

**REQUEST FOR PROPOSALS  
CONSTRUCTION ENGINEERING SERVICES**

**For Curry County Roads and Projects  
Curry County Administration**

**Request for Proposal No. 2012/13 – 04**

**Sealed Qualifications Submitted to:**

**Curry County Administration Office  
Curry County Courthouse  
700 N. Main Street, Suite 10  
Clovis, NM 88101**

**Date Qualifications Submitted by:  
Tuesday, April 30, 2013  
Time: 2:00 p.m.**

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The Board of commissioners of Curry County, State of New Mexico, is requesting competitive sealed proposals from qualified engineering firms to provide professional engineering services for the County. Five (5) copies of the proposals should be submitted no later than Tuesday April 30, 2013 at 2:00 p.m. at the Curry County Administration Office located at 700 North Main Street, Suite 10 Clovis, NM

Proposals will be reviewed and ranked in private by an Evaluation Committee. It is possible that the Curry County Commission will request an oral presentation. A recommendation will then be made to the Curry County Commission for award to the firm whose proposal is determined to be the most advantageous to the County, based upon the specific evaluation criteria.

**A. CONTRACT PERIOD AND RENEWAL OPTIONS**

The terms of the contract will be from May 22, 2013 through May 21, 2014. At the end of that time, and for a period of three years until May 21, 2017, the County shall have the yearly option of renewing the existing contract, by mutual agreement, with approval by the Board of Commissioners, or requesting new proposals for services, A breach of any terms of the contract shall be grounds for immediate termination of the contract. Either party may terminate the contract for any reason upon written notice to the other party, made at least thirty days in advance of the termination date.

**B. SCOPE OF WORK**

Provide professional engineering assistance to Curry County and its employees regarding the planning, design, contracting building, development, renovations, repairs, improvements, and/or expansions to any County roads or County road projects, parking lots, and right-of-ways, and any and all drainage issues, traffic studies and related issues pertaining to the same, and provide professional assistance with the County on needs, issues, problems, concerns with future growth plans, including but not limited to a comprehensive road plan.

**C. PROPOSAL CONTENT**

Proposals **MUST** include the following:

1. The Engineer shall provide documentation showing prior participation in engineering services in County and/or New Mexico State Government.

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2. For the purpose of evaluation of the proposal, the engineer shall provide documentation showing prior involvement in the design and engineering of New Mexico county road projects, including drainage and traffic flow for governmental entities and/or involving Federal grant requirements, State of New Mexico grant requirements during the past five (5) years. This must include, but is not limited to such factors as control of cost, quality of work and ability to meet schedules.
3. For the purpose of evaluation of the proposal, the Engineer must provide a narrative showing how it would be available to assist County personnel with design, development and renovations of the county roads and right of ways, parking lots, including matters pertaining to drainage issues and traffic flows. If Engineer does not have an office or physical location in Curry County, Engineer must provide information on response time for Engineer, its agents and/or representative to come to Curry County, if necessary, to address issues or concerns with engineering projects, road projects, or other Curry County projects. Said information must show that Engineer will be able to provide a 48 hour response time to Curry County for any communications during the planning and development phase of any projects and a 4 hour response time during the construction phase of any project.
4. For the purpose of evaluation of the proposal, the Engineer must provide Resumes of the engineers and engineering assistants that will be working on the Projects for Curry County.
5. For the purpose of evaluation of the proposal, the Engineer must provide a description of your familiarity with the area i.e., terrain, climate, soil types, and any unique geographical factors of Curry County.
6. For the purpose of evaluation of the proposal, the Engineer must submit the name and contact person for any and all references of counties and other governmental entities that the firms has work experience with during the last five years on work similar to what the County is seeking.
7. For the purpose of evaluation of the proposal, the Engineer must submit the cost proposal on the attached "Fee Proposal Sheet". If you have any engineering assistant's staff, you must list your fee for such services at the bottom of the hourly fee proposal sheet.

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Proposals received which do not include all the above listed requirements shall be considered incomplete. Incomplete proposals may not be considered.

**D. PROJECT CONTACTS**

Any questions concerning the selection process for this Request for Proposal (RFP) should be submitted to the Finance Director/Purchasing Agent. All responses will be in writing and will be distributed to all potential proposers who receive a copy of the RFP. For any questions concerning the project process contact Lee Ann Hutchins Curry County Finance Director (575) 763-6016.

**E. REQUIRMENTS FOR PROPOSAL**

1. Submit five (5) original proposals.
2. Proposals shall not exceed fifteen (15) pages in length.
3. Proposals must be placed in a sealed envelope Addressed to Curry County Administration Office 700 North Main Street, Suite 10 Clovis NM 88101. They must be marked RFP 2012/2013-04 DO NOT OPEN

**F. EVALUATION CRITERIA**

1. Prior participation in engineering services in County and/or New Mexico State Government. 20 points
2. Prior involvement in the design and engineering of New Mexico County Road Projects and ability to respond to Curry County as set forth in Mandatory Proposal Content C2. 20 points
3. Ability of Engineer to assist County personnel as set forth in Paragraph C3. 20 points
4. Qualifications of Engineers and engineering assistants that will be working on the project for Curry County. 20 Points
5. Past record of performance with respect to factors, including control of cost, quality of work and ability to meet schedules. 20 Points

The proposals will be opened publicly at 2:00 p.m. on Friday, April 19, 2013. The proposals will be evaluated by an Evaluation committee, which may conduct interviews with any or all firms. A recommendation will then be submitted to the Curry County Board of Commissioners for award of the contract.

#### **G. LICENSE REQUIREMENTS**

The successful engineering firm will be required to have all licenses, as required by law in New Mexico, which are necessary to complete the services outlined in this request for proposal. This is to include professional engineering licenses.

#### **H. PROFESSIONAL LIABILITY INSURANCE**

The successful engineering firm will be required to carry professional liability (errors and omissions) insurance. The amount of coverage shall not be less than \$1,000,000.

#### **I. BRIBES, GRATUITIES AND KICK-BACKS**

Pursuant to Article 1, Procurement, Section 13-1-191, NMSA 1978, reference is hereby made, to the criminal laws of New Mexico, which prohibits bribes, kickbacks and gratuities, the violation of which constitutes a felony. Furthermore, the procurement code imposes civil and criminal penalties for its violation.

#### **J. QUESTIONS**

Any questions concerning this Request for Proposal should be directed to Lee Ann Hutchins, Finance Director/Purchasing Agent at (575)-763-6016.

#### **K CAMPAIGN DISCLOSURE**

The attached campaign disclosure form must be completed and returned with the proposal. Failure to return the form could result in the proposal being disqualified.

**FEE PROPOSAL SHEET**

I (we) the undersigned, will provide engineering services for The County of Curry, New Mexico, as outlined in the Request for Proposal, at the hourly fee of \$ \_\_\_\_\_ per hour. This fee does not include applicable taxes. Please describe your typical billing practices, e.g. your incremental rate for partial hours or minimum charge and if there are any services that you do not normally charge for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Engineering Assistant's services shall be at \$ \_\_\_\_\_ per hour, if applicable.

Signed \_\_\_\_\_

Printed/typewritten name \_\_\_\_\_

Title \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_



