REQUEST FOR PROPOSALS

FOR

RFP 21-PW-001
Design and Construction Management Services for King Boulevard Expansion

As Requested by

THE CITY OF RIO RANCHO, NEW MEXICO

RFP SUBMITTAL DUE DATE:

10:00 AM Tuesday, September 8, 2020

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1. INTRODUCTION

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

1.2. Overview. The City of Rio Rancho is requesting formal proposals for the design and construction management services related to the King Boulevard Expansion. This expansion will be from Wilpett Road to Unser Boulevard.

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: Anthony Serna-Sanchez, Purchasing Specialist
3200 Civic Center Circle NE
Rio Rancho, NM 87144
(505) 896-8769
aserna-sanchez@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	Saturday, August 15, 2020	NA
Return of Acknowledgement Form	Potential Offerors	ASAP	
Deadline to Submit Written Questions	Potential Offerors	Saturday, August 29 ,2020	5:00 PM
Response to Written Questions	City of Rio Rancho	Tuesday, September 1, 2020	5:00 PM
Submission of Proposals	Offerors	Tuesday, September 8, 2020	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 D) 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: https://rrnm.gov/169/IFBRFP-Postings. 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: Anthony Serna-Sanchez, Purchasing Specialist
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:
King Boulevard Expansion Design and
Construction Management Services
RFP 21-PW-001

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.rrnm.gov.

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 B. 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 C, 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 join 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 Required Information Form, Table of Contents, sealed reference responses, the cost proposal, 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 Proposed Schedule

3.2.3 Proposals shall be printed on letter-size (8-1/2" x 11") paper, size 12 font, 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 or USB storage device 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 A) 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.

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 be awarded based on the ability of each Offeror 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. This work plan should correspond with the proposed schedule submitted. 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) pages.

4.3.3 Quality of Proposal

The consultant 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 one (1) page.

4.3.5 References

Provide only three non-City of Rio Rancho references of similar projects from other public agencies recently completed through construction. 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. Maximum page limit for responses to this section is one (1) page.

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, Overall Quality, Design Cost Control and Construction Change Orders.

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.

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

4.3.7 Cost Proposal.

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

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

4.3.7.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:

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

4.3.7.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
	Mandatory Requirements – Pass/Fail	
4.2.1	Required Information Form	**Pass/Fail**
4.2.2	Cost Proposal	**Pass/Fail**
4.2.3	Project Schedule	**Pass/Fail**
	Evaluation Criteria	
4.3.1	Project Understanding	**35**
4.3.2	Work Plan	**35**
4.3.3	Quality of Proposal	**10**
4.3.4	Experience	**20**
4.3.5	Reference	**10**
4.3.6	**Cost Proposal Evaluation**	
4.3.6.b.1	Objective Cost Analysis	**30**
4.3.6.b.2	Cost Reasonableness	**10**
	Total Points	**150**

Exhibit A
Scope of Work / Specifications for
RFP 21-PW-001
King Boulevard Expansion Design and Construction Management Services

GENERAL INFORMATION
All work accomplished under the contract shall be in accordance with federal, state, and City manuals, standards, guidelines, standard specifications, and standard procedures.

The Consultant shall be responsible for all coordination, engineering, and all other necessary documents to complete the final designs, construction bid packages, estimates and specifications. The Consultant shall designate a project manager to be the sole point of contact to the City's Project Manager. Change in Consultant's project manager during the project will require written approval by the City's Project Manager before the proposed change is made.

The City may provide review of the Engineer's work for conformity with City and the New Mexico Department of Transportation's procedures and contract terms only. Review by the City does not include detailed review or checking of design components and related details or the accuracy with which such is depicted. City acceptance of the Engineer's work product, plans, studies, etc., does not constitute City approval.

Although every effort has been made to fully describe the scope of services it is anticipated that changes may be required during the course of the project to accommodate input from the public, other agencies within the City and outside of the City. Changes to the scope of work that may be required to provide a complete project shall be negotiated and authorized by an amendment to the contract as they are identified. Any changes made to the proposed project team must be approved by written notice from the City.

General Project Information
The King Boulevard project consists of providing professional services for the design and construction management of improvements to the 0.60 mile section of King Boulevard from Wilpett Road to Unser Boulevard.

All services required for these projects shall be performed by licensed professionals registered in the State of New Mexico.

SCOPE OF WORK – King Boulevard Expansion Design and Construction Management Services

Task A1: Preliminary Engineering
- Topographical Survey
- Geotechnical – perform three (3) test borings
- Prepare Preliminary Engineering Report (PER) and analyze the intersection of Wilpett Road and King Boulevard for signalized intersection and roundabout alternative. Preferred alternative to be implemented on a future project.
- Corridor lighting recommendations per city ordinances
- Preliminary Subsurface Utility Engineering (SUE) and determine final design level of SUE
- Utility coordination – Organize and conduct utility coordination meetings needed for the needs of this project. Provide 60% plans to utility companies, identify potential conflicts, and review work plans from utility companies.
- Drainage analysis and design

- Provide a PER for sewer line extension between Wilpett Road and Unser Boulevard with 3 options, including a potential lift station.
- Conduct meetings (minimum of 4) with City of Rio Rancho departments including; Parks and Recreations, Department of Public Works and the Utility Department
- Conduct stakeholders meetings to include:
    - City of Rio Rancho – Attend all stakeholder meetings (anticipate 3 meetings)

Preliminary Engineering Submittals:
- Meeting exhibits, agendas, and minutes for all meetings
- Project Survey

Task A2: Platting of Right-of-way
The consultant shall perform platting of right-of-way to include:
- Platting and survey services to research existing plats and revise and record all changes to property and right-of-way ownership. Comply with the City of Rio Rancho Development Services Department (DSD) platting requirements including any applicable chapters of the City's Development Process Manual (DPM).
- Platting and survey to include future footprint of intersection alternative
- Comply with overlay zone and city ordinances for access requirements
- Platting Submittals:
    - Meeting exhibits, agendas, and minutes for all meetings
    - Preliminary Maps
    - Title Reports
    - Appraisals
    - Summary Plat

Task A3: Final Design
The consultant shall perform design services to include design and technical specifications for King Boulevard expansion improvements. Design is to take into account future roundabout project at the intersection of Wilpett Road and King Boulevard.
Design Submittals:
- 30% project documents and engineer's estimate
- 60% project documents and engineer's estimate
- 90% project documents and engineer's estimate
- Final project documents and engineer's estimate

Submittals shall be at least two (2) weeks prior to the review meeting.

Final design shall be completed within 6 months (180 calendar days) of execution of contract and issued purchase order. Liquidated Damages will be assessed for delay in the amount of $100 per day for each calendar day beyond the agreed upon schedule specified in the final contract.
All submittals shall be by PDF format utilizing Blue Beam for review.

Task A4: Bidding Services
The consultant shall provide bidding services to include:
- Modifications/addendums to the final project plans, technical specifications, engineer's estimate, and bid form.
- Responding to questions from bidders
- Attendance and participation in the pre-bid meeting
- Evaluation and recommendation of bids received

Task A5: Construction Services
The following services shall be provided:

- Review materials submittals from the contractor.
- Answer Requests for Information (RFI) from the contractor.
- Provide one (1) experienced full-time construction observation staff for the duration of the project.
- Prepare record drawings as part of the final acceptance package in accordance with the City's Development Process Manual (DPM) Chapter II.7 Revised for Public Works (Separate Document). Contractor will provide marked up plan set, and the consultant will sign the ultimate version of the record drawings.

A cost summary table shall be included showing cost per each task listed above including a breakdown of hours, people and hourly rates.

DELIVERABLES
All deliverable shall be per the City's DPM Chapter II.7 Revised for Public Works (See Exhibit B [Separate Document]) and any NMDOT or FHWA requirements.

Vendor shall submit electronic versions of all deliverables. If the deliverables are more than one (1) page, a multi-page PDF shall be required.

Record Drawings must be turned in and complete twenty-one (21) calendar days after receiving red lines from the City or Contractor. If Record Drawings are not turned in or not complete after the twenty-one (21) calendar day mark, then Liquidated Damages will be charged based on the amount established in the Design Contract.

As part of the Final Record Drawings, a permanent erosion/sediment control plan must be submitted to the Development Services Department (DSD) Engineering Division. The permanent erosion/sediment control plan must include grading and drainage information.

In addition, all Final Record Drawings will follow the format and method stated in the **Development Process Manual (DPM) Chapter II.7 Revised for Public Works Section 2.2** (See Attachment 1 included with this RFP). Please note that Geographic Information System (GIS) files are required, and must comply with the **GIS Quality Control and Quality Assurance (QC/QA) Plan** (See Attachment 2 included with this RFP). After award of the project; the Project Manager, the Engineer of Record (if applicable as determined by the Project Manager), and the GIS Manager will have a meeting to discuss the GIS layers required for the project and the appropriate schemas for those layers. If, upon submittal, the digital files are rejected due to failing QC/QA guidelines then they must be corrected at no cost to the City.

Appendix A
REQUIRED INFORMATION FORM
RFP 21-PW-001
King Boulevard Expansion Design and
Construction Management Services

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.

_____
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(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 21-PW-001, 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
King Boulevard Expansion Design and Construction Management Services

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 "Contractor"), a New Mexico corporation, as of the date indicated below.

WHEREAS, the City issued an RFP for King Boulevard Expansion Design and Construction Management Services, RFP, on_____,containing the scope of work attached hereto as Exhibit A and incorporated herein by reference; and

WHEREAS, the Contractor submitted a proposal in response to RFP 21-PW-001 on _____; and

WHEREAS, The City and the Contractor negotiated certain terms regarding the services to be provided pursuant to the RFP 21-PW-001, resulting in the scope of services, labor and direct costs fee proposals, attached hereto as Exhibit xxx and incorporated herein by reference; and

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 Contractor 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 Contractor such written notice as may be reasonable under the circumstances. Upon receipt of such written notice, the Contractor shall cease all work undertaken hereunder, except as may be necessary to provide for an orderly transition of such work. The Contractor may terminate this Agreement at any time with 60 days written notice to the City.

(c) Upon any termination of this Agreement, the Contractor 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 Contractor shall forthwith deliver all files, reports, and other materials concerning the services provided, maintained or controlled by the Contractor at the time of such termination, subject to all applicable federal and state law.

(d) The Contractor 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 Contractor's earned but unpaid costs as of the date of such termination.

