 1-2-3-4-5 6-7-8-9-10</b>	<b>Total</b>	<b>Max Score</b>
Specialized Design & Technical Competence*	20%	_____	_____	200
Capacity & Capability*	20%	_____	_____	200
Past Record of Performance*	10%	_____	_____	100
Familiarity with the Agency*	10%	_____	_____	100
Work to be Done in New Mexico*	5%	_____	_____	50
Current Volume of Work with the Agency not 75% Complete*	5%	_____	_____	50
Innovativeness	15%	_____	_____	150
Ability to Conduct Public Meetings	15%	_____	_____	150
	<b>Total</b>		<b>=====</b>	<b>1,000</b>

The Agency reserves the option to contact further references at its discretion, the results of which may be reflected in the above evaluation.

\_\_\_\_\_  
 Company Name

Evaluation: \_\_\_\_\_ Interview: \_\_\_\_\_ (Please mark appropriate field)

\_\_\_\_\_  
 Signature and title of evaluator

\_\_\_\_\_  
 Date

**APPENDIX A**

**Acknowledgement of Receipt Form**

**ACKNOWLEDGEMENT OF RECEIPT FORM**

**for**

**RFP No. '15/03/P**

**ENGINEERING DESIGN AND PERMITTING SERVICES**

**for**

**PERMIT RENEWAL  
and  
MODIFICATION**

**for the**

**BUCKMAN ROAD RECYCLING AND TRANSFER STATION**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix E.

The acknowledgement of receipt should be signed and returned to the Purchasing Officer no later than the close of business on August 11, 2014. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and The Agency's written responses to those questions as well as RFP amendments, if any are issued.

OFFEROR: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposal.

Offeror does/does not (**circle one**) intend to respond to this Request for Proposals.

City of Santa Fe Purchasing Office  
2651 Siringo Road, Building "H"  
Santa Fe, NM 87505

**APPENDIX B**

**Campaign Contribution Disclosure Form**

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

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

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

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

The following definitions apply:

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

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

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

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

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

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

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

**Names of Applicable Public Official: Board Members of the Santa Fe Solid Waste Management Agency's Joint Powers Board - Santa Fe City Councilors Joseph Maestas, Patti Bushee, and Signe Lindell; Santa Fe County Commissioners Miguel Chavez, Kathy Holian, and Robert Anaya.**

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 C**

**Living Wage Ordinance**

# Living Wage Ordinance

*Ordinance Number §28-1 28-1.12 SFCC 1987*

***Purpose:***

The City of Santa Fe Living Wage Ordinance was adopted to establish minimum hourly wage rates.

***Who it affects:***

- All businesses and non-profit organization required to have a business license or business registration issued by the City of Santa Fe.

***Compliance:***

- Affected businesses are required to pay employees an hourly wage of \$9.85 effective January 1, 2009.
- Beginning January 1, 2009, and each year thereafter, the minimum wage shall be adjusted upward by an amount corresponding to the previous year's increase, if any, in the consumer price index for the western region for urban wage earners and clerical workers.
- For workers who customarily receive more than \$100 per month in tips or commissions, any tips or commissions received and retained by a worker shall be counted as wages and credited towards satisfaction of the minimum wage provided that, for tipped workers, all tips received by such workers are retained by the workers, except that the pooling of tips among workers shall be permitted.
- The value of health care benefits and child care shall be considered as an element of wages.
- Non-profit organizations whose primary source of funds is from (Medicaid) waivers are exempt.

***Prohibitions against retaliation and circumvention:***

- It shall be unlawful for any business, employer or employer's agent or representative to take any action against an individual in retaliation for exercising or communicating rights under this ordinance. This includes retaliation against individuals who mistakenly but in good faith allege noncompliance with the ordinance.
- Taking adverse action against an individual within sixty days of the individual's assertion of or communication of information regarding rights raises a reputable presumption of retaliation for assertion of rights.
- It shall be unlawful for any business or employer to intentionally circumvent the requirements of this ordinance by contracting portions of its operations or leasing portions of its property.

***Enforcement; Remedies:***

- **Administrative Enforcement** - The city manager, or his/her designee, is authorized, as appropriate and as resources permit, to enforce this ordinance.
- **Criminal Penalty** - A person violating this ordinance shall be guilty of a misdemeanor and, upon conviction, for Each offense may be subject to fines and imprisonment as set forth in Section 1-3 SFCC 1987. A person violating any of the requirements of this ordinance shall be guilty of a separate offense for each day or portion thereof and for each worker or person to which any such violation occurred.
- **Other remedies** - The city, any individual aggrieved by a violation of this ordinance, or any entity the members of which have been aggrieved by a violation of this ordinance, may bring a civil action in a court of competent jurisdiction to restrain, correct, abate or remedy any violation of this ordinance and, upon prevailing, shall be entitled to such legal or equitable relief as may be appropriate to remedy the violation including, without limitation, reinstatement, the Payment of any wages due and an additional amount as liquidated damages equal to twice the amount of any wages due, injunctive relief, and reasonable attorney's fees and costs.

