

REQUEST FOR PROPOSALS

FOR

**ADA TRANSITION PLAN COMPLIANCE INSPECTIONS – PHASE II
RFP 16-PW-013**

As Requested by

THE CITY OF RIO RANCHO, NEW MEXICO



RFP SUBMITTAL DUE DATE:

10:00 AM Tuesday, July 19, 2016

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1. INTRODUCTION

1.1. Scope of Work / Specifications. The scope of work and specifications for this RFP are attached as Appendix A.

1.2. Overview. This Request for Proposals (RFP) is issued by the City of Rio Rancho (City) to solicit competitive sealed proposals for the award of a contract to an engineer or engineering firm to provide an ADA Transition Plan – Compliance Inspections. The consultant shall, under the direction of the City’s Project Manager/Project Engineer, conduct ADA compliance inspections as determined by the City.

The City of Rio Rancho, in cooperation with the New Mexico Department of Transportation (NMDOT) and Federal Highway Administration (FHWA), has completed the 2016 ADA Transition Plan update in April 2016.

In this plan the City has outlined the methodology in which the City plans on ensuring all infrastructures requiring compliance with ADA guidelines are met. The City has defined two key areas that shall be completed:

1. Self-Evaluation and
2. Prioritization.

As part of the City’s initial self-evaluation, the City was broken into 12 inspection zones with zones four, five, six and nine of the 12 zones remaining to be inspected with approximately equal amounts of infrastructure in each zone. Offerors are to provide staggered pricing for conveyance of all deliverables in January, February and March of 2017. After the inspections are completed, the deficient infrastructure would be cataloged and engineering/construction estimates would be developed for the City’s use based on the prioritizations within the ADA Transition Plan.

1.3. Point of Contact. This RFP is issued on behalf of the City of Rio Rancho by the Purchasing Office, which is **THE SOLE POINT OF CONTACT DURING THE PROCUREMENT PROCESS**. Communications initiated by a respondent to this RFP (the “Offeror”) with members of the Governing Body or City personnel, other than as coordinated by the Point of Contact noted below, shall be grounds for Offeror disqualification. Any inquiries or requests during this procurement shall be submitted to the following Point of Contact in writing:

City of Rio Rancho
Department of Financial Services
Attention: Shonna Ybarra, Purchasing Specialist
3200 Civic Center Circle NE
Rio Rancho, NM 87144
(505) 891-5044
sybarra@rrnm.gov

2. CONDITIONS GOVERNING PROCUREMENT

2.1. Overview. This section of the RFP contains the RFP schedule for the procurement, describes the major RFP events and milestones and specifies general conditions governing the procurement.

2.2. Schedule of Events. Dates are subject to change. The City will make every effort

to adhere to the following schedule:

Action	Responsibility	Date	Time
Issue RFP	City of Rio Rancho	Sunday, June 12, 2016	NA
Return of Acknowledgement Form	Potential Offerors	ASAP	
Deadline to Submit Written Questions	Potential Offerors	Saturday, July 09, 2016	5:00 PM
Response to Written Questions	City of Rio Rancho	Tuesday, July 12, 2016	5:00 PM
Submission of Proposals	Offerors	Tuesday, July 19, 2016	10:00 AM
Proposal Evaluation (Including time for Interviews, Oral Presentations, and Best and Final Offers)*	Evaluation Committee	NA	NA

*Offerors will be notified by the Purchasing Department if and when to expect interview and Best and Final Offer dates.

2.2.1. Issuance of RFP. This RFP is being issued by the City of Rio Rancho Purchasing Division on the date specified in the Schedule of Events above.

2.2.2. Pre-Proposal Conference. A pre-proposal conference will not be held for this project.

2.2.3. Return of Acknowledgement Form for Distribution List. Potential Offerors should return the Acknowledgement Form (see Appendix E) via email, fax, hand deliver or registered mail to have their firm placed on the procurement distribution list. Failure to return this form will prevent the potential Offeror's firm name from appearing on the procurement distribution list. The procurement distribution list will be used for distribution of important information regarding this procurement. **A valid email address must be provided.**

2.2.4. Written Questions and RFP Amendments. Potential Offerors may submit written questions as to the intent or clarity of this RFP until the date and time specified in the schedule of events. All written questions must be sent by email and addressed to the Point of Contact (see Section 1.3). Written responses to written questions and any RFP amendments will be distributed to all Potential Offerors whose organization name appears on the procurement distribution list, via electronic email (email). A valid email address must be provided for this and other purposes. All addenda and communications will also be posted to the City's website at the following address: <http://www.ci.rio-rancho.nm.us/index.aspx?NID=169>. It is the responsibility of all potential Offerors to ensure that all addenda have been received before submitting their proposal.

2.2.5. Submission of Proposal. All Offeror proposals must be received by the City no later than the date and time specified in the schedule of events. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal. Proposals must be hand delivered or mailed to:

**City of Rio Rancho
Clerk's Office
Attention: Shonna Ybarra, Purchasing and Contracts Manager
City Hall, 3200 Civic Center Circle Suite 150
Rio Rancho, New Mexico 87144**

No other methods of proposal delivery will be accepted. Proposals must be submitted in a sealed package or envelope listing the following information on the outside:

**RFP Title:
ADA Transition Plan Compliance Inspections – Phase II
RFP 16-PW-013**

The City shall not be responsible for proposals that are mailed and not received by the opening date and time specified in this section. Receipts for hand delivered proposals may be issued by the City Clerk's Office (upon request).

Delayed Opening or Closing of City Offices: In the event that City Hall is officially on a delayed opening for any reason (for example, inclement weather) and City Hall is not open at least two (2) hours prior to bid opening, the deadline for bid and proposal submissions will be delayed for exactly the amount of time indicated in the official City announcement. For example, if City Hall is on a two (2) hour delay, deadline for receipt of bids and proposals due prior to 12:00 p.m. will be delayed by two (2) hours and bids due after 12:00 p.m. will be due at their regularly scheduled time. Also, if City Hall is officially closed for any reason (such as inclement weather) for all or part of the day that submission of bids is due (other than an official, announced delayed opening), bids will be due at the same time on the following business day. Any delayed opening or closing of City Hall will be announced on the City's website, <http://www.ci.rio-rancho.nm.us>.

2.2.6. Proposal Evaluation. The evaluation of proposals will be performed by the Evaluation Committee within ninety (90) days of the submission deadline indicated in the schedule of events, or such later date as the City may designate in writing.

2.2.7. Offeror Responsibility. Only those proposals submitted by any Offeror deemed to be a Responsible Offeror will be included for further review. A Responsible Offeror is a person or entity that submits a proposal and furnishes, when required, information and data to prove that the Offeror's financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services, construction, or items of tangible personal property described in this RFP.

2.2.8. Oral Presentations. The Evaluation Committee may request oral presentations by the Finalist Offerors. If this is required, the presentations will take place at City Hall in Rio Rancho on the date established by the City. As a result of any oral presentation, proposals will be re-scored using the same scoring methodology already indicated in this RFP.

2.2.9. Award without Discussions. An award on the basis of the initial proposals may be made without further negotiations unless further discussions are determined to be necessary. An award without discussions will only be made if the

offer is accepted as submitted.

2.2.10. Selection of Finalists. If an award is not made on the basis of the initial proposals, finalist will be identified based on the Evaluation Committee's determination that the identified finalists' proposals have a reasonable chance of being chosen for award, based on the criteria set forth in this RFP. The Point of Contact will notify the Finalist Offerors via mail or email. Those not selected as a finalist will be notified of their status via mail or email.

2.2.11. Discussions with Finalists. The scope of discussions with identified finalists may include, but may not be limited to, communication in writing, by telephone, or in face-to-face-meetings. Any communication received from the City shall be acknowledged immediately by the Finalist Offerors. Finalist Offeror shall ensure that adequate contact information is provided with the submitted proposal. Multiple contacts may be provided. Discussions will be limited to specific deficiencies, ambiguities, and weak aspects of the Offeror's proposal. Discussions will not disclose strengths and weaknesses of competing Offerors, or information from an Offeror's proposal which would allow improvement in another Offeror's proposal. Upon completion of discussions, finalists will be asked to submit a best and final offer.

2.2.12. Proposal Revisions and Best and Final Offers. Finalist Offerors may be asked to submit additional information and/or revisions to their proposals which may be used for the purpose of obtaining best and final offers. For any proposal revisions and/or best and final offer received, offers will be re-scored using the same scoring methodology already indicated in this RFP. The City reserves the right to request multiple rounds of proposal revisions or best and final offers. An award on the basis of any round of scoring may be made without further negotiations unless further discussions are determined to be necessary.

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

2.2.14. Protest Deadline. The ten (10) day protest period for Offerors shall begin on the day following the notification of the contract award and will end at 5:00 pm MT on the tenth calendar day following the notification of the contract award. Protests must be submitted in writing and must include the name and address of the protestant and the RFP number. It must also contain a statement of grounds for protest and be addressed and delivered to the Point of Contact.

2.2.15. Notice. The City of Rio Rancho Procurement Code imposes civil and criminal penalties for its violation, in addition to the felony penalties for illegal bribes, gratuities and kickbacks imposed by the New Mexico Statutes.

2.3. General Proposal Requirements and Miscellaneous Information

2.3.1 General Proposal Requirements. Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Offeror's ability to meet the requirements of this RFP. Emphasis shall be placed on the quality,

completeness, and clarity of content of the proposal.

