

City of Santa Fe



New Mexico

"REQUEST FOR PROPOSALS"

**ENGINEERING SERVICES
FOR
A FEASIBILITY STUDY TO OPTIMIZE THE USE OF
REGIONAL RECLAIMED WASTEWATER
RFP '15/34/P**

PROPOSAL DUE:

MONDAY, May 4, 2015

2:00 P.M.

PURCHASING OFFICE

CITY OF SANTA FE

2651 SIRINGO ROAD

BUILDING "H" SANTA FE,

NEW MEXICO 87505

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**REQUEST FOR PROPOSALS
PROPOSAL NUMBER '15/34/P**

Proposals will be received by the City of Santa Fe and shall be delivered to 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, Monday, May 4, 2015.** Any proposal received after this deadline will not be considered. This proposal is for the purpose of procuring professional services for the following:

Engineering Services
For
A Feasibility Study to optimize the use of Regional Reclaimed
Wastewater in the Santa Fe Basin for the City and County of Santa Fe

The City and County of Santa Fe, New Mexico are collaborating on developing greater resiliency and diversity in their water portfolios. Recent studies have demonstrated that the current water supply is vulnerable to uncontrolled factors which include drought, fire, environmental regulations, and water quality limits. In response, a reclaimed wastewater plan was developed that contains a multitude of alternatives for more effectively using reclaimed wastewater. These alternatives include direct- and indirect-potable and non-potable applications which are designed to augment water supply while enhancing environmental conditions. An assessment of existing and/or additional treatment processes should be included for all alternatives. The plan recommended that an engineering feasibility and cost benefit analysis be conducted to identify which alternative, or combination of alternatives will be most effective at increasing water supply, improving water quality, caretaking the stream environment and allowing traditional uses. The City and County intend to conduct a focused feasibility study (FS) to optimize reclaimed water resources following guidelines outlined in the Title XVI Water Reclamation and Reuse Program. The FS will emphasize the technical feasibility along with environmental and cultural considerations in order to develop a present day net value cost analysis to establish cost metrics for designing and implementing the preferred alternatives. The primary alternatives, and/or combinations thereof, will include *but not be limited to* the following:

Indirect and Direct Potable Reuse

- I. Convey reclaimed water from the City of Santa Fe Paseo Real Waste Water Treatment Plant (WWTP) to Buckman Direct Diversion (BDD) Treatment Plant for treatment to drinking water standards.

Exchange/Return Flow/Offset Credits

- I. Discharge reclaimed water to the Rio Grande by way of transmission lines and obtain a similar amount to divert at river from the BDD diversion facility
- II. Debit the water returned to the Rio Grande against the total BDD diversion of water from Rio Grande
- III. Calculate the reclaimed water returned to the Rio Grande towards the offsets required for the Buckman Well Field groundwater pumping permit requirements

- IV. Convey Quill WWTF reclaimed water to the Santa Fe River to provide water to downstream agricultural users, augment existing flow of reclaimed water in the Santa Fe River, satisfy Buckman Well Field pumping offset obligations , and equalize the impacts of conveying the reclaimed water from the Santa Fe WWTP to the BDD Treatment Plant

Aquifer Storage and Recovery

- I. Convey the Santa Fe WWTP reclaimed water upstream to a site on the Upper Santa Fe River at which it would be released to the river. This release flow would support the City's Living River Ordinance¹ while simultaneously recharging the regional aquifer via riverbed infiltration. Optimize the configuration of the City Well Field to utilize this additional groundwater source.
- II. Convey the Santa Fe WWTP reclaimed water to infiltration basins and/or the Lower Santa Fe River to enable storing reclaimed water in the Aquifer for later withdrawal via new and/or existing supply wells.
- III. Convey the Santa Fe WWTP reclaimed water to the Buckman Well Field and implement direct inject ASR using new and/or existing supply wells.
- IV. Convey reclaimed water from an upgraded Quill WWTF to the Santa Fe River for use by downstream agricultural users to increase the amount of reclaimed water from the City WWTP that can be released at the upstream site without impacting downstream users.

Expanded Irrigation

- I. Convey the reclaimed water from the Santa Fe WWTP to the largest irrigators currently using potable water and/or water wells for solely irrigation purposes. Expanded irrigation will require installing new transmission lines (purple pipe) extended to users including parks and recreation, Quail Run golf club and will factor cost obligations for treatment and distribution the reclaimed water.

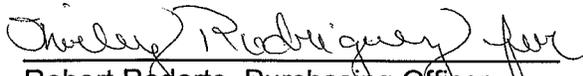
Note: The FS will be required to address permitting, water quality and all regulatory considerations pertaining to reuse of treated wastewater. These considerations include, but are not limited to discharges to cool water aquatic systems, evolving nutrient loading rules, the need for additional treatment, water rights and adjudications, and other factors.

This project is a regional water supply priority and completion of the Feasibility Study is scheduled to be completed within 12 months of the contract award.

The proponent'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 said item 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 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 proponent will be required to conform to the Equal Opportunity Employment regulations.

Proposals may be held for sixty (60) days subject to action by the City. The City reserves the right to reject any of all proposals in part or in whole. Proposal packets are available by contacting: Shirley Rodriguez, City of Santa Fe, Purchasing Division, 2651 Siringo Road, Building "H" Santa Fe, New Mexico 87505.


Robert Rodarte, Purchasing Officer

Received by the Santa Fe New Mexican Newspaper on: 03/31/15
To be published on: 04/03/15

Received by the Albuquerque Journal Newspaper on: 03/31/15
To be published on: 04/03/15

**PROPOSAL SCHEDULE
RFP # '15/34/P**

- | | | |
|----|---|--|
| 1. | Advertisement | April 03, 2015 |
| 2. | Issuance of RFP'S: | April 03, 2015 |
| 3. | Receipt of proposals: | May 04, 2015 at 2:00 p.m.
(local prevailing time)
Purchasing Office
2651 Siringo Road Bldg., "H"
Santa Fe, New Mexico 87505
(505) 955-5711 |
| 4. | Evaluation of proposals: | May 15, 2015 |
| 5. | Interviews: | May 19, 2015 |
| 6. | Negotiation of Contract: | May 26, 2015 |
| 7. | Recommendation of award
to Public Utilities Committee: | June 03, 2015 |
| 8. | Recommendation of award
to Finance Committee: | June 15, 2015 |
| 9. | Recommendation of award
to City Council: | June 24, 2015 |

**DATES OF CONSIDERATION BY FINANCE COMMITTEE AND CITY COUNCIL ARE
TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE.**

INFORMATION FOR PROPONENTS

1. RECEIPT OF PROPOSALS

The City of Santa Fe (herein called "City"), invites firms to submit one original and six (6) copies of the proposal. Proposals will be received by the Purchasing Office, until **2:00 p.m.** local prevailing time, **Monday, May 04, 2015.**

The packets shall be submitted and addressed to the Purchasing Office, at 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. "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. The outside of the envelope should clearly indicate the following information:

Proposal number: '15/34/P
Title of the proposal: A feasibility study to optimize the use of regional reclaimed wastewater in the Santa Fe Basin for the City and County of Santa Fe

Proponent's name and address:

Any proposal received after the time and date specified shall not be considered. No proposing firm may withdraw a proposal within 60 days after the actual date of the opening thereof.

2. PREPARATION OF PROPOSAL

Vendors 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.

This request for proposal may be canceled or any and all proposals may be rejected in whole or in part, whenever the City of Santa Fe determines it is in the best interest of the city.

3. ADDENDA AND INTERPRETATIONS

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, Mr. Bill Schneider, P.G., Water Resources Coordinator – Water Division, 801 W. San Mateo Road, Santa Fe, New Mexico, 87505 or whschneider@ci.santa-fe.nm.us and to be given

consideration must be received at least (5) days prior to the date set for the receiving of proposals.

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 delivered to all prospective firms not later than three days prior to the date fixed for the receipt of the proposals. Failure of any proposing firm to receive any such addenda or interpretations shall not relieve such firm from any obligation under their proposal as submitted. All addenda so issued shall become part of the contract documents.

The City reserves the right to not comply with these time frames if a critical addendum is required or if the proposal deadline needs to be extended due to a critical reason in the best interest of the City of Santa Fe.

4. LAWS AND REGULATIONS

The proposing firm'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 said item shall apply to the contract throughout. They will be deemed to be included in the contract the same as though herein written out in full.

5. METHOD OF AWARD

The proposal is to be awarded based on qualified proposals as per the enclosed rating system and at the discretion and consideration of the governing body of the City of Santa Fe. The selection committee may interview the top three rated proponents; however, contracts may be awarded without such interviews. At its discretion the City reserves the right to alter the membership or size of the selection committee. The City reserves the right to change the number of firms interviewed.

The project will be awarded based on:

- a. Ranking of qualified proposals by the selection committee as per the enclosed rating system.
- b. Interviews of the top three ranked proposing firms by the Selection Committee as deemed necessary.
- c. The consideration and approval of the Governing Body of the City of Santa Fe.

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

A copy of the City of Santa Fe Ordinance No. 2003-8, passed by the Santa Fe City Council on February 26, 2003 is attached. The proponent or bidder will be required to submit the proposal or bid such that it complies with the ordinance to the extent applicable. The recommended Contractor 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.

7. RESIDENT and LOCAL PREFERENCE

INTENT AND POLICY

The city recognizes that the intent of the state resident preference statute is to give New Mexico businesses and contractors an advantage over those businesses, manufacturers and contractors from outside the State of New Mexico. The underlying policy is to give a preference to those persons and companies who contribute to the economy of the State of New Mexico by maintaining businesses and other facilities within the state and giving employment to residents of the state (1969 OP. Att'y Gen. No. 69-42). The city also has adopted a policy to include a local preference to those persons and companies who contribute to the economy of the County of Santa Fe by maintaining businesses and other facilities within the county and giving employment to residents of the county.

