

# VILLAGE OF TAOS SKI VALLEY, NEW MEXICO

## REQUEST FOR INFORMATION

**TITLE: Property Suitable For Village Facilities Within The Taos Ski Valley**

RFI VTSV 2020-10

Issue Date:	September 14, 2019
Proposal Question Deadline:	September 23, 2019 at 4:00 p.m. MST time
Question Response Deadline:	September 30, 2019 at 4:00 p.m. MST time
Proposal Deadline:	October 4, 2019 at 4:00 p.m. MST time
Deliver to &	
Purchasing Contact:	Nancy Grabowski, Procurement Officer
	Finance Department
	Phone: (575) 776-8220 ext 2
	Email: <a href="mailto:ngrabowski@vtsv.org">ngrabowski@vtsv.org</a>

### Introduction

The Village of Taos Ski Valley (VTSV) is requesting Information from Owners of property within the Village, which has use for municipal purposes and could be available to VTSV. The varied properties may be for many different proposed uses and types of property. Sealed proposals with the Information about Property available to the Village, with type and proposed use along with the terms of a transaction, are sought for review and consideration. The object is to identify possible resources for planning Village service facilities in the near and long term.

A copy of this RFI can be obtained from VTSV website at [www.vtsv.org](http://www.vtsv.org)

(direct link- <http://vtsv.org/how-do-i/bid-on-village-projects-rfps/>) until the expiration date of this solicitation. It is incumbent upon the Respondent to check the website for additional information and/or addenda. RFIs can also be obtained from Nancy Grabowski, Certified

Procurement Officer, Village of Taos Ski Valley Municipal Offices, 7 Firehouse Rd, Taos Ski Valley, NM 87525. CPO can be reached at (575) 776-8220 Ext 2 or email [nancy@vtsv.org](mailto:nancy@vtsv.org).

Questions regarding the substance of the RFI or scope of services must be submitted via e-mail to the purchasing contact listed above no later than the Proposal Question Deadline indicated above.

Sealed Responses clearly marked with the RFI# are due prior to the Response Deadline indicated above and must be delivered to the Municipal Offices, located at Village of Taos Ski Valley Municipal Building; 7 Firehouse Rd, Taos Ski Valley, NM 87575. Late responses will not be accepted – NO EXCEPTIONS.

**NOTE - There is NO overnight guaranteed delivery to Taos Ski Valley.**

## **SECTION 1 - DESCRIPTION AND REQUIREMENTS**

### **PROJECT DESCRIPTION:**

VTSV seeks information about available property within the Taos Ski Valley that has use for Village service and facilities. The property may be of varied types; easements, water rights, conservation easements, substandard lots, buildable lots, buildings, open space, etc. The property description, identification, location, ownership, proposed municipal use and terms of transaction need to be part of the RFI response.

The Village would like to know if the property can be donated to VTSV and the value estimate of the property. The information will be gathered to assist in planning Village services and facilities. The information may be subject to disclosure to the public. The Village will contact all that submit proposals after the evaluation and may pursue further information and/or transaction. Examples include; easement for recreation, property or easement for snow storage and service lines - including drainage and waste water, real estate for emergency services, recreation, etc.

### **GENERAL REQUIREMENTS:**

Proposer shall provide Information about available property suitable for Village service and facilities. The Information of the proposal will include the following:

- Type of the property including but not limited to; land, building, easement, etc.
- Description of the property including but not limited to; GIS location, identification numbering, size, history, etc.
- Ownership and Agent information
- Proposed municipal use; narrative of how the property could provide a service or facility to the VTSV community.

- Estimated dollar value of the property (**Will not be considered as an offer**)
- And terms of the acceptable transaction; is donation possible, is lease, purchase, or easement anticipated?

## **PROPOSAL REQUIREMENTS:**

Contractor proposal included the following outlined in each section below:

1. Table of Contents. Each proposal shall include an index to the major topics contained in the proposal and all pages shall be numbered.
2. Letter of Transmittal. Describe Owner's interest in and ability to providing property for use in providing Village services and facilities.
  - a. This Letter of Transmittal must state that the proposal is valid for at least a 120 day period and that you are aware the information is subject public inspection.
  - b. Identify the owner or agent who is authorized to contractually bind the firm and can be contacted for transaction information. Provide name, title, address, email, and telephone number of this person.
  - c. Provide name, title, address, mail, and telephone number of other key contacts for the RFI during the evaluation process (i.e. appraiser, engineer, etc.)

## **REQUIRED FORMS:**

- (1) Proof of ownership or agency
- (2) Campaign Disclosure (blank form attached to this Request for Information)

## **Attachment 1**

### **CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Pursuant to Chapter 81, Laws of 2006, any prospective Contractor seeking to enter into a contract with any state agency or local public body must file this form with the state agency or local public body. The prospective must disclose whether they, a family member or a representative of the prospective has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the signs the contract, if the aggregate total of contributions given by the prospective, a family member or representative of the prospective to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

**THIS FORM MUST BE FILED BY THE PROSPECTIVE RESPONDENT WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAVE MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office.

"Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or un-reimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services or construction

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Tendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture association or any other private legal entity.

"Prospective" means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective.

DISCLOSURE OF CONTRIBUTIONS applies to contributions made to the following Public Officials:

Christof Brownell, Mayor

BOARD MEMBERS:

Thomas P. Wittman Mayor Pro Tem

Jeff Kern, Councilor

Roger Pattison, Councilor

Chris Stagg, Councilor

Contributions made by:\_\_\_\_\_

Relation to Prospective:\_\_\_\_\_

Name of Applicable Public Official:\_\_\_\_\_

Date Contribution (s) made:\_\_\_\_\_

Amounts (s) of Contributions (s)\_\_\_\_\_

Nature of Contributions (s)\_\_\_\_\_

Purpose of Contributions (s)\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

OR  
NO CONTRIBUTIONS IN THE AFFREGATE TOTAL OVER TWO HUNDRED FIFTY  
DOLLARS (\$250) WERE MADE to an applicable official by me, a family member or  
representative.

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Signature

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Date

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Title (Position)