- 2.3.1.a** Offerors shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete proposals may be considered non-responsive and subject to rejection.
- 2.3.1.b** Proposals and any other information submitted by Offerors in response to this RFP shall become the property of the City.
- 2.3.1.c** Offerors shall prepare and develop proposals at the sole cost and expense of the Offeror.
- 2.3.1.d** Proposals that are qualified with conditional clauses, alterations, or irregularities of any kind are subject to rejection by the City, at its option.
- 2.3.1.e** The City makes no representations of any kind that an award of contract will be made as a result of this RFP, or subsequent RFP. The City reserves the right to accept or reject any or all proposals, waive any formalities or minor technical inconsistencies, and/or delete any item/requirements from this RFP when deemed to be in City's best interest.
- 2.3.1.f** Proposals shall consist of responses to the submission requirements identified in Section 4 of this RFP. Please identify the requirement number in the proposals when responding to each.
- 2.3.1.g** Failure to comply with all requirements contained in this RFP may result in the rejection of proposal.
- 2.3.1.h** It is incumbent upon each Offeror to carefully examine all specifications, terms, and conditions contained herein. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing, (facsimile transmissions acceptable, email is preferred) through the contact named above. The City will not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given. If it becomes necessary to revise or amend any part of this RFP, notice may be obtained by accessing our web site. Respondents in their proposal must acknowledge receipts of amendments. **Each Offeror should ensure that they have received all addenda and amendments to this RFP before submitting their proposal.**
- 2.3.1.i** A proposal may be modified or withdrawn in person at any time BEFORE the scheduled due date and time of proposals provided a receipt for the withdrawn proposal is signed by the Offeror's authorized representative. The City reserves the right to request proof of authorization to withdraw a proposal.

2.3.2. Miscellaneous Information

- 2.3.2.a. Public information.** All information, documentation, and other materials submitted in response to this RFP are considered non-confidential and/or non-proprietary and are subject to public disclosure after the solicitation is completed. The contents of any proposal shall not be disclosed during any negotiations that may occur. All proposals shall be valid until the contract is awarded. For purposes of understanding, award of contract means, negotiations are complete and a contract is executed. Proposals shall not be opened publicly and shall not be open to

public inspection until after an Offeror has been selected for award and the contract has been fully executed. An Offeror may request in writing nondisclosure of confidential data. Such data shall accompany the proposal and shall be readily separable from the proposal in order to facilitate eventual public inspection of the no confidential portion of the proposal.

- 2.3.2.b. City's Reservation of Rights.** The City may evaluate the proposals based on the anticipated completion of all or any portion of the project. The City reserves the right to divide the project into multiple parts, to reject any and all proposals and re-solicit for new proposals, or to reject any and all proposals and temporarily or permanently abandon the project. The City makes no representations, written or oral, that it will enter into any form of agreement with any Offeror to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.
- 2.3.2.c. Clarification.** The City may, in the evaluation of proposals, request clarification from Offerors regarding their proposals, obtain additional material or literature, and pursue other avenues of research as necessary to ensure that a thorough evaluation is conducted.
- 2.3.2.d. Acceptance of Evaluation Methodology.** By submitting a proposal in response to this RFP, the Offeror accepts the evaluation process and acknowledges and accepts that determination will require subjective judgments by the City. The proposal scoring highest among all proposals in a particular evaluation criterion may not receive 100% of the points assigned to that criterion.
- 2.3.2.e. No Reimbursement for Cost.** Offeror acknowledges and accepts that any costs incurred from the Offeror's participation in this RFP process shall be at the sole risk and responsibility of the Offeror. Offerors submit proposals at their own risk and expense.
- 2.3.2.f. Ethical Conduct.** The City of Rio Rancho expects the highest level of ethical conduct from Offerors including adherence to all applicable laws and local ordinances regarding ethical behavior.
- 2.3.2.g. Negotiation of Contract.** Offeror must submit, in redline form, any proposed changes to the proposed Contract attached as Appendix D. After identifying the selected Offeror(s), the City will attempt to negotiate final terms of a Contract with such Offeror, on such terms as the City deems in its best interest. The City reserves the right to negotiate all elements of the Contract.
- 2.3.2.h. Right to Terminate Negotiations.** If an agreement cannot be made with the selected Offeror, City reserves the right to terminate negotiations with that party and enter into negotiations with the next highest qualified Offeror.
- 2.3.2.i. Modification.** Proposals may be modified by written notice provided such notice is received prior to the hour and the date specified for receipt of offers.
- 2.3.2.j. Application of Resident, Veteran, Local, Area, and Recycled Content Goods Preference.**
DEFINITIONS:
- LOCAL BUSINESS means a Resident Business or Resident Contractor which:
 - (a) Is authorized to do and is doing business under the laws of the State of New Mexico;

- (b) Possesses a current city business registration;
- (c) Maintains its principal place of business within the corporate limits of the city; and
- (d) Agrees to furnish evidence, in a form suitable to the city, of its payment of New Mexico Gross Receipts Tax.
- AREA BUSINESS means a Resident Business or Resident Contractor which:
 - (a) Is authorized to do and is doing business under the laws of the State of New Mexico;
 - (b) Possesses a current city business registration;
 - (c) Maintains a bona fide place of business within the corporate limits of the city, and agrees to conduct its activities pursuant to the contract for which it is bidding or proposing, to the extent practicable, from that place of business; and
 - (d) Agrees to furnish evidence, in a form suitable to the city, of its payment of New Mexico Gross Receipts Tax.
- RECYCLED CONTENT GOODS has the meaning set forth in NMSA 1978 § 13-1-21(A)(6), as amended from time to time.
- RESIDENT BUSINESS has the meaning set forth in NMSA 1978 § 13-1-21(A)(5), as amended from time to time.
- RESIDENT CONTRACTOR has the meaning set forth in NMSA 1978 § 13-4-2(A)(5), as amended from time to time.
- RESIDENT VETERAN BUSINESS has the meaning set forth in NMSA 1978 § 13-1-22(A)(7), as amended from time to time.
- RESIDENT VETERAN CONTRACTOR has the meaning set forth in NMSA 1978 § 13-4-2(A)(6), as amended from time to time.
- STATUTORY PREFERENCE means the preference for Resident Businesses, Resident Contractors, Resident Veteran Businesses, Resident Veteran Contractors, and Recycled Content Goods provided in NMSA 1978 §§ 13-1-21 or 13-4-5, as amended from time to time.
- QUALIFYING COMPANY means a company that qualifies for a Statutory Preference under NMSA 1978 §§ 13-1-21 or 13-4-5, as amended from time to time.

INSTRUCTIONS:

- In all invitations for bid and requests for proposals, the Statutory Preferences shall be applied in the manner set forth in NMSA 1978 §§ 13-1-21 or 13-4-5, as amended from time to time.
- A copy of a valid Resident Business Certificate, Resident Veteran Business, Resident Veteran Contractor or Resident Contractor Certificate issued by the New Mexico Taxation & Revenue Department. Information regarding resident preference can be obtained by contacting the Point of Contact as listed herein.
- In addition to the Statutory Preferences, a preference for Local Businesses and Area Businesses shall be administered in the same manner as the Statutory Preferences, as follows:
 - (1) in the event a Local Business submits a qualifying bid or proposal and one or more Qualifying Companies also submits a bid or proposal, the Local Business shall receive a two percent (2%) preference in addition to (and not in lieu of) the Statutory Preference; and
 - (2) in the event an Area Business submits a qualifying bid or proposal and one or more Qualifying Companies also submits a bid or proposal, the Area Business shall receive a one percent (1%) preference in

- addition to (and not in lieu of) the Statutory Preference.
- An offeror or bidder can only qualify as either a Local Business or an Area Business, not both.
- In addition to the definitions and criteria set forth in this section, the central purchasing office may impose additional requirements regarding the nature, size and/or location of offerors or bidders in any request for proposals or invitation for bids. As a result, companies responding to such solicitations should review the solicitation documents thoroughly.
- Information regarding the City's Procurement Code and the application of the local and resident preference can be obtained by contacting the Point of Contact as listed herein.
- For consideration for the Area, Local, and Recycled Content Goods preference, the Offeror must complete the Preference Certification Form, attached hereto as Appendix E, in accordance with the instructions and return the form with its Technical Proposal.
- In addition to the definitions and criteria set forth in the section, when a joint bid or joint proposal is submitted by both resident and non-resident businesses, the resident business preference provided pursuant to Subsection B or C of the NMSA 1978 §§ 13-1-21 or 13-4-5, as amended from time to time, shall be reduced in proportion to the percentage of the contract, based on the dollar amount of the goods or services provided under the contract, that will be performed by a non-resident business as specified in the joint bid or proposal.

2.3.2.k. Acceptance of Proposals. Acceptance of a proposal is contingent upon the Offeror's certification and agreement by submittal of its proposal, to comply with all provisions of the City Procurement Code.

3. PROPOSAL FORMAT AND ORGANIZATION REQUIREMENTS

3.1 Number of Copies. Offeror must submit 1 original and 5 copies of its proposal in a sealed envelope or container.

3.2 Proposal Format.

3.2.1 Proposals shall be limited to a maximum length of 5 pages. The proposal font shall not be smaller than 12 point. The Required Information Form, Table of Contents, the cost proposal, project schedule, any requested redlined changes to contract related documents, and other non-scored informational appendices will not be included in the total proposal page count. An additional cover letter may be submitted with a proposal but will not be a scored item and will not be included in the total page count. Any information not included in the page count (i.e. supplemental cover letter, non-scored appendices) may not be reviewed by the evaluation committee. Additional appendices will not be forwarded for review by the RFP Committee. Proposals must include page numbers for each section of the Proposal.

3.2.2 Proposals shall be divided into three clearly defined sections, which shall include:

3.2.2.a Section 1: Required Information Form, Table of Contents, Response to Evaluation Criteria, and any additionally required documents not included in the page count.

3.2.2.b Section 2: Additional non-scored informational appendices, such as

promotional documents (these documents may not be reviewed by evaluation committee members).

3.2.2.c Section 3: Cost proposal and project schedule.

