



# Enchanted Circle Trails Association

Developing, maintaining and promoting trails in northern New Mexico  
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## REQUEST FOR PROPOSALS

Provide Design and Engineering Services for a 5-mile Paved Multi-Use Path along NM150 in Taos County, New Mexico

Response Due: November 14, 2023

### PURPOSE OF THIS REQUEST FOR PROPOSALS

Taos Pueblo ([Agency]) seeks a qualified contractor to provide Design and Engineering services for an approximately 5-mile multi-use pathed pathway within the right-of-way along NM150 between US64 and Arroyo Seco. The successful offeror will be selected through a competitive Request for Proposals (RFP) process. The performance period will be twelve (12) months from the contract start date.

*Please see the associated **RFP for Surveying**. Proposals that include both RFPs will be preferred and should be submitted as a single proposal from a single offeror, which may include subcontractors.*

### PROCUREMENT MANAGER AND CONTACT

This RFP will be coordinated and managed on behalf of [Agency] by the Enchanted Circle Trails Association [Manager]. All correspondence regarding this RFP should be addressed to:

Loren Bell  
Enchanted Circle Trails Association  
575-770-9804  
lbell@enchantedcircletrails.org

All supplemental application materials mentioned in this RFP are available for download at:

[www.enchantedcircletrails.org](http://www.enchantedcircletrails.org).

### PROJECT BACKGROUND

The NM150 Path is a multi-use paved pathway that connects the communities of El Prado and Arroyo Seco to the land, the water, and the people. This project is a vital component of our commitment to enhancing pedestrian and cyclist safety, promoting sustainable transportation options, and creating a valuable recreational asset for the community. Permission to pursue the development of this trail on Taos Pueblo land was granted by Tribal Resolution TPTC2021-37.

The path is located in Taos County, NM, and will fall within the NM150 easement on the edge of Tribal property. The path is a separate travel way removed from the highway and will be wide enough to

accommodate 2-way traffic while remaining a safe distance from vehicular traffic. Where distances can not be maintained, appropriate mitigation measures will be included in the design and engineering to enhance the safety of users on the pathway.

## **CONTRACT SCOPE**

The purpose of this contract will be to design and engineer the aforementioned project. The contractor's general role as an independent contractor will be to work cooperatively with [Manager], [Agency] and stakeholder groups to provide design and engineering documentation to facilitate the successful construction of the project. The contractor shall furnish all labor, personnel, supervision, materials, supplies, tools, equipment, computers, transportation, travel, and incidentals to perform all work necessary for the completion of the project.

For additional requirements, refer to Appendix A: General Requirements.

## **SCOPE OF DESIGN AND ENGINEERING WORK**

The scope of work for this RFP includes, but is not limited to, the following:

### Pathway Conceptual Design

- Develop innovative and functional conceptual designs for the paved multi-use pathway, ensuring alignment with the project's goals, aesthetics, and user requirements.
- Incorporate appropriate design elements, such as pedestrian crossings, wayfinding signage, rest areas, slope stabilization, and landscaping features.
- Develop visual representations of the pathway conceptual designs, including renderings, diagrams, and illustrations.
- Create a narrative explaining design rationale, user experience considerations, and aesthetic features.

### Engineering and Technical Specifications:

- Prepare detailed engineering plans and technical specifications for the pathway construction, addressing grading, drainage, lighting, and adherence to ADA accessibility guidelines.
- Integrate safety features, such as separation from the highway, proper visibility at intersections, and cyclist-friendly infrastructure.
- Coordinate with relevant authorities to ensure pathway construction does not negatively impact neighboring roadways, and that design includes flood mitigation, slope stabilization, and relevant environmental mitigation strategies.

### Integration with Existing and Future Infrastructure and Adjacent Properties:

- Ensure seamless integration of the pathway with existing roadways, sidewalks, and adjacent infrastructure.
- Coordinate with relevant authorities to meet regulatory requirements and ensure optimal pathway connectivity, access, and safety.

- Coordinate with relevant authorities and stakeholders to ensure the pathway includes the anticipated future development of neighboring roadway infrastructure, and planned egress.
- Coordinate with utilities and stakeholders to include utility connections and stub outs for anticipated future developments.

#### Materials and Sustainability:

- Recommend appropriate construction materials that are durable, sustainable, and suitable for the project's location and environmental conditions.
- Identify opportunities for incorporating sustainable design practices into the pathway development.

