



**ALAMOGORDO PUBLIC SCHOOLS  
REQUEST FOR PROPOSAL  
RFP 002-2024 – LICENSED PROFESSIONAL SERVICES –  
ON CALL  
COMMODITY CODES  
906, 907, 918, 925**

<b>RFP ISSUE DATE</b>	<b>DECEMBER 18, 2023</b>
<b>DEADLINE FOR WRITTEN QUESTIONS</b>	<b>JANUARY 8, 2024</b>
<b>APS RESPONSE TO WRITTEN QUESTIONS</b>	<b>JANUARY 11, 2024 @ 5:00 pm</b>
<b>RFP DUE DATE AND TIME</b>	<b>JANUARY 25, 2024 @ 3:00 pm</b>
<b>EVALUATION OF PROPOSALS</b>	<b>JANUARY 26, 2024</b>
<b>INTERVIEWS (if necessary)</b>	<b>JANUARY 31, 2024</b>
<b>DATE OF AWARD</b>	<b>FEBRUARY 21, 2024</b>

**PROPOSALS MUST BE RECEIVED BY THE DUE DATE AND TIME IN ORDER TO BE CONSIDERED RESPONSIVE TO THIS SOLICITATION. NO PROPOSALS WILL BE RECEIVED AND OR CONSIDERED AFTER THE DUE DATE AND TIME.**

**District Contact Information**

<b>Name/Title</b>	<b>Marie Bouma, Chief Procurement Officer</b>
<b>Phone Number</b>	<b>575-812-6044</b>
<b>E-Mail</b>	<b>marie.bouma@alamogordoschools.org</b>

*Any inquiries or requests regarding this procurement should be submitted, in writing, to the Chief Procurement Officer. Proposers may contact **ONLY** the Chief Procurement Officer regarding this procurement. Other APS employees or Evaluation Committee members do not have the authority to respond on behalf of APS. Communications directed to parties other than the Chief Procurement Officer will have no legal bearing on this RFP or the resulting contract(s). All responses from Alamogordo Public Schools will be provided in writing to all Proposers by addendum. Proposers are encouraged to submit proposals electronically via Alamogordo Public Schools vendor registry portal at the link below.*

[APS Vendor Registry Portal](#)

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## **I. GENERAL INSTRUCTIONS**

1. **RFP Documentation:** Proposers are expected to be familiar with all documents contained in this RFP to ensure Proposers proposals are in compliance with all provisions contained in this Request for Proposal. Proposers must notify Alamogordo Public Schools of any inconsistency or error in review of the RFP Documents.
2. **Scope of Work:** The District may add to or delete from the Scope of Work set forth in this RFP.
3. **Written Questions:** Proposers may submit written questions to offer clarity to the terms of the RFP. All questions must be submitted to the Chief Procurement Officer listed no later than the date listed in this RFP. The District will respond by addendum to the submitted written questions.
4. **Submission:** The Submission of a proposal constitutes that the Proposer has made all appropriate examinations, investigations and analysis and has made provision as to the cost in submitted proposal. By responding to this RFP Proposer acknowledges and agrees to the terms and conditions set forth in this RFP and by addendum. The RFP Proposer will abide by the New Mexico Procurement Code, §13-1-28 through §13-1-199 NMSA, and acknowledges that the Code imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.
5. **Incurring Cost:** The Proposer shall bear the full burden of any cost associated with the preparation, transmittal, and/or presentation of any material, equipment, system submitted in response to this RFP.
6. **Proposal Firm:** Responses to this RFP including price proposals shall be considered firm for One Hundred Twenty (120) days after the response due date.
7. **Forms and Addendums:** The Proposer shall be responsible for ensuring that they are in possession of the most recent copy of this RFP including any/all addendums that have been issued. No addendum will be issued later than five calendar days prior to the due date of receipt of proposals. The only addendum that may be issued within Five (5) calendar days of the receipt of Proposals is one which withdraws the RFP or one that extends the proposal receipt due date and time. It is the responsibility of the Proposer to acknowledge all addendums in their proposal.
8. **Correction and Withdrawal of Proposal:** Corrections are to be initialed in ink by the individual authorized to sign the proposal on behalf of the Proposer. Proposers are permitted to withdraw their proposal any time prior to the deadline of receipt of proposals by submitting a written withdrawal request to the Chief Procurement Officer.
9. **District Discretion:** The Alamogordo Public School District reserves its right in its sole discretion to “waive technical irregularities in the form of the bid or proposal of the low bidder or Proposer which do not alter the price, quality or quantity of the services, construction or items of tangible personal property bid or offered” pursuant to NMSA 1978,§13-1-132
10. **Responsive Proposer:** The Chief Procurement Officer may make investigations to determine if the Proposer’s proposal meets the requirement of a responsive offer as set forth in [§13-1-85](#) the district may reject a proposal if it is does not meet the requirements set forth in [§13-1-85](#)