3.2.3 Proposals shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral bindings or in 3-ring binders. Graphics incorporated into the proposal may exceed the paper-size requirement. **One (1) CD/DVD containing the electronic files of the proposal and cost proposal shall be included with the original proposal submitted.**

3.2.4 The City realizes that there may be information in the Offeror's proposal that overlaps different sections. Please make copies of information that goes into multiple sections so that the Evaluation Committee can evaluate each section individually.

3.2.5 The City realizes that there may be more than one solution that can be offered by an Offeror. If the solutions are significantly different from each other in the technology suggested and the price of that technology, it is recommended that the Offeror submit two proposals.

4. SUBMISSION REQUIREMENTS AND EVALUATION OF PROPOSALS

4.1. Overview. This section contains the mandatory requirements, evaluation criteria, and related information. Offerors must respond to the mandatory requirements and should respond to the evaluation criteria of this RFP providing the required responses, documentation, or assurances, and complete a Cost Proposal. Failure to respond to any of the evaluation criteria may result in zero points being awarded for that element of the proposal.

4.2 Mandatory Proposal Submission Requirements. Failure to comply with a mandatory requirement will result in disqualification of the proposal.

4.2.1 Required Information Form. Offerors must submit a completed Required Information Form (attached as Appendix B) signed by party authorized to bind the entity submitting the proposal. This form should include the following items:

- The Identity of Offeror including the name of the firm, central address, email address, telephone number, fax number, etc.
- Disclosure of any Potential Conflicts of Interest. A conflict of interest shall be cause for disqualifying an Offeror from consideration. A potential conflict of interest includes, but is not limited to: (1) Accepting an assignment where duty to the client would conflict with the Offeror's personal interest, or interest of another client. (2) Performing work for a client or having an interest which conflicts with this contract.
- This page has been signed by a signatory with the authority to bind the Offeror. By signing this Signature Page, through the undersigned representative who has the authority to bind the Offeror, and by submitting a proposal in response to this RFP, the Offeror agrees to perform the services required by such RFP and to adhere to all requirements, specifications, terms and conditions of the RFP. Offeror further agrees to be bound by this proposal for a minimum of 90 days from the date proposals were due.

4.2.2 Cost Proposal. Offerors shall submit an itemized proposal for each task listed on the Scope of Work, Exhibit A, and the Offeror's proposed work plan. Offerors shall incorporate staggered pricing for conveyance of all deliverables in January, February and March of 2017.

4.2.3 Project Schedule. Offerors shall submit a detailed project schedule that meets or exceeds the design deadline detailed in the Scope of Work- Exhibit A.

4.3 Evaluation Criteria. Failure to respond to any of the evaluation criteria may result in zero points being awarded for that element of the proposal.

4.3.1 Project Understanding

Provide information about the Offeror's understanding of the project in general. Points will also be affected by the firm's ability to propose an approach that demonstrates a clear understanding of the scope of this project as defined in this RFP. Maximum page limit for responses to this section is one (1) page.

4.3.2 Work Plan

Provide a well-defined work plan and detailed approach to this project. Points will be awarded based on the ability of each Offeror to provide a clear and concise work plan, schedule, and approach related specifically to this project. Maximum page limit for responses to this section is two (2) page.

4.3.3 Quality of Proposal

The Offeror shall provide a proposal free of spelling, punctuation, and grammar mistakes. Each Offeror shall exhibit their ability to submit a quality proposal communicating a realistic approach, technical soundness, and enhancements to elements that are outlined in this Request for Proposal. Points may be deducted in this category if proposal contains errors in spelling, punctuation, or grammar. Points may be affected by formatting and organizational mistakes in the proposal. Clarity and realism in approach, technical soundness, and proposed enhancements to elements that are outlined in the RFP may affect points in the category.

4.3.4 Experience

Provide relevant and concise information regarding the experience of proposed project team – include concrete information demonstrating performance of the team members. Identify the experience/performance of key staff that will be assigned to this project. Points will be awarded based on the review committee's perception of quality and relevance of indicated experience, project team, key staff, and demonstrated performance. Points will be deducted from the Offeror's score if the committee feels the information provide is irrelevant to scope described in this RFP. Maximum page limit for responses to this section is two (2) page.

4.3.5 References

Provide only three non-City of Rio Rancho references of similar projects from other public agencies recently completed. References shall be completed by a representative familiar with the project who is currently employed by the project owner. Offeror must provide a brief narrative describing relevant project information for each of the three references provided. No other references outside of those included in the narrative will be calculated in the final average reference score.

In addition, the attached reference response form (Appendix E) must be filled out in its

entirety and the responses to the questions must be filled out by an employee or consultant of the listed reference (not by the submitting Offeror). The reference is asked to complete this form and return it to the Offeror in a sealed envelope with the reference's signature over the sealed portion of envelope in order to ensure authenticity.

The sealed responses must be included with the Offeror's sealed proposal submission by the proposal submission deadline. Sealed reference responses will not be included as part of the overall page count. However, reference narrative descriptions are considered scored content and will be included in the page count.

For each identified project, references will be asked to score the Offerors General Responsiveness, Inspection Quality, Cost Control, Construction Cost Estimating, Schedule and Organization and GIS Data Collection Experience.

The totals of all three responses will be averaged to result in a final reference score. Failure to submit any of the three required sealed references shall result in zero points for that reference in the average reference score. References must provide a score for all of the four reference category scoring items. The City will calculate zero points for any reference category left blank.

If an Offeror submits more than three references, the City will exclude the highest reference score when calculating the final average reference score.

4.3.6 Cost Proposal.

4.3.6.a Offerors must submit a Cost Proposal along with each copy of their proposal submission.

4.3.6.b Cost Proposal Submissions must be submitted in two (2) parts:

4.3.6.b.1 Part (1) – Objective Cost Analysis. The submitted Cost Proposal shall contain a detail of all cost to be billed to the City by the Offeror for each billable item listed in the scope of work (whether billed directly or withheld from revenues collected). The proposal shall include all time and materials with a total "not to exceed" amount. The Offeror should understand that the City will not pay any amount not included in the Cost Proposal.

The evaluation of each Offeror's Cost Proposal will be determined using the following formula:

$$\frac{\text{Lowest Responsive All-In Cost}}{\text{This Offeror's All-In Cost}} \times 30 \text{ pts} = \text{Awarded Points}$$

4.3.6.b.2 Part (2) – Cost Reasonableness. In order to allow for a clear evaluation and comparison, relative to other offers received, Offerors must provide a justification narrative describing all assumptions incorporated in the submitted cost proposal. Offerors are encouraged to provide data to defend the reasonableness of the cost proposal.

Points will be awarded based on the Offeror's ability to reasonably and adequately explain assumptions included in the

development of Part (1) of the cost proposal.

5. Scoring Overview

RFP Section	Factor	Points
	<u>Mandatory Requirements – Pass/Fail</u>	
4.2.1	Required Information Form	Pass/Fail
4.2.2	Cost Proposal	Pass/Fail
4.2.3	Project Schedule	Pass/Fail
	<u>Evaluation Criteria</u>	
4.3.1	Project Understanding	30
4.3.2	Work Plan	30
4.3.3	Quality of Proposal	20
4.3.4	Experience	20
4.3.5	References	10
4.3.6	<u>Cost Proposal Evaluation</u>	
4.3.6.b.1	Objective Cost Analysis	25
4.3.6.b.2	Cost Reasonableness	15
	Total Points	150

Exhibit A
RFP 16-PW-013

Americans with Disabilities Act (ADA)
City of Rio Rancho ADA Plan
ADA Transition Plan Compliance Inspections – Phase II
Scope of Work

Overview of the City of Rio Rancho’s ADA Plan

The City of Rio Rancho, in cooperation with the New Mexico Department of Transportation (NMDOT) and Federal Highway Administration (FHWA), has completed the 2016 ADA Transition Plan update in April 2016.

In this plan the City has outlined the methodology in which the City plans on ensuring all infrastructures requiring compliance with ADA guidelines are met. The City has defined two key areas that shall be completed:

3. Self-Evaluation and
4. Prioritization.

As part of the City’s initial self-evaluation, the City was broken into 12 inspection zones with zones four, five, six and nine of the 12 zones remaining to be inspected with approximately equal amounts of infrastructure in each zone. Consultant shall provide staggered pricing for conveyance of all deliverables in January, February and March of 2017. After the inspections are completed, the deficient infrastructure would be cataloged and engineering/construction estimates would be developed for the City’s use based on the prioritizations within the ADA Transition Plan.

Task 1 - Complete Zone 4, 5, 6 and 9 Inspections and Create Engineering/Construction Estimates:

Section 1 – Consultant’s Project Responsibilities

The consultant shall, under the direction of the City’s Project Manager/Project Engineer, conduct ADA compliance inspections as determined by the City. The consultant shall use the two (2) zone maps and approximate quantity list, Appendix B, to provide an inspection per zone cost. The infrastructures to be inspected for compliance are:

- Sidewalks;
- Curb Ramps; and
- Pedestrian Push Buttons.

These infrastructures will be captured and cataloged in the City’s GIS database, using existing schema, by the selected consultant using handheld GPS devices of meter accuracy or better at a minimum. Other technologies to complete these inspections are acceptable. If deficiencies are

found during the compliance inspections, the consultant will detail the deficiency and ensure that the City's GIS database is updated to reflect the issues. Whether the infrastructures are found to have deficiencies or not, the consultant shall update the City's GIS database with basic attributes listed within the existing database such as, but not limited to, type of construction material; width of sidewalk; condition and full GIS schema to be provided upon request or after the award of the project.

After the compliance inspections are completed and the City's GIS database is updated, the consultant shall prepare an estimate for project engineering and construction in order to resolve found deficiencies.