***Nonexclusive Remedies and Penalties - The remedies provided in this section are not exclusive, and nothing in this ordinance shall preclude any person from seeking any other remedies, penalties, or relief provided by law.***

***Posting and Publication:***

- Any business subject to the provisions of this ordinance shall as a condition to obtaining and holding a city of Santa Fe business license or registration, post and display in a prominent location next to its business license or registration on the business premises a notice, in English and Spanish, that the business is in compliance with the provisions of this ordinance and post the text of this notice. Failure to comply with this section shall be construed a violation of this ordinance and, in addition, shall be considered grounds for suspensions, revocation, or termination of the business license or registration.

***For further information, please contact the office of: Constituent Services at (505) 955-6949 or by Email at:constituentservices@santafenm.gov***

**APPENDIX D**

**Resident Veterans Preference Certification**

**RESIDENT VETERANS PREFERENCE CERTIFICATION**

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

**Please check one box only:**

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

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

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

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

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

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

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

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

\*Must be an authorized signatory of the Business.

The representation made by checking the above boxes constitutes a material representation by the business. If the statements are proven to be incorrect, this may result in denial of an award or un-award of the procurement.

SIGNED AND SEALED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

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

My Commission Expires:

\_\_\_\_\_

**APPENDIX E**  
**Sample Contract**

SANTA FE SOLID WASTE MANAGEMENT AGENCY  
PROFESSIONAL SERVICES AGREEMENT  
(Permit Renewal and Modification for BuRRT - 2014)

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and entered into by and between the Santa Fe Solid Waste Management Agency (“The Agency”) and \_\_\_\_\_ (the “Contractor”) for Engineering Design and Permitting Services for the Permit Renewal and Modification for the Buckman Road Recycling and Transfer Station (RFP No. ‘15/03/P) as described in Exhibit A and below. The Agreement shall be effective as of the date this Agreement is executed by the Agency.

1. SCOPE OF SERVICES

The professional services subject to this Agreement are set forth in the Scope of Work attached hereto as Exhibit A.

2. STANDARDS OF PERFORMANCE; LICENSES

A. Contractor represents that it possesses the experience and knowledge necessary to perform the services described in this Agreement.

B. Contractor agrees to obtain and maintain throughout the term of this Agreement all applicable professional and business licenses required by law for itself and its employees, agents, representatives and subcontractors.

3. COMPENSATION

A. The Agency shall pay to Contractor in full payment for services rendered, including applicable gross receipts taxes, a sum not to exceed XX Dollars and XX Cents (\$XX.XX).

B. Contractor shall be responsible for payment of gross receipts taxes levied by the State of New Mexico on the sums payable under this Agreement.

C. Payment shall be made upon receipt and approval by the Agency of detailed statements containing a report of services completed. Compensation shall be paid only for services actually performed in accordance with the fee schedule set forth in the Scope of Work hereto attached in Exhibit A.

D. Detailed statements containing reimbursement expenses shall be itemized.

4. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations to and authorization from the Joint Powers Board for The Agency for the performance of this Agreement. If sufficient appropriations are not made or authorization provided, this Agreement shall terminate upon written notice from the Agency to Contractor. The Agency shall be responsible for charges incurred up to the date of notification under this Section per Section 6 of this Agreement. The Agency's decision as to whether sufficient appropriations are available shall be accepted by Contractor and shall be final.

5. TERM AND EFFECTIVE DATE

A. This Agreement shall be effective when signed by the Agency and terminate on \_\_\_\_\_, 2015, unless it is terminated sooner pursuant to Article 6 below.

B. Pursuant to the limitations on multi-term contracts for professional services codified in NMSA 1978 § 13-1-150, this Agreement may not exceed four years, including all extensions and renewals. Subject to that limitation, the Agreement can be renewed annually, if agreed upon by the Agency and Contractor and approved by the Joint Powers Board.

6. TERMINATION

The Agency may terminate this Agreement upon ten (10) days written notice to Contractor. If the Agency terminates the Agreement:

- 1) Contractor shall render a final report of the services performed up to the date of termination and shall turn over to the Agency original copies of all work product, research, or papers prepared for the services covered by this Agreement. The Agency shall pay Contractor for services rendered and expenses incurred under this Section, including for preparation of the final report.
- 2) If compensation is not based upon hourly rates for services rendered, the Agency shall pay Contractor for the reasonable value of services satisfactorily performed through the date

Contractor receives notice of such termination for which compensation has not already been paid.

- 3) If compensation is based upon hourly rates and expenses, Contractor shall be paid for services rendered and expenses incurred through the date Contractor receives notice of such termination.

7. STATUS OF CONTRACTOR; RESPONSIBILITY FOR PAYMENT OF EMPLOYEES AND SUBCONTRACTORS

A. Contractor, its agents, and its employees are independent contractors performing professional services for The Agency and are not employees of the Agency.