11. **Interviews:** Interviews may be conducted with Proposers who submit proposals determined to be potentially acceptable of being selected for award, however proposals may be accepted without such interviews.
12. **Award:** Alamogordo Public Schools reserves the right to award all, part, or none of the scope of work detailed in this RFP. This Request for Proposals in no way obligates Alamogordo Public Schools into entering business with any potential Proposer without a fully executed contract or purchase order.
13. **Preferences:** Preferences for New Mexico In-State Resident Business, Resident Veteran Business, Native American Resident and Native American Resident Veteran may be awarded in compliance with [NMSA 1978 §13-1-21](#). Proposers will be required to provide in their proposal a current copy of their certificate issued by the New Mexico State Taxation and Revenue to receive preference scoring. In the event that a Proposers proposal is a joint venture the Proposer must state what percentage of the work will be performed by the Resident Business and/or Resident Veteran Business or Native American Resident and/or Native American Resident Veteran. Pursuant to [NMSA 1978 § 13-1-21 H](#). A Proposer cannot be awarded a Residential Preference, a Resident Veteran Preference, a Native American Resident Preference and a Native American Veteran Resident preference. Pursuant to [NMSA 1978 §13-1-21 J](#). New Mexico Preference shall not apply when the expenditures for this RFP include federal funds for specific purchases.
14. **RFP Cancellation or rejection:** This Request for Proposals may be canceled and or proposals be rejected in whole or in part when deemed in the best interest of the Alamogordo Public Schools pursuant to [NMSA 1978 §13-1-131](#).
15. **Multi-Award:** The Alamogordo Public Schools District reserves the right to multi-award contracts when necessary for adequate delivery of services pursuant to [NMSA, §13-1-153](#).
16. **Board of Education Approval:** Award of resulting contract from this RFP is not considered final until approved and signed by the Alamogordo Public Schools Board of Education President or Member and the Contractor.

## **DEFINITIONS OF TERMINOLOGY**

**Award of Contract:** shall mean a formal written notice by the Alamogordo Public Schools that a firm has been selected to enter into a contract for services. Any Notice of Award that has not resulted in a written signed bilateral Agreement between the successful Proposer and the Alamogordo Public School District, within 1 month of written notice of award, shall result in the termination of negotiations and not be considered an award.

**Contract:** means a signed bilateral agreement between the APS District and a successful Proposer/contractor for the work covered by this RFP.

**Contractor:** means successful Proposer awarded the contract.

**Determination:** means the written documentation of a decision of the Selection Committee, including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

**District:** for purposes of this RFP, means the Alamogordo Public Schools Governing Board and is synonymous with the terms and acronym “Owner “and “APS”.

**Entity:** means the Owner, Alamogordo Public Schools (APS).

**Proposer:** is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP.

**Owner:** is Alamogordo Public Schools District.

**Proposal:** is the Proposer’s response to this RFP.

**Request for Proposals:** or “RFP” means all documents, attached or incorporated by reference, used for soliciting proposals.

**Resident Business, Resident Contractor, Veteran Business, Veteran Contractor** means an entity that has a valid resident certificate issued by the NM Taxation and Revenue Department pursuant to NMSA 1978 [§ 13-1-21](#) and [§ 13-1-22](#).