Deliverables:

1. Conduct Compliance Inspections on Zones determined by the City.
2. Update the City's GIS Database with Information from Item 1 above.
3. Provide the City with the Updated GIS Database that will go through the City's QC/QA process, attached to this scope of work, before being accepted.
4. Prepare and Provide the City with Engineering and Construction Estimates for Resolving Deficiencies found during Compliance Inspections. These costs shall match the process already in place at the City.

Appendix A
REQUIRED INFORMATION FORM

RFP # 16-PW-013
ADA Transition Plan Compliance Inspections – Phase II

1. IDENTITY OF OFFEROR:

FIRM NAME: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

ALTERNATE EMAIL CONTACT: _____
(City may attempt to contact Offeror via email please provide additional email contact information if available.)

TELEPHONE #: _____

FACSIMILE #: _____

NEW MEXICO TAX # (if any) _____

NEW MEXICO STATE CORPORATION COMMISSION # _____

CONTACT PERSON FOR PROPOSAL _____

2. DISCLOSURE OF ANY POTENTIAL CONFLICTS OF INTEREST

Please indicate any potential conflicts of interest including, but is not limited to:

- Accepting an assignment where duty to the client would conflict with the Offeror's personal interest, or interest of another client.
- Performing work for a client or having an interest which conflicts with this contract.

(Please attach additional pages if necessary)

3. SIGNATURE

This page has been signed by a signatory with the authority to bind the Offeror. By signing this Signature Page, through the undersigned representative who has the authority to bind the Offeror, and by submitting a proposal in response to RFP 16-PW-013, the Offeror agrees to perform the services required by such RFP and to adhere to all requirements, specifications, terms and conditions of the RFP. Offeror further agrees to be bound by this proposal for a minimum of 90 days from the date proposals were due. By signing this Signature Page, the undersigned representative is also acknowledging receipt of all addenda that may be issued in regards to said RFP.

SIGNED BY:

Name (print)

Signature

Title

Date

Appendix B
Contract No. XX-XX-XXX
ADA Transition Plan Compliance Inspections – Phase II

THIS AGREEMENT (the "Agreement") is made and entered into by and between the **City of Rio Rancho** (the "City"), a municipal corporation and political subdivision of the State of New Mexico, and _____ (the "Consultant"), a New Mexico corporation, as of the date indicated below.

WHEREAS, the City issued an RFP for ADA Transition Plan Compliance Inspections – Phase II, RFP 16-PW-013, on _____, containing the scope of work attached hereto as Exhibit A and incorporated herein by reference; and

WHEREAS, the Consultant submitted a proposal in response to RFP 16-PW-013 on _____; and

WHEREAS, The City and the Consultant negotiated certain terms regarding the services to be provided pursuant to the RFP 16-PW-013, resulting in the scope of services, labor and direct costs fee proposals, attached hereto as Exhibit xxx and incorporated herein by reference; and

WHEREAS, the City wishes to engage the Consultant to provide the services described in Exhibit xxx.

NOW, THEREFORE, in consideration of the premises and the respective obligations set forth herein, the parties agree as follows:

1. ENGAGEMENT; SCOPE

The City hereby engages the Consultant to provide the services described in Exhibit xxx attached hereto.

2. TERM; TERMINATION

(a) Unless sooner terminated, this Agreement will be effective for a period of one year or until project completion.

(b) Notwithstanding anything to the contrary contained herein, the City may terminate this Agreement at any time by giving the Consultant such written notice as may be reasonable under the circumstances. Upon receipt of such written notice, the Consultant shall cease all work undertaken hereunder, except as may be necessary to provide for an orderly transition of such work. The Consultant may terminate this Agreement at any time with 60 days written notice to the City.

(c) Upon any termination of this Agreement, the Consultant shall provide a final invoice to the City, showing all costs incurred but unpaid, and the City shall pay such costs, as shown therein. The Consultant shall forthwith deliver all files, reports, and other materials concerning the services provided, maintained or controlled by the Consultant at the time of such termination, subject to all applicable federal and state law.

(d) The Consultant shall have no claim, right or cause of action against the City for termination of this Agreement by City in accordance with the provisions of this paragraph, except as may be otherwise expressly provided with respect to the Consultant's earned but unpaid costs as of the date of such termination.

(e) Nothing herein shall be construed as relieving the Consultant from liability to the City

for damages sustained by the City as a result of a breach of this Agreement by the Consultant, and the City may withhold any payments otherwise due to the Consultant as a set-off against all or part of such damages, until such time as the exact amount of damages due the City from the Consultant is determined and that amount paid to (and/or withheld by) the City in full.

3. COMPENSATION AND PAYMENT

For services rendered hereunder, the Contractor shall invoice the City in accordance with the unit prices provided in the Contractor's fee schedule attached hereto as Exhibit B. The quantities listed in Exhibit B do not constitute an order and are not necessarily comprehensive; they are a representative sample of what is likely to be purchased during the course the Agreement. Contractor shall not provide any quantities of work under this Agreement above and beyond the quantities approved in writing by means of a purchase order issued by the City's purchasing office. In no event shall the total compensation for each zone exceed the total not to exceed cost per zone identified in Exhibit B. Contractor shall submit invoices reflecting the unit prices for work completed and the amount of applicable New Mexico gross receipts taxes. Payment of undisputed amounts shall be due and payable thirty (30) days after the City's receipt of the invoice.

4. RELATIONSHIP OF PARTIES

The Consultant (and each agent, employee and contractor employed or engaged by the Consultant to fulfill the Consultant's obligations hereunder) shall be an independent Consultant performing professional services for the City and not an employee of the City or an agent of the City for any purpose beyond the specific engagement for services set forth herein. As independent Consultants, the Consultant and its agents and employees shall not qualify for or receive any employee benefits from the City, including but not limited to leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to City employees.

5. STANDARD OF PERFORMANCE

The Consultant agrees and represents that it has the personnel, experience and knowledge necessary to qualify it for the particular duties to be performed under this Agreement. Consultant shall perform the work described herein in accordance with the highest standard of care for performance of the Services.

6. DELIVERABLES AND USE OF DOCUMENTS

All work, work product, and deliverables produced under contract with the City shall remain the exclusive property and shall inure to the benefit of the City as work for hire; the Consultant shall not use, sell, disclose or obtain any other compensation for such work for hire. In addition, the Consultant may not, with regard to all work, work product, deliverables or work for hire required by this Agreement, apply for in its name or otherwise, any copyright, patent or other property right and acknowledges that any such property right created or developed remains the exclusive right of the City.

7. EMPLOYEES AND SUBCONTRACTORS

The Consultant shall be solely responsible for payment of wages, salary or benefits to any and all employees or contractors retained by the Consultant in the performance of the Services. Consultant agrees to indemnify, defend and hold harmless the City for any and all claims that may arise from the Consultant's relationships to its employees and subcontractors.

8. INSURANCE

The Consultant shall procure and maintain, at its own expense, all necessary or appropriate

insurance coverage for itself and its agents and employees. The Consultant shall provide to the City, a certificate of insurance or declarations page demonstrating compliance with the foregoing.

9. ASSIGNMENT AND DELEGATION

The Consultant shall not delegate or subcontract any portion of the services to be performed hereunder without the prior written approval of the City or customary in the provision of the Consultant's services. Nor shall the Consultant assign or transfer any interest in this Agreement without the prior written consent of the City; provided, however, that, notwithstanding the foregoing, amounts due hereunder from the City to the Consultant may be assigned to a bank or trust company. Notwithstanding anything to the contrary contained herein, no assignment or transfer of funds and/or the Consultant's right to payment hereunder shall bind the City to pay any person other than the Consultant for services provided hereunder.

10. RECORDS AND AUDIT

The Consultant shall maintain appropriate accounts and records to adequately identify and account for all services provided and costs chargeable to the City hereunder and such other records as may be required by law. Subject to applicable federal and state law, such records will be made available to the City and/or its authorized representative(s) during regular business hours, upon reasonable request, and will be retained for two (2) years after the termination of this Agreement, unless provided otherwise by the City in writing.

11. APPROPRIATIONS

The terms of this Agreement and all amounts payable hereunder are contingent upon sufficient appropriations therefore by the City's Governing Body. If sufficient appropriations are not made, the City shall notify the Consultant of the termination of this Agreement in accordance with the provisions of paragraph 2, above.

12. CONFIDENTIALITY

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

13. COMPLIANCE WITH LAWS AND POLICIES; CONFLICT OF INTEREST

(a) In the performance of their obligations hereunder, the parties shall obey and abide by all applicable laws, rules and regulations, and with all applicable ordinances, polices and procedures.

(b) The Consultant hereby covenants, warrants and represents 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 its services under this Agreement. Without limiting the generality of the foregoing, the Consultant shall comply with all applicable legal or regulatory provisions concerning conflicts of interest.

(c) Both parties shall abide by all applicable federal and state laws, rules, regulations, and executive orders pertaining to equal employment opportunity; pursuant thereto, shall assure that no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from employment with, participation in, be denied the benefits of or be otherwise subjected to discrimination under, any program or activity performed under this Agreement; and to promptly take appropriate steps to correct any deficiency that may be found to occur in compliance with such laws and rules.

14. RELEASE; INDEMNITY

By its receipt of final payment of all amounts due under this Agreement, the Consultant shall release the City, and its officers and employees, from all liabilities, claims, and obligations whatsoever, arising from or under this Agreement. The Consultant shall indemnify and defend the City and hold the City harmless for and from any and every claim, action, liability, loss, damage or suit, arising from the fault of the Consultant in performing (or omitting to perform) services hereunder.

15. FORCE MAJEURE

Neither the City nor the Consultant shall be liable for any delay in the performance of this Agreement, nor for any other breach, nor for any loss or damage arising from uncontrollable forces such as fire, theft, storm, war, or any other force majeure that could not have been reasonably avoided by exercise of due diligence.