APPLICATION-IN-STATE AND OUT OF STATE BIDDERS

With acknowledgment of this intent and policy, the preference will only be applied when bids are received from in-state and county businesses, manufacturers and contractors that are within 5% of low bids received from out-of-state businesses, manufacturers and contractors (13-1-21 (A) -1-21 (F) and 13-4-2 (C) NMSA 1978).

To be considered a resident for application of the preference, the in-state bidder must have included a valid state purchasing certification number with the submitted bid.

Thus it is recommended that in-state bidders obtain a state purchasing certification number and use it on all bids, in order to have the preference applied to their advantage, in the event an out-of-state bid is submitted. In submitting a bid, it should never be assumed that an out-of-state bid will not be submitted.

For information on obtaining a state purchasing certification number, the potential bidder should contact the State of New Mexico General Services Department-Purchasing Office (Joseph Montoya Building-1100 S. St. Francis Drive 87505, 827-0472).

All resident preferences shall be verified through the State Purchasing Office. Applications for resident preference not confirmed by the state Purchasing Office will be rejected. The certification must be under the bidder's business name submitting the bid.

NON-APPLICATION-COMPETING IN-STATE BIDDERS

If the lowest responsive bid and the next responsive bids within 8% of the lowest bid, are all from the state of New Mexico, then the resident preference will not be applied and the state purchasing certification number will not be considered. To be considered an in-state bidder in this situation, the bidders must meet the definition criteria of Chapter 13-1-21 (A)(1) and Chapter 13-4-2 (A) NMSA 1978. After examining the information included in the bid submitted, the city Purchasing Director may seek additional information of proof to verify that the business is a valid New Mexico business. If it is determined by the city Purchasing Director that the information is not factual and the low responsive bid is

actually an out-of-state bidder and not a New Mexico business, then the procedures in the previous section may be applied.

If the bidder has met the above criteria, the low responsive "resident" bid shall be multiplied by .95. If that amount is then lower than the low responsive bid of a "non-resident" bidder, the award will be based taking into consideration the resident preference of 5%.

APPLICATION FOR LOCAL PREFERENCE

For the purposes of this section, the terms resident business and resident manufacturer shall be defined as set out in Section 13-1-21 NMSA 1978; the term local as applied to a business or manufacturer shall mean that:

Principal Office and location must be stated: To qualify for the local preference, the principal place of business of the enterprise must be physically located within the Santa Fe County Geographic Boundaries. The business location inserted on the Form must be a physical location, street address or such. DO NOT use a post office box or other postal address. Principal place of business must have been established no less than six months preceding application for certification.

The PREFERENCE FACTOR for resident and local preferences applied to bids shall be .95 for resident and .90 for local. The local preference for proposals shall be 1.10.

Bids for Goods and Services. When bids for the purchase of goods or services pursuant to Section 22 are received, the lowest responsive bid received from those bidders in the first category listed below shall be multiplied by the Preference Factor. If the resulting price of that bid receiving the preference is lower than or equal to the lowest bid of all bids received, the contract shall be awarded to that bidder receiving the preference. If no bids are received from bidders in the first category, or if the bid receiving the preference does not qualify for an award after multiplication by the Preference Factor, the same procedure shall be followed with respect to the next category of bidders listed to determine if the bid qualifies for award. The priority of categories of bidders is:

- (1) Local business.
- (2) Resident business.

Proposals for Goods and Services. When proposals for the purchase of goods or services pursuant to Section 23 are received, the evaluation score of the proposal receiving the highest score of all proposals from those proponents in the first category listed above shall be multiplied by the Preference Factor. If the resulting score of that proposal receiving the preference is higher than or equal to the highest score of all proposals received, the contract shall be recommended to that proponent receiving the preference. If no proposals are received from proponents in the first category, or if the proposal receiving the preference does not qualify for an award after multiplication by the Preference Factor,

the same procedure shall be followed with respect to the next category of proposals listed to determine if a proponent qualifies for award.

Qualifications for Resident Preference. No resident business or manufacturer, as defined, shall be given any preference in the awarding of contracts for furnishing goods or services to the city, unless it shall have qualified with the State Purchasing Agent as a resident business or manufacturer and obtained a certification number as provided in Section 13-1-22 NMSA 1978. The certification number must be submitted with its bid for an offeror to qualify for this preference. The Central Purchasing Office shall determine if a resident preference is applicable to a particular offer on a case by case basis.

Qualifications for Local Preference. The Central Purchasing Office shall have available a form to be completed by all bidders/proponents who desire to apply for the local preference as a local business. The completed form with the information certified by the offeror must be submitted by the bidders/proponents with their bid or proposal to qualify for this preference.

Limitation. No offeror shall receive more than a 5% for resident and 10% for local preference pursuant to this section on any one offer submitted. A bidder may not claim cumulative preferences.

Application. This section shall not apply to any purchase of goods or services when the expenditure of federal and/or state funds designated for a specific purchase is involved and the award requirements of the funding prohibit resident and/or local preference(s). This shall be determined in writing by the department with the grant requirements attached to the Purchasing Office before the bid or request for proposals is issued.

Exception. The City Council at their discretion can approve waiving the Local Preference requirements for specific projects or on a case by case basis if it is the City's best interest to do so.

New Mexico Resident Preference Number (if applicable)_____

8. PROTESTS AND RESOLUTIONS PROCEDURES

Any proponent, offeror, or contractor who is aggrieved in connection with a procurement may protest to the Purchasing Officer. The protest must be in writing and submitted within fifteen (15) days and requirements regarding protest and resolution of protests are available from the Purchasing Office upon request.

SPECIAL CONDITIONS

1. GENERAL

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

2. ASSIGNMENT

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

3. VARIATION IN SCOPE OF WORK

No increase in the scope of work of services or equipment after award will be accepted, unless means were provided for within the contract documents. Decreases in the scope of work of services or equipment can be made upon request by the city or if such variation has been caused by documented conditions beyond the vendor's control, and then only to the extent, as specified 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 30 days of satisfactory receipt of goods or services. The City Purchasing Officer shall be the final determination of satisfactory receipt of goods or services.

5. TAXES

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

6. INVOICING

The consultant's invoice will be submitted in duplicate, and duly certified. It will contain the following information: invoice number, invoice date, beginning and ending dates of services rendered, description of the supplies or services, quantities, unit prices and extended totals. A separate invoice will be submitted for each complete order. The invoice will include all applicable taxes.

The consultant will review the invoice with the City's Project Manager and make corrections, prior to submission for payment. Invoices will be submitted to the Project Manger at the Water Division. Do not send invoices to the Purchasing Office.

7. METHOD OF PAYMENT

Every effort will be made to process payments within 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 city reserves the right to cancel all or any part of this order without cost to the city if the proposer fails to meet the provisions for this order, and except as otherwise

provided herein, to hold the vendor liable for any excess cost occasioned by the city due to the vendor's default. The vendor shall not be liable for any excess cost if failure to perform the order arises out of causes beyond the control and with the fault or negligence of the vendor and these causes have been made known to the City of Santa Fe in written form within five working days of the vendor 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 city 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 vendor to meet the required delivery schedule. The rights and remedies of the city 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 City of Santa Fe bid or proposal, the vendor agrees to comply with the Presidents Executive Order No. 11246 as amended.

10. NON-COLLUSION

In signing this bid or proposal, the vendor certifies they have not, either directly or indirectly, entered into action in restraint of full competition in connection with this bid or proposal submittal to the City of Santa Fe.

SCOPE OF SERVICES & PROJECT REQUIREMENTS

ENGINEERING SERVICES FOR A FEASIBILITY STUDY TO OPTIMIZE THE USE OF REGIONAL RECLAIMED WASTEWATER RFP '15/34/P

I. PROJECT PURPOSE, OBJECTIVES, & BACKGROUND

Purpose of Project & General Scope

Engineering services are required to complete a feasibility study (FS) for reclaimed wastewater reuse alternatives. The FS is jointly funded by the Bureau of Reclamation (RECLAMATION) and the City of Santa Fe (City) whom received a grant under Title XVI, Section 1604. This Feasibility Study must be compliant with the RECLAMATION's Directives and Standards (WRT 11-01), Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process and found to meet the requirements of a feasibility study as defined under section 1604 of Pub. L 102-575. An example FS outline is presented in Section 5.

The Feasibility Study must document, in detail, the technical approaches (including water treatment options and assessment of existing or required additional infrastructure vis-à-vis "real-world" water system operational opportunities and constraints), reuse opportunities, market analyses, and combinations of reuse alternatives to enhance and expand water reclamation and reuse for the City and County of Santa Fe by means of reclaimed waste water. The FS must analyze the reuse alternatives on a cost-benefit economical scale and consider environmental regulatory permits and legal requirements. The final FS document is expected to provide Santa Fe with the basis to determine the best path forward to utilize reclaimed waste water to augment water supplies, address groundwater pumping offsets, recharge groundwater resources and meet peak demand.

A primary focus of the FS is to evaluate ways to more efficiently utilize reclaimed wastewater taking into consideration both potable and non-potable alternatives to meet water demand requirements while better balancing environmental conditions in the watershed. The goal of the study is not to identify a single best option for management, but rather to evaluate the ramifications of each of the reuse alternatives so that water managers can have the best possible understanding of the implications of resource management decisions.