(e) Nothing herein shall be construed as relieving the Contractor from liability to the City for damages sustained by the City as a result of a breach of this Agreement by the Contractor, and the City may withhold any payments otherwise due to the Contractor 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 Contractor 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 monthly for services provided in accordance with the Contractor's fee schedule included in Exhibit xxxx. Contractor shall submit monthly invoices to the City showing the amount of compensation due, the amount of any New Mexico gross receipts taxes and the total amount payable. 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 Contractor (and each agent, employee and contractor employed or engaged by the Contractor to fulfill the Contractor's obligations hereunder) shall be an independent contractor 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 contractors, the Contractor 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 Contractor 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. Contractor 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 Contractor shall not use, sell, disclose or obtain any other compensation for such work for hire. In addition, the Contractor 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 Contractor shall be solely responsible for payment of wages, salary or benefits to any and all employees or contractors retained by the Contractor in the performance of the Services. Contractor agrees to indemnify, defend and hold harmless the City for any and all claims that may arise from the Contractor's relationships to its employees and subcontractors.

8. INSURANCE

The Contractor shall procure and maintain, at its own expense, all necessary or appropriate insurance coverage for itself and its agents and employees.

(a) In particular, but not by way of limitation, the Contractor shall maintain in force throughout the term of this Agreement, the following insurance policies:

(1) a professional liability insurance policy in an amount not less than One Million Dollars ($1,000,000) per claim and in the aggregate, written on a "claims made" basis, covering the Contractor's errors and omissions in performing its services hereunder; and

(2) a commercial general liability insurance policy (ISO Form CG 0001) written on an occurrence basis and covering liabilities arising out of the performance of the

Contractor's services hereunder, including those provided by independent contractors, with coverage for products and completed operations, personal and advertising liability, and liability assumed under an insured contract, with coverage for any one occurrence or claim of not less than One Million Dollars ($1,000,000), and One Million Dollars ($1,000,000) aggregate limit.

(b) The coverages required under this Section may be provided by two or more separate policies, as long as they together provide the coverages required.

(c) The Contractor shall provide to the City a certificate of insurance or declarations page(s) demonstrating compliance with the foregoing.

(d) The City shall be named as an additional insured under all policies required under this Section.

9. LIQUIDATED DAMAGES

The City and Contractor agree time is of the essence and that, in the case of the Contractor's failure to complete the design phase services within the time specified and agreed upon as specified in Exhibit X – Project Schedule, the City will be damaged thereby; and because it is difficult to definitely ascertain and prove the amount of such damages, it is hereby agreed that the amount of such damages shall be the liquidated sum of One Hundred Fifty Dollars ($150.00) per calendar day for each day's delay in finishing the complete design phase services in excess of the number of working days prescribed; and the Contractor hereby agrees that said sum shall be deducted from amounts due the Contractor under the contract or, if no amount is due the Contractor, the Contractor hereby agrees to pay to the Owner as liquidated damages such total sum as shall be due for such delay, computed as aforesaid.

10. ASSIGNMENT AND DELEGATION

The Contractor 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 Contractor's services. Nor shall the Contractor 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 Contractor 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 Contractor's right to payment hereunder shall bind the City to pay any person other than the Contractor for services provided hereunder.

11. RECORDS AND AUDIT

The Contractor 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.

12. 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 Contractor of the termination of this Agreement in accordance with the provisions of paragraph 2, above.

13. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of

this Agreement shall be kept confidential and shall not be revealed or made available to any person by the Contractor without the prior written approval of the City.

14. 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, policies and procedures.

(b) The Contractor 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 Contractor 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.

15. RELEASE; INDEMNITY

By its receipt of final payment of all amounts due under this Agreement, the Contractor shall release the City, and its officers and employees, from all liabilities, claims, and obligations whatsoever, arising from or under this Agreement. The Contractor 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 Contractor in performing (or omitting to perform) services hereunder, including claims for payment with respect to work for items not properly specified in the Contractor's work product.

16. FORCE MAJEURE

Neither the City nor the Contractor 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.

17. LICENSES

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

18. 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:Craig Hardy, Project Manager
3200 Civic Center Circle NE
Rio Rancho, New Mexico 87144
Telephone: (505) 891-5016
Fax: (505) 891-5203

For notice to the Contractor:
_____
_____
_____
_____
Telephone: _____
Fax: _____

19. 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

BY: _____
Peter Wells, Acting City Manager

Date: _____

[Contractor]

BY: _____

Date: _____

APPROVED AS TO FORM:

_____
Gregory F. Lauer, 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 VETERAN BUSINESS
- ☐ Annual revenue up to $3,000,000.00
- ☐ Annual revenue more than $3,000,000.00 or more

RESIDENT VETERAN BUSINESS
- ☐ Annual revenue up to $3,000,000.00
- ☐ Annual revenue more than $3,000,000.00 or more

RESIDENT VETERAN CONTRACTOR
- ☐ Annual revenue up to $3,000,000.00

☐ Annual revenue more than $3,000,000.00 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 $3M 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 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 I 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 FINANCIAL SERVICES

RFP 21-PW-001
King Boulevard Expansion Design and Construction Management Services

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:

Anthony Serna-Sanchez, Purchasing Specialist
CITY OF RIO RANCHO
DEPARTMENT OF FINANCIAL SERVICES
3200 CIVIC CENTER CIRCLE
RIO RANCHO, NM 87144
Phone: (505) 896-8769
Fax: (505) 891-5762
aserna-sanchez@rrnm.gov

CITY OF RIO RANCHO
DEPARTMENT OF FINANCIAL SERVICES

RFP 21-PW-001
King Boulevard Expansion Design and Construction Management Services

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 Anthony Serna-Sanchez, CORR Purchasing Division, (505)896-8769.

	Most Satisfied		to		Least Satisfied
1. General Responsiveness:	5	4	3	2	1
2. Overall Quality:	5	4	3	2	1
3. Design Cost Control:	5	4	3	2	1
4. Construction Change Orders:	5	4	3	2	1

_____ _____
Signature of Reference Completing Form Date Signed

Chapter II.7
SUBMITTAL REQUIREMENTS

This chapter provides details about the various submittal requirements (in additional to plans) for reviews. It is arranged into the following sections:

1.0 DESIGN SUBMITTAL REQUIREMENTS

2.0 CONSTRUCTION SUBMITTAL REQUIREMENTS

3.0 TIME LIMITATION OF APPROVAL

4.0 INFORMATION FOR PLAN PREPARATION

5.0 PLAN SHEET SEQUENCE

6.0 STORM DRAIN PLAN PREPARATION -RESERVED

7.0 LANDSCAPING PLANS

8.0 MATCHING INTO EXISTING ADJACENT IMPROVEMENTS -RESERVED

9.0 RIGHT-OF-WAY MAPS AND PLANS -RESERVED

10.0 ROADWAY CROSS SECTIONS - RESERVED

11.0 REPORT FORMAT

12.0 CAD STANDARDS

1.0 DESIGN SUBMITTAL REQUIREMENTS

1.1 In Addition to the Required Plans, Review Submittals Shall Include the Following Information (As it Applies to the Project):

- Drainage Report
- Drainage Implementation Plan
- Geotechnical Report
- Traffic Impact Study (TIS)
- Water and Sewer Availability
- Other items as required

Note: The Report Format can be found in Section 11 of this Chapter.

1.2 REVIEW SETS FOR RESIDENTIAL/COMMERCIAL DEVELOPMENTS

Each plan set submitted for review shall consist of the following:

1. Eight full size (24" x 36") copy of the design plans.
2. Appropriate supporting documentation & calculations (See Section 1.1 of this

Chapter).

3. Project/Plan Submittal Letter, See Appendix A, from the Design Engineer and the original redlined plans/reports, if applicable, supplied to the Consultant by the reviewer. Submittals without a submittal letter or the original redline comments will not be accepted, and will be returned for resubmittal.

NOTE: All submittals shall be reviewed for quality control by the applicant before they are submitted for review. Submittals that do not address the redline comments made by the reviewer at a previous submittal will be returned without further review to the Design Engineer. At any point during the review process - if the City reviewer determines that a significant change has occurred to the project plans or the design - then a new review process may be started.

1.3 FINAL SUBMITTAL OF APPROVED CONSTRUCTION DOCUMENTS

Once the City has accepted all letters, reports, and construction plans indicating that they are acceptable for quality, the following information shall be submitted to the City.

1.4 RESIDENTIAL/COMMERCIAL DEVELOPMENTS

The final submittal for Developer Sponsored projects shall consist of the following information:

1. Signed and sealed Mylars with Final Approved Plat of the Construction Project Plans for City signature.

Once the Mylars have been signed by the City and returned to the Design Engineer, the following information shall be submitted:

1. Electronic PDF version (600 DPI minimum resolution) of all accepted plan sheets and supporting documentation on CD/DVD. (i.e. construction plans, estimates, all reports, and etc.)
2. One (1) full size (24" x 36"), copies of the accepted construction plans.
3. Two (2) half size (11" x 17"), copies of the design plans.

1.5 CAPITAL PROJECTS

The final submittal for Capital Projects shall consist of the following information:

1. Signed and sealed Mylars of the Construction Project Plans for City signature.

Once the Mylars have been signed by the City and returned to the Design Engineer, the following information shall be submitted:

1. Electronic PDF version (600 DPI minimum resolution) of all accepted plan sheets and supporting documentation on CD/DVD. (i.e. construction plans, estimates, all reports, and etc.)

2.0 CONSTRUCTION SUBMITTAL REQUIREMENTS

When the project is completed the following information will need to be submitted to the City.

2.1 "RECORD DRAWINGS" SUBMITTAL REQUIREMENTS

Construction "Record Drawings" will be required for all improvements within City of Rio Rancho's right-of-way or easements. All submittals will be reviewed and accepted in accordance with the following procedures:

2.1.1 Developer Projects:

1. "Working Record Drawing" plans shall be submitted, by the Contractor, as redline drawings with correct survey data, as stated in Section 2.2.1 of this Chapter, for review, once a month, to the Developer's Engineer of Record. These drawings will need to be initialed and dated by the reviewer for them to be valid. The reviewed plans will be on one 24" x 36" set.
2. At the end of the project/subdivision, the Contractor will provide the Developer's Engineer of Record the valid redline drawings with correct survey data, as stated in Section 2.2.1 of this Chapter. The Developer's Engineer of Record will then make digital changes to the original Construction Plans. A set of Mylar Final Record Drawings stamped and sealed by a Professional Engineer or Registered Land Surveyor with the "Record Drawing Certification (Appendix C)" approval block included will then be submitted to the City along with a CD/DVD containing one multipage PDF (600 DPI minimum resolution) of the Final Record Drawings. On any sheet where a change to the original construction drawings has been made Redrawn for Record shall be placed on that sheet.
3. The Developer will also provide the City with the digital changes in accordance with Section 2.2 of this Chapter.

