



Enchanted Circle Trails Association

Developing, maintaining and promoting trails in northern New Mexico
info@enchantedcircletrails.org

REQUEST FOR PROPOSALS

Provide Survey 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 surveying services for approximately 5 miles of highway right-of-way and surrounding landscape to aid in the design and engineering of a paved multi-use pathway along NM150 between US64 and Arroyo Seco. The successful offeror will be selected through a competitive Request for Proposals (RFP) process. The period of performance will be six (6) months from the contract start date.

*Please see the associated **RFP for Design and Engineering**. 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 the [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.

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 the contract will be to conduct a survey the aforementioned project area. The contractor's general role as an independent contractor will be to work cooperatively with [Manager], [Agency], and stakeholder groups to provide required documentation and products to facilitate the successful design, engineering, and 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 SURVEYING WORK

The Consultant selected will be required to complete the following tasks:

Topographical Survey

- Conduct a comprehensive topographical survey of the project area to capture precise elevation data, existing features, and contours that will inform the pathway design.
- Identify natural and man-made features that could impact the pathway's alignment.
- Produce detailed topographical maps and surface models showing existing features, elevation changes, contours, and relevant site data.
- Clearly identification of potential challenges and opportunities for pathway alignment.

Utility Identification

- Identify and locate existing utility lines (such as water, gas, electric, telecommunications) within or adjacent to the project area.
- Coordinate with utility companies if needed to ensure accurate data collection.
- Identify potential utility connections for future stub outs and connections.
- Create a comprehensive report detailing the location, type, and depth of existing utility lines within or near the project area.
- Produce coordination notes with utility companies, if applicable.

Environmental Assessment:

- Collect environmental data that could affect the pathway design, including wetlands, flood zones, and other sensitive areas.
- Identify any potential environmental constraints that need to be considered during the design phase.
- Document summary of environmental data collected during the survey, including wetlands, flood zones, and other significant environmental features.

- Develop recommendations for addressing environmental constraints during the design phase.

Boundary, Ownership and Right of Way Survey

- Determine property boundaries and ownership lines along the proposed pathway alignment.
- Collaborate with property owners and relevant agencies to ensure accurate data collection.
- Review existing right-of-way records along the entire alignment
- Produce accurate survey documentation and base map showcasing property boundaries, ownership lines, and any relevant encroachments.
- Documentation of collaboration with property owners and relevant authorities.

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 surveys required for paved pathways within DOT right of ways and associated environmental challenges. Highlight an understanding of the project's challenges and proposed strategies for ensuring accurate data integration into subsequent phases. (25%)

Technical Approach. Description of the proposed surveying methodologies, equipment, and technologies to be used. Explanation of how challenges related to topography, utilities, and environmental factors will be addressed. (25%)

Qualifications of Proposed Personnel. Overview of the firm's experience and qualifications in surveying services, particularly any experience with surveying DOT right of ways, bike path and trail routes, and special environmental concerns that may impact the neighboring roadway. Include details of key personnel who will be involved in the surveying phase. (25%)

Contractor's Past Performance. Preference will be given to those who have specialized in right-of-way surveying for inclusion of recreational pathways. Provide a summary of your firm's relevant surveying projects, emphasizing successful outcomes, adherence to project timelines, and effective problem-solving. Include references that can attest to your ability to deliver accurate and comprehensive surveying results. (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.