Current long-range, basin-scale planning efforts underway by the City and County are designed to address real-world scenarios, such as climate change and catastrophic fire

impacts, to assess viable options to fill the projected future water supply gap ² The Santa Fe basin study identified existing vulnerabilities in the supply and pinpointed adaption alternatives to address these system weaknesses and to ensure a more resilient water supply to meet 40-year water demand projections. One of the primary adaption alternatives recommends to “*augment potable water supplies with reclaimed wastewater.*”³ This study and the Reclaimed Wastewater Reuse Plan for the City of Santa Fe⁴ (RWRP) identify potential alternatives to utilizing reclaimed water as a supply source and also helped the City to identify potential reclaimed water customers, many of whom have become reclaimed water customers in recent years. The consultant shall also consider relevant County planning documents. City Council Resolution 2013-55 directs City Staff to pursue opportunities to evaluate and implement engineering and cost analysis associated with utilizing reclaimed water alternatives to supplement supplies. The FS project will include 2 public presentations, one at the draft alternatives stage and the other as the draft final stage.

II. SCOPE OF WORK TASKS

The Consultant shall submit a detailed description of the technical approach as a part of the proposal, providing detail on methodologies proposed to complete the work tasks listed below and linked to a detailed schedule, to indicate how the work will be accomplished on time. This technical approach should be prepared such that it can be incorporated, with only minor modifications, into a Further Description of Basic Services (a.k.a Contract Scope of Work), in any eventual professional services agreement. The Consultant will be expected to conduct monthly technical meetings to go over progress of Feasibility Study in addition to more frequent meetings and/or teleconferences, as needed, to complete the tasks listed below. All deliverables shall be made in the form of hard copy (5 copies unless noted otherwise) and working electronic files.

The basic tasks that the Consultant will be expected to accomplish for the project are listed, but not limited to, the following items:

BASIC SERVICES (Proposal evaluation based on Basic Service items)

1. Work Plan & Project Meetings

The engineering consultant will lead a design team comprised of the consultant and its subcontractors, if applicable, and the City Water Division project manager, A City Waste Water and Compliance Specialist, the RECLAMATION project manager, and County representative. The consultant shall prepare a detailed Final Work Plan to be utilized throughout project execution. The Work Plan will be developed based on the Contract Scope of Work. The Final Work Plan shall be prepared in collaReclamation with

² *WaterSMART Basin Study: City of Santa Fe and Santa Fe County, New Mexico, (In press, 2014)*

³ *Climate Change and the Santa Fe Basin: A Preliminary Assessment of Vulnerabilities and Adaptation Alternatives, Bureau of Reclamation WaterSMART Program Initiative (February, 2013)*

⁴ *Reclaimed Wastewater Reuse Plan for the City of Santa Fe*⁴ (April, 2013)

the Project Team (City, County, RECLAMATION) and will include the following components:

- a. Project description, summary of work and deliverables, project schedule
- b. Anticipated City workload and schedule for interfacing with Consultant
- c. Project team, organization, and responsibilities
- d. Communication protocols, documentation, meetings and workshops
- e. Approach to review of existing data, reports, master plans, hydraulic models, and other relevant information
- f. Approach to establishment of detailed reclaimed water alternative evaluation criteria, and methodology, performance metrics and cost assumptions.
- g. Detailed description of assumptions and basis for defining parameters and framework for assessing reuse alternatives.

The Final Work Plan will be prepared in draft form for Project Team review and all comments will either be incorporated into the Final Work Plan or addressed otherwise. The draft Final Work Plan will be presented to the team during the kickoff meeting described below.

The Consultant shall prepare for and lead a project kickoff meeting. At the meeting, the Consultant will also present the scope of work, key deliverables, budget, schedule and communications plan and other project plans as described in the draft Final Work Plan. From time to time, other Project Team representatives and other City-contracted Consultants may be involved in project meetings with the Consultant. Biweekly progress meetings or telephone conference calls are anticipated to provide proper coordination, review of progress and to finalize project decisions. Monthly progress reports shall be submitted to the City and County, at least one week prior to every other bi-weekly progress meeting. Progress meeting shall be held at the City's offices. Payment milestones will be set to each of the technical elements of the scope of work.

Deliverables (5 hardcopies, 1 digital copy - unless otherwise noted):

1. Kickoff Meeting Agenda (via email)
2. Draft Final Work Plan and Kickoff Meeting Materials
3. Kickoff Meeting Minutes (via email)
4. Final Work Plan
5. Bi-Weekly Progress Meeting Minutes (via email)
6. Monthly Progress Reports (via email)

2. Data Review & Field Investigation

The consultant shall review City and County records (plans, historic data, and other relevant records; interview key operating personnel; perform a field investigation of waste water treatment plants, other critical facilities, and potential easements for effluent lines

etc., and shall provide engineering services during initial planning phases for evaluating alternatives for reclaimed water reuse. Work under this task is detailed below:

- a. Conduct record review and interviews with key Project Team staff
- b. Perform field investigation of waste water treatment plants
- c. Examine utility records and compile geographical information system files pertinent to the FS.
- d. Review and compile production records of potable supply, treated wastewater and projected water demands for City and County.
- e. Compile water quality data and records specific to wastewater treatment plants and discharge permits.
- f. Data gaps assessment and recommendations to remedy data deficiencies

Deliverables (5 hardcopies, 1 digital copy):

1. Technical memorandum documenting work for the Data Review and Field Investigation 2a. thru 2f.
2. Electronic database of relevant data and GIS files
3. Technical presentation to Project Team

3. Preliminary Assessment Report of Reclaimed Water Reuse Alternatives

The consultant shall prepare a preliminary assessment report (PAR) based on information acquired under Task 2 and an evaluation of water supply and demand for City and County, the proposed reuse alternatives and other potential reuse options, and other considerations such as regulatory, environmental, and economical. . The PAR shall provide viable reuse alternative options and address technical considerations, as follows:

1. Quantifying Contribution of Reclaimed Water to Water Supply Portfolio
 - a. Quantify municipal wastewater effluent produced by City and County and quantify current effluent commitments.
 - b. Establish suitability—in terms of water quality and quantity—of treated wastewaters for various purposes, including drinking water, non-potable urban uses, irrigation, industrial processes, groundwater recharge, and environmental restoration.
 - c. Integration of City and County water and wastewater information and hydrologic data into a GIS-based geodatabase and determining whether additional uses exist and/or whether re-ranking priorities and re-allocating demand requirements is prudent
2. Assessing the State of Treatment Technology
 - a. Document wastewater treatment and production of City and County reclaimed water operations and compliance with discharge permit requirements for nutrient control, contaminant control, and pathogen removal.
 - b. Document cost, energy use, and anticipated environmental impacts.

- c. Identify current technology challenges and limitations and list infrastructure requirements of water reuse for select alternatives, including treatment and storage/basin options. Create engineering framework for the proposed alternatives needed to perform alternative evaluations and cost estimations to include WWTP upgrades, design of new conveyance infrastructure, necessary modifications, estimating hydrologic effects on groundwater and surface water imposed by each alternative, and evaluating potential impacts to water quality.
3. Assessing Risks
 - a. Identify human health and environmental challenges of using reclaimed water for select alternatives which include direct and indirect potable reuse
 - b. Identify risks of using reclaimed water for environmental purposes that as alternative for Living River.
 - c. Assess effectiveness of current monitoring, control systems, and compare to existing regulatory framework in assuring the safety and reliability of wastewater reclamation practices.
 - d. New Mexico Environment Department has identified the need to accurately monitor and assess nutrient impairment and develop effective TMDLs for impaired waters in the State. Future permit limits and continuance of surface water discharges should become a consideration in the current and future revision to this plan.
4. Costs
 - a. Establish the costs (including environmental costs, such as energy use and greenhouse gas emissions) with emphasis on treatment and distribution.
 - b. Rank cost of water reclamation and reuse generally compared with other supply alternatives, such as inter-basin transfer, water right purchases, water conservation or groundwater pumping
 - c. Establish refined rate structure to capture actual value of reclaimed water.
 - d. Estimated capital, O&M and life-cycle costs for each of the alternatives
5. Barriers to Implementation
 - a. Identify implementation challenges for reclaimed water reuse that include public acceptance, regulatory, financial, institutional, water rights) that may limit the applicability of water reuse to help meet the City and County water needs and what elements are needed to overcome these challenges.
 - b. Identify key social and technical factors associated with successful water reuse projects and favorable public attitudes toward water reuse to be used as ranking metric.
6. Pilot Study/Treatability Study
 - a. Rank critical data gaps and proposed method of study (field and laboratory) to mitigate the risk of implementing the reclaimed water use alternative(s).
 - b. Recommended pilot and/or treatability study to ensure treatment and distribution of reclaimed water is safe, reliable, and cost-effective for augmenting City and County water supplies.
7. System Dynamics Modeling

- a. Identify and rank critical updates necessary to be updated in the City's systems dynamics model WaterMAPs
 - Update City supply options in WaterMAPs to be consistent with supply values and ranges identified in the FS evaluation
 - Update City effluent options in WaterMAPs to be consistent with the effluent distributions established in the FS evaluation
 - Add the County supply and effluent options in WaterMAPS. r
 - b. Work with the Project Team to perform simulations to optimize water supply portfolio that includes reclaimed water alternatives.
8. Reporting
- a. Technical description of criteria based on objectives, demands, needs, cost effectiveness, and regulatory, environmental and public acceptance, preliminary ranking of reuse alternatives relative to the criteria, and preliminary ranking of alternatives.
 - b. Organizing information compiled as part of the PAR into a format that is compatible with the required Feasibility Study Report is highly recommended for this stage for reporting efficiencies. The PAR is designed to present the findings of the preliminary evaluation methodologies, technical challenges and costs. Ultimately, the FS will need to present the study in a format that is compliant with the requirement of a Title XVI feasibility study, as listed in Section 4.B of the Reclamation Manual Directives and Standards, Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process (WTR 11-01).
 - c. Prepare draft PAR and submit to Project Team for comments (at least 10 working days prior to workshop), conduct a presentation and workshop
 - d. Prepare final PAR based on Project Team review comments.