2.1.2 Capital Projects:

1. "Working Record Drawing" plans shall be submitted, by the Contractor, as redline drawings with correct survey data, as stated in Section 2.2.1 of this Chapter, for review, once a month, to the Construction Management Team. If the "Working Record Drawing" plans are not adequate then that month's progress payment will be denied until the deficiency is corrected. These drawings will need to be initialed and dated by the reviewer for them to be valid. The reviewed plans will be on one 24" x 36" set.
2. At the end of the project, the Contractor will provide the Construction Management Team the valid redline drawings with correct survey data, as stated in Section 2.2.1 of this Chapter. The Construction Management Team will then make digital changes to the original Construction Plans unless the City includes these changes in Contractor's Contract. A set of Mylar Final Record Drawings stamped and sealed by a Professional Engineer or Registered Land Surveyor with

the "Record Drawing Certification (Appendix C)" approval block included will then be submitted to the City along with a CD/DVD containing one multipage PDF (600 DPI minimum resolution) of the Final Record Drawings. On any sheet where a change to the original construction drawings has been made Redrawn for Record shall be placed on that sheet.

3. The Construction Management Team will also provide the City with the digital changes in accordance with Section 2.2 of this Chapter.

Note: The Construction Management Team will be the Firm hired by the City to perform Construction Management Duties unless otherwise specified.

2.2 DIGITAL RECORD DRAWING AND FILE REQUIREMENTS

1. Once the Final Record Drawings have been approved and accepted by the method stated in Section 2 of this Chapter, a CD/DVD containing either GIS compatible files (shapefiles) or AutoCAD drawing files (through release 2004) and InRoads files used to create the Record Drawings (AutoCAD, and PDF) shall be submitted to the City. These submitted files shall include all survey data as stated in Section 2.2.1 of this Chapter and shall be in the City's schema for structure (attribute table shall match the City's). Please contact the City Project Manager or the Records & GIS Section for the appropriate file schema.

   a. If GIS files will be submitted in lieu of the AutoCAD documentation, the shapefiles required shall be, but not limited to,:

      i. Lot Lines (Parcels)
      ii. Easements as listed on the Project Plat
      iii. Road Centerlines
      iv. Curb & Gutter
      v. Sidewalks
      vi. Water & Sewer Utilities (Must be separate files)

         1. These files shall include any infrastructure related to water and sewer. Therefore if a lift station, booster station, etc. was installed as part of the project this needs to be shown.

         2. Manholes, valves, pressure release valves (PRVs), and fire hydrants shall all be included in these files where applicable.

      vii. Traffic Infrastructure

         1. Signs

         2. Signal Infrastructure

      viii. Drainage

         1. Strom Drain Infrastructure
         2. Ponds
         3. Box Culverts

2.2.1 Survey Data Required for all Hardcopy or Electronic Files

i. **Street, Storm Drains, and Grading & Drainage Plans**

1. Station for all grade breaks.
2. Back of curb offset dimension at all changes in alignment.
3. Top of curb, gutter and pavement centerline elevations at all grade breaks, curb return, valley gutters, plus any other location necessary to adequately show drainage.
4. Survey monuments.
5. Street centerline station and offset dimensions to the storm drain mainline at all changes in alignment and/or changes in grade.
6. Street centerline station and offset dimension to all structures and changes in alignment.
7. Rim and invert elevations for each manhole, catch basin, and miscellaneous structures.
8. The pipe material and diameter that was actually installed shall be shown on all plan and/or profile sheets.
9. Station, location and limits of utility encasements, caps, pipe supports, etc.
10. Station, location, limits and dimensions of facilities which are abandoned in place, including the size, depth and type of materials remaining.
11. Elevations shall be provided at all drainage control points (i.e. detention overflow point, tops and bottoms of detention basins, drain rim, valley gutters, curbs, etc.).
12. Dimensions shall be provided for all detention areas.
13. Drainage Control (detention) Basin Calculations revised, with written approval, to the as-built condition; and certification of compliance.
14. Location of all existing structures (i.e. buildings, drainage structures) shall be provided.
15. Dimensions and elevations of all pipe, culvert, scupper, catch basin, channel top width and bottom width, channel longitudinal slope changes, grate and invert elevations.
16. Elevations at the end of laterals and one elevation shot midpoint between manholes.
17. Elevations at the center of the building pad, all four corners, and four elevation shots for lot slope and drainage.
18. Elevations of the tops and toes of all slopes at intervals of 50 feet.

ii. **Water Plans**

1. Street centerline station and offset dimensions to:
    a. All fire hydrants and fittings (i.e. valves, bend, tees).
    b. Main line at all changes in horizontal and vertical alignment.
    c. All horizontal control points (i.e. centerline intersects, PC, PT).

2. Dimension to all operating nuts referenced to the water main on valves with offset operating devices.
3. If the designed topography does not allow for the service standards to be used, centerline station and offset to each service tap; size of tap and dimension to nearest side property line are required. If topography allows for the standard to be used, then a survey point is only required at the end of the service for location purposes.
4. Note centerline station, offset and elevations to all changes in vertical alignment (i.e. dips, bends, etc. required to avoid conflicts with other utilities).
5. The installed water pipe material and diameter shall be shown on as-built plan and/or profile sheets.
6. Station, location and limits of utility encasements, caps, pipe supports, etc.
7. Station, location, limits and dimensions of facilities which are abandoned in place, including the size, depth and type of materials remaining.
8. As long as the pipe depth follows current City standards as specified in DPM Chapter II.1, survey points for the water line are only required at the fittings for grade changes. If the pipe does not follow the aforementioned, two top of pipe elevation shots equal distance between valves are required.

iii. Sewer Plans

1. Street centerline station and offset dimension from street centerline to main line at manholes and all changes in alignment.
2. Sewer line station at centerline of each manhole.
3. Calculated slope between manholes.
4. Sewer line stationing at centerline of each service tap at 90 degrees to main; if not installed 90 degrees to main, station and offset to end of each service tap.
5. The installed sewer pipe material and diameter shall be shown on all plan and/or profile sheets.
6. Station, location and limits of utility encasements, caps, pipe supports, etc.
7. Station, location, limits and dimensions of facilities which are abandoned in place, including the size, depth and type of materials remaining.
8. Rim and invert elevations.
9. If the designed topography does not allow for the service standards to be used, elevations at the end of the laterals are required. If topography allows for the standard to be used, then a survey point is only required at the end of the service lateral for location purposes.
10. One elevation shot midpoint between manholes.

iv. Traffic Plans

1. Foundation location and modifications to the structural details noted.
2. Conduit location, size, alignments, and type noted.
3. Cabinet location, dimensions, and type.
4. Size, type, and location of battery backup for power pedestals.
5. Power Service Address.
6. Phone or fiber optic communication line location and connection with applicable service address and phone number.
7. Pole location and types.
8. Mast arm type, length and pendent locations.
9. Head locations and types.
10. Loop detector location, length, and type.
11. Changes to items in the schedules.
11. Interconnect conduit location and pull box type and location.
12. Sign base location, size or type changes from the approved plan.
13. Striping layout changes from the approved plan noted.
14. Changes to location, spacing, and type of raised pavement markers.
15. Traffic Conduit: All manholes and pull boxes.
16. Locations of all streetlights pull boxes, and service locations.

v. General

1. Street Centerlines
2. All right of way and easement lines with docket or recordation numbers are shown on included approved plat.

a. The CD/DVD shall be labeled with the Contractor's name, the Engineer's name, the Project/Subdivision name, the Project/Subdivision location, and the Final Inspection date. The AutoCAD file shall be the file used to generate the final Record Drawings (hard copy). The AutoCAD file shall depict the final Mylar Record Drawings with the rights-of-way and the project/subdivision tied to the state plane coordinates.

Note: The elevations required in Section 2.2.1 must be performed under the supervision of a Registered Land Surveyor.

2.3 OTHER SUBMITTAL REQUIREMENTS

1. Materials List of all items installed during the project.
2. New Street Data Sheet Appendix D. This will need to be completed by the Contractor on the Final Inspection. City concurrence is required before submitting this form as part of the project closeout.
3. Certificate of Completion and Acceptance. Certification of Acceptance of Infrastructure completed pursuant to a Subdivision Improvements Agreement (SIA) and/or Development Agreement (DA), and Release from Financial Guarantee shall be obtained from the City's Development Review Section-Engineering Division and submitted as part of the project closeout package.
4. Actual Cost Information. Actual cost information corresponding with the itemized Materials List of capital contributed. Actual cost information is required by the

City as a condition of acceptance and/or release of financial guarantee related to the development. Such cost information include, but is not limited to, final invoices of the developer's prime contractor for infrastructure improvements and contract pricing for land and right of way dedications.

3.0 TIME LIMITATION OF APPROVAL

The City approval of residential developments, commercial developments, and road construction plans shall be valid for a time period of one (1) year. Plans NOT under construction within this time period are to be resubmitted and approved by the City prior to construction.

4.0 INFORMATION FOR PLAN PREPARATION

4.1 GENERAL PLAN INFORMATION

Plans shall be prepared using the current City of Rio Rancho standards and drawings first, then NMDOT standards and drawings, unless directed by the Project Manager. Bridge standard details and specifications shall be the latest version of NMDOT standards and drawings unless a City of Rio Rancho equivalent exists.

4.2 GENERAL PLAN PREPARATION

4.2.1 Cover Sheet

The Cover Sheet, included in the City's AutoCAD Standard borders, shall contain the following information:

1. The Consultant's seal
2. Key Map
3. The appropriate signatory blocks.
4. A project vicinity map. Standard Zone Atlas maps may be used in preparing the vicinity map.
5. Identification of a minimum of two City benchmarks.

    a. Identify the City benchmarks by number, description, brief location, and elevation.

6. A plan sheet index listing shall be provided, either on the cover sheet or a separate sheet located near the front of the plan set. *Note: Plan and Profile sheets may be summarized in the sheet index (example: "Sheets 3 through 7").*

4.3 TITLE BLOCKS FOR NON-COVER SHEETS

All original drawing sheets shall have a title block along the right hand side of the sheet. This title block, included in the City's AutoCAD Standards, shall have the following information clearly displayed:

1. Name of Engineering Consulting Firm preparing the plans.
2. The Project Name.
3. The sheet number and the total number of sheets in the plan set.
1. The appropriate type of plan sheet (i.e. typical sections, details, plan & profile, etc.) shall be indicated.
2. City of Rio Rancho logo.

4.4 LEGEND AND GENERAL NOTES

The Legend and General Notes shall be located on the second sheet or near the front of the plan set. The Design Engineer can obtain the latest version of the General Notes Sheet from the Department of Public Work's website. The Consultant can add notes as they pertain to each project as necessary. The note additions must be identified under the header "SPECIAL NOTES". Notes relieving the Engineer from utility coordination and/or line location will not be allowed (all due diligence shall be completed to show existing utilities on the plans).

The Standard Legend can also be found on the Department of Public Work's website.

The Consultant shall use the symbols & abbreviations found on this sheet consistently throughout the entire plan set.

