

Date: November 30, 2023

Ref: RFP #2024-003P On-Call Professional and General Engineering Services

ADDENDUM #1

Purpose: This addendum is to post the Pre-Proposal Conference Agenda for November 28, 2023.

1. Pre-Proposal Conference Agenda and Sign In Sheet

- Please see attached Pre-Proposal Conference Agenda and Sign In Sheet.

Please contact me at purchasing@ruidoso-nm.gov if you have any questions.

Sincerely,

Carol Kirkpatrick
Purchasing Agent

RFP: #2024-003P
On-Call Professional and General Engineering Services

Pre-Proposal Agenda
November 28, 2023

Introductions:

- Carol Kirkpatrick, Purchasing Agent
- Ron Sena, Village Manager

Deadlines:

- Proposals Due: December 14, 2023 @ 10:00 am
- Deadline to Submit Questions: December 5, 2023
- Response to Written Questions: December 7, 2023

Technical Proposal Submittal:

TAB A: Table of Contents

TAB B: Response to Business Specifications (Section IV. B)

1. Signed Letter of Transmittal Form (Appendix D)
2. Signed Campaign Contribution Form (Appendix E)
3. Signed Debarment Certification (Appendix F)
4. Signed Non-Collusion Affidavit (Appendix G)

TAB C: Response to Technical Specifications (Section IV. C)
(Please reference Section IV.C.1-6)

1. Corporate Experience and Capabilities
2. Specialized Design and Technical Competence
3. Capacity and Capability of the Offeror to Perform the Work
4. Past Record of Performance
5. Proximity to or Familiarity with the Area in which the Project is Located
6. Current Volume of Work With the Contracting Agency Not 75% Complete (Appendix H)

TAB D: Proposal Summary (Optional)

TAB E: Offeror's Response to Contract Terms and Conditions (If applicable) (Section II.C.15)

TAB F: Offeror's Additional Terms and Conditions (If applicable) (Section II.C.16)

TAB G: Other Supporting Material (If applicable)

Detailed Scope of Work:

- See Attached

Tribal/Local Public Agency (T/LPA) Certification and Training Program:

- Applicants must be certified on the Tribal/Local Public Agency (T/LPA) process prior to entering into agreements with the Village and obtaining Federal funds. Federal-Aid Highway funds are only available to T/LPAs that obtain the required certification. (See Attachment A)

Questions:

- All questions must be submitted in writing to purchasing@ruidoso-nm.gov and will be addressed in an addendum and posted to our website. All potential offerors who submitted the Acknowledgement of Receipt Form (Attachment A) will receive an email when it is posted.

APPENDIX B – DETAILED SCOPE OF WORK

RFP #2024-003P

On-Call Professional and General Engineering Services

PROJECT DESCRIPTION

The Village of Ruidoso, New Mexico is requesting proposals to provide Professional and General Engineering Services to include Grant Funding Consulting, Grant Searching and Application Process, Planning, Design Services, Surveying Services, Landscaping Services, Consulting, and Engineering for the Village of Ruidoso, with a focus on design and construction of recreation trails and pathway design and roadway design and drainage under an On-Call Service Agreement. Applicants must be licensed professional engineer in the State of New Mexico.

Applicants must have experience with the New Mexico Department of Transportation (NMDOT) Federal Highway Administration (FHWA) Recreation Trail and Pathway Design and Roadway Design and Drainage. Applicants must also be certified on the Tribal/Local Public Agency (T/LPA) process prior to entering into agreements with the Village and obtaining Federal funds. Federal-Aid Highway funds are only available to T/LPAs that obtain the required certification. (See Attachment A)

The Contracting Agency is requesting proposals for professional:

Architects/Landscape Architects

- Programming Phase
- Schematic Phase
- Design Development Phase
- Construction Documents Phase
- Bidding & Negotiations Phase
- Construction Administration Phase
- Post-Construction Phase

Engineers

- Study and Report Phase
- Preliminary Design Phase
- Final Design Phase
- Bidding & Negotiations Phase
- Construction Phase
- Operational Phase