Deliverables (5 hardcopies, 1 digital copy)

- 1. Preliminary Assessment Report (Draft)
- 2. Preliminary Assessment Report (Final)

4. Workshop and Public Meeting

The consultant shall prepare a Workshop for the Project Team that will present the findings for of the 8 technical components listed in the aforementioned draft PAR. The Workshop will be hosted by the City of Santa Fe and consist of technical presentations by the consultant to Project Team and its associated members with the primary purpose of discussing reclaimed water reuse alternatives, technical challenges, preliminary costs, and other related information to assist the Project Team in being better informed of some of the main advantages, challenges and concerns for the reuse alternatives so the City and County staff can update governing bodies with the preliminary findings before transitioning to the Feasibility Study Report. The Project Team will provide edits and comments for the draft PAR and once the PAR is final, the consultant will work with the Project Team to develop a presentation to be given at a Public Meeting hosted by the City and County. The Purpose of the Meeting is to the Public an opportunity to learn about the PAR

process, preliminary findings, and proposed path forward so that any significant Public concerns or other issues not identified in the PAR can be adequately addressed in the next report which is complete Feasibility Study.

Work under this task is detailed below:

- a. Prepare an agenda and technical presentations for the PAR to Project Team.
- b. Prepare a technical presentation for Public Meeting.

Deliverables (5 hardcopies and 1 digital copy – unless otherwise noted)

1. Technical presentations in both PDF and PPTx formats

5. Feasibility Study

The consultant shall prepare a Feasibility Study Report (FS) to optimize reclaimed water resources following guidelines outlined in the Title XVI Water Reclamation and Reuse Program. The FS must consider reuse alternatives, and/or combinations thereof, that includes *but not limited to* the following:

Indirect and Direct Potable Reuse

- I. Convey reclaimed water City of Santa Fe Paseo Real Waste Water Treatment Plant (WWTP) to Buckman Direct Diversion (BDD) Treatment Plant for treatment to drinking water standards and transfer into the municipal drinking water supply

Exchange/Return Flow/Offset Credits

- I. Discharge reclaimed water to the Rio Grande by way of transmission lines and obtain a similar amount to divert at the BDD
- II. Debit the water returned to the Rio Grande against the total BDD diversion of water from Rio Grande
- III. Calculate the reclaimed water returned to the Rio Grande towards the offsets required for the Buckman Well Field groundwater pumping permit requirements
- IV. Convey Quill WWTF reclaimed water to the Santa Fe River to provide water to downstream agricultural users, augment existing flow of reclaimed water in the Santa Fe River, offset pumping impacts for Buckman Well Field pumping, and equalize the impacts of conveying the reclaimed water from the Santa Fe WWTP to the BDD Treatment Plant

Aquifer Storage and Recovery

- I. Convey the Santa Fe WWTP reclaimed water upstream to a site on the Upper Santa Fe River at which it would be released to the river. This

release flow would support the City’s Living River Ordinance⁵ while simultaneously recharging the regional aquifer via riverbed or basin infiltration. Optimize the configuration of the City Well Field to utilize this additional groundwater source.

- II. Convey the Santa Fe WWTP reclaimed water to infiltration basins and/or the Lower Santa Fe River to enable storing reclaimed water in the Aquifer for later withdrawal via new and/or existing supply wells.
- III. Convey the Santa Fe WWTP reclaimed water to the Buckman Well Field and implement direct inject ASR using new and/or existing supply wells.
- IV. Convey reclaimed water from an upgraded Quill WWTF to the Santa Fe River for use by downstream agricultural users to increase the amount of reclaimed water from the City WWTP that can be released at the upstream site without impacting downstream users.

Note: The FS will be required to address permitting, water quality and all regulatory considerations pertaining to ASR.

Expanded Irrigation

- I. Convey the reclaimed water from the Santa Fe WWTP to the largest irrigators currently using potable water and/or water wells for solely irrigation purposes. Expanded irrigation will require installing new transmission lines (purple pipe) extended to users including parks and recreation, Quail Run golf club, etc.

The FS format must follow RECLAMATION guidelines and be similar or expanded to the following report structure:

Reclamation Manual Outline	Abbreviated Standards Section Title	Directives	and
1	INTRODUCTORY INFORMATION		
1a	Non-Federal project sponsor		
1b	Study area description		
1c	Site specific project area		
2	STATEMENT OF PROBLEM AND NEEDS		
2a	Problem and need		
2b	Current and projected water supplies		
2c	Current and projected water demands		
2d	Water quality concerns		

2e	Current and projected wastewater and disposal options, and new wastewater facilities
3	WATER RECLAMATION AND REUSE OPPORTUNITIES
3a	Uses for reclaimed water
3bi	Potential users, peak use, conversion costs, letters of intent
3bii	Consultation with potential recycled water customers
3biii	Market assessment procedures
3c	Discussion of considerations, community incentives
3d	Water and wastewater agencies jurisdictions
3e	Sources of water to be reclaimed
3f	Source water facilities
3g	Current water reuse taking place
3h	Reuse technologies currently in use
4	DESCRIPTION OF ALTERNATIVES
4a	Non-federal funding condition
4b	Objective of alternatives
4c(i)	Other water supply alternatives: description
4c(ii)	Other water supply alternatives: cost details
4d(i)	Proposed project: complete description
4d(ii)	Proposed project: assumptions
Reclamation Manual Outline	Abbreviated Directives and Standards Section Title
4e	Waste stream discharge
4f	List of alternative measures or technologies
5	ECONOMIC ANALYSIS
5a	With and without project econ analysis
5b	Comparison of alternatives
5c	Benefits in term of alternative costs

5d	Qualitative benefits
6	SELECTION OF PROPOSED TITLE XVI PROJECT
6a(i-iv)	Reduction, postponement, or elimination of new supplies, exist diversions, Fed supplies, WW facilities
7	ENVIRONMENTAL CONSIDERATIONS AND POTENTIAL EFFECTS
7a	Environmental discussion on each alternative
7a(i-v) & (vii)	Environmental discussion of proposed project
7a(vi)	Public involvement with study
7b	If recommended to congress, meet NEPA
8	LEGAL AND INSTITUTIONAL REQUIREMENTS
8a	Water rights analysis
8b	Legal and institutional requirements
8c	Need for interagency agreements
8d	Permitting Procedures
8e	Unresolved issues
8f	Current and Projected wastewater discharge requirements
8g	Rights to wastewater discharges
9	FINANCIAL CAPABILITY OF SPONSOR
9a	Schedule
9b	Willingness to pay
9c	Funding Plan
9d	Sources of funding
10	RESEARCH NEEDS

Deliverables (5 hardcopies, 1 digital copy)

1. Feasibility Study (Draft)
2. Feasibility Study (Final)
3. Electronic database of relevant data, report files, database and GIS files

SUBMITTAL REQUIREMENTS

I. PROJECT SCHEDULE

Complimentary with a specific scope of services and a not-to-exceed fee for each task, the engineering consultant will develop a performance schedule for its services, which will become part of the contract.

It is estimated that it will take 60 to 90 days to solicit RFP's, select an engineering consultant and negotiate a professional services agreement. **Time is critical in completing the Feasibility Study within 1-year following receipt of the notice to proceed.** The information and recommendations developed as part of the FS will be integrated into the City's Long Range Water Supply Plan Update work that will be conducted almost concurrent with the final stages of the FS.

II. HOURLY RATES AND PROFESSIONAL FEE PROPOSAL

A fee proposal shall be submitted as part of the technical proposal for each of the following tasks, each with an individual fee:

Task 1 – Work Plan and Project Meetings

Task 2 – Data Review & Field Investigation

Task 3 – Preliminary Assessment Report of Reclaimed Water Reuse Alternatives

Task 4 – Workshop and Public Meeting

Task 5 – Feasibility Study

The detailed fee proposal, along with the technical approach and scope of work and qualifications statements will be the important basis for selection. The estimated fees for each task shall be compiled on City of Santa Fe Engineering Cost Summary Forms. A summary cost sheet for Tasks 1 – 6 and Task S1 with hours for each job classification with hourly billing rates, direct expenses, and fees shall be provided. The fee estimate shall be lump sum paid by percentage of completion and will be based upon detailed consultant hours, direct and indirect costs and profit.

Proponents shall also provide a schedule of other direct or reimbursable costs to provide the services requested in the RFP. Cost Summary forms must be completed and submitted for sub-agreements.

The final fee and the scope of work of the top ranked consultant will be negotiated after that firm has been selected. If agreement on final scope of services and fee cannot be reached with the top ranked consultant, the second-ranked consultant, and the third-ranked consultant will be considered in that order.

III. ERRORS AND OMISSIONS INSURANCE

Proponents must provide evidence of Professional Errors & Omissions Insurance coverage in minimum limits of \$1,000,000 per occurrence. Insurance certificates shall be attached to Proposal. No additional direct or reimbursable expense is allowed under

Professional Services Agreements for this standard coverage. Insurance certificates shall apply to prime consultants only and must be attached to the proposal.

IV. STATEMENT OF QUALIFICATIONS

Proponents shall provide responses to the following items to describe its organization, capabilities, experience, expertise and local knowledge as it specifically relates to the types of services requested.

A. PROPONENT(S) FIRM DATA

- 1) Official or Corporate name of company
- 2) Types of professional services provided
- 3) Legal form of business
 - a. Date established in current form
 - b. Former corporate names, locations, dates
 - c. Names, titles, professional affiliation/expertise of principals
 - d. Categories in which firm is legally qualified to do business in New Mexico.
- 4) Firm size, particularly in office where work proposed to be performed
- 5) If Joint Venture or Teaming Agreement, please provide this information for each entity and references for similar previous projects performed as a Team or joint venture.