4.5 PLAN SHEET ORIENTATION AND LAYOUT

In general, project work shall be oriented on the sheets such that north will be pointing "up" or "to the right" on the sheet. Normally, no more than 1,000 feet of street length should be shown per plan sheet. This allows room on the right hand side of the plan sheet for the Construction Notes or Keyed Notes.

For curvilinear streets, the drawing shall be oriented so that the north arrow points to the top or the right edge of the sheet as appropriate to a practical representation of the curved portion of the street depicted. If the orientation of the street is northwest-southeast or southwest-northeast, place the western-most end of the street segment near the left edge of the sheet.

Construction centerline stationing, at intervals of 100 feet, shall be shown on both the plan and profile views and shall run from left to right. Subsequently, stationing is read from west to east or from south to north.

Portions of the same street or intersection shall not be shown beyond match lines on separate sheets. Match line information shall provide stationing and matching sheet number.

4.6 GENERAL PLAN AND PROFILE SHEETS

In general, most plan/profile layouts shall be shown on standard half plan/half profile sheets. In the case where steep grades or wide plan views prohibit plotting on these sheets, separate full plan and full profile sheets may be used.

Plan views shall show the limits of existing ROW and call out new ROW limits as well as construction easement areas.

Sheet number references for storm drain plans, connector pipe plans, etc. shall be noted on the plans.

All points of connection to existing facilities shall be clearly shown and the appropriate elevations indicated on the plans.

4.7 HORIZONTAL GEOMETRICS

As a general rule, the following pertains to roadway geometrics:

Roadway centerline bearings and distances shall be shown on the plans.

All tangent points, point of intersection (P.I.) of curvilinear sections, beginning and ending taper points and monument lines of all intersecting streets shall be labeled and stationed.

Provide top of curb and flow line elevations at returns and valley gutters.

On curved sections, construction centerline stationing shall be shown along the centerline of the curve, and not the tangent lines. Curve data shall be shown on same sheet as the curve.

The plans shall show dimensions from monument line/construction centerline to ROW and to existing curbs.

4.8 SURVEY CONTROL

See DPM Chapter II.6.

4.9 TOPOGRAPHY AND NOTATION

(a) All subdivision names, block numbers, lot numbers, names of major business, schools, fire stations, and other public facilities shall be shown on the plans.

(b) The Final ROW and easement limits shall be shown on the plans as a heavy line. Existing ROW where it differs from the new ROW line shall not be shown for Major Street projects.

(c) Label all existing features. Include description and dimension as needed,

(g) All topography to at least 10 feet beyond the ultimate ROW or easements shall be shown. Standard symbols shall be used where applicable.

(n) Where certain items such as monuments, water valves, etc., are supposed to be, according to plan records, but cannot be found in the field, they shall be labeled "NOT FOUND" or "NF" on the plans.

5.0 PLAN SHEET SEQUENCE

5.1 PLAN SHEET SEQUENCE FOR RESIDENTIAL/COMMERCIAL DEVELOPMENT

Sheet 1: Signature Cover Sheet, including Index of Sheets
Sheet 2: General Notes Sheet
Sheet 3: Standard Legend and Abbreviations
Sheet 4: Subdivision Plat
Sheet 5: Overall Grading Plan
Sheet 6: Yard/Retaining Wall Plan & Profiles
Sheet 7: Yard/Retaining Wall Details
Sheet 8: Typical Sections, Pavement Structural Sections, etc.
Sheet 9: Plan/Profile and other sheets as needed in the following order:

1) Median Island Details
2) Plan and Profile of Paving
3) Intersection Design Sheets for Major Intersections
6) Plan and Profile of Storm Drain
7) Profiles of Catch Basins and Connector Pipes
8) City Standard Details (no less than 8 and no more than 10 details per sheet)
9) Special Detail Sheets
10) Bridge and Structural Detail Plans (see page 27-14 for plan sheet order)
11) Landscaping/Irrigation Plans
12) Erosion and Sediment Control Plan
13) Erosion and Sediment Control Details/calculations
14) Traffic Signing & Striping Plans
15) Traffic Signal Plans
16) Street Lighting Plans
17) Traffic Control Plans

Sheet X: Typical Section showing location of water and sewer line
Sheet X: Plan/Profile and other sheets as needed in the following order:

1) Plan and Profile
2) City Standard Details (no less than 8 and no more than 10 details per sheet)
3) Special Detail Sheets

5.2 SHEET SEQUENCE BRIDGE AND STRUCTURAL PLANS

Typical sheets for a bridge or structural plans are as follows:

1. Typical Legend, Notes, and Detail Sheets, plus notes specific to the bridge project
2. Paving plans and profile sheet (if bridge is also part of a paving project)
3. Detour Plan and Profile, if required, showing all details required for the detour in plan and profile.
4. Plan and Profile for any water, sewer or irrigation alterations to be included as a part of the bridge construction
5. Soil boring log sheet showing all obtained soils information
6. Abutment details
7. Pier details
8. Deck details

9. Miscellaneous details
10. Handrail details.

5.3 SHEET SEQUENCE FOR WATER AND SANITARY SEWER PLANS

All designs requiring water or sanitary sewer shall be designed in accordance with Chapter II.4 – Water and Wastewater Infrastructure Design of the CORR Development Process Manual.

If separate from roadway, drainage, or traffic improvements, as in offsite plans, then water and sewer designs shall be under a separate cover sheet following the sequence below:

Sheet 1: Signature Cover Sheet, including Index of Sheets
Sheet 2: Legend, Abbreviations, and Notes Sheet
Sheet 3: Plan Sheet Key Map (place on Cover Sheet if size permits)
Sheet 4: Water/Sewer Quantity Summary Sheet
Sheet 5: Typical Section showing location of water and sewer line
Sheet 6: Plan/Profile and other sheets as needed in the following order:
4) Plan and Profile
5) City Standard Details (no less than 8 and no more than 10 details per sheet)
6) Special Detail Sheets

6.0 STORM DRAIN PLAN PREPARATION -RESERVED

7.0 LANDSCAPING PLANS

7.1 SHEET SEQUENCE

Refer to Subsection 5.1 for sequence of plan sheets.

8.0 MATCHING INTO EXISTING ADJACENT IMPROVEMENTS –RESERVED

9.0 RIGHT-OF-WAY MAPS AND PLANS – RESERVED

10.0 ROADWAY CROSS SECTIONS - RESERVED

11.0 REPORT FORMAT

11.1 GENERAL FORMATTING GUIDELINES

Here are some general formatting guidelines that apply to the entire report:

- Use a 1-inch margin at the top, bottom, left, and right.
- Use single spaced typing
- The entire document should be fully justified.

The following pages and headings should be incorporated into the document at a minimum:

Title Page – Project Name, Type of Report, Author's name, who it is prepared for, Approval Block, and the date. Indicate whether the report is a "preliminary" or "final" submittal.

Table of Contents – include all sections and subsections w/ appropriate page numbers.

List of Appendices - can be provided on the same page as the List of Tables, include page numbers.

Introduction – Introduces the reader to the material and the area of interest. This section should provide a project description and purpose of the report.

Methods and Procedures – Provide schematic diagrams where appropriate. Organize methods/procedures used in the analysis in chronological order.

Conclusions - Summarize the results of the study in terms of original motivation, and important conclusions from the analysis.

References – Use full citations including titles of reports. If using numbered references, numbers should be according to chronological appearance in the text.

Appendices - Appendices may include derivations or tabulated data which you feel the reader should have access to, but are not appropriate for the body of the article.

All the supporting data, calculations, analysis, and information contained in the appendix of the report should be discussed and summarized in the body of the report. The information contained on the aapendix is only for reference to be used by the reviewer if needed.

All information, including exhibits, tables, and calculations, shall be presented in the report in a well organized and easy to follow format.

12.0 CAD STANDARDS

12.1 Coordinates:
See Chapter II.6.

12.2 Drawing / Sheet Naming Convention:
Follow the drawing/plan sheet naming convention as outlined on the City of Rio Rancho Department of Public Works CAD Standards sheet found in Appendix H.

CHAPTER II.7 – APPENDICES

Appendix A	Project/Plan Submittal Letter
Appendix B	Final Project Submittal Checklist
Appendix C	City of Rio Rancho Standard "Record Drawings Certification Statement"
Appendix D	New Street Data Sheet
Appendix E	Street Light Layout Checklist
Appendix F	City of Rio Rancho Right-of-Way Acquisition Area Calculation Form
Appendix G	CAD File Layering Conventions
Appendix H	Sheet Naming Conventions

Project Manager Name
Department of Public Works – Development Section
3200 Civic Center Circle
Rio Rancho, NM 87144

Date: XXXXXX

PROJECT/SUBDIVISION NAME
LEGAL DESCRIPTION (IF APPLICABLE)

Dear Project Manager's Name:

With this Project/Plan Submittal Letter I, the Engineer of Record for the said PROJECT/SUBDIVISION, do hereby certify the following:

1. That all submitted plans, reports, and etc. comply with current City of Rio Rancho Development Process Manual Chapters, City of Rio Rancho Standard Details, and Codes and Ordinances;
2. That all previous redline comments have been included in this submittal or that a valid accepted consensus has been reached where a comment cannot be incorporated (attach documentation);
3. That the submittal is complete and ready for review. If it is found that the submittal is incomplete, the City will return without any review.
4. The submittal requires one of the following (circle one):
    a. No Variances;
    b. Attached Variances.

Certification to the aforementioned by: ENGINEER OF RECORD

Seal and Sign
Using P.E. Stamp

Appendix B
Final Project Submittal Checklist
Department of Public Works

Unless otherwise noted below, submittal documentation should be on a CD/DVD. One complete copy of the entire submittal package is required. (City should use the checklist previously developed.)

Project Name:_____ Date:_____

Documents: (*2 sets of CD/DVDs per submittal)*

___ Final Drainage Report with all amendments and approved changes
___ Sewer Report with all amendments and approved changes
___ Water Report with all amendments and approved changes
___ Traffic Impact Study with all amendments and approved changes
___ Geotechnical Report
___ Pad Certifications
___ All physical construction test results (compaction, concrete, asphalt, etc.)
___ All construction permits
___ All Operation and Maintenance Manuals (including shop drawings)
___ **Detention Basin Capacity Certifications** (certified by a registered surveyor or engineer for all detention basins. The certification should reference the volume in acre feet referenced in the drainage report; a sketch of the Record Drawings basin; calculations of the as- built volume in acre feet.