16. LICENSES

The Consultant shall maintain all required licenses, including without limitation all necessary professional and business licenses, throughout the term of this Agreement. Consultant shall require and shall assure that all of the Consultant’s employees and subcontractors maintain all required licenses, including without limitation all necessary professional and business licenses.

17. NOTICES/POINT OF CONTACT

For the City, the sole points of contact under this Agreement shall be the Public Works Department - Engineering Section. Any notice required or permitted to be given hereunder shall be sufficient if mailed to the address shown below or faxed to the number shown below for the party receiving notice, or to such other address or fax number of which such party has duly notified the other party in accordance with the provisions of this paragraph.

For notice to the City:

City of Rio Rancho
Attn: Bill Ladd, Project Manager
3200 Civic Center Circle NE
Rio Rancho, New Mexico 87144
Telephone: (505) 891-5016
Fax: (505) 891-5762

For notice to the Consultant:

Telephone: _____
Fax: _____

18. MERGER; AMENDMENT

This Agreement represents the entire agreement between the parties with respect to the matters addressed herein, and all prior agreements, covenants, and understandings between the parties concerning the same have been merged into this written Agreement. This Agreement shall not be altered, modified, changed, or amended except by a written instrument executed by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement, effective as of the date executed by both parties.

CITY OF RIO RANCHO

[Consultant]

Keith J. Riesberg, City Manager

Date: _____

Date: _____

APPROVED AS TO FORM:

Jennifer Vega-Brown, City Attorney

Appendix C
LOCAL/AREA/RESIDENT/RESIDENT VETERAN/RECYCLED CONTENT GOODS PREFERENCE
CERTIFICATION FORM

Business Name: _____

Principal Place of Business: _____

Address: _____

State _____ ZIP _____

DEFINITIONS:

Recycled content goods has the meaning set forth in NMSA 1978 § 13-1-21(A)(6) , as amended from time to time.

RESIDENT BUSINESS has the meaning set forth in NMSA 1978 § 13-1-21(A)(5) , as amended from time to time.

RESIDENT CONTRACTOR has the meaning set forth in NMSA 1978 § 13-4-2(A)(5) , as amended from time to time.

RESIDENT VETERAN BUSINESS has the meaning set forth in NMSA 1978 § 13-1-21(A)(7), as amended from time to time.

RESIDENT VETERAN CONTRACTOR has the meaning set forth in NMSA 1978 § 13-4-2(A)(6), as amended from time to time.

STATUTORY PREFERENCE means the preference for Resident Businesses, Resident Contractors, Resident Veteran Businesses, Resident Veteran Contractors, and Recycled Content Goods provided in NMSA 1978 §§ 13-1-21 or 13-4-5, as amended from time to time.

Qualifying company means a company that qualifies for a Statutory Preference under NMSA 1978 §§ 13-1-21 or 13-4-5, as amended from time to time.

LOCAL BUSINESS means a Resident Business or Resident Contractor which:

- (a) Is authorized to do and is doing business under the laws of the State of New Mexico;
- (b) Possesses a current city business registration;
- (c) Maintains its principal place of business within the corporate limits of the city; and
- (d) Agrees to furnish evidence, in a form suitable to the city, of its payment of New Mexico Gross Receipts Tax.

AREA BUSINESS means a Resident Business or Resident Contractor which:

- (a) Is authorized to do and is doing business under the laws of the State of New Mexico;
- (b) Possesses a current city business registration;
- (c) Maintains a bona fide place of business within the corporate limits of the city, and agrees to conduct its activities pursuant to the contract for which it is bidding or proposing, to the extent practicable, from that place of business; and
- (d) Agrees to furnish evidence, in a form suitable to the city, of its payment of New Mexico Gross Receipts Tax.

No bid or proposal shall receive both the Local Business and Area Business preferences.

INSTRUCTIONS:

In all invitations for bid and requests for proposals, the Statutory Preferences shall be applied in the manner set forth in NMSA 1978 §§ 13-1-21 or 13-4-5, as amended from time to time.

In addition to the Statutory Preferences, a preference for Local Businesses and Area Businesses shall be administered in the same manner as the Statutory Preferences, as follows:

(1) in the event a Local Business submits a qualifying bid or proposal and one or more Qualifying Companies also submits a bid or proposal, the Local Business shall receive a two percent (2%) preference in addition to (and not in lieu of) the Statutory Preference; and

(2) in the event an Area Business submits a qualifying bid or proposal and one or more Qualifying Companies also submits a bid or proposal, the Area Business shall receive a one percent (1%) preference in addition to (and not in lieu of) the Statutory Preference.

No bid or proposal shall receive both the Local Business and Area Business preferences.

In addition to the definitions and criteria set forth in this section, the central purchasing office may impose additional requirements regarding the nature, size and/or location of offerors or bidders in any request for proposals or invitation for bids. As a result, companies responding to such solicitations should review the solicitation documents thoroughly.

A COPY OF A RESIDENT BUSINESS OR CONTRACTOR / VETERAN BUSINESS OR CONTRACTOR CERTIFICATE ISSUED BY THE NEW MEXICO TAXATION AND REVENUE DEPARTMENT IS REQUIRED TO BE SUBMITTED ALONG WITH YOUR BID / OFFER IN ORDER TO QUALIFY FOR THE STATUTORY RESIDENT / VETERAN PREFERENCE. In addition, the attached Resident Veterans Preference Certification form must accompany any bid/offer and any business wishing to receive a resident veteran's preference must complete and sign the form.

REQUESTS FOR RECYCLED CONTENT GOODS PREFERENCE MUST BE ACCOMPANIED BY OFFICIAL / VERIFIABLE EVIDENCE THAT THE MATERIAL BEING BID / OFFERED CONTAINS THE MINIMUM RECYCLED CONTENT REQUIRED BY STATE STATUE.

THIS FORM MUST BE SUBMITTED AT THE TIME BIDS / OFFERS IN ORDER TO CLAIM LOCAL, AREA, RESIDENT, VETERAN OR RECYCLED CONTENT GOODS PREFERENCE.

PLEASE INDICATE THE TYPE OF PREFERENCE CLAIMED:

If your firm is a Qualifying Company please circle the type of preference for which your firm qualifies and indicate your appropriate annual revenue threshold:

RECYCLED CONTENT GOODS

RESIDENT BUSINESS

RESIDENT CONTRACTOR

RECYCLED CONTENT GOODS RESIDENT VETERAN BUSINESS

- Annual revenue \$1,000,000.00 or less
- Annual revenue more than \$1,000,000.00 but less than \$ 5,000,000.00
- Annual revenue more than \$5,000,000.00 or more

RESIDENT VETERAN BUSINESS

- Annual revenue \$1,000,000.00 or less
- Annual revenue more than \$1,000,000.00 but less than \$ 5,000,000.00
- Annual revenue more than \$5,000,000.00 or more

RESIDENT VETERAN CONTRACTOR

- Annual revenue \$1,000,000.00 or less
- Annual revenue more than \$1,000,000.00 but less than \$ 5,000,000.00
- Annual revenue more than \$5,000,000.00 or more

If your firm is applying for either a Local or Area Preference, please circle the type of preference for which your firm qualifies. **(Select only one):**

LOCAL BUSINESS

AREA BUSINESS

CITY OF RIO RANCHO BUSINESS LICENSE REGISTRATION NUMBER: _____

(Must be provided if claiming Local Business or Area Business Preference)

If submitting a joint bid/proposal please indicated proportion of work to be completed by qualifying company:

_____ %

CERTIFICATION: 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 will provide, within 10 days of notice, the necessary documents to substantiate the information provided on this form.

By: _____ Title: _____ Date: _____

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 bid or proposal. 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 bid or proposal. 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, when 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 for the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or unaward of the procurement involved if the statements are proven to be incorrect.



**CITY OF RIO RANCHO
DEPARTMENT OF FISCAL SERVICES**

**RFP NO.: 16-PW-013
ADA Transition Plan Compliance Inspections –
Phase II**

**Appendix D
ACKNOWLEDGMENT FORM**

Please complete this form and return it to the City of Rio Rancho Financial Services Department. Failure to return this form will not exclude a firm from submitting a proposal; however, only those prospective respondents who elect to return this form will receive addenda, if issued, and/or other information pertaining to this solicitation.

Name of Firm: _____

Firm Representative: _____

Title: _____

Phone: _____ **Fax:** _____

E-Mail: (required) _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

When completed, please email, fax or mail this form to the following contact:

Shonna Ybarra, Purchasing Specialist
CITY OF RIO RANCHO
DEPARTMENT OF FINANCIAL SERVICES
3200 CIVIC CENTER CIRCLE
RIO RANCHO, NM 87144
Phone: (505) 891-5044
Fax: (505) 891-5762
sybarra@rrnm.gov



**CITY OF RIO RANCHO
DEPARTMENT OF FISCAL SERVICES**

**RFP NO.: 16-PW-013
ADA Transition Plan Compliance Inspections – Phase II**

**Appendix E
REFERENCE FORM**

The responses to the questions below must be filled out by an employee of the listed reference (not by the submitting Offeror). The reference is asked to complete this form and return it to the Offeror in a sealed envelope with the reference’s signature over the sealed portion of envelope in order to ensure authenticity. The sealed responses must be included with the Offeror’s sealed proposal submission by the proposal submission deadline. *Thank you for your time.*

RFP Offeror/Firm Name: _____

Project Name Completed by Offeror: _____

Name of Reference Contact: _____

Reference Project Owner: _____

Title: _____

Phone: _____ **Fax:** _____

E-Mail: (required) _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Reference Response:

Please rank your experience with the Offeror as follows; 5 being the most satisfied and 1 being the least satisfied. Should you have any questions regarding this form please contact Shonna Ybarra, CORR Purchasing Division, (505)891-5044.