B. QUALIFICATIONS, CAPABILITY AND EXPERTISE

- 1) Discuss specialized design, technical and construction competence of firm or joint venture, regarding the type of services required.
- 2) Describe the capacity and capability of firm, joint venture or Teaming Agreement, including special consultants, to perform the work, including any specialized services, within the time frames to expedite projects.
- 3) Describe the continuity of the company, particularly its capability to sustain loss of key personnel, or owner directed substitution of key personnel, without adversely affecting a project or the company
- 4) Discuss past record of performance on contracts with public agencies or private sector clients with respect to such factors as control of time, costs, value, quality of work, claims handling and ability to achieve schedules. Provide reference contacts.
- 5) Discuss knowledge and familiarity with Industry Standard Practices, costs, laReclamation and trades, general contractors and bonding limits, seasonal construction constraints, and procurement requirements and so forth in the region where the projects are located.
- 6) Discuss employee qualifications and competence in field of reinforced concrete tank design / rehabilitation design for rectangular shaped,

partially buried tanks, tank maintenance and inspection, cost estimating, and other relevant skills and experience

- 7) Discuss the engineering firm's existing workload and its capacity to handle the requirements of the Water Division projects.

The City is seeking a firm that can clearly demonstrate they currently have the requisite staff and necessary engineering expertise for this project. All work must be done by or under the direct supervision of engineers registered to practice in New Mexico.

To propose on this project, the consultant team shall have direct experience in conducting feasibility study analyses for reclaimed water reuse that are similar in scope and complexity to the City and County of Santa Fe operations. Project references are required. The Proponent shall demonstrate that all professional consultant(s) that will be utilized to perform the work currently have the qualified professional staff and expertise to perform the work. Proponent's must present a past record of performance on selected tasks and ability to comply with critical schedules and budgets.

C. WORKLOAD

Describe the firm's current workload (particularly in the office that will manage this project). Provide names, locations, and clients for each project. List those in your firm who are assigned to these projects that will also be assigned to the proposed project and the firm's capacity in these projects (i.e. subcontractor for structural design, landscape design, etc.).

D. KNOWLEDGE OF LOCAL CONDITIONS

Demonstrate recent knowledge and experience with City Public Works Department, City Public Utilities Department, neighReclamationhoods, local boards and commissions, community awareness, historic sensitivity, local design practices, local construction methods, conditions & seasonal requirements, and cost estimating in the general project area, i.e., Santa Fe Regional Area.

E. EXPERIENCE

Discuss recent experience of firm and project team on projects similar to this project. List particular projects, their completion dates, costs, owner / client, and references (including telephone numbers). Include photographs of completed projects. Describe your firm's expertise and familiarity with procedural and regulatory requirements on these kinds of projects.

F. PROJECT TEAM AND RELATED EXPERIENCE

- 1) Present the organizational chart for the project team for public involvement, design and construction; the names of the specific team members; with their assigned tasks; qualifications and percent of time they will be assigned to the

- project. Include construction inspector if deemed necessary for verification of compliance of design specifications.
- 2) Describe the management plan for coordinating schedules and resources to complete this project on schedule and within budget.
 - 3) Describe the client and consultant relationship the firm will establish for progress meetings, design, review, decision-making, and budget containment.
 - 4) Should the firm be invited for personal interview, the City requires the principal and key design personnel, who will be assigned to the project, be present, be introduced, make comment to the selection committee, and preferably be a participant in the interview.

G. ASSOCIATIONS

The City of Santa Fe desires to contract with only one principal design firm for this project; however, the use of specialty firms (e.g. geotechnical engineering, etc.) is recognized.

With respect to joint ventures, associations, or subcontracts with other firms, describe recent associations on completing projects and your ability to effectively coordinate and manage a combination of firms. Indicate who the firms were.

H. RESUMES

For sake of uniformity, submit the resumes of key members of the project team, including subcontractors, using the following format:

- Name and Title
- Specialized Professional Competence
- Current Responsibilities
- Representative Project Assignments with Firm
- Representative Project Assignments for Other Identified Employers
- Professional Background, Education

V. PROPOSAL FORMAT

For uniformity of review and evaluation of proposals, please use the following format in preparing a response to this RFP:

- A. Table of Contents
- B. Statement of Qualifications and Project Team Description and identification
- C. Detailed technical approach, based upon the RFP requirements and Scope of Work for each phase
- D. Project Schedule
- E. Schedule of Hourly Rates & Costs

- F. Professional Fee Proposal
- G. Resumes of proposed project team
- H. Professional Errors & Omissions Insurance Certificate
- I. Any additional pertinent information

The proposal is limited to 35 pages for items “A” through “E”. The smallest acceptable pitch is 12 point, with nominal 1” margins. Pages for resumes and additional pertinent information are not limited. As a practical matter, however, there is a limit as to how much material the Selection Committee members are able to read and absorb. Please clearly identify each proposal item.

**EVALUATION CRITERIA
&
WEIGHTED VALUES
EVALUATION COMMITTEE MEMBERS**

Method of Award - The project will be awarded based upon the following criteria:

1. Ranking of qualified proposals by the Selection Committee as per the enclosed rating system.
2. Interviews
 - Interviews at the option of the City. If no interviews, then the scores from the Evaluation Criteria Form shall be utilized to determine the top ranked firm to be selected for the project.
 - If interviews are conducted, interviews will be conducted with the top three ranked firms based of the score from the Evaluation Criteria Form.
 - If interviews are conducted, then only the scores from the Interview Evaluation Form will be utilized to select the top ranked firm. It is noted that the Proposed Fee score will carry over from Evaluation Criteria Form to the Interview Evaluation Form.
3. Consideration and approval of the governing body of the City of Santa Fe. The City Council, as governing body, will consider the Public Utilities and Finance. Committees' recommendations and make the final decisions as to award of contract.

Selection Committee - The selection committee may consist of representatives from the following departments:

- Finance Department
Purchasing Officer or Designee
- Public Utilities Department
Water Division

Director or Designee

Engineering Section Engineer(s)

Waste Water Manager or Designee

Water Resources Section Representative(s)

- Santa Fe County Utilities Division

Director or Designee

The City of Santa Fe reserves the right to alter the size and membership of the Selection Committee. There will be at least one Registered Professional Engineer on the Selection Committee.

Interviews - Interviews may be scheduled by the City of Santa Fe. If requested, they will consist of a 1-hr. 15-minute presentation by the Proponents, including a question and answer period. At the Interview, firms are expected to introduce and involve the engineering professionals who will be assigned to the project and make them available for questions by the Selection Committee.

EVALUATION CRITERIA FORM

RFP: '15/34/P

PROJECT: **FEASIBILITY STUDY RECLAIMED WASTEWATER REUSE**

NAME OF FIRM: _____

The consultant selection, or short listing for interviews, will be based upon evaluation of the proposal and the Firm's qualifications, relative to the evaluation criteria.

Proposal Component	Weighted Value	(1=low, 10=high)	Total Score	Max Score
Technical Approach/ Methodology: Grasp of project requirements as specified in this RFP.	20			200
Firm/Project Team: Relevant experience of firm, project and specific qualifications & experience of project team, demonstrated by previous projects and specific experience conducting a feasibility study for reclaimed waste water consistent with RECLAMATION guidelines	20			200
Past Performance: The quality and timeliness of previous work for the City or other entity; the demonstrated ability to mobilize quickly, control costs, provide competent designs and accurate plans; the ability to meet schedules.	20			200
Knowledge of City and County Operations; Demonstrated knowledge of the City and County water and waste water systems, direct experience with conducting analyses on production of water, treatment of water, storage and distribution of water, and permitting and water rights.	5			50
Work Plan & Project Schedule; discussion of work elements and time frames	10			100
Work Load: Consultant's staff size related to current uncompleted work and the amount of work proposed under this project. The amount of city work, if any, not yet 75% complete.	5			50
Proposed Fees: <i>Is fee reasonable for scope and schedule? A very low fee may reflect a narrow scope, missing scope or a reduced amount of qualified engineer time. A very High fee may reflect us paying firm's leaning curve, higher than normal area pay rates or higher effort than is required.</i>	20			200
Total Score	100			1000

Multiply the Total Score by factor of 1.10 if company has an approved Local Preference Certification form included with proposal:

Local Preference Score, if applicable: Total Score x 1.10 = _____

Please do not minimize the importance of an adequate response in any area.

EVALUATOR SIGNATURE: _____ DATE: _____

INTERVIEW EVALUATION FORM
RFP '15/34/P
FEASIBILITY STUDY FOR RECLAIMED WATER REUSE

CONSULTANT FIRM: _____

INTERVIEW EVALUATION CRITERIA

Criteria	Weighted Value	(1=low, 10=high)	Total Score	Max Score
1. Grasp of project requirements and Presentation of Management Approach /Methodology: evaluation of firm's discussion and analysis of project and local issues; evaluation of discussion of its project & engineering design and analysis; evaluation of technical approach discussion and relationship to fee. Does firm grasp lead times for official actions and do they manage that within their schedule, and clear understanding of local hydrologic, cultural, regulatory and environmental conditions.	20			200
2. Overall technical skills presentation skills: evaluation of discussion of firm's capability to organize and present concepts and technical information with clarity, and credibility, supported by visual, aids, ability to complete FS under RECLAMATION guidelines, past experiences and lessons learned.	20			200
3. Project Management: evaluation of firm's & specific project team members' style & efficacy; evaluation of firm's intent to interact with and mentor City professional staff; evaluation of project team's relevant experience & creativity; does this discussion tend to support firm's stated qualifications, experience and expertise?	20			200
4. Responses to other relevant issues raised by Selection Committee evaluation of firm's responses to committee 's questions and issues.	20			200

5. Proposed Fees: Is fee reasonable for scope and schedule? A very low fee may reflect a narrow scope, missing scope or a reduced amount of qualified engineer time. A very High fee may reflect us paying firm's leaning curve, higher than normal area pay rates or higher effort than is required.	20			200
Total Score	100			1000

Multiply the Total Score by factor of 1.10 if company has an approved Local Preference Certification form included with proposal:

Local Preference Score, if applicable: Total Score x 1.10 = _____

Please do not minimize the importance of an adequate response in any area.

