

# **Pueblo of Pojoaque**

## **REQUEST FOR PROPOSAL**

**RFP No.2022/01**

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**WWTP Lagoon Liner Installation**

**27 Tribal Works Road**

**Santa Fe, N.M 87506**

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## **1. Scope of Work**

### **Background Narrative:**

**The Pueblo of Pojoaque will select a qualified Liner Installation Contractor with familiarity of Pojoaque tribal lands, procedures, and master planning objectives to provide the installation of a textured lagoon liner at our wastewater facility. The purpose of this installation will provide more holding space for our effluent water that we treat through our wastewater treatment facility so we can run our facility more efficiently and at full capacity.**

### **Work Plan:**

- **All dirt, pipe and concrete work required to complete the installation including but not limited to, Fine grading, Watering, Rolling and Compacting of the subgrade, Excavation of the anchor trench and Backfilling, compacting of the anchor trench and placing of any required sand or gravel over etc. over the liner.**
- **Dewatering prior and during installation.**
- **Provide all equipment necessary to complete job “Heavy Equipment, Dumpster for waste, tools etc.**
- **Furnish and install approximately 400,000 ft<sup>2</sup> of sufficient 60 mil white textured liner.**
- **Place the liner on a clean, dry, well compacted sub graded area.**
- **Accomplish all required field seaming and Nondestructive testing of all field seams.**
- **Provide and install pipe boots as required.**
- **Attach the liner to concrete structures in pond area.**
- **Provide a final inspection of the installed liner, and repair any areas damaged by the installation crew**

## **2. Request for Proposals**

**Proposals must be received by the Pueblo of Pojoaque Tribal Works Department at 27 Tribal Works Road Santa Fe, NM 87506 on or before 12:00PM on Friday February 10th Any proposal received after this deadline will not be considered. This proposal is for the purpose of procuring professional services for the following:**

### **WWTP Lagoon Liner Installation**

**The proponent's attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, Pueblo of Pojoaque Laws, and the rules and regulations of all authorities having jurisdiction shall apply to the proposal throughout.**

**Equal Opportunity in Employment: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or sexual orientation. Proponents on this work will be required to comply with the Presidents Executive Order No. 11246, as amended.**

**After the initial proposal evaluations, all firms qualified for further consideration may be contacted for interviews. Proposals may be held for sixty (60) days subject to action by the Pueblo. The Pueblo reserves the right to reject any or all proposals in part or in whole.**

**ATTEST:** \_\_\_\_\_

**Randy Vigil, Tribal Works Director**

**Pueblo of Pojoaque, New Mexico**

### **3. Proposal Schedule**

- **Issuance of RFP's:** **1/23/2023**
- **Receipt of Proposals** **2/10/2023**
- **Evaluation of Proposals** **2/13/2023**
- **Notice to Proceed** **2/17/2023.**

#### **4. Information for Proponents**

##### **4.1. Receipt of Proposals**

**The Pueblo of Pojoaque invites firms to submit three (3) original proposals. The Tribal Works Office must receive proposals on or before 12:00PM on Friday February 10<sup>th</sup>. The Proposals will be submitted in one sealed envelope.**

**The packets must be submitted and addressed to the Tribal Works Department, 27 Tribal Works Road Santa Fe, N.M. 87506. The Proposals must include the proposal number: 2022/01; Title of the Proposal: WWTP Lagoon Liner Installation; and name and address of the proponent:**

**The Pueblo may consider non-responsive any proposals not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and/ or all proposals. Any proposal received after the time and date specified shall not be considered. No proposing firm may withdraw a proposal within sixty (60) days after the actual date of the opening thereof.**

#### **4.2. Preparation of Proposal**

**Proponents shall comply with all instructions and provide all the information requested. Failure to do so may disqualify the proposal.**

**The proposal will be signed by an officer or employee of the proposing firm authorized to contract work for the firm. All information will be given in ink or typewritten. Corrections shall be initialed in ink by the person signing the proposal.**

**Any time prior to their opening, proposals may be withdrawn by written notice.**

**This request for proposals may be canceled or any and all proposals may be rejected in whole or in part, whenever the Pueblo of Pojoaque determines it is in the best interest of the Pueblo.**

#### **4.3. Addenda and Interpretation's**

**No oral interpretation of the meaning of any section of the proposal documents will be binding. Oral communications are permitted in order to make an assessment of the need for an addendum.**

**Each request for such interpretations should be in writing addressed to Randy Vigil, Tribal Works Director, 27 Tribal Works Road Santa Fe, N.M. 87506. To begin consideration, requests must be received at least five working days prior to the date set for the receiving of proposals.**

**Any and all such interpretations and any supplemental instruction will be in the form of written addenda to the RFP, which if issued, will be mailed by certified mail with return receipt requested to all prospective firms not later than three working days prior to the date fixed for the receipt of the proposals. The failure of any proposing firm to receive any such addenda or interpretations shall not relieve such firm from any obligation under their proposal as submitted. All addenda so issued shall become part of the contract documents.**

#### **4.4. Laws and Regulations**

**The Proposing firm's attention is directed to the fact that all applicable Federal Laws, State Laws, and the rules and regulations of all authorities having jurisdiction over said item shall apply to the contract throughout. They will be deemed to be included in the contract the same as though herein written out in full.**

#### **4.5. Method of Award**

**The proposal is to be awarded based on qualified proposals as per the enclosed rating system and at the discretion and consideration of the Pueblo of Pojoaque, Tribal Works Director.**