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

**Responsive Offer** or **Responsive Proposal** means an offer or proposal, which conforms to all material, respects to the requirements set forth in the RFP. Material respects of a RFP include, but are not limited to quality, quantity or delivery requirements.

**Selection Committee:** means a body constituted in accordance with NMSA 1978 [§ 13-1-121](#) to perform the evaluation of Proposer proposal submittals.

The terms “**must**,” “**shall**,” “**will**,” “**is required**,” or “**are required**” identify a necessary item or factor. Failure to comply with such an item or factor may result in the rejection of the Proposer’s proposal.

The terms “**can,**” “**may,**” “**should,**” “**preferably,**” or “**prefers**” identifies a desirable or discretionary item or factor. Failure to comply with such an item or factor may result in the rejection of the Proposer's proposal. Rejection of the proposal will be subject to review by the Selection Committee and the final decision on rejection will be made by the Committee Chairman.

The Alamogordo Public Schools invites qualified and experienced professional contractor consultants to submit proposals for on-call services. The selected consultants will provide a range of expertise including but not limited to Engineers, Architects, Surveyors, Landscape Architecture and GEO Tech Engineers,

**SCOPE OF WORK**

**The scope of work includes but is not limited to, the following services:**

<b><u>Ck all Applicable</u></b>	<b><u>Service</u></b>	<b><u>If required, License No.</u></b>	<b><u>Years in Business</u></b>	<b><u>Firm Size</u></b>
	Engineering Services – Assigned projects could include, but not be limited to the following: Small and large Civil Engineering Service projects for drainage, site design, structural, water, wastewater, etc. and Small and large Mechanical, Electrical, and Plumbing Engineering service projects for new construction, retrofit, repair, etc.			
	Architectural Services – Assigned projects could include, but not be limited to the following: Small and large Architectural Service projects for building construction, retrofit, repair, etc.			
	Surveying – Assigned projects could include, but not be limited to the following: Small and large Surveying Service projects for topographic surveys, boundary surveys, title work, etc.			
	Landscape Architecture – Assigned projects could include, but not be limited to the following: Small and large Landscape Architecture Service projects for new location, retrofit, repair, etc.			

	GEO Tech Engineering – Assigned projects could include, but not be limited to the following: Small and large Geotechnical investigation and Engineering Service projects for new construction, retrofit, repair, etc.			



### III. SPECIFICATION

**Licensed Professional Services Submissions:**

Licensed Professionals being considered for Licensed Professional Services must provide the following with their proposal:

**Contractor Qualifications:**

<u>Qualification</u>		<u>Provide with RFP Response</u>
Valid New Mexico License No:		
Years of experience (minimum 3 years required):		
Provide a current W-9:		
Provide at least three (3) <u>written</u> references from prior clients for comparable projects:	1.	Name: _____ Telephone: _____ Job Completion: _____ Reference Letter:
	2.	Name: _____ Telephone: _____ Job Completion: _____ Reference Letter:
	3.	Name: _____ Telephone: _____ Job Completion: _____ Reference Letter:
Proof of general liability insurance coverage:		Required after selection
Proof of workers' compensation insurance coverage:		Required after selection

#### IV. INSURANCE REQUIREMENTS

Liability insurance shall be on a comprehensive basis and shall include the following divisions of coverage:

Comprehensive General Liability -Premises and Operations including Broad form property damage and Contractual liability	\$2,000,000 each occurrence
Professional Liability/Errors and Omission	\$2,000,000 Combined single limit each occurrence

*Other required coverage's:*

Workers Compensation	Statutory-New Mexico (All employees and subcontractors as applicable)
Automobile Liability Insurance for Contractors Providing Vehicles OR Automobile Liability Insurance for Sole Contractors/Subcontractors Using Personal Vehicles	\$500,000 Combined single limit each occurrence  \$100,000 each person \$300,000 limit each occurrence

**PROPOSER WILL BE RESPONSIBLE FOR ALL REQUIRED INSURANCE COVERAGE AS PER THE APS CONTRACT FOR PROFESSIONAL SERVICES (APPENDIX A) AND ALL APPLICABLE LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS.**

Coverage shall be with an insurer authorized by the State of New Mexico and shall carry a Best's rating of not less than "A" in the A.M. Best's Key Rating Guide. The Alamogordo Public Schools, its board of education, and employees must be named as Additional Insureds with respect to all of the coverages. Evidence of insurance policies and forms adequate to confirm the currency and adequacy of coverage shall be provided to the District prior to the onset of service and the contract shall be conditioned upon the approval of same by the District.