SELECTION COMMITTEE

EVALUATOR SIGNATURE: _____ DATE: _____

INSTRUCTIONS RELATING TO LOCAL PREFERENCE CERTIFICATION FORM

1. **All information must be provided.** A 10% local preference may be available for this procurement. To qualify for this preference, an offeror **must** complete and submit **the local preference certification form with its offer**. If an offer is received without the form attached, completed, notarized, and signed or if the form is received without the required information, the preference will not be applied. **The local preference form or a corrected form will not be accepted after the deadline for receipt of bids or proposals.**

2. **Local Preference precedence over State Preference:** The Local Preference takes precedence over the State Resident Preference and only one such preference will be applied to any one bid or proposal. If it is determined that the local preference applies to one or more offerors in any solicitation, the State Resident Preference will not be applied to any offers.

3. **Principal Office and location must be stated:** To qualify for the local preference, the **principal place of business of the enterprise must be physically located within the Santa Fe County Geographic Boundaries. The business location inserted on the Form must be a physical location, street address or such. DO NOT use a post office box or other postal address. Principal place of business must have been established no less than six months preceding application for certification.**

4. **Subcontractors do not qualify:** Only the business, or if joint venture, one of the parties of the joint venture, which will actually be performing the services or providing the goods solicited by this request and will be responsible under any resulting contract will qualify for this preference. A subcontractor may not qualify on behalf of a prime contractor.

5. **Definition:** The following definition applies to this preference.

A local business is an entity with its Principal office and place of business located in Santa Fe County.

A Principal office is defined as: The main or home office of the business as identified in tax returns, business licenses and other official business documents. A Principal office is the primary location where the business conducts its daily operations, for the general public, if applicable. A temporary location or movable property, or one that is established to oversee a City of Santa Fe project does not qualify as a Principal office.

Additional Documentation: If requested a business will be required to provide, within 3 working days of the request, documentation to substantiate the information provided on the form. Any business which must be registered under state law must be able to show that it is a business entity in good standing if so requested.

LOCAL PREFERENCE CERTIFICATION FORM

RFP/RFB NO: _____

Business Name: _____

Principal Office: _____
Street Address City State Zip Code

City of Santa Fe Business License # _____ (Attach Copy to this Form)

Date Principal Office was established: _____ (Established date must be six months before date of Publication of this RFP or RFB).

CERTIFICATION

I hereby certify that the business set out above is the principal Offeror submitting this offer or is one of the principal Offerors jointly submitting this offer (e.g. as a partnership, joint venture). I hereby certify that the information which I have provided on this Form is true and correct, that I am authorized to sign on behalf of the business set out above and, if requested by the City of Santa Fe, will provide within 3 working days of receipt of notice, the necessary documents to substantiate the information provided on this Form.

Signature of Authorized Individual: _____

Printed Name: _____

Title: _____ Date: _____

Subscribed and sworn before me by _____ this _____, day of _____

My commission expires _____

Notary Public

SEAL

YOU MUST RETURN THIS FORM WITH YOU OFFER

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 _____, 2012.

NOTARY PUBLIC

My Commission Expires:

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

CITY OF SANTA FE, NEW MEXICO PUBLIC UTILITIES DEPARTMENT

1. NAME OF PROJECT:		2. CIP #:		
3. NAME OF CONTRACTOR:		4. DATE OF PROPOSAL:		
5. ADDRESS OF CONTRACTOR:		6. TYPE OF SERVICE TO BE FURNISHED:		
		A. WORK ELEMENT:		
PART 2 – COST SUMMARY				
BASIC SERVICES				
7. DIRECT LARECLAMATION (specify categories)	ESTIMATED HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
DIRECT LARECLAMATION TOTAL:				
8. OVERHEAD (specify cost pool)	RATE	X BASE	ESTIMATED COST	
OVERHEAD TOTAL:				
9. FEE OR PROFIT (show rate and base)				
SUPPLEMENTAL SERVICES				
10. SUBCONTRACTS (Identify & purpose)			ESTIMATED COST	
SUBCONTRACTOR TOTAL:				
11. SPECIAL EQUIPMENT	RATE	ESTIMATED HOURS	ESTIMATED COST	
EQUIPMENT TOTAL:				
12. TRAVEL			ESTIMATED COST	
A. transportation:				
B. per diem:				
TRAVEL TOTAL:				
13. OTHER REIMBURSABLE COST			ESTIMATED COST	
OTHER REIMBURSABLE TOTAL:				
SUBTOTAL ITEMS 7-12:				
14. GROSS RECEIPTS				
15. TOTAL PRICE				
16. SIGNATURE OF PREPARER	C of SF REVIEW BY		WATER DIVISION	
COST SUMMARY PAGE ____ OF ____.				

PROJECTED FISCAL YEAR _____ OVERHEAD INFORMATION
 PAYROLL BURDEN AND GENERAL ADMINISTRATIVE COSTS
 (AS PER AUDIT INFORMATION)

	Amount	Percent
Base Productive Salaries		100%
Payroll Burden		
Holidays and Excused Time		
Vacations and Pay in Lieu There of		
Sick Leave		
Social Security Tax		
Federal Unemployment		
State Unemployment		
Workmen's Compensation Insurance		
Group Life Insurance		
Group Health Insurance		
Retirement		
Subtotal – Payroll Burden		
General and Administrative Costs		
General and Administrative Salaries		
Accounting, stenographic & clerical salaries		
Nonproductive Technical Salaries		
Salaries – Proposal Preparation Costs		
Employee Incentive Salaries		
Reproduction Costs, Materials & Supplies		
Office and Storage Rentals		
Light, Heat, Power		
Telephone & Telegraph		
Postage & Expenses		
Legal, Auditing and Professional		
Insurance – General		
Errors and Omissions Insurance		
Repairs and Maintenance – Office Building		
Repairs and Maintenance – Office and Engineering Equipment		
Office, Engineering, Drafting Supplies		
Personnel, Recruiting, and Education		
Miscellaneous Expense		
Pre-contract and Proposal Costs		
Employee Expense		
Depreciation of Office & Engineering Equipment		
Computer Services and Programs		
State Income Taxes		
State Franchise & Personal Property Taxes		
Real Estate, Sales Taxes, and Other Taxes		
Interest Expense		
Contributions		
Uncollectible Accounts		
Key Personnel Life Insurance		
Prof. Registrations, Memberships, & Subscriptions		
Entertainment		
Subtotal – General Administrative		
Total		

REQUEST FOR PROPOSALS
CITY OF SANTA FE
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Santa Fe (the "City") and _____ (the "Contractor"). The date of this Agreement shall be the date when it is executed by the City and the Contractor, whichever occurs last.

1. SCOPE OF SERVICES

The Contractor shall provide engineering services for the City as outlined in Exhibit "A" attached hereto.

2. STANDARD OF PERFORMANCE; LICENSES

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

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

3. COMPENSATION

A. The City shall pay to the Contractor in full payment for services rendered, a sum not to exceed _____ (\$ _____), plus/inclusive of applicable gross receipts taxes.

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

C. Payment shall be made upon receipt and approval by the City of detailed statements containing a report of services completed. Compensation shall be paid only for services actually performed and accepted by the City.

4. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City for the performance of this Agreement. If sufficient appropriations and authorization are not made by the City, this Agreement shall terminate upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

5. TERM AND EFFECTIVE DATE

This Agreement shall be effective when signed by the City and terminate on _____, unless sooner pursuant to Article 6 below.

6. TERMINATION

A. This Agreement may be terminated by the City upon 30 days written notice to the Contractor.

(1) The Contractor shall render a final report of the services performed up to the date of termination and shall turn over to the City original copies of all work product, research or papers prepared under this Agreement.

(2) If compensation is not based upon hourly rates for services rendered, the City shall pay the Contractor for the reasonable value of services satisfactorily performed through the date Contractor receives notice of such termination, and for which compensation has not already been paid.

(3) If compensation is based upon hourly rates and expenses, the 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. The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor, and its agents and employees, shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Agreement.

B. Contractor shall be solely responsible for payment of wages, salaries and benefits to any and all employees or subcontractors retained by Contractor in the performance of the services under this Agreement.

C. The Contractor shall comply with City of Santa Fe Minimum Wage, Article 28-1-SFCC 1987, as well as any subsequent changes to such article throughout the term of this Agreement.

8. CONFIDENTIALITY

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

9. CONFLICT OF INTEREST

The Contractor warrants that it presently has no interest and shall not

acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Contractor further agrees that in the performance of this Agreement no persons having any such interests shall be employed.

10. ASSIGNMENT; SUBCONTRACTING

The Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the City. The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City.

11. RELEASE

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

12. INSURANCE

A. The Contractor, at its own cost and expense, shall carry and maintain in full force and effect during the term of this Agreement, comprehensive general liability insurance covering bodily injury and property damage liability, in a form and with an insurance company acceptable to the City, with limits of coverage in the maximum amount which the City could be held liable under the New Mexico Tort

Claims Act for each person injured and for each accident resulting in damage to property. Such insurance shall provide that the City is named as an additional insured and that the City is notified no less than 30 days in advance of cancellation for any reason. The Contractor shall furnish the City with a copy of a Certificate of Insurance as a condition prior to performing services under this Agreement.

B. Contractor shall also obtain and maintain Workers' Compensation insurance, required by law, to provide coverage for Contractor's employees throughout the term of this Agreement. Contractor shall provide the City with evidence of its compliance with such requirement.

C. Contractor shall maintain professional liability insurance throughout the term of this Agreement providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Agreement.

13. INDEMNIFICATION

The Contractor shall indemnify, hold harmless and defend the City from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action or demand whatsoever arising from Contractor's performance under this Agreement as well as the performance of Contractor's employees, agents, representatives and subcontractors.

14. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the City of Santa Fe in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act,

Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to 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 City and the Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.

16. RECORDS AND AUDIT

The 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 City, the Department of Finance and Administration, and the State Auditor. The City shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the City 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 City of Santa Fe. In any action, suit or legal dispute arising from this Agreement, the 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 hereto.

19. SCOPE OF AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the services to be performed hereunder, and all such agreements, covenants and understandings have been merged into this Agreement. This Agreement expresses the entire Agreement and understanding between the parties with respect to said services. 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 services by Contractor hereunder, 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

In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

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:

City of Santa Fe:
Water Division Director
Water Division
801 W. San Mateo
Santa Fe, NM 87504

Contractor:

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

CITY OF SANTA FE:

CONTRACTOR:

JAVIER M. GONZALES, MAYOR

NAME & TITLE

DATE: _____

DATE: _____

ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

 KABM 3/26/15
KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

OSCAR RODRIGUEZ, FINANCE DIRECTOR

52378.510340
Business Unit Line Item

Exhibit "A"

Scope of Work

Engineering services are required to complete a feasibility study (FS) for reclaimed wastewater reuse alternatives. The FS is jointly funded by the Bureau of Reclamation (RECLAMATION) and the City of Santa Fe (City) whom received a grant under Title XVI, Section 1604. This Feasibility Study must be compliant with the RECLAMATION's Directives and Standards (WRT 11-01), Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process and found to meet the requirements of a feasibility study as defined under section 1604 of Pub. L 102-575. An example FS outline is presented in Section 5.

The Feasibility Study must document, in detail, the technical approaches (including water treatment options and assessment of existing or required additional infrastructure vis-à-vis "real-world" water system operational opportunities and constraints), reuse opportunities, market analyses, and combinations of reuse alternatives to enhance and expand water reclamation and reuse for the City and County of Santa Fe by means of reclaimed waste water. The FS must analyze the reuse alternatives on a cost-benefit economical scale and consider environmental regulatory permits and legal requirements. The final FS document is expected to provide Santa Fe with the basis to determine the best path forward to utilize reclaimed waste water to augment water supplies, address groundwater pumping offsets, recharge groundwater resources and meet peak demand.

A primary focus of the FS is to evaluate ways to more efficiently utilize reclaimed wastewater taking into consideration both potable and non-potable alternatives to meet water demand requirements while better balancing environmental conditions in the watershed. The goal of the study is not to identify a single best option for management, but rather to evaluate the ramifications of each of the reuse alternatives so that water managers can have the best possible understanding of the implications of resource management decisions.

Current long-range, basin-scale planning efforts underway by the City and County are designed to address real-world scenarios, such as climate change and catastrophic fire impacts, to assess viable options to fill the projected future water supply gap¹. The Santa Fe basin study identified existing vulnerabilities in the supply and pinpointed adaption alternatives to address these system weaknesses and to ensure a more resilient water supply to meet 40-year water demand projections. One of the primary adaption alternatives recommends to "*augment potable water supplies with reclaimed wastewater.*"² This study and the Reclaimed Wastewater Reuse Plan for the City of

¹ *WaterSMART Basin Study: City of Santa Fe and Santa Fe County, New Mexico*, (In press, 2014)

² *Climate Change and the Santa Fe Basin: A Preliminary Assessment of Vulnerabilities and Adaptation Alternatives*, Bureau of Reclamation WaterSMART Program Initiative (February, 2013)

Santa Fe³ (RWRP) identify potential alternatives to utilizing reclaimed water as a supply source and also helped the City to identify potential reclaimed water customers, many of whom have become reclaimed water customers in recent years. The consultant shall also consider relevant County planning documents. City Council Resolution 2013-55 directs City Staff to pursue opportunities to evaluate and implement engineering and cost analysis associated with utilizing reclaimed water alternatives to supplement supplies. The FS project will include 2 public presentations, one at the draft alternatives stage and the other as the draft final stage.

II. SCOPE OF WORK TASKS

The Consultant shall submit a detailed description of the technical approach as a part of the proposal, providing detail on methodologies proposed to complete the work tasks listed below and linked to a detailed schedule, to indicate how the work will be accomplished on time. This technical approach should be prepared such that it can be incorporated, with only minor modifications, into a Further Description of Basic Services (a.k.a Contract Scope of Work), in any eventual professional services agreement. The Consultant will be expected to conduct monthly technical meetings to go over progress of Feasibility Study in addition to more frequent meetings and/or teleconferences, as needed, to complete the tasks listed below. All deliverables shall be made in the form of hard copy (5 copies unless noted otherwise) and working electronic files.

The basic tasks that the Consultant will be expected to accomplish for the project are listed, but not limited to, the following items:

BASIC SERVICES (Proposal evaluation based on Basic Service items)

1. Work Plan & Project Meetings

The engineering consultant will lead a design team comprised of the consultant and its subcontractors, if applicable, and the City Water Division project manager, A City Waste Water and Compliance Specialist, the RECLAMATION project manager, and County representative. The consultant shall prepare a detailed Final Work Plan to be utilized throughout project execution. The Work Plan will be developed based on the Contract Scope of Work. The Final Work Plan shall be prepared in collaboration with the Project Team (City, County, RECLAMATION) and will include the following components:

- a. Project description, summary of work and deliverables, project schedule
- b. Anticipated City workload and schedule for interfacing with Consultant
- c. Project team, organization, and responsibilities
- d. Communication protocols, documentation, meetings and workshops
- e. Approach to review of existing data, reports, master plans, hydraulic models, and other relevant information

³ *Reclaimed Wastewater Reuse Plan for the City of Santa Fe*³ (April, 2013)

- f. Approach to establishment of detailed reclaimed water alternative evaluation criteria, and methodology, performance metrics and cost assumptions.
- g. Detailed description of assumptions and basis for defining parameters and framework for assessing reuse alternatives.

The Final Work Plan will be prepared in draft form for Project Team review and all comments will either be incorporated into the Final Work Plan or addressed otherwise. The draft Final Work Plan will be presented to the team during the kickoff meeting described below.

The Consultant shall prepare for and lead a project kickoff meeting. At the meeting, the Consultant will also present the scope of work, key deliverables, budget, schedule and communications plan and other project plans as described in the draft Final Work Plan. From time to time, other Project Team representatives and other City-contracted Consultants may be involved in project meetings with the Consultant. Biweekly progress meetings or telephone conference calls are anticipated to provide proper coordination, review of progress and to finalize project decisions. Monthly progress reports shall be submitted to the City and County, at least one week prior to every other bi-weekly progress meeting. Progress meeting shall be held at the City's offices. Payment milestones will be set to each of the technical elements of the scope of work.

Deliverables (5 hardcopies, 1 digital copy - unless otherwise noted):

1. Kickoff Meeting Agenda (via email)
2. Draft Final Work Plan and Kickoff Meeting Materials
3. Kickoff Meeting Minutes (via email)
4. Final Work Plan
5. Bi-Weekly Progress Meeting Minutes (via email)
6. Monthly Progress Reports (via email)

2. Data Review & Field Investigation

The consultant shall review City and County records (plans, historic data, and other relevant records; interview key operating personnel; perform a field investigation of waste water treatment plants, other critical facilities, and potential easements for effluent lines etc., and shall provide engineering services during initial planning phases for evaluating alternatives for reclaimed water reuse. Work under this task is detailed below:

- a. Conduct record review and interviews with key Project Team staff
- b. Perform field investigation of waste water treatment plants
- c. Examine utility records and compile geographical information system files pertinent to the FS.
- d. Review and compile production records of potable supply, treated wastewater and projected water demands for City and County.

- e. Compile water quality data and records specific to wastewater treatment plants and discharge permits.
- f. Data gaps assessment and recommendations to remedy data deficiencies

Deliverables (5 hardcopies, 1 digital copy):

- 1. Technical memorandum documenting work for the Data Review and Field Investigation 2a. thru 2f.
- 2. Electronic database of relevant data and GIS files
- 3. Technical presentation to Project Team

3. Preliminary Assessment Report of Reclaimed Water Reuse Alternatives

The consultant shall prepare a preliminary assessment report (PAR) based on information acquired under Task 2 and an evaluation of water supply and demand for City and County, the proposed reuse alternatives and other potential reuse options, and other considerations such as regulatory, environmental, and economical. . The PAR shall provide viable reuse alternative options and address technical considerations, as follows:

- 1. Quantifying Contribution of Reclaimed Water to Water Supply Portfolio
 - a. Quantify municipal wastewater effluent produced by City and County and quantify current effluent commitments.
 - b. Establish suitability—in terms of water quality and quantity—of treated wastewaters for various purposes, including drinking water, non-potable urban uses, irrigation, industrial processes, groundwater recharge, and environmental restoration.
 - c. Integration of City and County water and wastewater information and hydrologic data into a GIS-based geodatabase and determining whether additional uses exist and/or whether re-ranking priorities and re-allocating demand requirements is prudent
- 2. Assessing the State of Treatment Technology
 - a. Document wastewater treatment and production of City and County reclaimed water operations and compliance with discharge permit requirements for nutrient control, contaminant control, and pathogen removal.
 - b. Document cost, energy use, and anticipated environmental impacts.
 - c. Identify current technology challenges and limitations and list infrastructure requirements of water reuse for select alternatives, including treatment and storage/basin options. Create engineering framework for the proposed alternatives needed to perform alternative evaluations and cost estimations to include WWTP upgrades, design of new conveyance infrastructure, necessary modifications, estimating hydrologic effects on groundwater and surface water imposed by each alternative, and evaluating potential impacts to water quality.
- 3. Assessing Risks
 - a. Identify human health and environmental challenges of using reclaimed water for select alternatives which include direct and indirect potable reuse