#### Stakeholder Engagement:

- Collaborate with local stakeholders, community members, and relevant agencies prior and during development to gather input and refine the design concept.
- Organize design workshops or presentations to solicit feedback and ensure community engagement.
- Document stakeholder engagement efforts, feedback received, and how community input influenced the final design.

#### Cost Estimation:

- Provide a detailed cost estimate for constructing the paved multi-use pathway and related infrastructure, including materials, labor, equipment, and contingency costs.

## CRITERIA FOR COMPETITIVE APPLICATIONS

The evaluation criteria listed below will be used to evaluate proposals for the purpose of ranking them based on how fully each proposal meets the requirements of this RFP. Offerors may be asked to modify objectives, work plans, or budgets prior to the final approval of the award.

Understanding of the Scope of Work. Statement demonstrating a thorough understanding of the unique requirements for constructing a paved pathway within DOT right of ways and the associated environmental, safety, and regulatory needs. Highlight an understanding of the project's challenges and proposed strategies for ensuring design plans will facilitate the successful construction of the project. (25%)

Technical Approach. A detailed description of the proposed design approach, methodologies, and tools to be employed, including an explanation of how design challenges, safety considerations, and user requirements will be addressed. (25%)

Qualifications of Proposed Personnel. Overview of the firm's experience, qualifications, and relevant projects related to multi-use pathway design and engineering within highway right-of-ways. Include details of key personnel who will be involved in the design and engineering phase. (25%)

Contractor's Past Performance. Preference will be given to those with specialized experience in similar pathway design and engineering. Summarize your firm's relevant projects, emphasizing successful

outcomes, adherence to project timelines, and effective problem-solving. Include references that can attest to your ability to deliver a quality product. (15%)

Local Presence. Provide evidence of local presence which may include a physical office within Northern New Mexico or Southern Colorado, employees residing within New Mexico, and/or documentation of established operations within Northern New Mexico or Southern Colorado for at least 5 years prior to the submission of this proposal. (5%)

Indian Preference. Provide documentation of status as an Indian-owned organization or Indian-owned economic enterprise and means by which opportunities for training and employment shall be given to Indians. (5%)

## **SUBMISSION REQUIREMENTS**

Interested parties will submit proposals via email to [Manager] and provide the information as described below

1. Technical Proposal (3-page limit for entire Technical Proposal), to include:
  - a. Narrative - Concise (3-page limit) description of the work plan to include the above sections from the Criteria for Competitive Applications: Understanding Scope of Work, Technical Approach, Qualifications of Proposed Personnel, Contractors Past Performance, Local Presence, Indian Preference.
  - b. Contact Information - Primary contact person, company name, address, phone, email, website, and Federal ID#.
  
2. Cost Proposal: The cost proposal will not be submitted with the proposal. Once submitted proposals are scored and ranked, the top ranked firm will be contacted for submittal of the cost proposal.
  - a. Consultant shall prepare a Lump Sum Fee estimate with progress payments at defined milestones/tasks.
  - b. *If submitting a combined proposal for survey and engineering, separate the cost proposals for each phase of the project.*

## **QUESTIONS**

Applicants should submit questions regarding this RFP via e-mail to [Manager]. [Manager] will respond to all offerors at the same time and with the same answer. In order to provide equitable responses, all questions must be received no later than the deadline listed below and will be answered via Manager Response to Offerors' Questions document. The Offerors' Questions document will be available for viewing on the deadline listed below at [Manager]'s website. A pre-proposal meeting will be held on the date listed below.

## SCHEDULE

Note: [Manager] reserves the right to adjust dates as necessary.

Oct 20, 2023	Request for Proposals (RFP) released.
Oct 31, 2023	Deadline for Offerors' Questions to be sent to the [Manager]. Offerors should submit questions regarding this RFP via email to the [Manager]. The [Manager] will respond to all Offerors at the same time and with the same answers. In order to provide equitable responses, all questions must be received no later than 5:00 PM Mountain Time.
Nov 07, 2023	A pre-proposal meeting will be held via Zoom at 10am-noon Mountain Time.
Nov 10, 2023	The Offerors' Questions document will be available for viewing at [Manager]'s website.
Nov 14, 2023	Deadline for responses to RFP. Proposals must be received electronically as per the above-stated Submission Requirements to the [Manager] by 5:00 PM Mountain Time. Proposals must be provided in Word format or searchable PDF with the exception of the Cost Proposal Template which may be submitted in Excel format.
Nov 21, 2023	All Offerors will be informed of their status. Notice of award to selected contractor.
Dec 01, 2023	Contractor's approximate start date.