Surveyors

- Property Boundary survey
- Topographic Survey
- Easement Survey
- Right-of-Way Survey
- Inspection Report

Planning Studies

- Comprehensive Plan
- Strategic (i.e. issue specific)
- Mapping and/or Zoning
- Other Planning Tasks

Projects May Include:

- Design and construction of multi-use pathways and walking trails
- Design and construction of multi-use path, lighting, and trail amenities
- Engineering for federal, state, and local trails and roadways
- Roadway design and construction
- Drainage design and construction
- On-call engineering services necessary for providing emergency/disaster operations, damage and repair assessment and emergency recovery engineering services
- Preliminary and final engineering studies, environmental, historical reports, preliminary and final design services
- Provide engineering and technical assistance (project evaluations, field inspections and investigations, analysis, recommendation, system design, cost and time estimates, testing, reports, studies, etc.) to other professional, design and assessment services

- Provide quality control and assurance services relating to the review of project and system design documents, specifications, recommendations, and cost estimates prepared by others
- Sub-surface investigation
- System assessment, material condition review, reliability analysis, testing, and design services
- Emergency operations, damage and repair assessment and recovery engineering services to include engineering, planning, and surveying services; environmental investigations; architectural and landscape design services; as well as administration of FEMA/FHWA projects, debris reduction contracts and debris removal contracts.
- Provide the required engineering, observation, inspection, testing, and support services during the construction and/or renovation of new or existing infrastructure, facilities, buildings and building systems to ensure compliance and adherence to construction project documents.

Project Phase:

Each individual project's scope of work performed will be subject to the Participating Entity engaging, assessing, evaluating, selecting, and negotiating with the Offeror that possesses the qualifications, background, experience, attributes, and resources that best fit their project's goals, objectives, and outcomes, and to assist them in developing, implementing, executing, conducting, and completing the identified project in the most cost effective and timely manner.

The project phases may include, but are not limited to:

- Programming phase;
- Conceptual design and alignment studies;
- Schematic design phase;
- Design development phase;
- Construction documents phase;
- Procurement and/or bidding phase;
- Construction phase;
- Project acceptance and close-out;
- Project 11-month warranty phase

Post Construction:

- Completing all project documentation including, but not limited to, change order summary, final detail estimate, project acceptance documentation, and claims management/resolution
- Finalize all project documents for NMDOT, FHWA, and Village or Ruidoso review and inspection
- Preparing a final construction project report as required by NMDOT and FHWA Guidelines

Attachment A



Tribal and Local Public Agency (T/LPA) Certification Training

The NMDOT is initiating a new certification program that requires the “Person In Responsible Charge” for Federally Funded T/LPAs Projects to become certified on the T/LPA process prior to entering into agreements with NMDOT and obtaining Federal funds.

This program will be voluntary until January 1, 2024, at which point it will become mandatory. Training on the T/LPA Handbook will be offered throughout the State over the next six (6) months, allowing multiple opportunities to receive training and become certified prior to January 2024.

Area	Date	Location
Farmington	July 24-25th	Farmington Civic Center 200 W Arrington, Farmington
Gallup	Aug 16-17 th	Gallup Down Town Conference Center 204 W Coal Ave, Gallup
Albuquerque	Aug 23-23 rd	Bernalillo County at Alvarado Square 415 Silver Ave. SW Albuquerque
Las Vegas	Sept 5 – 6th	Highlands University Student Union Building (Ballroom) 800 National Avenue, Las Vegas
Roswell	Sept 26 - 27th	NMDOT Training Academy 132 E Earl Cummings Loop, Roswell
Hobbs	Sept 20-21	Lea County Event Center 5101 N Lovington Hwy, Hobbs, NM
Las Cruces	October 11-12 th	Farm and Ranch Heritage Museum 4100 Dripping Springs Road, Las Cruces
Albuquerque	Nov 1 – 2 nd	NMDOT D3 Auditorium 7500 Pan American Frwy NE, ABQ
Clovis	Nov 14 – 15 th	Clovis Carver Library – Ingram Room 701 N Main Street, Clovis
Silver City	Dec 6 - 7th	The Grant County Veterans Memorial Business & Conference Center 3031 Highway 180 East, Silver City

All trainings are free and will be held from 8:30 am – 4 pm on both days. Please make sure to review your T/LPA Handbook prior to the training and bring a copy of the Handbook with you as you will be able to use it as a resource during the exam portion of the training. **Handbooks will NOT be provided.** If you require a Handbook, it can be downloaded from the following link: <https://www.dot.nm.gov/business-support/project-oversight-division/t-lpa-documents-and-information>

Training is open to T/LPA staff that deal with the Federally Funded T/LPA Projects, consultants, NMDOT staff and others that may be listed as the Person in Responsible Charge for the T/LPA project.

Please contact Frank Lozano, at FLozano@bhinc.com to reserve a seat at one of the trainings. We do expect a wait list for some of the areas, so if you are unable to attend, please let Frank know.



July 12, 2023

Re: Tribal/Local Public Agency (T/LPA) Certification and Training Program
To: All Tribal/Local Public Agencies (T/LPA), New Mexico Department of Transportation (NMDOT) T/LPA Personnel and Consultants that support the T/LPA Federal Program

The Federal Highway Administration (FHWA) through a Stewardship Agreement, delegates authority to the New Mexico Department of Transportation (NMDOT) for approving project development and construction administration. NMDOT is the steward of the federal funds and is responsible for oversight of federally funded projects. NMDOT staff members are responsible for assuring compliance with CFRs, the terms of the Cooperative Agreements and the requirements outlined in the T/LPA Handbook. NMDOT oversees the project throughout design, construction, and project closeout to ensure compliance.

It is the desire of both the NMDOT and FHWA that all T/LPAs obtain and maintain a strong understanding of the Federal-Aid process, as well as the rules and regulations. Maintaining a strong understanding reduces the risk to both the T/LPAs and the NMDOT, as it helps sustain compliance with Federal rules and regulations and helps to ensure that T/LPAs receive the maximum Federal reimbursement as outlined in the Cooperative Agreements.

It is the responsibility of the NMDOT to have a strong and sustainable T/LPA program to better ensure that T/LPAs are capable and have sufficient resources to compliantly administer Federal-Aid Funds and projects.

The following attachment outlines a new certification program that requires T/LPAs to become certified on the T/LPA process prior to entering into agreements with NMDOT and obtaining Federal funds.

This program will be voluntary until January 1, 2024, at which point it will become mandatory. Trainings will be offered throughout the State over the next six (6) months to allow multiple opportunities for those who work with the

Michelle Lujan Grisham
Governor

Ricky Serna
Cabinet Secretary

Commissioners

Jennifer Sandoval
Commissioner, Vice-Chairman
District 1

Gary Tonjes
Commissioner
District 2

Hilma E. Chynoweth
Commissioner
District 3

Walter G. Adams
Commissioner, Chairman
District 4

Thomas C. Taylor
Commissioner
District 5

Charles Lundstrom
Commissioner, Secretary
District 6

Federal T/LPA Program the ability to be trained, prior to taking a certification exam.

Details about upcoming training sessions will be released shortly. If you have any questions related to the program, please contact Tisha Clark, State Construction Engineer at (505) 490-1175.

We look forward to seeing you at one of our future training sessions.

Sincerely,

A handwritten signature in blue ink that reads "Trent Doolittle". The signature is written in a cursive style with a horizontal line above the first name.

Trent Doolittle, P.E.
NMDOT Deputy Secretary

Tribal/Local Public Agency Certification and Training Program for Federally Funded Projects

General

The Federal Highway Administration (FHWA) through a Stewardship Agreement, delegates authority to the New Mexico Department of Transportation (NMDOT) for approving project development and construction administration. NMDOT is the steward of the federal funds and is responsible for oversight of federally funded projects. NMDOT staff members are responsible for assuring compliance with CFRs, the terms of the Cooperative Agreements and the requirements outlined in the T/LPA Handbook. NMDOT oversees the project throughout design, construction, and project closeout to ensure compliance.

It is the desire of both the NMDOT and FHWA that all T/LPAs obtain and maintain a strong understanding of the Federal-Aid process, as well as the rules and regulations. Maintaining a strong understanding reduces the risk to both the T/LPAs and the NMDOT, as it helps sustain compliance with Federal rules and regulations and helps to ensure that T/LPAs receive the maximum Federal reimbursement as outlined in the Cooperative Agreements.

It is the responsibility of the NMDOT to have a strong and sustainable T/LPA program to better ensure that T/LPAs are capable and have sufficient resources to compliantly administer Federal-Aid Funds and projects.

Requirements

As required by 23 CFR 635.105(b), the regulation provides that the NMDOT and T/LPA must provide a full-time employee to be in "responsible charge" of the project. For projects administered by the NMDOT, the regulation requires that the person in "responsible charge" be a full-time employed state engineer. This requirement applies even when consultants are providing construction engineering services.

For locally administered projects, the regulation requires that the person in "responsible charge" be a full-time employee of the T/LPA. The regulation is silent about engineering credentials. Thus, the person in "responsible charge" of T/LPA administered projects need not be an engineer. The T/LPA must maintain a responsible charge even when consultants are providing preliminary engineering and/or construction engineering services.

In 2011, FHWA issued a memorandum clarifying the requirement of a "responsible charge". A "responsible charge" must be a full-time employee of the local agency shall preform the following duties and functions:

- Administers inherently governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal-aid projects;
- Maintains familiarity of day-to-day project operations, including project safety issues;
- Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visits and reviews the project on a frequency that is commensurate with the magnitude and complexity of the project;
- Reviews financial processes, transactions, and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse; and
- Directs project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation.
- Is aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

The regulations do not preclude the sharing of these duties and functions among a number of public agency employees. Meaning the T/LPA can designate a different staff person to be in Responsible Charge for each of the two phases established for T/LPA projects: preliminary engineering and construction.

T/LPAs may require technical assistance during the design and/or construction of the project and may hire consultants for assistance. Therefore, the consultants hired by the T/LPAs must be familiar with the processes outlined in the T/LPA Handbook and must become certified.

NMDOT T/LPA Certification

This Certification Program will require T/LPAs to commit sufficient staff and other resources to project administration to ensure that all applicable state and federal requirements are met, and that the work can be accomplished efficiently. Federal-Aid Highway funds are only available to T/LPAs that obtain the required certification. This will help the NMDOT evaluate whether the T/LPA has sufficient qualifications and ability to undertake and satisfactorily complete the work. The certification provides confirmation that the tribal or local public agency can comply with federal requirements in a project. Without the certification, the T/LPA will no longer be able to receive Federal-Aid Highway Funding.

Each Public Entity applying for Federal-Aid Highway funding, at a minimum, must have a person in Responsible Charge certified. The NMDOT will certify individual full-time employees of public agencies and will not certify public agencies themselves. A T/LPA, at a minimum, must maintain a full-time employee of the entity certified for the entire duration of the project, and therefore, it is highly recommended that the entity certifies more than

one employee to ensure they stay in compliance if a certified employee leaves the entity. If a T/LPA only has one certified employee, and loses their certified employee, the T/LPA will have one (1) month to certify another full-time employee. Exceptions to the timeframe can be made on a case-by-case basis through the Chief Engineer (design agreement) or the State Construction Engineer (construction agreement).

For consultants hired by T/LPAs for technical assistance, the Engineer of Record (when using federal funding for design), and the T/LPA Construction Project Manager must have a current Certification. The NMDOT will certify individual employees of consulting firms and not consulting firms themselves. The consultants may not be designated as a Person in Responsible Charge as that responsibility remains with the T/LPA.

Beginning July 1, 2023, the NMDOT will implement the new T/LPA Certification process, overseen by a T/LPA Program Coordinator, housed under the Construction and Civil Rights Bureau (CCRB). From July 1, 2023, through December 31, 2023, T/LPA employees, consultants, NMDOT Region Coordinators and NMDOT District Coordinators will be required to obtain certification through CCRB. Certification will be for individual personnel and will not be granted to entire agencies or firms. On January 1, 2024, the certification will become mandatory for personnel overseeing T/LPA projects and must be obtained prior to entering a design and/or construction agreement with NMDOT. At a minimum, the Person in Responsible Charge, the Engineer of Record (when using federal funding for design), and the T/LPA Construction Project Manager must have a current T/LPA Certification. If an entity has entered into a design agreement with NMDOT prior to January 1, 2024, it will not be mandatory for the current personnel working on the project to obtain certification until it is time to enter into the construction agreement.

Once obtained, the certification will be granted for a period of two (2) years, at which time re-certification will be required.

Training

In preparation for this certification requirement, CCRB will offer multiple in-person T/LPA training opportunities around the state over the next 6 months that T/LPA employees, consultants, and NMDOT Regional and District personnel may attend. The training sessions will be based on the T/LPA Handbook and will help individuals prepare for the certification exam. Although the training sessions are not mandatory, they are highly recommended. Recordings of past training sessions are also available on the NMDOT T/LPA website.

Certification Exam

Certification will be granted to those that obtain a minimum of seventy percent (70%) on the T/LPA Certification Exam.

If the T/LPA person chooses to attend one of the training sessions, they will have the opportunity to take a written exam as part of the session. If a T/LPA is unable to attend the training, they may request a code to access the test online. If the student is unable to obtain a passing grade after taking the test (or for those who do not pass the written test during the training), they must wait 3 business days before attempting the test again. If a student is unable to obtain a passing grade on their second attempt, they must wait seven (7) business days before their third attempt. If the student is unsuccessful on their third attempt, they must wait one (1) month before starting the process again. This process allows an opportunity for the student to study for the test in between attempts. It is highly recommended that the student attends a training session prior to attempting the certification exam after three failed attempts.

Upon successful completion of the exam, the student will be provided with a Certification of Completion, that will show the date of successful completion of the test, as well as the expiration date of the certificate.

The training sessions, as well as the certification test, will be offered at no cost.

When a T/LPA entity chooses to have a project overseen by uncertified employees or consultants, the entity will **not be reimbursed** for the project in question, and the entity will **not be eligible to apply for additional federal funding** through NMDOT without obtaining certification of their employees and consultants.

Recertification

It will be the responsibility of the T/LAP or consultant to contact the CCRB T/LPA Program Coordinator to renew the certification, which may be done through a class, or taking the online test. All personnel must maintain a current certification to continue to work on Federal-aid T/LPA projects.

Conclusion

Through this process, NMDOT will assist the T/LPAs in being prepared by having all the tools necessary to successfully administer a Federal-Aid project from inception to completion. The program will relieve NMDOT oversight resources and better ensure that all Federal-Aid T/LPA projects are fully reimbursed.

RFP #2024-003P
On-Call Professional and General Engineering Services
Pre-Proposal Conference (Via Zoom)
November 28, 2023 at 10:00 am

Sign-in Sheet

Print Name	Signature	Company	Email	Phone Number
Carol Kirkpatrick	Via Zoom	Village of Ruidoso, Purchasing	purchasing@ruidoso-nm.gov	575-258-4343
Jeanette Walther	Via Zoom	Bohannan Huston	jwalther@bhinc.com	
Charles Johnson	Via Zoom	Pettigrew & Associates	cjhanson@pettigrew.us	
C Bluett	Via Zoom	Bohannan Huston	Cbluett@bhinc.com	
Scott Sensanbaugher	Via Zoom	Horrocks	scott.sensanbaugher@horrocks.com	
Tod Phinney	Via Zoom	Souder Miller & Associates	tod.phiney@soudermiller.com	505-595-7764