- b. Identify risks of using reclaimed water for environmental purposes that as alternative for Living River.
 - c. Assess effectiveness of current monitoring, control systems, and compare to existing regulatory framework in assuring the safety and reliability of wastewater reclamation practices.
 - d. New Mexico Environment Department has identified the need to accurately monitor and assess nutrient impairment and develop effective TMDLs for impaired waters in the State. Future permit limits and continuance of surface water discharges should become a consideration in the current and future revision to this plan.
4. Costs
- a. Establish the costs (including environmental costs, such as energy use and greenhouse gas emissions) with emphasis on treatment and distribution.
 - b. Rank cost of water reclamation and reuse generally compared with other supply alternatives, such as inter-basin transfer, water right purchases, water conservation or groundwater pumping
 - c. Establish refined rate structure to capture actual value of reclaimed water.
 - d. Estimated capital, O&M and life-cycle costs for each of the alternatives
5. Barriers to Implementation
- a. Identify implementation challenges for reclaimed water reuse that include public acceptance, regulatory, financial, institutional, water rights) that may limit the applicability of water reuse to help meet the City and County water needs and what elements are needed to overcome these challenges.
 - b. Identify key social and technical factors associated with successful water reuse projects and favorable public attitudes toward water reuse to be used as ranking metric.
6. Pilot Study/Treatability Study
- a. Rank critical data gaps and proposed method of study (field and laboratory) to mitigate the risk of implementing the reclaimed water use alternative(s).
 - b. Recommended pilot and/or treatability study to ensure treatment and distribution of reclaimed water is safe, reliable, and cost-effective for augmenting City and County water supplies.
7. System Dynamics Modeling
- a. Identify and rank critical updates necessary to be updated in the City's systems dynamics model WaterMAPs
 - Update City supply options in WaterMAPs to be consistent with supply values and ranges identified in the FS evaluation
 - Update City effluent options in WaterMAPs to be consistent with the effluent distributions established in the FS evaluation
 - Add the County supply and effluent options in WaterMAPS. r
 - b. Work with the Project Team to perform simulations to optimize water supply portfolio that includes reclaimed water alternatives.

8. Reporting

- a. Technical description of criteria based on objectives, demands, needs, cost effectiveness, and regulatory, environmental and public acceptance, preliminary ranking of reuse alternatives relative to the criteria, and preliminary ranking of alternatives.
- b. Organizing information compiled as part of the PAR into a format that is compatible with the required Feasibility Study Report is highly recommended for this stage for reporting efficiencies. The PAR is designed to present the findings of the preliminary evaluation methodologies, technical challenges and costs. Ultimately, the FS will need to present the study in a format that is compliant with the requirement of a Title XVI feasibility study, as listed in Section 4.B of the Reclamation Manual Directives and Standards, Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process (WTR 11-01).
- c. Prepare draft PAR and submit to Project Team for comments (at least 10 working days prior to workshop), conduct a presentation and workshop
- d. Prepare final PAR based on Project Team review comments.

Deliverables (5 hardcopies, 1 digital copy)

1. Preliminary Assessment Report (Draft)
2. Preliminary Assessment Report (Final)

4. Workshop and Public Meeting

The consultant shall prepare a Workshop for the Project Team that will present the findings for of the 8 technical components listed in the aforementioned draft PAR. The Workshop will be hosted by the City of Santa Fe and consist of technical presentations by the consultant to Project Team and its associated members with the primary purpose of discussing reclaimed water reuse alternatives, technical challenges, preliminary costs, and other related information to assist the Project Team in being better informed of some of the main advantages, challenges and concerns for the reuse alternatives so the City and County staff can update governing bodies with the preliminary findings before transitioning to the Feasibility Study Report. The Project Team will provide edits and comments for the draft PAR and once the PAR is final, the consultant will work with the Project Team to develop a presentation to be given at a Public Meeting hosted by the City and County. The Purpose of the Meeting is to the Public an opportunity to learn about the PAR process, preliminary findings, and proposed path forward so that any significant Public concerns or other issues not identified in the PAR can be adequately addressed in the next report which is complete Feasibility Study.

Work under this task is detailed below:

- a. Prepare an agenda and technical presentations for the PAR to Project Team.
- b. Prepare a technical presentation for Public Meeting.

Deliverables (5 hardcopies and 1 digital copy – unless otherwise noted)

1. Technical presentations in both PDF and PPTx formats

5. Feasibility Study

The consultant shall prepare a Feasibility Study Report (FS) to optimize reclaimed water resources following guidelines outlined in the Title XVI Water Reclamation and Reuse Program. The FS must consider reuse alternatives, and/or combinations thereof, that includes *but not limited to* the following:

Indirect and Direct Potable Reuse

- I. Convey reclaimed water City of Santa Fe Paseo Real Waste Water Treatment Plant (WWTP) to Buckman Direct Diversion (BDD) Treatment Plant for treatment to drinking water standards and transfer into the municipal drinking water supply

Exchange/Return Flow/Offset Credits

- I. Discharge reclaimed water to the Rio Grande by way of transmission lines and obtain a similar amount to divert at the BDD
- II. Debit the water returned to the Rio Grande against the total BDD diversion of water from Rio Grande
- III. Calculate the reclaimed water returned to the Rio Grande towards the offsets required for the Buckman Well Field groundwater pumping permit requirements
- IV. Convey Quill WWTF reclaimed water to the Santa Fe River to provide water to downstream agricultural users, augment existing flow of reclaimed water in the Santa Fe River, offset pumping impacts for Buckman Well Field pumping, and equalize the impacts of conveying the reclaimed water from the Santa Fe WWTP to the BDD Treatment Plant

Aquifer Storage and Recovery

- I. Convey the Santa Fe WWTP reclaimed water upstream to a site on the Upper Santa Fe River at which it would be released to the river. This release flow would support the City's Living River Ordinance⁴ while simultaneously recharging the regional aquifer via riverbed or basin infiltration. Optimize the configuration of the City Well Field to utilize this additional groundwater source.

- II. Convey the Santa Fe WWTP reclaimed water to infiltration basins and/or the Lower Santa Fe River to enable storing reclaimed water in the Aquifer for later withdrawal via new and/or existing supply wells.
- III. Convey the Santa Fe WWTP reclaimed water to the Buckman Well Field and implement direct inject ASR using new and/or existing supply wells.
- IV. Convey reclaimed water from an upgraded Quill WWTF to the Santa Fe River for use by downstream agricultural users to increase the amount of reclaimed water from the City WWTP that can be released at the upstream site without impacting downstream users.

Note: The FS will be required to address permitting, water quality and all regulatory considerations pertaining to ASR.

Expanded Irrigation

- I. Convey the reclaimed water from the Santa Fe WWTP to the largest irrigators currently using potable water and/or water wells for solely irrigation purposes. Expanded irrigation will require installing new transmission lines (purple pipe) extended to users including parks and recreation, Quail Run golf club, etc.

The FS format must follow RECLAMATION guidelines and be similar or expanded to the following report structure:

Reclamation Manual Outline	Abbreviated Standards Section Title	Directives	and
1	INTRODUCTORY INFORMATION		
1a	Non-Federal project sponsor		
1b	Study area description		
1c	Site specific project area		
2	STATEMENT OF PROBLEM AND NEEDS		
2a	Problem and need		
2b	Current and projected water supplies		
2c	Current and projected water demands		
2d	Water quality concerns		
2e	Current and projected wastewater and disposal options, and new wastewater facilities		
3	WATER RECLAMATION AND REUSE OPPORTUNITIES		
3a	Uses for reclaimed water		
3bi	Potential users, peak use, conversion costs, letters of intent		
3bii	Consultation with potential recycled water customers		

3biii	Market assessment procedures
3c	Discussion of considerations, community incentives
3d	Water and wastewater agencies jurisdictions
3e	Sources of water to be reclaimed
3f	Source water facilities
3g	Current water reuse taking place
3h	Reuse technologies currently in use
4	DESCRIPTION OF ALTERNATIVES
4a	Non-federal funding condition
4b	Objective of alternatives
4c(i)	Other water supply alternatives: description
4c(ii)	Other water supply alternatives: cost details
4d(i)	Proposed project: complete description
4d(ii)	Proposed project: assumptions
Reclamation Manual Outline	Abbreviated Directives and Standards Section Title
4e	Waste stream discharge
4f	List of alternative measures or technologies
5	ECONOMIC ANALYSIS
5a	With and without project econ analysis
5b	Comparison of alternatives
5c	Benefits in term of alternative costs
5d	Qualitative benefits
6	SELECTION OF PROPOSED TITLE XVI PROJECT
6a(i-iv)	Reduction, postponement, or elimination of new supplies, exist diversions, Fed supplies, WW facilities
7	ENVIRONMENTAL CONSIDERATIONS AND POTENTIAL EFFECTS

7a	Environmental discussion on each alternative
7a(i-v) & (vii)	Environmental discussion of proposed project
7a(vi)	Public involvement with study
7b	If recommended to congress, meet NEPA
8	LEGAL AND INSTITUTIONAL REQUIREMENTS
8a	Water rights analysis
8b	Legal and institutional requirements
8c	Need for interagency agreements
8d	Permitting Procedures
8e	Unresolved issues
8f	Current and Projected wastewater discharge requirements
8g	Rights to wastewater discharges
9	FINANCIAL CAPABILITY OF SPONSOR
9a	Schedule
9b	Willingness to pay
9c	Funding Plan
9d	Sources of funding
10	RESEARCH NEEDS

Deliverables (5 hardcopies, 1 digital copy)

1. Feasibility Study (Draft)
2. Feasibility Study (Final)
3. Electronic database of relevant data, report files, database and GIS files