Approval letters from Utilities or Agencies where applicable: *(2 sets of CD/DVDs per submittal)*

___ Proof of payment of all fees as stipulated in the approval of Final Plat
___ Water Availability Letter issued by the Department of Public Works Utilities Division *
___ Sewer Availability Letter issued by the Department of Public Works Utilities Division *
___ Southern Sandoval County Arroyo Flood Control Authority *
___ Sandoval County Environmental Services Department Approval of Construction

**Letter shall state the agency has approved the construction and the Record Drawings.*

Recorded Plat/Map of Dedication: **(Required on CD/DVD and HARD COPY – 1 set of each per submittal)**

___ 24" by 36" black line
___ Half size (no larger than 11" X 17") black line
___ Submitted on CD/DVD

Record Drawings as Pertains to your Project: **(Required on 2 CD/DVDs - 1 Bond set AND 1 MYLAR set as listed below)**

___ Record Drawings plans – Grading and Drainage
___ Record Drawings plans – Water
___ Record Drawings plans – Sewer
___ Record Drawings plans – Paving
___ Record Drawings plans – Storm Drain

Additional Items: **(2 sets of CD/DVDs per submittal)**

___ Copy of the Punch List signed off by the inspector (***Must accompany the submittal*** **in order to be accepted)**
___ Proof of payment for Traffic Signals (if applicable)

NOTE: Required Hard Copy Size Requirements:

___ Record Drawings plans - printed - on 4 mil double matte for **mylar requirements**
___ Record Drawings plans - size 24" X 36" (absolute maximum size) black line bond
___ Record Drawings plans - half-size (no larger than 11" X 17") black line bond

Appendix C
Standard Engineer's "Record Drawings" Certification Statement

"Record Drawings" Engineer's Certification

I, (Engineer's Name), a Registered Professional Engineer in the State of New Mexico, have reviewed the Final Plat of (Project's/Subdivision's Name) and related relevant drainage plans, street plans and profiles, design and construction plans, and other improvement plans. I do hereby certify that I have made an inspection of those improvements described herein and find same to be built in accordance with the Preliminary and Final Plat except for the modifications specifically noted. I have attached hereto reasons for the modifications and relevant "Record Drawings" plans detailing the modifications.

Registered Professional Engineer Date

(List below, improvements certified, noting modifications.)

Released for Permitting

This set of plans has been reviewed for compliance with City of Rio Rancho requirements prior to issuance of construction permits. The City neither accepts nor assumes any liability for errors or omissions. This compliance review shall not prevent the City Public Works Director or City Engineer from requiring correction of errors or omissions in plans found to be in violation of any law, ordinance, or standard.

City Engineer Date

New Street Data Sheet (To Be Completed on Final Inspection)

Street Name (Plat): _____

Subdivision Name: _____

Number of Unique Street Sections: _____ (Due to: Different Construction Dates, Cross Section Variations, Asphalt Thickness, & etc.)

Note: If more sections are needed, please use another form.

Note: If the road section cannot be taken from street to street, it must be given an address or legal description for where the section ends. See example below.

Section 1:

From: _____

To: _____

Section Width (Asphalt Only): _____

Section Length (Along Centerline): _____

Section Thickness/Treatment: _____

Construction Date: _____

Section Classification (Circle One): Arterial Collector Residential

Section 2:

From: _____

To: _____

Section Width (Asphalt Only): _____

Section Length (Along Centerline): _____

Section Thickness/Treatment: _____

Construction Date: _____

Section Classification (Circle One): Arterial Collector Residential

Section 3:

From: _____

To: _____

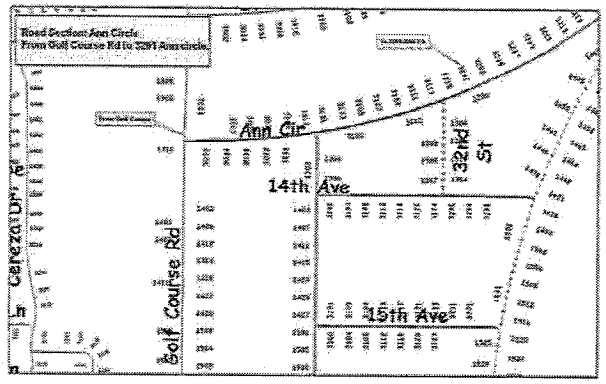
Section Width (Asphalt Only): _____

Section Length (Along Centerline): _____

Section Thickness/Treatment: _____

Construction Date: _____

Section Classification (Circle One): Arterial Collector Residential



Completed by Contractor on final walkthrough with City Inspector.

_____
Contractor Signature and Date

Acceptance that all above data is complete and correct.

_____
City Inspector Signature and Date

Appendix E
Street Light Layout Checklist

Department of Public Works

(This form is not needed in my opinion. Check with Traffic Operations staff.)

Date: _____

Project Name: _____

Engineering Consulting Firm/Developer: _____

Department of Public Works Job No: _____

The purpose of this checklist is to guide the developers on street light layouts on residential subdivisions, apartments, condominiums, commercial and industrial projects.

This checklist serves to minimize redline comments on the check prints and to maintain consistency of the plan review process for streetlight layouts in the public right-of way. Plan approval and issuing permits depend on the compliance with the comments made on the check prints and this checklist. The engineer of record shall satisfy themselves of the completeness and accuracy of the design.

Please submit this checklist and the check prints with your next submittal.

If construction has not started within (1) year of the date of plan approval, or if there is a halt in construction of more than one (1) year, approval will become void and public streetlight plans shall be resubmitted for updating and re-approval.

GENERAL REQUIREMENTS

[ ] The street light plans must be submitted on 24' x 36" sheets.

[ ] City of Rio Rancho Standard border with approval block must be used.

[ ] The scale must be shown on the plans 1" = 20' or 1" = 40'

[ ] Graphic Scale

[ ] A north arrow is required on each sheet

[ ] A vicinity or site location map is required on the cover sheet

[ ] The developer's name, address and phone number must be shown on the cover sheet

[ ] The Street Light Design Professional name, address and phone number must be shown on the cover sheet

[ ] Project title block filled out with name and location of project

[ ] Project Number, Project Title

[ ] An index of sheets is required

[ ] Show and label all abutting streets

[ ] Show landscape and abutting street(s)

[ ] Show setbacks and proposed landscape concept

[ ] Show location of detentions basins and retaining walls

[ ] Identify location – show site and adjacent parcels

[ ] Show dimensions for FOC on all intersection street legs

[ ] Show existing and proposed driveway locations

[ ] Label adjacent zoning and land use

[ ] Show lot lines and dimensions

[ ] The current CORR General Notes must be shown on the cover or detail sheet

[ ] All plan sheets shall display construction notes pertinent to each sheet

[ ] Construction notes indicating all equipment to be installed, removed or relocated

[ ] The following information is required for each proposed and existing street within and adjacent to the development:
a. Name
b. Right-of-way width
c. Improved width of street, typically street centerline to back-of-curb dimensions
d. Tract " " for private streets

[ ] All existing and proposed waterlines and fire hydrants shall be shown

[ ] All existing and proposed overhead and underground utilities shall be shown

[ ] Locate proposed trees at least 20' from a proposed street light pole location

[ ] There should be a minimum six (6') feet of clearance between streetlight poles and fire hydrants, city water facilities, or city sewer facilities. Provide dimensional ties to fire hydrants where potential conflicts may occur (within 10' of street light pole)

[ ] All proposed and existing street lights within 300' from the first proposed streetlight should be shown with stationing and dimensional ties to the street centerline

[ ] Proposed streetlights in residential areas should be located within 5' of property lines. Lights located in residential areas but not adjacent to homes may be shown by station and offset only

[ ] Show all project phasing on the plans

[ ] Provide a quantity tabulation of the number of streetlight poles on the cover sheet

[ ] Identify utility provider on the plan set

[ ] Provide a legend on the plans identifying the following items:
a. Luminaire description

1. Local street – 100 watt, 9,500 lumen, high pressure sodium
2. Collector street – 150 watt, 16,000 lumen, high pressure sodium
3. Arterial street – 250 watt, 30,000 lumen, high pressure sodium

b. Luminaire mounting height

c. Pull Box size and type

d. Existing luminaire type, pole, and wattage

e. Traffic Signal Mounted Luminaire type, pole, and wattage

[ ] Coordinate streetlight plan with the engineer preparing other offsite improvement plans

[ ] Provide stations at all intersections

[ ] Utility provider must be shown with all applicable utility notes

[ ] Label specific locations, sizes, and dimension from center line and/or monument line along with the following:

a. Existing and proposed underground utilities

b. Existing and proposed overhead utilities

c. Face of curb

d. Width of sidewalk

e. Width on any PUE

f. Edge of right-of-way

g. Edge of pavement

[ ] Quantities must be tabulated separately by phase. Private streetlights must be tabulated separately from public streetlights.

[ ] Street light General Notes must be shown

[ ] On residential, collector and arterial streets, all existing and/or proposed driveways and American Disability Act (ADA) ramps shall be shown on the streetlight plans

Appendix F
Right-of-Way Acquisition Area Calculation Form

(Form Not Needed)

Project Name: _____

Project Description: _____

_____

County Assessor Parcel No.: _____

Unit, Lot, and Block: _____

Street Address: _____

Area Calculation Table						
Type of Acquisition	Area of Existing Parcel		Area to be Acquired		Area Remaining	
	Sq. Ft.	Acres	Sq. Ft.	Acres	Sq. Ft.	Acres
Existing Parcel						
Fee R/W						
Slope Easement						
Drainage Easement						
Temporary Construction Easement						

Vicinity Map

(FORM NOT NEEDED)

Layer Name	Layer Description
0	
C-BLDG	Building
C-BLDG-TEXT	Building Text
C-BRDG	Bridge
C-BRDG-DECK	Bridge Deck
C-BRDG-EXST	Existing Bridge
C-BRDG-SECT	Cross Section Of Bridge
C-ONECALL	One Call Symbol
C-CURB	Curb, Gutter, Sidewalk
C-CURB-DW	Driveway
C-CURB-DW-EXST	Existing Driveway
C-CURB-EXST	Existing Curb, Gutter, Sidewalk
C-ESMT	Easement Lines
C-ESMT-CNTR	Easement Centerlines
C-ESMT-CNTR-DIMS	Easement Centerline Bearing, Distant & Curve Dimensions
C-ESMT-DIMS	Easement Line Bearing, Distant & Curve Dimensions
C-ESMT-TEMP	Temporary Easement
C-ESMT-TYPE	Easement Type Callouts
C-ESMT-WDTH	Easement Width Dimensions
C-FIRE-FHYD-SYM	Water Fire Hydrant Symbol
C-FIRE-UNDR-MAIN	Watermain to Fire Hydrant
C-FIRE-UNDR-MAIN-FLIN	Watermain - Fireline
C-FIRE-VALV-PNT	Fire Hydrant Water Valve Point
C-FIRE-VALV-SYM	Fire Hydrant Water Valve Symbol
C-GOVT-CNTY-BNDY	County Line
C-GOVT-CTLM-BNDY	City Limits
C-GOVT-DIST-BNDY	Council Districts
C-GOVT-PRCT-BNDY	Voting Precinct
C-LOGO	City Logo
C-MISC-CHRT	Miscellaneous Chart
C-MISC-CURB	Miscellaneous Curb
C-MISC-DETL	Miscellaneous Detail
C-MISC-DETL-CNTR	

C-MISC-DETL-HIDN	
C-MISC-DIMS	Dimensions
C-MISC-TEXT	Miscellaneous Text
C-PATT-DECO-PVMT	Hatch - Decorative Pavement
C-PATT-DECO-XSEC	Hatch- Decorative - Cross Section
C-PATT-DET	Hatch - Decorative - Detail Sheets
C-PATT-DW	Hatch - Proposed Driveway
C-PATT-PVMT	Hatch - Proposed Pavement
C-PATT-SW	Hatch - Proposed Sidewalk
C-PATT-SW-EXST	Hatch - Existing Sidewalk
C-PROF	Proposed Profile
C-PROF-CNTR	Proposed Profile Centerline
C-PROF-DOTS	Profile - Dots
C-PROF-GRID	Profile - Grid
C-PROF-GRND-EXST	
C-PROF-NOTES	Profile Notes
C-PROF-NOTES-HORZ	Profile Notes - Horizontal
C-PROF-NOTES-VERT	Profile Notes - Vertical
C-PROF-TEXT	Proposed Profile Text
C-PROP	A`Property Lines (Parcel Boundaries)
C-PROP-ACRE	Lot & Tract Acreages
C-PROP-ADDR	Street Addresses
C-PROP-BLDG-SBAC	Building Setback
C-PROP-DIMS	Property Line Bearing, Distant & Curve Dimensions
C-PROP-EXST	Old/Existing Property Lines
C-PROP-MON	Property Line Monuments
C-PROP-NUMB	Lot Numbers & Tracts
C-PROP-NUMB-DISP	County Parcel Numbers for display purposes only
C-PROP-SPLT	Property Split Lines
C-PVMT-EDGE	Edge Of Pavement
C-PVMT-EDGE-EXST	Existing-Edge Of Pavement
C-PVMT-SC	Saw Cut Line
C-RCLM-ANNO-TXT	Reclaim Text
C-RCLM-BOOS-PNT	Reclaim Booster Station Point
C-RCLM-BOOS-SYM	Reclaim Booster Station Symbol
C-RCLM-PRVL-PNT	Reclaim Pressure Relief Valve Point
C-RCLM-PRVL-SYM	Reclaim Pressure Relief Valve Symbol
C-RCLM-STOR-PNT	Reclaim Storage Point
C-RCLM-STOR-SYM	Reclaim Storage Symbol
C-RCLM-UNDR-FIT	Reclaim Fittings

C-RCLM-UNDR-MAIN	
C-RCLM-UNDR-MAIN	Reclaim Water Main - Standard
C-RCLM-UNDR-REDR-P	
C-RCLM-UNDR-REDR-PNT	Reclaimline Reducer Point
C-RCLM-UNDR-REDR-S	
C-RCLM-UNDR-REDR-SYM	Reclaim Reducer Symbol
C-RCLM-UNDR-SERV	Reclaim Service Tap
C-RCLM-VAL-PNT	Reclaim Water Valve Point
C-RCLM-VALV-SYM	Reclaim Water Valve Symbol
C-RIV-CNTR	Rivers/Creeks/Streams/Washes Center Lines
C-RIV-EDGE	Rivers/Creeks/Streams/Washes Edge Lines
C-RIV-NAME	Rivers/Creeks/Streams/Washes Names
C-ROW	Street Right-of-Way Lines
C-ROWC	Canal Right-of-Way Lines
C-ROWC-CNTR	Canal Right-of-Way Centerlines
C-ROWC-CNTR-DIMS	Canal Centerline Bearing, Distant & Curve Dimensions
C-ROWC-CNTR-MON	Canal Centerline Monuments
C-ROWC-CNTR-NAME	Canal Names
C-ROWC-CNTR-WDTH	Canal Right-of-Way Width Dimensions
C-ROWC-DIMS	Canal Right-of-Way Line Bearing, Distant & Curve Data
C-ROWC-MON	Canal Right-of-Way Monuments
C-ROW-CNST-CNTR	Construction Center Line
C-ROW-CNTR	Street Right-of-Way Centerlines
C-ROW-CNTR-DIMS	Street Centerline Bearing, Distant & Curve Dimensions
C-ROW-CNTR-MON	Street Centerline Monuments
C-ROW-CNTR-NAME	Street Names
C-ROW-CNTR-WDTH	Street Right-of-Way Width Dimensions
C-ROW-DIMS	Street Right-of-Way Line Bearing, Distant & Curve
C-ROW-EXST	Existing-Street Right-of-Way Lines
C-ROWF	Freeway Right-of-Way Lines
C-ROWF-CNTR	Freeway Right-of-Way Centerlines
C-ROWF-CNTR-DIMS	Freeway Centerline Bearing, Distant & Curve Dimensions
C-ROWF-CNTR-MON	Freeway Centerline Monuments
C-ROWF-CNTR-NAME	Freeway Names
C-ROWF-CNTR-WDTH	Freeway Right-of-Way Width Dimensions
C-ROWF-DIMS	Freeway Right-of-Way Line Bearing, Distant & Curve Data
C-ROWF-MON	Freeway Right-of-Way Monuments
C-ROW-MON	Street Right-of-Way Monuments
C-ROWP	Private Street Right-of-Way Lines
C-ROWP-CNTR	Private Street Right-of-Way Centerlines

C-ROWP-CNTR-DIMS	Private Street Centerline Bearing, Distant & Curve Data
C-ROWP-CNTR-MON	Private Street Centerline Monuments
C-ROWP-CNTR-NAME	Private Street Names
C-ROWP-CNTR-WDTH	Private Street Right-of-Way Width Dimensions
C-ROWP-DIMS	Private Street Right-of-Way Line Bearing, Distant & Curve Data
C-ROWP-MON	Private Street Right-of-Way Monuments
C-ROWR	Railroad Right-of-Way Lines
C-ROWR-CNTR	Railroad Right-of-Way Centerlines
C-ROWR-CNTR-DIMS	Railroad Centerline Bearing, Distant & Curve Dimensions
C-ROWR-CNTR-MON	Railroad Centerline Monuments
C-ROWR-CNTR-NAME	Railroad Names
C-ROWR-CNTR-WDTH	Railroad Right-of-Way Width Dimensions
C-ROWR-DIMS	Railroad Right-of-Way Line Bearing, Distant & Curve Data
C-ROWR-MON	Railroad Right-of-Way Monuments
C-SECT-COR-MON	Section Corner Monuments
C-SECT-COR-TEXT	Section & Quarter Corner Information
C-SECT-LINE	Section Lines
C-SECT-LINE-DIMS	Section Line Bearing & Distant Dimensions
C-SHBD	Sheet Border
C-SHBD-MTCH	Match Line
C-SHBD-MTCH-TEXT	Match Line Text
C-SHBD-TEXT	General Text
C-SHBD-TEXT-BLD	Bold Size Text
C-SHBD-TEXT-MED	Medium Size Text
C-SHBD-TTLB Title	Title Block & North Arrow
C-SHBD-TTLB-TEXT	Title Block Text
C-SSWR-ANNO-TXT	Sewer Text
C-SSWR-CLNO-PNT	Cleanout Point
C-SSWR-CLNO-SYM	Cleanout Symbol
C-SSWR-HEAD-PNT	Sewer Headwork Point
C-SSWR-HEAD-SYM	Sewer Headwork Symbol
C-SSWR-LSTA-PNT	Sewer Lift Station Point
C-SSWR-LSTA-SYM	Sewer Lift Station Symbol
C-SSWR-MAHN-PNT	
C-SSWR-MAH-SYM	
C-SSWR-MANH-PNT	Manhole Point
C-SSWR-MANH-SYML	Manhole Symbol
C-SSWR-MSTA-PNT	Sewer Metering Station Point
C-SSWR-MSTA-SYM	Sewer Metering Station Symbol
C-SSWR-UNDR-MAIN-STAN	Sewermain - Standard

C-SSWR-UNDR-SERV	Sewer Service
C-SSWR-VALV-PNT	Sewer Valve Point
C-SSWR-VALV-SYM	Sewer Valve Symbol
C-SSWR-WEIR-SYM	Sewer Weir Box Symbol
C-SSWR-WIER-PNT	Sewer Weir Box Point
C-SSWR-WIER-SYM	
C-STRM-AREA-CTCH	Catchment Area, Area that Flows to an Outfall
C-STRM-AREA-DET	Detention Area
C-STRM-AREA-STOR	Storage Pond
C-STRM-CB	Catch Basin
C-STRM-MNMD-CANL	Canal, Large Water Conveyance that Interacts w/Storm Drains
C-STRM-MNMD-CHAN	Channel, Concrete Lined Conveyance
C-STRM-MNMD-CNTR	Centerline, Carries the Attributes for the Items Listed Above
C-STRM-MNMD-DTCH	Ditch, Unlined Conveyance
C-STRM-MNMD-IRRG	Irrigation, Small Water Conveyance that Interacts
C-STRM-MNMD-SPWY	Spillway, Allows Surface Flow to Channels/Ditches
C-STRM-NTRL-CNTR	Centerline, Carries the Attributes for the Items Listed Above
C-STRM-NTRL-CREK	Creek
C-STRM-NTRL-RIV	River
C-STRM-NTRL-WASH	Wash
C-STRM-STRC-DIVR	Diversion Structure, Diverts Canal Water to Storm Drain System
C-STRM-STRC-FLGT	Flapgate, Restricts Flow to one Direction
C-STRM-STRC-HDWL	Headwall, Transition from Openflow to Pipe & Visa Versa
C-STRM-STRC-INLT	Inlet, Collects Surface Flow
C-STRM-STRC-JBOX	Junction Box Irrigation Control
C-STRM-STRC-MH	Manhole, Point of Entry to the Storm Drain System
C-STRM-STRC-ORFC	Orifice, Restricts Flow
C-STRM-STRC-OUTF	Outfall, Structures that Release Storm Water to Receiving Water
C-STRM-STRC-PMP	Pump, Moves Water Between Different Elements of the System
C-STRM-STRC-STAN	Stand Pipe, Irrigation Device
C-STRM-STRC-STAN-EXST	
C-STRM-STRC-VAL	Valve, Controls Rate or Direction of Flow
C-STRM-STRC-WIER	Weir, Restricts or Changes Direction of Flow
C-STRM-UNDR	Storm Drain Lines-Underground
C-STRM-UNDR-BDET	Bleed Off, Detention, Flow from Detention Area to Pipe System
C-STRM-UNDR-BPMP	Bleed Off, Pump, Flow from Pump to Pipe Systems
C-STRM-UNDR-CLVT	Culvert, Structure to Allow Flow Under Roads, etc.
C-STRM-UNDR-CONR	Connector, Pipe Connects Inlets to Majors/Laterals
C-STRM-UNDR-EXST	Existing-Storm Drain Lines-Underground
C-STRM-UNDR-IRRG	Irrigation, Part of Irrigation System that Interacts w/Storm Drain

C-STRM-UNDR-LATR	Lateral, Pipe Usually Smaller, Feeds to Majors
C-STRM-UNDR-MAJR	Major, Pipe Backbone, Ends at Outfall
C-STRM-UNDR-OTHR	Other
C-STRM-UNDR-SPHN	Siphon, Allows Flow Under Obstructions
C-SUB-BND	Subdivision Boundary
C-SUB-BND-DIMS	Subdivision Boundary Bearing, Distant & Curve Dimensions
C-SUB-BND-MON	Subdivision Boundary Monuments
C-SUB-NAME	Subdivision Name
C-SWR	Sanitary Sewer-At Grade
C-SWR-EXST	Existing-Sanitary Sewer-At Grade
C-SWR-UNDR	Sanitary Sewer Lines-Underground
C-SWR-UNDR-EXST	Existing-Sanitary Sewer
C-TOPO	Results Of Survey
C-TOPO-BORE	Bore Hole Locations
C-TOPO-FENC	Fence
C-TOPO-FENC-EXST	
C-TOPO-MISC	Miscellaneous Items
C-TOPO-MISC-EXST	
C-TOPO-RTWL	Retaining Wall
C-TOPO-STLT-EXST	Streetlight Pole - Existing
C-TOPO-TEXT	Topo Text
C-TOPO-TRAF-POLE-EXST	Existing Traffic Signal Pole
C-TOPO-WALL	Freestanding Wall
C-TRAF-EQPT	Traffic Signal Equipment
C-TRAF-EQPT-EXST	Existing-Traffic Signal Equipment
C-TRAF-EQPT-MISC	Traffic Signal Equipment-Miscellaneous
C-TRAF-EQPT-TEXT	Traffic Signal Equipment Notes/Text
C-TRAF-FNDN-COND	Traffic Signal Conduit
C-TRAF-FNDN-COND-EXST	Existing-Traffic Signal Conduit
C-TRAF-FNDN-JB	Traffic Signal Junction Boxes
C-TRAF-FNDN-JB-EXS	
C-TRAF-FNDN-JB-EXST	Existing-Traffic Signal Junction Boxes
C-TRAF-FNDN-MISC	Traffic Signal Foundation-Miscellaneous
C-TRAF-FNDN-TEXT	Traffic Signal Foundation Notes/Text
C-TRAF-MISC	Street Names / Miscellaneous Text
C-TRAF-PM-SKW	Traffic-Skip White Paint
C-TRAF-PM-SKW-EXST	Existing-Traffic-Skip White Paint
C-TRAF-PM-SKY	Traffic-Skip Yellow Paint
C-TRAF-PM-SKY-EXST	EXST Existing-Traffic-Skip Yellow Paint
C-TRAF-PM-SOW	Traffic-Solid White Paint

C-TRAF-PM-SOW-EXST	Existing-Traffic-Solid White Paint
C-TRAF-PM-SOY	Traffic-Solid Yellow Paint
C-TRAF-PM-SOY-EXST	Existing-Traffic-Solid Yellow Paint
C-TRAF-POLE	Traffic Signal Poles/Foundations
C-TRAF-POLE-EXST	Existing-Traffic Signal Poles/Foundations
C-TRAF-POLE-EXST-R	
C-TRAF-POLE-EXST-RMVL	Existing-Traffic Signal Poles/Foundations-to be Removed
C-TRAF-SIGN	Traffic Signs
C-TRAF-SIGN-EXST	Existing Traffic Signs
C-TRAF-STLT	
C-UTIL-CABL	Cable-At Grade
C-UTIL-CABL-EXST	Existing-Cable-At Grade
C-UTIL-CABL-OVHD	Cable Lines-Overhead
C-UTIL-CABL-UNDR	Cable Lines-Underground
C-UTIL-CABL-UNDR-EXST	Existing-Cable Lines-Underground
C-UTIL-CWTR-UNDR	Chiller Water Lines-Underground
C-UTIL-CWTR-UNDR-EXST	Existing-Chiller Water Lines-Underground
C-UTIL-FIBR	Fiber Optic-At Grade
C-UTIL-FIBR-	Existing-Fiber Optic-At Grade
C-UTIL-FIBR-OVHD	Fiber Optic Lines-Overhead
C-UTIL-FIBR-OVHD-EXST	Existing-Fiber Optic Lines-Overhead
C-UTIL-FIBR-UNDR	Fiber Optic Lines-Underground
C-UTIL-FIBR-UNDR-	Existing-Fiber Optic Lines-Underground
C-UTIL-FUEL-UNDR	Liquid Fuel Lines-Underground
C-UTIL-FUEL-UNDR-EXST	Existing-Liquid Fuel Lines-Underground
C-UTIL-IRRG	Irrigation line w\Headwalls
C-UTIL-IRRG-ABVG	Irrigation Structures
C-UTIL-IRRG-ABVG-EXST	
C-UTIL-IRRG-EXST	Existing-Open Irrigation line w\Headwalls
C-UTIL-IRRG-UNDR	
C-UTIL-MGAS-UNDER	
C-UTIL-MGAS-UNDR	Medical Gas Lines-Underground
C-UTIL-MGAS-UNDR-EXST	Existing-Medical Gas Lines-Underground
C-UTIL-NGAS	Natural Gas-At Grade
C-UTIL-NGAS-EXST	Existing-Natural Gas-At Grade
C-UTIL-NGAS-UNDR	Natural Gas Lines-Underground
C-UTIL-NGAS-UNDR-	Existing-Natural Gas Lines-Underground
C-UTIL-POWR	Electrical Power-At Grade
C-UTIL-POWR-EXST	Existing-Electrical Power-At Grade
C-UTIL-POWR-EXST	Existing-Electrical Power-At Grade

C-UTIL-POWR-OVHD	Electrical Power Lines-Overhead
C-UTIL-POWR-OVHD-EXST	Existing-Electrical Power Lines-Overhead
C-UTIL-POWR-UNDR	Electrical Power Lines-Underground
C-UTIL-POWR-UNDR-EXST	Existing-Electrical Power Lines-Underground
C-UTIL-SSWR-UNDR-EXST	Existing-Sanitary Sewer Lines-Underground
C-UTIL-STRM-EXST	Existing-Storm Drain / All Structures and Facilities
C-UTIL-TELE-ABVG	Telephone - Aboveground
C-UTIL-TELE-UNDR	Telephone - Underground
C-UTIL-TELE-UNDR-EXST	
C-UTIL-WATR-UNDR-EXST	Existing-Domestic Water Lines-Underground
C-WALK	Walkways - Independent of Street
C-WALK-EXST	Existing-Walkways - Independent of Street
C-WATR	Domestic Water - At Grade
C-WATR-ANNO-TXT	Water Text
C-WATR-BOOS-PNT	Water Booster Station Point
C-WATR-BOOS-SYM	Water Booster Station Symbol
C-WATR-DET	Water Detail Sheet - Line Work
C-WATR-DET-CNTR	Water Detail Sheet - Center Line
C-WATR-DET-DASH	
C-WATR-DET-DDOT	
C-WATR-DET-HIDN	
C-WATR-EXST	Existing-Domestic Water - At Grade
C-WATR-MANH-PNT	Water Manhole Point
C-WATR-MANH-SYM	Water Manhole Symbol
C-WATR-MSTA-PNT	Water Metering Station Point
C-WATR-MSTA-SYM	Water Metering Station Symbol
C-WATR-PRVL-PNT	Water Pressure Relief Valve Point
C-WATR-PRVL-SYM	Water Pressure Relief Valve Symbol
C-WATR-PZON	Water Pressure Zone
C-WATR-REDR-PNT	Waterline Reducer Point
C-WATR-REDR-SYM	Waterline Reducer Symbol
C-WATR-STOR-PNT	Water Storage Point
C-WATR-STOR-SYM	Water Storage Symbol
C-WATR-UNDR	Domestic Water Lines-Underground
C-WATR-UNDR-EXST	Existing-Domestic Water Lines-Underground
C-WATR-UNDR-FIT	Water Fitting
C-WATR-UNDR-MAIN	Watermain
C-WATR-UNDR-SERV	Water Service
C-WATR-VALV-SYM	Water Valve Symbol
C-WATR-WELL-PNT	Water Well Point

C-WATR-WELL-SYM	Water Well Symbol
DEFPOINTS	
L-IRRG-EQPT	Valves, Meters, Etc.
L-IRRG-EQPT-DET	Irrigation Detail Sheet - line Work
L-IRRG-EQPT-DET-CN	
L-IRRG-EQPT-DET-CNTR	Irrigation Detail Sheet - Center Line
L-IRRG-LTRL	Irrigation - Lateral Line
L-IRRG-MAIN	Irrigation - Main Line
L-IRRG-MISC	Wire, Pull Box, Etc.
L-IRRG-PIPE	Irrigation Pipe
L-IRRG-PRIV	Private Irrigation
L-IRRG-SIZE	Irrigation Pipe Size
L-IRRG-SLEV	Irrigation Sleeves
L-IRRG-SYMB	Irrigation Tags
L-IRRG-TEXT	Annotations
L-IRRG-WATR	Irrigation with Water
L-PLNT	Plants
L-PLNT-BLDR	Site Boulders
L-PLNT-CACT	Desert Plants
L-PLNT-DEMO	Demolish / Removal
L-PLNT-EXST	Existing Plants
L-PLNT-FURN	Site Furniture
L-PLNT-HEAD	Landscape Headers
L-PLNT-SAVG	Plant Salvage
L-PLNT-SHRB	Plant - Shrub
L-PLNT-TEXT	Landscape Text
L-PLNT-TREE	Trees
Z-BLDG	Major Existing Building Outlines
Z-BLDG-DIMS	Major Building Dimensions
Z-BLDG-FUTR	Future Buildings and Additions
Z-SITE	Building Setback Lines
Z-SITE-DIMS	Building Dimensions
Z-SITE-DRVW	Driveways
Z-SITE-FENC	Fences/Walls
Z-ZONE	Existing Zoning Lines
Z-ZONE-DIMS	Zoning Dimensions
Z-ZONE-FUTR	Rezoning Proposals
Z-ZONE-FUTR-TEXT	Rezoning Proposals Text
Z-ZONE-TEXT	Zoning Identification Text

*Any existing layer not listed should be named with the layer name and "-EXST"
EXAMPLE: C-BLDG-EXST

Appendix H
Sheet Naming Conventions
Public Works Department

COVER SHEET ..... (PROJECT #)CS
LEGEND & NOTE SHEET ..... (PROJECT #)LN
KEY MAP ..... (PROJECT #)KM (If not included on Cover Sheet)
ROADWAY SUMMARY SHEET ..... (PROJECT #)RS
TYPICAL SECTIONS ..... (PROJECT #)TY
PAVING PLANS ..... (PLAN/PROFILE) (PROJECT #)PP1 THRU (PROJECT #)PP?

IF PAVING PLANS HAVE SEPARATE PLAN AND PROFILE SHEETS:

PLAN SHEETS ..... (PROJECT #)PL1 THRU (PROJECT #)PL?
PROFILE SHEETS ..... (PROJECT #)PRO1 THRU (PROJECT #)PRO?

PAVING DETAILS ..... (PROJECT #)PD1 THRU (PROJECT #)PD?

STORM DRAIN QUANTITY SUMMARY SHEET ..... (PROJECT #)SDQ
HYDRAULIC GRADE LINE SHEET ..... (PROJECT #)HGL
STORM DRAIN DESIGN SUMMARY SHEET ..... (PROJECT #)SDS
SOIL BORING LOGS ..... (PROJECT #)SB1 THRU (PROJECT #)SB?
STORM DRAIN PLANS ..... (PROJECT #)SD1 THRU (PROJECT #)SD?
CATCH BASIN CONNECTOR PIPE PROFILES ..... (PROJECT #)CPP1 THRU (PROJECT #)CPP?
STORM DRAIN DETAILS ..... (PROJECT #)SDD1 THRU (PROJECT #)SDD?

LANDSCAPE PLANS ..... (PROJECT #)LS1 THRU (PROJECT #)LS?
LANDSCAPE IRRIGATION PLANS ..... (PROJECT #)LSI1 THRU (PROJECT #)LSI?
LANDSCAPE DETAILS ..... (PROJECT #)LSD1 THRU (PROJECT #)LSD?

STREET LIGHT TRENCHING PLANS ..... (PROJECT #)SL1 THRU (PROJECT #)SL?
TRAFFIC SIGNAL PLANS ..... (PROJECT #)TS1 THRU (PROJECT #)TS?
TRAFFIC SIGNAL DETAILS ..... (PROJECT #)TSD1 THRU (PROJECT #)TSD?

BRIDGE PLANS ..... (PROJECT #)BR1 THRU (PROJECT #)BR?

WATERLINE PLANS ..... (PROJECT #)WP1 THRU (PROJECT #)WP?
WATERLINE PROFILES (If separate from Plans) ..... (PROJECT #)WPP1 THRU (PROJECT #)WPP?
WATERLINE TIE-IN DETAILS ..... (PROJECT #)WTD1 THRU (PROJECT #)WTD?
WATERLINE DETAILS ..... (PROJECT #)WD1 THRU (PROJECT #)WD?

SANITARY SEWER PLANS ..... (PROJECT #)SS1 THRU (PROJECT #)SS?
SANITARY SEWER DETAILS ..... (PROJECT #)SSD1 THRU (PROJECT #)SSD?

Note: (PROJECT #) = City Project Number

Geographic Information Systems

QC/QA Plan

City of Rio Rancho

Records & GIS Section, Engineering Division

Public Works Department

Implemented December 2014
Updated July 2017

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.

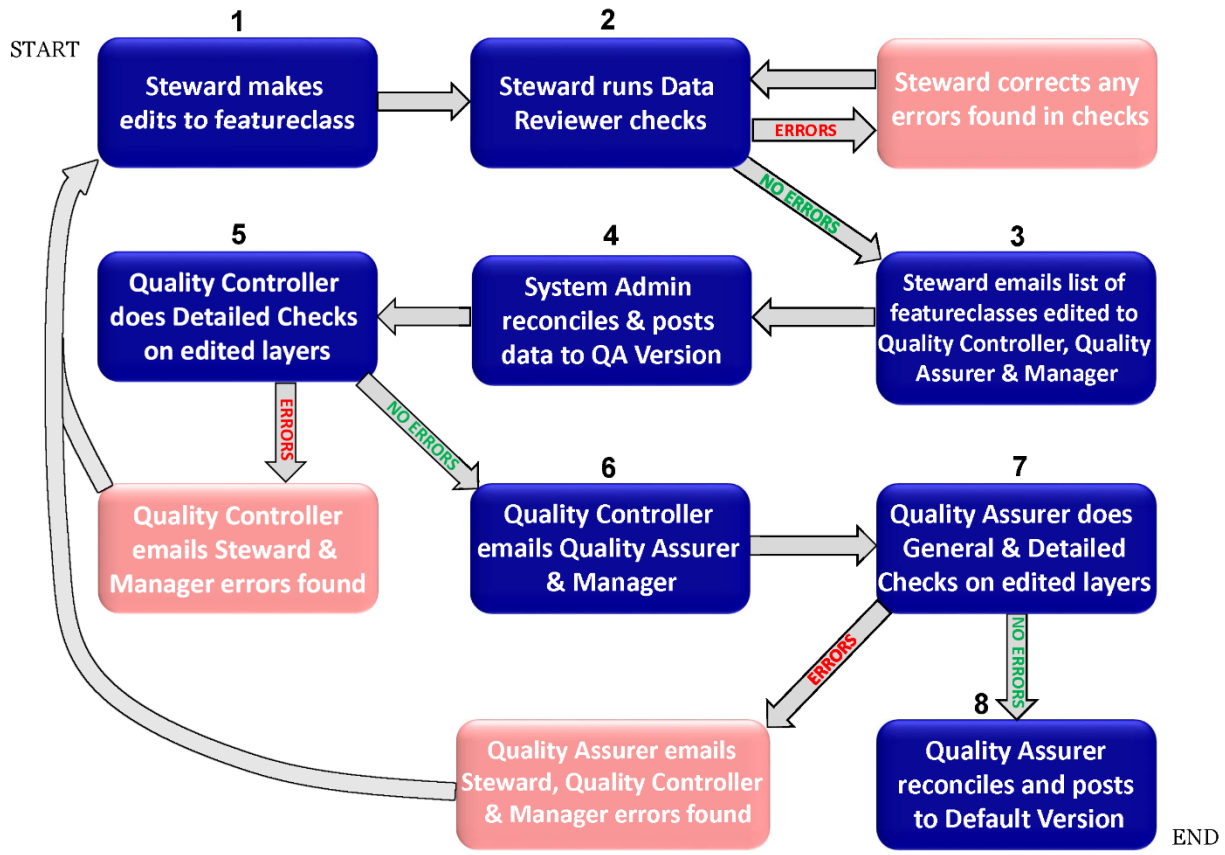
Editor Tracking
Editor Tracking is a tool available in ArcGIS that creates four fields in a featureclass: Creator**,** Editor, Creation Date, and Last Edit Date**.** Each time a featureclass is edited, this tool auto populates these fields (down to the exact second in time) with when the feature was 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 X .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.

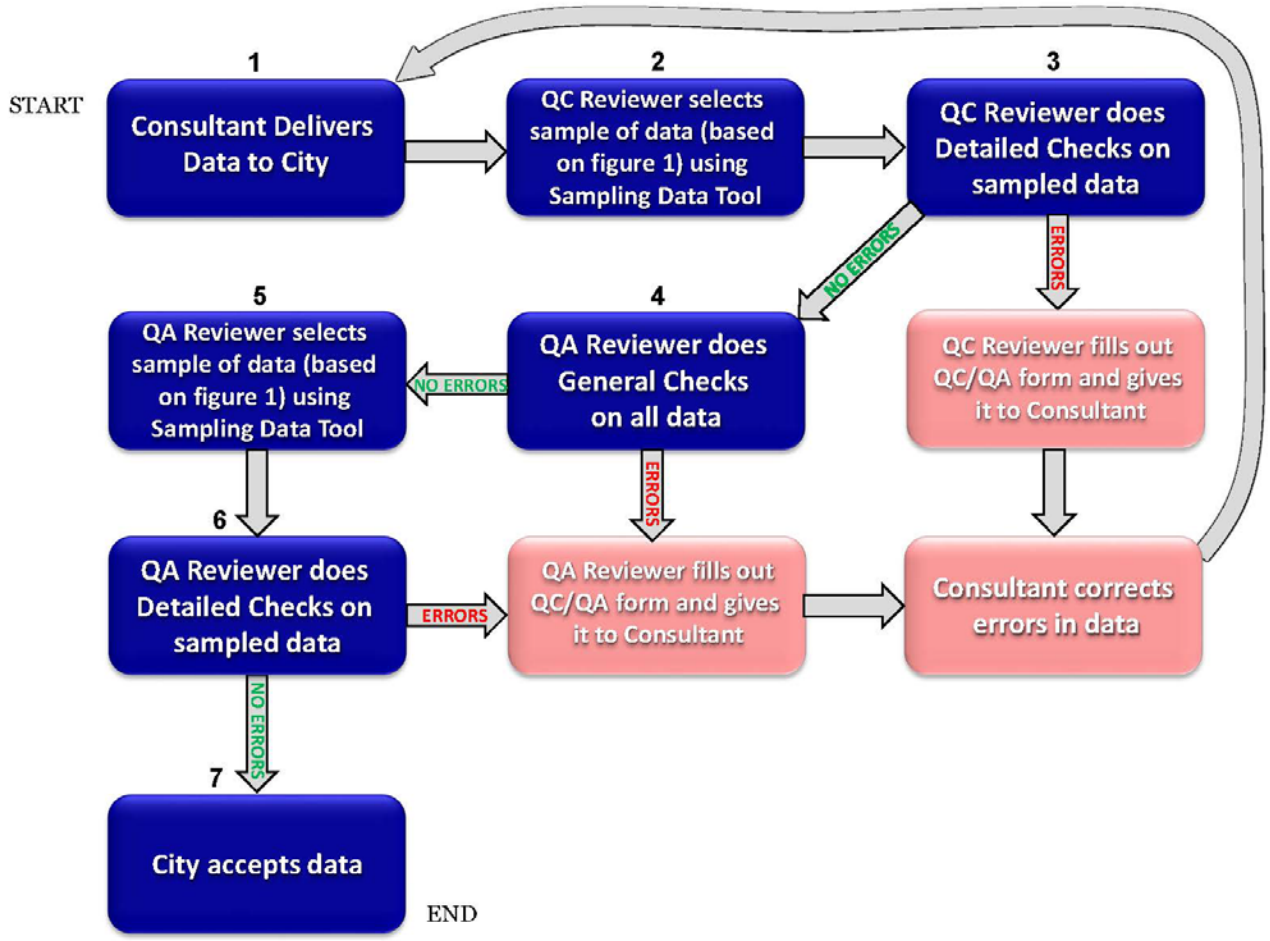
Detailed Checks

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 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 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 deliverable dataset. A random sample of data 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 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.

Table 1 – QC and QA Sample Sizes		
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 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 appropriate 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 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

7/13/17

John Martineau
Records & GIS Section Manager

Date

7/13/17

BJ Gottlieb
City Engineer/Eng. Div. Manager

Date