	Most Satisfied			to		Least Satisfied
1. General Responsiveness:	5	4	3	2	1	
2. Inspection Quality:	5	4	3	2	1	
3. Cost Control:	5	4	3	2	1	
4. Construction Cost Estimating:	5	4	3	2	1	
5. Schedule and Organization:	5	4	3	2	1	
6. GIS Data Collection Experience:	5	4	3	2	1	

Signature of Reference Completing Form

Date Signed

EXHIBIT #1

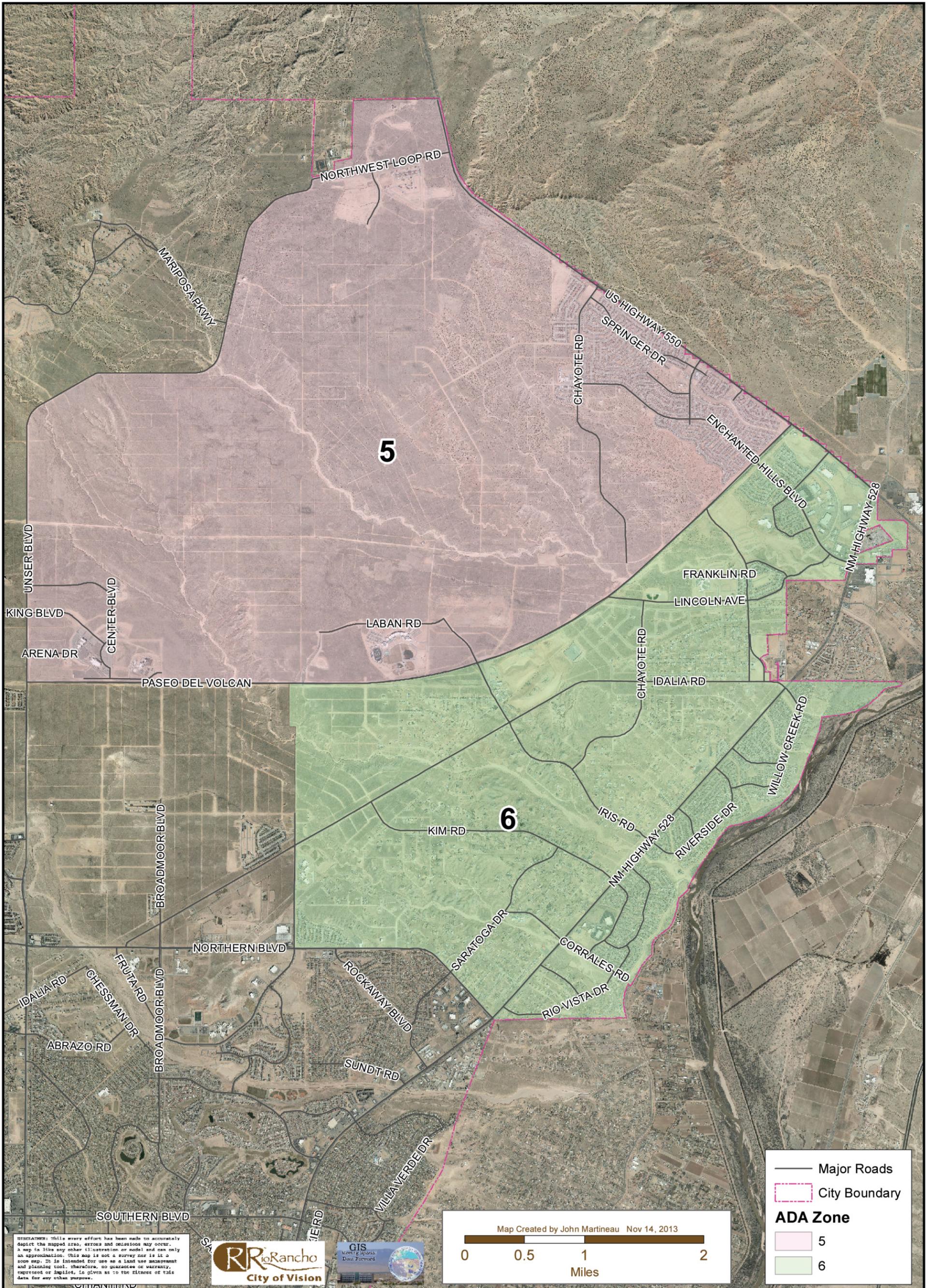
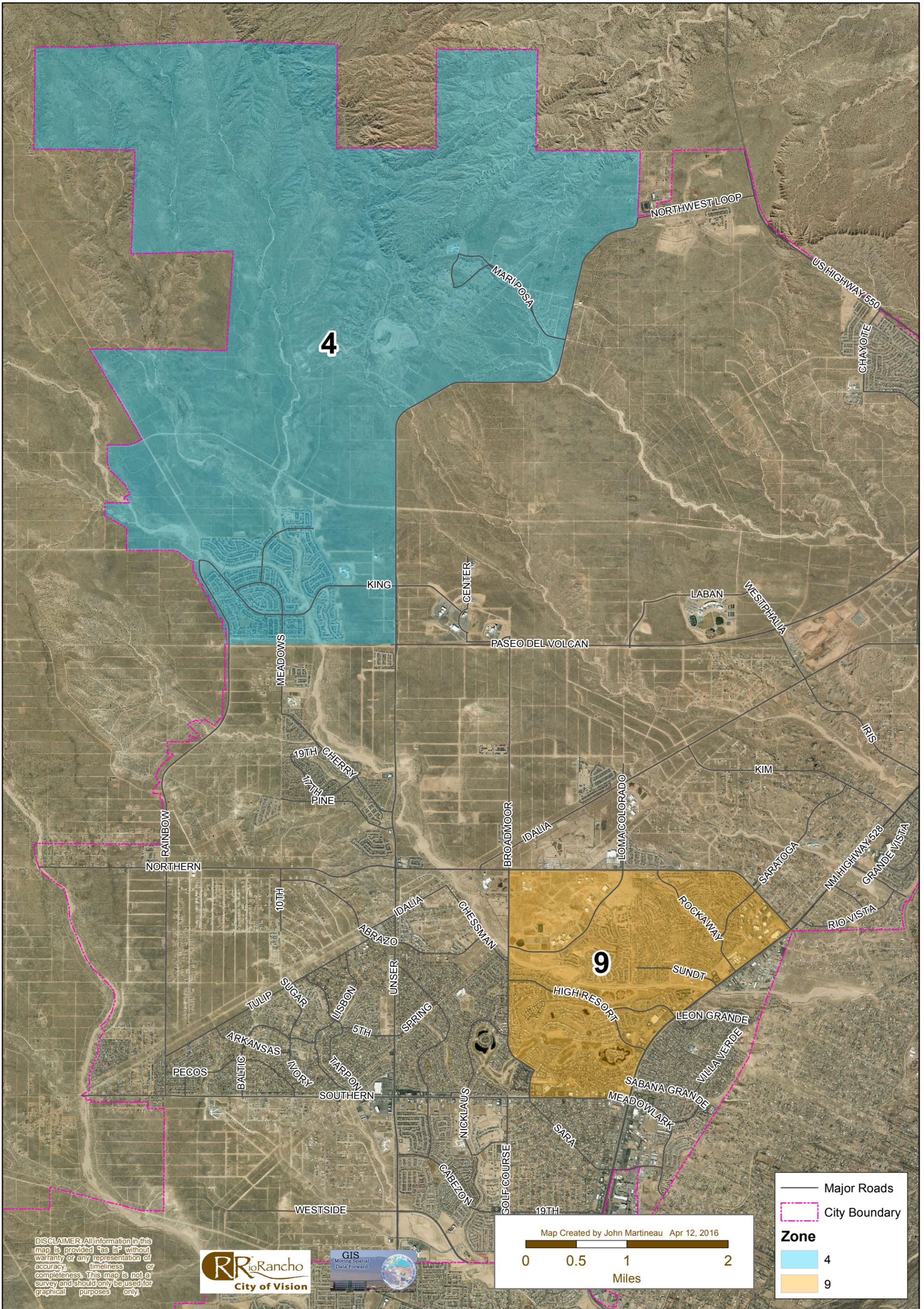


EXHIBIT #2



Feature Quantities for each ADA Zone		
ADA Zone	Sidewalk Distance (US Feet)	No. of Wheelchair Ramps
4	320,082.10	540
5	305,370.30	483
6	187,187.75	423
9	234,382.41	467

Geographic Information Systems

QC/QA Plan

City of Rio Rancho

Records & GIS Section, Engineering Division

Public Works Department

December 2014



Introduction

The purpose of this plan is to set in place Quality Control & Quality Assurance (QC/QA) processes for City GIS staff to ensure high quality GIS data. The goals of the plan are to address issues of data accuracy, completeness, and timeliness to provide City staff and the public with high quality GIS data and to set the City on course to having the best GIS data of any municipality in the state.

To better understand the QC/QA process described later in this document, there are some components and terms that first need to be explained and defined:

Data Stewards

A steward is someone who has responsibility to take care of something. Every GIS featureclass has an assigned staff member responsible for maintaining it. Currently, the Records & GIS Section staff are stewards for most data with the exception of a handful of layers maintained by staff in Development Services.

Quality Control and Quality Assurance

Quality Control, by definition, is the process used during production of a product to ensure its quality. Quality Assurance, by definition, is the process used to verify the quality of a product after its production.

QC QA Folder

The QC/QA plan and all corresponding documents that will be described in this plan can be found here [G:\QC QA](#).

GIS Master Data List

The GIS Master Data List is an Excel file that is an inventory of every featureclass, along with the file location, designated steward, QC person, QA person, the status of whether or not it is up to date, and the list of Data Reviewer checks to be performed each time the layer is reconciled and posted. Maintaining this spreadsheet is crucial to ensuring that the City's GIS data is complete, up to date, and accurate. The GIS Master Data List is located here: [G:\QC QA\GIS Master Data List.xlsx](#).

Editor Tracking

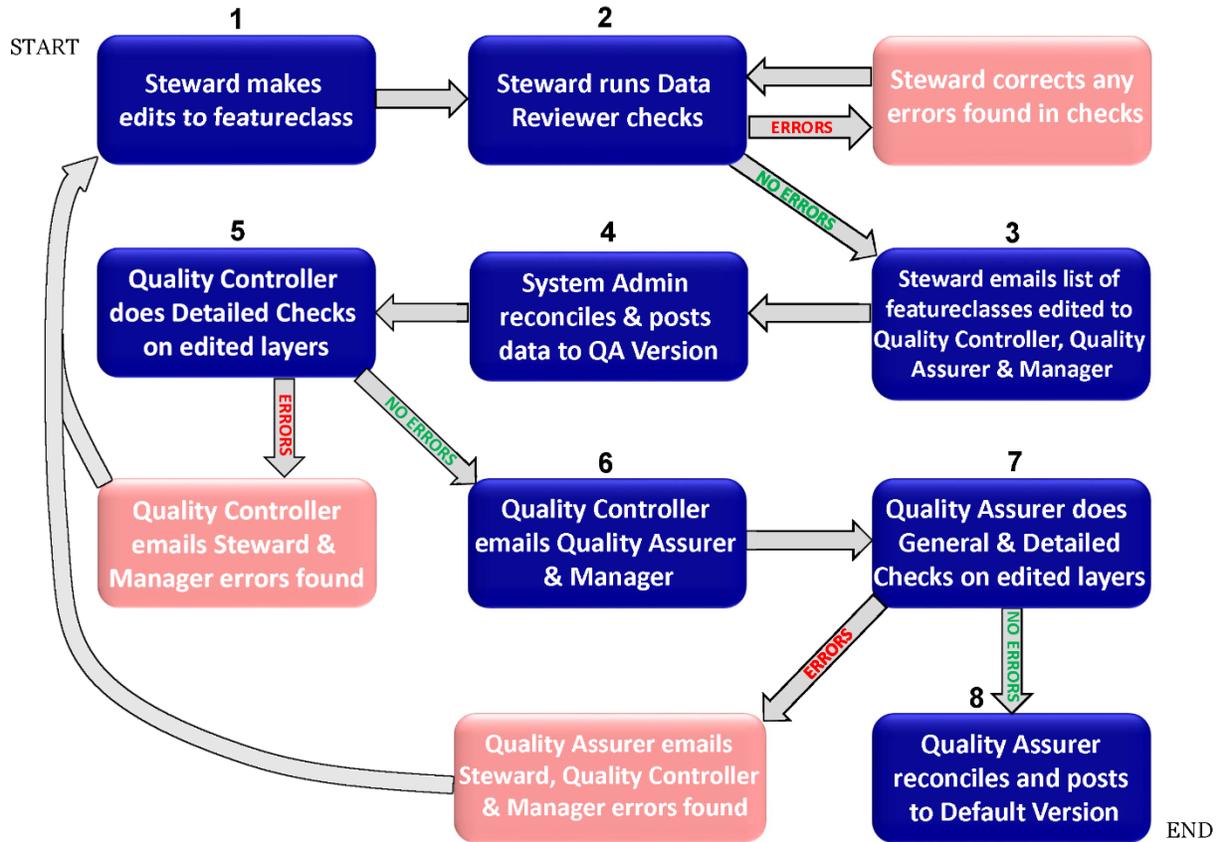
Editor Tracking is a tool available in ArcGIS that creates four fields in a featureclass: Creator, Editor, Creation Date, and Last Edit Date. Each time a featureclass is edited, this tool auto populates these fields (down to the exact second in time) with when the feature was modified or created and by whom. Essentially, it functions as a feature specific metadata creator. Editor Tracking is enabled for all City maintained GIS data and is an important tool in the QC/QA process.

GIS Data Update QC/QA Process

When GIS data is updated by City staff, both quality control and quality assurance checks are in place to catch and eliminate errors before the edits are made available to City users and the public. The QC/QA process involves three different people when any layer is updated. The data steward, who runs Data

Reviewer checks, a QC person, who performs detailed checks, and QA person, who also performs some detailed checks and general checks. This process will be explained in greater detail below. Figure 1 below outlines this process.

Figure 1. GIS Data Update QC/QA Process



QUALITY CONTROL

Data Reviewer

Each layer is assigned a set of Data Reviewer checks that will be run by the data steward before reconciling and posting edits. The checks will be listed in the Master Data List. If there are errors found while running the checks, they will be corrected by the data steward before posting their version to the QA version. To maintain a consistent schedule, the data stewards will reconcile and post their data by the end of the workday on Wednesdays. Upon reconciling/posting, the steward must email to the Quality Controller, Quality Assurer, and the Records & GIS Section Manager listing the featureclasses that have been updated and the source material that was used to update each layer.

Note: Every six months (during the first week of Feb & Aug), the GIS staff will meet to discuss the effectiveness of the Data Reviewer checks that are in place and consider adding additional checks.

Detailed Checks

Upon receiving the email from the data steward, the Quality Controller will conduct manual checks on each layer that has been updated. A detailed spatial and attribute check focuses on the features that have just been edited. The Quality Controller ensures the accuracy of the edits using the source material

that was used to make the edits, such as a plat, record drawing, or aerial photo. Since it can be very time consuming to check every edited feature, the Quality Controller will select 20% of the features that have been edited. The features that have been edited can be identified using the timestamp in the “Last Edit Date” field (Tracking Editor). The Quality Controller sorts the table by the edit date, and using the [Sampling Data Tool](#) (part of Data Reviewer) to randomly select 20% of the edited features (rounding the sample number up when the decimal is 5 or greater). For example, if 18 segments of water main have been edited, the Quality Controller will check four segments ($18 \times .20 = 3.6$ rounded up to 4) against the corresponding record drawing. If any errors are found, the Quality Controller will email the Steward (copying the Records & GIS Section Manager) identifying the error(s) found. The steward will correct the error(s), run the Data Reviewer checks, and reconcile and post to the QA version again. The Quality Controller will repeat the detailed checks and if no errors are found, will email the Quality Assurer and the Records & Section Manager to inform them that Quality Control has been completed.

QUALITY ASSURANCE

General Checks

Part of conducting quality assurance is ensuring the integrity of the data. This includes ensuring that portions of the data have not accidentally been deleted. It also involves ensuring that features that have just been created or modified by the stewards are not missing attribute information. A general spatial and attribute check serves to identify errors in data that can visually be identified by the Quality Assurer, such as a missing parcel within the City or missing attributes. The first step in this check is to zoom to the extents of the layer. If there are spatial errors, such as a feature located outside of the City or a parcel missing, these errors can be caught visually. The next step is to open the attribute table, select all features that have been edited (using the “lasted edited date” field) and ensure that all fields are populated and that the correct syntax has been used.