B. Contractor, its agents, and its employees shall not accrue leave, retirement, insurance, bonding, or any other benefits afforded to employees of the Agency, and shall not be permitted to use Agency vehicles in the performance of this Agreement.

C. Contractor shall be solely responsible for payment of wages, salaries, and benefits to any and all employees or subcontractors Contractor retains to perform any of its obligations pursuant to this Agreement.

8. CONFIDENTIALITY

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

9. CONFLICT OF INTEREST

Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with its performance of its obligations pursuant to this Agreement. Contractor further agrees that it shall not employ or contract with anyone in the performance of this Agreement that has any such conflict of interest.

10. ASSIGNMENT; SUBCONTRACTING

Contractor shall not assign or transfer any rights, privileges, obligations or other interests under this Agreement, including any claims for money due, without the Agency's prior written consent. Contractor

shall not subcontract any portion of the services to be performed under this Agreement without the Agency's prior written approval.

11. RELEASE

Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the Agency, its officers, and its employees from all liabilities, claims, and obligations whatsoever arising from or under this Agreement. Contractor agrees not to purport to bind the Agency to any obligation not assumed herein by the Agency unless Contractor has express written authority to do so, and then only within the strict limits of that authority.

12. INSURANCE

A. Contractor, at its own cost and expense, shall carry and maintain in full force and effect during the term of this Agreement professional liability insurance of \$2,000,000 for each claim, comprehensive general liability insurance of \$2,000,000 for each occurrence and \$2,000,000 in general aggregate coverage for bodily injury and property damage liability, in a form and with an insurance company acceptable to the Agency. The Agency shall be named as an additional insured under the insurance policy, and the policy shall provide that the Agency will be notified no less than 30 days before the policy is cancelled for any reason. Contractor has furnished the Agency with a copy of a Certificate of Insurance or other evidence of Contractor's compliance with the provisions of this section as a condition of entering into this Agreement.

B. Contractor shall carry and maintain Workers' Compensation insurance in accordance with New Mexico law to provide coverage for Contractor's employees throughout the term of this Agreement. Contractor shall provide the Agency with evidence demonstrating that appropriate Workers' Compensation insurance has been obtained.

C. Contractor shall also carry and maintain sufficient automobile liability insurance throughout the term of this Agreement to cover no less than \$2,000,000 combined single limit for each accident.

13. INDEMNIFICATION

Contractor shall indemnify, hold harmless and defend the Agency from all losses, damages, claims or judgments, including payment of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action, or demand whatsoever to the extent arising from the negligent acts, errors, or omissions, or willful and reckless disregard of obligations under this Agreement, in the performance of any services covered by this Agreement, whether occurring on Agency managed or owned property or otherwise, by Contractor or its employees, agents, representatives, or subcontractors, excepting only such liability that arises out of the Agency's negligence.

14. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the Agency in connection with this Agreement is subject to the immunities and limitations set forth in the New Mexico Tort Claims Act, NMSA 1978 §§ 41-4-1 to 41-4-27. The Agency and its employees do not waive sovereign immunity, any available defense, or any limitation of liability recognized by law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

15. THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title, or interest in, or for the benefit of, any person other than the Agency and Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary.

16. RECORDS AND AUDIT

Contractor shall maintain throughout the term of this Agreement and for a period of three years thereafter detailed records that indicate the date, time, and nature of services rendered. These records shall be subject to inspection by the Agency, the City of Santa Fe Finance Department, and the State Auditor. The Agency shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

17. APPLICABLE LAW; CHOICE OF LAW; VENUE

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the Agency. In any action, suit, or legal dispute arising from this Agreement, Contractor agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

18. AMENDMENT

This Agreement shall not be altered, changed, or modified except by an amendment in writing executed by the parties.

19. SCOPE OF AGREEMENT

This Agreement expresses the entire agreement and understanding between the parties with respect to the services set forth in the Scope of Work attached hereto as Exhibit A. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

20. NON-DISCRIMINATION

During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of the services Contractor undertakes pursuant to this Agreement on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.

21. SEVERABILITY

If one or more of the provisions of this Agreement or any application thereof is found to be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions of the Agreement and any other application thereof shall not in any way be affected or impaired.

22. NOTICES

Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:

AGENCY: Mr. Randall Kippenbrock, P.E.  
Executive Director  
Santa Fe Solid Waste Management Agency  
149 Wildlife Way  
Santa Fe, NM 87506

CONTRACTOR:

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

SANTA FE SOLID WASTE  
MANAGEMENT AGENCY:

\_\_\_\_\_  
Miguel Chavez  
Chairperson

\_\_\_\_\_  
Date:

ATTEST:

\_\_\_\_\_  
Geraldine Salazar  
Santa Fe County Clerk

CONTRACTOR:

\_\_\_\_\_  
Date:

APPROVED AS TO FORM:

\_\_\_\_\_  
Justin W. Miller  
Agency Attorney

\_\_\_\_\_  
Date: