

VILLAGE OF TAOS SKI VALLEY

REQUEST FOR PROPOSALS # 2017-02

FOR

SEPTIC SYSTEM IMPROVEMENTS AT THE TAOS MOUNTAIN LODGE

I. Introduction

The Village of Taos Ski Valley (from here on in referred to as VTSV) as sponsor is soliciting qualification-based sealed proposals for selecting a business to provide SEPTIC SYSTEM IMPROVEMENTS contracting services for the scope of work below. Proposals will be accepted until **3:00pm Friday August 12, 2016/local time** in the office of the Village of Taos Ski Valley located 7 Firehouse Road, PO BOX 100, Taos Ski Valley, NM 87525. An evaluation review committee will review proposals in private and a recommendation will be made to the Village Council for the contract award.

Property for installation is located at 1346 Hwy 150, Taos Ski Valley, NM 87525.

PLEASE NOTE: NO GUARANTEED OVERNIGHT DELIVERY TO TAOS SKI VALLEY.

II. Qualifications and Scope of Work

The VTSV request for qualification based proposals for SEPTIC SYSTEM IMPROVEMENTS shall be based on the items listed:

Qualifications

- Must have experience working with New Mexico Environment Department & Liquid Waste Disposal and Treatment Regulations.
- Experience with utility excavation and underground installation of septic system and tanks in a high mountain environment.
- Must be licensed with the New Mexico Environment Department for Septic System installation.

Scope of work

- Removal of two old existing liquid waste systems.
- Installation of four 1500 one-piece low profile holding tanks (for a 6000 gallon total capacity) for liquid waste disposal. (One piece concrete tanks, lining or coating applied, are to be used; must be certifiable to be leak proof)
- Flow through for three of the tanks with a high water alarm set before liquid will flow into the forth tank.
- Must meet or exceed all Installation and Maintenance Conditions and terms regarding the Liquid Waste Permit and Variance Approval (attached).

III. Contract Limitations

- A. The RFP award will be based on the criteria set out in the scope of work and this proposal.
- B. A formal contract will be entered into with the most responsible business and what is deemed most beneficial to the VTSV.
- C. The selected business will comply with N.M. Worker's Compensation Laws. The VTSV will not be responsible for any accidents or injuries to their employees or agents.

IV. Selection Process

The selection of a business shall be based on a comparative analysis of costs and the benefits to the VTSV.

Requirements for Proposal

1. Two (2) sets of proposals that include a signature sheet shall be submitted.
2. **Three additional references, awards or recommendations are requested and should be placed at the end of the proposal.**

V. Evaluation Criteria and Weighting

The above requirements will be evaluated, in private, based upon the following criteria and relative importance as applied by the Evaluation Committee to the material in the required submittals:

- A. Experience working with New Mexico Environmental regulations and personnel. **20%**
- B. Experience with utility excavation, specifically septic systems, and underground placement of septic holding tanks and system in a high mountain environment. **60%**
- C. A New Mexico business. **05%**
- D. Previous jobs of similar scale. **10%**
- E. Timeline to start and complete the project. **05%**

For a total of 100%

Contract Award

The contract shall be awarded to the Respondent (s) whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points. The award is subject to approval by the Mayor and/or Village of Taos Ski Valley Governing Body.

No Obligation

This procurement in no manner obligates The Village of Taos Ski Valley or any of its agencies to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when The Village of Taos Ski Valley determines such action to be in the best interest of The Village of Taos Ski Valley.

Legal Review

The Village of Taos Ski Valley requires that all respondents agree to be bound by the General Requirements contained in this RFP. Any respondent concerns must be promptly brought to the attention of the Procurement Officer. The contract to be entered into between the Village and the selected vendor for provision of the systems and services solicited by this RFP shall be subject to legal review and approval by the Village Attorney and will contain provisions mandated by and advisable under New Mexico law

Protest Deadline

Any protest by a respondent must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations providing a 15-day protest period following knowledge of the facts or circumstances giving rise to the protest. Protest must be written and must include the name and address of the protestor and the request for proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits, and it must specify the ruling requested from The Village of Taos Ski Valley. The protest must be delivered to the Procurement Officer, Village of Taos Ski Valley, PO Box 100, 7 Firehouse Road, Taos Ski Valley, NM 87525. Protests received after the deadline will not be accepted.

VI. Other Proposal Information

- A. NOTICE: The Procurement Code, 13-1-22 through 13-1-199, NMSA 1978 Amended, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.
- B. NON-DISCRIMINATION: Firms doing business with the State of New Mexico must be in compliance with the Federal Civil Rights Act of 1964 and Title VII of the Act. Rev., 1979 and the Americans with Disabilities Act of 1990.

- C. All submittals must be clearly marked and sent to the address below. Any questions or comments concerning the procurement process and questions concerning the Scope of Work should be directed to:

Village of Taos Ski Valley
c/o Nancy Grabowski, Certified Procurement Officer
PO Box 100
Taos Ski Valley, NM 87525
(575)776-8220

- D. All Submittals must be received at the address and by the date and time specified herein.
- E. Submittals must contain the name, address, and daytime telephone number for contact persons to whom additional selection process requests should be directed.
- F. The VTSV will not pay for any costs associated with preparation or submission of proposals.