NOTE: Proposers must provide certificates of current insurance coverage.

## V. PROPOSAL FORMAT

The Proposer's proposal should follow this format:

### COVER LETTER

Company/Team Information

1. Brief history of the Company.
2. Type of ownership.
3. Statements as to size of professional staff.
4. Name of partner in charge, project manager, and other key team players.
5. Time/Date availability of firms to perform services.
6. Signature and contact information for the main point of contact the district should use for this RFP

### TECHNICAL PROPOSAL MUST INCLUDE THE FOLLOWING:

- A. The technical proposal must be sealed and marked on the outside as follows: RFP 002-2024 – Licensed Professional Services
- B. Table of Contents
- C. Letter of Introduction and Expression of Interest
- D. Related Experience and Qualifications, Including Experience and Credentials of Team
  - a. List and describe experience with other government, private and public entities apart from educational settings if any.
  - b. Address the items listed in the scope of work and specifications
- E. References: Provide three references or contact information for clients with relevant contractual relationship to the entity
- F. Campaign Contribution Disclosure Form completed and signed (Appendix A)
- G. Prospective Contractor Conflict of Interest Certification Form completed and signed (Appendix B)
- H. Debarment/Suspension Certification Form completed and signed (Appendix C)
- I. An electronic copy of the proposal on a flash drive (Note: Item I is only required if the Proposer's proposal is being delivered in physical format. If Proposer uploads a proposal to Vendor Registry an electronic copy on a flash drive is not necessary.)

The Proposer can upload their submission to Vendor Registry via the link below

[APS Open Solicitations](#)

**OR**

The Proposer is required to submit **ONE (1)** original and **Five (5)** copies of proposal and the required supporting documentation **if the Proposer's proposal is being mailed or delivered to APS District offices.**

The Proposer is required to submit an ***electronic copy*** of the proposal on a ***flash drive*** **if the Proposer's proposal is being mailed or delivered to APS District offices.**

If the Proposer considers any part of its proposal material to be proprietary technical or business information, such material shall be prominently and clearly mark as "PROPRIETARY" or "TRADE SECRET.

**VI. EVALUATION CRITERIA (maximum points available – 100 pts)**

Criteria	Points
Qualifications of Consultant and Team Members	15
Experience of Consultant and Team Members	30
Approach to Providing On-Call Services	30
Relevant project references	25

NM Resident Preference if applicable	5 possible points*
<b>or</b>	
NM Resident Veteran preference if applicable	5 possible points*
<b>OR</b>	
Native American preference if applicable	5 possible points*

**TOTAL POSSIBLE POINTS: 105**

**NOTE: It is the Proposer’s responsibility to provide full information in order to evaluate the criteria above**

## CONCLUSION

Only the District is authorized to release information about projects covered by this RFP. The Proposer must refer to the District any requests to release or inspect any information that pertains to the work or activities covered by any action or award related to this RFP.

The District reserves the right to make multiple awards pursuant to [NMSA, §13-1-153](#)

### **For questions regarding this Request for Proposals:**

Marie Bouma, Chief Procurement Officer  
1211 Hawaii Ave  
Alamogordo, NM 88310  
(575) 812-6046

Any inquiries or requests regarding this procurement should be submitted, ***in writing***, to the Chief Procurement Officer. Proposers may contact **ONLY** the Chief Procurement Officer regarding this procurement. Other APS employees or Evaluation Committee members do not have the authority to respond on behalf of APS.