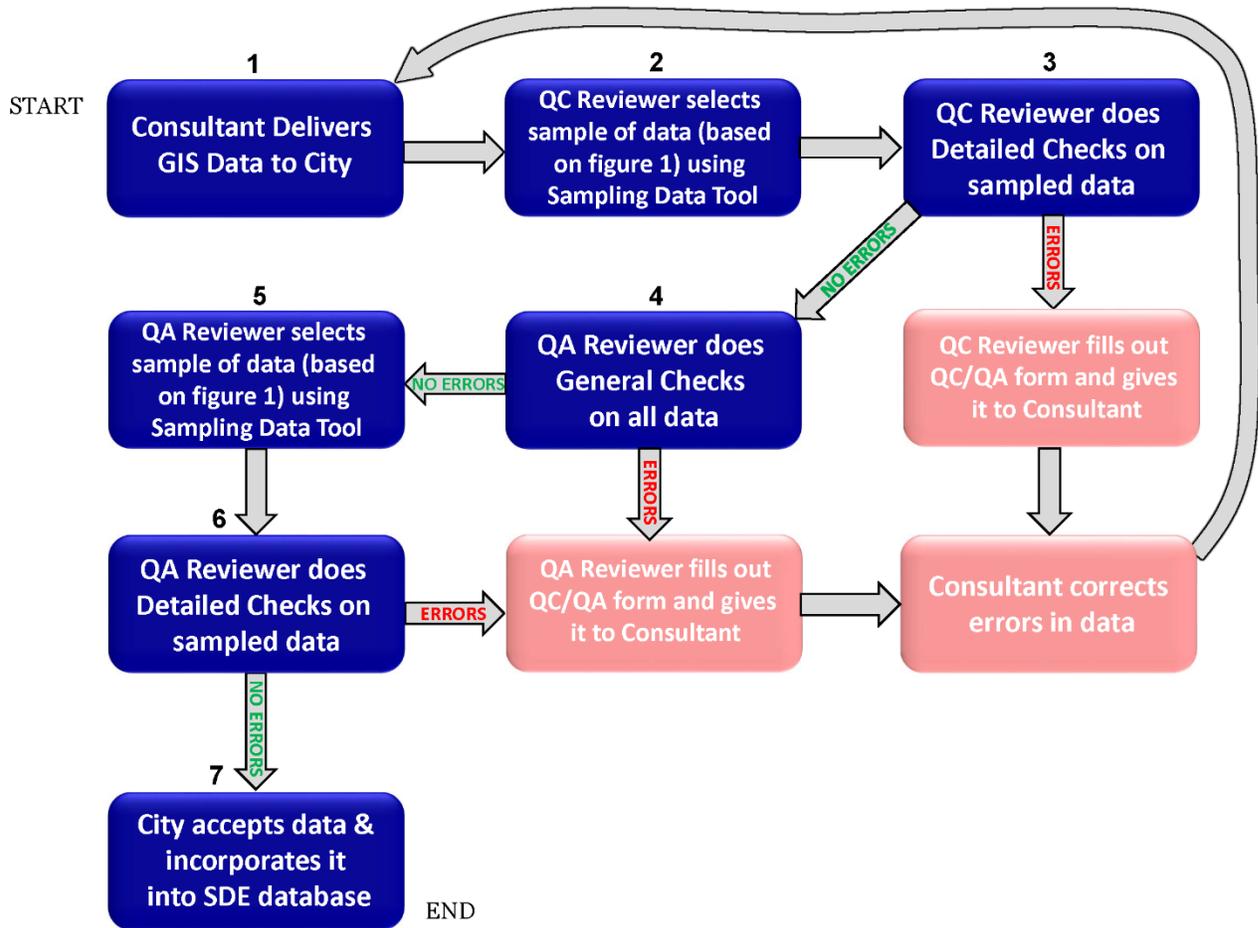
Detailed Checks

The Quality Assurer will conduct the same type of detailed check done by the Quality Assurer, but will use a smaller sample size. Upon receiving the email that Quality Control is complete, the Quality Assurer will use the timestamp field to identify and select the modified features, create a sample of 5% of those features using the [Sampling Data Tool](#), and check the accuracy of the features against the source material (rounding up when the decimal is 5 or greater as previously described in the QC section). If any errors are encountered by the Quality Assurer, he/she will email the Steward (copying the Quality Controller and Manager) the error(s) found. The steward will then make the needed corrections and repeat the QC/QA process until no errors are found by the Quality Controller or Quality Assurer.

QC/QA for Data Created by a Consultant

The City may hire an external consultant to create GIS data. Upon receiving the data as a final deliverable from the consultant, the City will undergo quality control and quality assurance checks. The data must pass the City’s QC/QA Process to be accepted. This process will be explained in greater detail below. Figure 2 demonstrates this QC/QA process.

Figure 2. Consultant Created GIS Data QC/QA Process



QUALITY CONTROL

Detailed Checks

A Quality Control (QC) Reviewer will be assigned by the Records & GIS Section Manager to conduct QC checks on the data. The QC Reviewer will randomly select a sample of features from each layer of GIS data. A random sample of a GIS layer can be created using the [Sampling Data Tool](#) (part of Data Reviewer). The QC sample size is determined by the total number of features in the GIS data (Table 1) which is based on ANSI Sampling Standards (ANSI MIL-STD-105E).

Once the sample has been generated, the data will be verified. This may require field verification to ensure the attributes are correct and if needed, GPS verification to ensure the positional accuracy of the data falls within the parameters specified in the contract. This may require the help of subject matter experts that are not Records & GIS Section staff. An example of this would be assistance from Traffic Section staff to verify sign data collected by a consultant. Aerial photography may also be used to verify positional accuracy for data with lower spatial accuracy requirements.

Total Features	QC Sample Size	QA Sample Size
2 - 15	2	1
16 - 25	3	2
26 - 90	5	3
91 - 150	8	4
151 - 280	13	7
281 - 500	20	10
501 – 1,200	32	16
1,201 – 3,200	50	25
3,201 – 10,000	80	40
10,001 – 35,000	125	65
35,001 – 150,000	200	100
150,001 – 500,000	315	160
500,001 and over	500	250

QC/QA Form

Any errors in the GIS data will need to be corrected by the consultant. If any errors are found, the QC Reviewer will fill out a QC/QA form listing the errors which will be given to the consultant. This form is located here: <G:\QC QA\Consultant Data QC QA Form.pdf>.

QUALITY ASSURANCE

Detailed Checks

A Quality Assurance (QA Reviewer) will be assigned by the Records & GIS Section Manager to conduct QA checks on the data once the data has passed the QC checks. The QA Reviewer will follow the same steps taken by the QC Reviewer in selecting a sample of the data and verifying the accuracy of those features. The QA sample size is about half the size of the QC sample (Table 1). Any errors will be recorded on the Consultant Data QC QA Form and returned to the consultant for correction.

General Checks

The QA Reviewer will check the data provided by the consultant to ensure its integrity and completeness. This includes checking the overall spatial layout of the data to ensure the features appear to be correct. For example, if there are features located outside of the City when there shouldn't be, such errors can quickly be identified. A general attribute check will also be done to ensure the quality and completeness of the data. The reviewer will check that the data schema matches what was specified in the contract. The reviewer will also sort each attribute field and check for null fields that should be populated. Inconsistent syntax can also be identified using this method. Any errors found in these checks will be added to the Consultant Data QC QA Form and given to the consultant for correction.

Corrections and Final Acceptance of Data

If no errors are found during the QC/QA checks, the data will be accepted by the City and incorporated into the City GIS SDE Database. If any errors are encountered, the Consultant Data QC QA Form listing the errors will be given to the consultant (via the project manager) who must correct the identified

errors and resubmit the data to the City. The QC/QA checks will be repeated upon resubmittal and the process repeated until no errors are found in the data during the checks.

GIS Data for Capital Projects

The City Development Process Manual (DPM) requires that Record Drawings be submitted to the City as an AutoCAD file or shapefile. If a shapefile, the schema must match the City's. Such data will undergo the same QC/QA checks as described in "QC/QA for Data Created by a Consultant" before being integrated into the City's GIS.

GIS Data for Developer Projects

For developer projects, the DPM currently does not require GIS data be provided to the City. If the City changes the submittal requirements to include GIS data, they should have the same requirements (matching the City's schema) to facilitate integration with the City's GIS. Such requirements will have to be made in the City's DPM but will also be included in the subsequent QC/QA Plan update if such a change is made. Such data will undergo the same QC/QA checks as described in "QC/QA for Data Created by a Consultant".

Additional QC/QA Elements

Mapping Applications

Mapping Applications are the face of the City GIS program. Going forward they will be the primary medium through which data is made available to the public and most City staff. As such, it is crucial that all City mapping applications are functioning correctly. The only way to ensure this is by frequently testing the applications to ensure proper functionality and then promptly fixing any problems to minimize disruptions of use by staff and the public.

GIS applications available to staff or the public shall be checked for functionality twice a week (beginning and midweek). This is the responsibility of the GIS Systems Administrator. Such checks include testing the following: layer functionality, searches, popups, and all other tools (i.e. measure, print, street view) in the application. A spreadsheet is maintained by the GIS System Administrator with a list of all GIS Applications and the date of the last full functionality check. This file is located here: <G:\QC QA\GIS Application Log.xlsx>. If the GIS System Administrator is unavailable to run the tests, the Records & GIS Section Manager will ensure that they are still done.

If there is a problem with any internal or public facing GIS applications (whether encountered by the GIS staff or other users), the Records & GIS Section Manager will be notified. Once aware of the problem, he will (1) inform the GIS System Administrator and City Engineer (unless already aware) within one hour. The GIS System Administrator will begin to diagnose the problem. If the issue likely requires the assistance of the Information Technology (IT) Division, the System Administrator will be responsible for contacting and working with IT to resolve the issue. An action plan which makes contingencies for when key staff are unavailable when such problems arise is located here: <G:\QC QA\GIS Application Failure Application Plan.pdf>

GIS Data on Website

The Records & GIS Section is planning on making GIS data available for download to the public on the City website. The data formats available for download will be shapefiles and kmz files. These files will be

updated twice a year by the GIS Systems Administrator at the beginning of January and July. A list of the files available to the public and log of when they were last updated is located here: [G:\QC QA\GIS Data on Website.xlsx](#).

PDF Maps

The Records & GIS Section currently offer City staff and the public pdf maps. Each map has a designated steward responsible for updating them each year during the month of January. Once the maps are updated, the stewards will notify the GIS Systems Administrator, who will update links to the maps on the website. A list of the pdf maps and log of when they were last updated is located here: [G:\QC QA\PDF Maps on Website.xlsx](#).

Helpdesk

The IT Division is planning on requesting budget money for additional Helpdesk licenses for the City's GIS program. This will serve as a means to allow staff to request training for GIS applications, ask questions regarding available GIS data, or to report possible errors in GIS data. This will be a useful tool for keeping track of errors that are reported and ensuring that the reporting party is followed up with.

GIS User Groups

The purpose of having GIS User Group meetings is to reach out to staff in all City departments that use GIS data to address concerns and answer questions they may have and determine their needs. This is not a technical committee and will not formally drive GIS policy. The Records & GIS Section Manager and GIS Systems Administrator will meet with each GIS User Group quarterly during the second and third weeks of January, April, July, and October.

GIS Steward Data Review

The Records & GIS Section Manager will meet individually with each data steward once a month to review their data, workload and associated responsibilities (i.e. maintaining metadata, master data list, data reviewer checks, etc.). This will be helpful for the Records & GIS Section Manager to ensure that the processes in the QC/QA Plan are being followed by staff and learn about any concerns they may have about processes in the plan and assess the steward's overall workload. While these meetings occur every month, communication between the manager and stewards regarding these issues should occur as often as needed.

Metadata

The City keeps metadata for all GIS data it maintains. Each data steward is responsible for the upkeep of the metadata. To ensure that metadata is being maintained, the Records & GIS Section Manager will meet with each data steward once a year (first week in March) to review the metadata and identify any deficiencies that exist. While these meetings will only be scheduled once a year, additional meetings may be needed and communication regarding metadata should occur as often as needed.

Plan Update

This plan will be reviewed and updated yearly to incorporate any needed changes that can improve data quality and work efficiency. The Records & GIS Section Manager will be responsible for updating the

plan and will meet with GIS staff beginning in November 2015 to discuss the good and bad of the current plan and get input for the plan update, which will be completed by the end of December 2015.

Approvals



John Martineau
Records & GIS Section Manager

12/12/14
Date



BJ Gottlieb
City Engineer/Eng. Div. Manager

12/12/14
Date