#### **4.6. Proposal Format**

**Pueblo of Pojoaque Suggests that you include the following information in your proposal.**

##### **(a) Qualifications**

**Include a brief history of your company, including your past experience in dealing with similar projects. Also include the owners' names or those persons authorized to sign contracts for your business. A general statement of the firm's qualifications, services offered, years in business, representative projects, number of employees, etc.**

##### **(b) Management Team**

**A list of each of the individual firms or professionals that will be involved in the project, the role they are scheduled to play, their professional qualifications, experience, professional affiliations, etc.**

##### **(c) Firm's Experience with Similar Projects**

**A list of projects that are representative of similar project experience in scope and nature of this project. For each project specify the services contracted for, size, cost, and overall schedule of the project and well as project manager's contact information**

**(d) Communication**

**Explain how you intend to communicate between executives, management, and staff in addition to how you will communicate to the project manager to ensure the project stays on schedule.**

**(e) Equipment**

**Detail the equipment necessities as well as their estimated cost. If you need additional services or space from the Pueblo of Pojoaque you should list those requirements here with a brief explanation**

**(f) Expense Breakdown**

**Build a detailed list of all expected expenses.**

**(g) Expense Summary**

**Give a brief summary of the total costs for your proposed contract. You may also include a brief explanation of the contributing costs to the total cost.**

**(h) Licensing and Bonding**

**If applicable, include the details of your licenses and bonds for the services you are proposing. If possible, enclose proof of your licenses and bonds.**

**(I) Insurance**

**If applicable, provide the details of insurance your company will provide for your staff and the project.**

**5. Special Conditions**

**5.1. General**

**When the Pueblo Purchasing Agent issues a purchase order document in response to the Vendor's proposal, a binding contract is created.**

**5.2. Assignment**

**Neither the order, nor any interest therein, nor claim under, shall be assigned or transferred by the vendor, except as expressly authorized in writing by the Pueblo Purchasing Officer. No such consent shall relieve the vendor from its obligations and liabilities under this order.**

### **5.3. Variation in the scope of work**

**No increase in scope of work of services after award will be accepted, unless means were provided for within the contract documents. Increases or decreases in scope of work can be made upon request by the Pueblo or unless such variation has been caused by documented conditions beyond the engineer's control, and then only to the extent specified elsewhere in the contract documents.**

### **5.4. Taxes**

**The price shall include all applicable taxes. The Pueblo is exempt from gross receipts tax on tangible personal property. A tax-exempt certificate will be issued upon written request**

### **5.5. Invoicing**

**The consultant's invoice will be submitted in duplicate, and duly certified. It will contain the following information: invoice number, invoice date, beginning and ending dates of service rendered, description of the suppliers or services, quantities, unit prices and extended totals. A separate invoice will be submitted for each complete order. The invoice will include all applicable taxes. The consultant will review the invoice with the Pueblo's Project Manager and make corrections, prior to submission for payment. Invoices will be submitted to the Tribal Works Director.**

### **5.6. Method of Payment**

**Payment shall be made upon receipt of a detailed invoice and proof of delivery and acceptance of the products hereby contracted or as otherwise specified in the compensation portion of the contract documents.**

### **5.7. Default**

**The Pueblo reserves the right to cancel all or any part of this order without cost to the Pueblo if the vender fails to meet the provisions for this order and to except as otherwise**

**provided herein, to hold the vender liable for any excess cost occasioned by the Pueblo due to the vendor's default. The vendor shall not be liable for any excess cost if failure to perform the order arises out of causes beyond their control and without the fault or negligence of the vendor and these causes have been made known to the Pueblo of Pojoaque in written form withing five (5) working days of the vender becoming aware of a cause which may create any delay; such causes include, but are not limited to, acts of God or the public enemy, acts of the State or the Federal Government, fires, floods, epidemics, severe weather and defaults of sub-contractor due to any of the above unless the Pueblo shall determine that the suppliers or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. The rights and remedies of the Pueblo are not limited to those provided for in this paragraph and are in addition to any other rights provided by law.**

#### **5.8. Non-Discrimination**

**By signing this Pueblo of Pojoaque proposal, the proponent agrees to comply with the President's Executive Order No.11246 as amended.**

#### **5.9. Non-Collusion**

**In signing this proposal, the proponent certifies that they have not, either directly or indirectly, entered into action in restraint of full competition in connection with this proposal submittal to the Pueblo of Pojoaque Tribal Works Department.**

### **6. Scope of Services**

#### **6.1. Introduction**

**This project consists of WWTP Lagoon Liner Installation**

#### **6.2. Basic Consultant Qualifications.**

**Consultants must clearly demonstrate they currently have the requisite staff and necessary engineering expertise for this project. All work must be done by or under the direct supervision of Engineers and surveyors registered to practice in New Mexico. The Pueblo fully anticipates the consultant immediately start work on this project with the notice to proceed and expediently complete the design work within an approved schedule.**

**Proponents need to demonstrate environmental sensitivity in design and ability to work with the public in project development.**

**Consultants will need to complete the design requirements in accordance with applicable codes, laws and standards.**

**Work plans should address critically timed tasks and the consultant's strategy and key staff to deal with them. Consultants need to explain their strategy to coordinate the efforts of any sub-consultants on their team.**

### **Quality Control**

**Consultants must provide detailed internal quality control procedures for verification of plans, however, if the Pueblo must do so, it will back charge consultants its actual costs. Errors and omissions will be the responsibility of the consultant. Consultations will not be liable for errors or omissions in owner furnished data.**

## **7. Proposal Evaluation Criteria & Method of Award**

**Project: WWTP Lagoon Liner Installation**

**Name of Consultant Firm: \_\_\_\_\_**

**Evaluation Criteria:**

