

**CITY OF SANTA FE  
TRANSIT & ENVIRONMENTAL SERVICES DIVISIONS**

**"REQUEST FOR PROPOSALS"**

**COMPRESSED NATURAL GAS (CNG) FUELING  
FACILITY  
DESIGN, BUILD AND MAINTENANCE**

**RFP #'18/01/P**

**PROPOSAL DUE:**

August 25, 2017  
**2:00 P.M., MST  
PURCHASING OFFICE  
CITY OF SANTA FE  
2651 SIRINGO ROAD  
BUILDING "H" SANTA FE,  
NEW MEXICO 87505**

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- 1. Resident Veterans Preference
- 2. City of Santa Fe Living Wage Ordinance
- 3. Exhibit A – Project Site Map, Location and Directions
- 4. Appendix A – Economic Proposal

**REQUEST FOR PROPOSALS**

**PROPOSAL NUMBER '18/01/P**

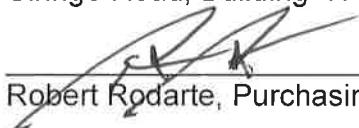
Proposals will be received by the City of Santa Fe and shall be delivered to the City of Santa Fe Purchasing Office, 2651 Siringo Road Building "H" Santa Fe, New Mexico 87505 **until 2:00 P.M. local prevailing time, August 25, 2017.** Any proposal received after this deadline will not be considered. This proposal is for the purpose of procuring professional services for the following:

**Compressed Natural Gas (CNG) Fueling Services Facility; Design, Build and Maintenance**

The proponent's attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said item shall apply to the proposal throughout, and they will be deemed to be included in the proposal document the same as though herein written out in full.

The City of Santa Fe is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or national origin. The successful proponent will be required to conform to the Equal Opportunity Employment regulations.

Proposals may be held for sixty (60) days subject to action by the City. The City reserves the right to reject any of all proposals in part or in whole. Proposal packets are available by contacting: Shirley Rodriguez, City of Santa Fe, Purchasing Office, 2651 Siringo Road, Building "H" Santa Fe, New Mexico, 87505, (505) 955-5711.

  
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Robert Rodarte, Purchasing Officer

Received by the Santa Fe New Mexican Newspaper on: 07/14/17

To be published on: 07/24/17

Received by the Albuquerque Journal Newspaper on: 07/14/17

To be published on: 07/24/17

## PROPOSAL SCHEDULE

### RFP # '18/01/P

1. Advertisement July 24, 2017
2. Issuance of RFP'S: July 24, 2017
3. Mandatory Walk-through: August 1, 2017 at 10:00AM, local prevailing time  
Transit Division,  
2931 Rufina Street
4. Mandatory Pre-Bid: August 1, 2017 at 2:00PM, local prevailing time  
Transit Division  
2931 Rufina Street
5. Deadline for RFP Questions and Requests for Interpretation: August 18 @ 2:00PM, local prevailing time
6. Receipt of proposals: August 25, 2017 at 2:00PM, local prevailing time.  
Purchasing Office 2651  
Siringo Road Bldg., "H"  
Santa Fe, New Mexico  
87505 (505) 955-5711
7. Evaluation of proposals: September 5 2017
8. Interviews: (If Necessary) September 18, 2017
9. Recommendation of award to Public Works Committee: October 23, 2017
10. Recommendation of award to Finance Committee: October 30, 2017
11. Recommendation of award to To Public Utilities Committee November 1, 2017
12. Recommendation of award to City Council: November 8, 2017

**DATES OF CONSIDERATION BY COUNCIL COMMITTEES AND CITY COUNCIL ARE TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE.**

## **INFORMATION FOR PROPONENTS**

### **1. RECEIPT OF PROPOSALS**

The City of Santa Fe (herein called "City"), invites firms to submit five original hard copies plus an electronic file of the proposal for the design, permitting, construction, testing and maintenance of a state of the art Compressed Natural Gas facility capable of providing fueling for the Environmental Services and Transit Divisions including a standalone public fast fill station.

The Proposals will be received by the Purchasing Office, until 2:00 p.m. local prevailing time on August 25, 2017.

The packets shall be submitted and addressed to the Purchasing Office, at 2651 Siringo Road Bldg. "H" Santa Fe, New Mexico 87505. No late proposals will be accepted whether hand delivered, mailed or special delivery. Do not rely on "overnight delivery" without including some lead-time. "Overnight delivery" will be determined to be non-responsive if delivered late, no matter whose fault it was. It is recommended that extra days be included in the anticipated delivery date to ensure delivery is timely. The Purchasing Office is closed 12:00 p.m. to 1:00 p.m. The outside of the envelope should clearly indicate the following information:

Proposal number: '18/01/P  
Title of the proposal: Compressed Natural Gas (CNG) Fueling Services  
Facility; Design, Build and Maintenance  
Name and address of the proponent:

Any proposal received after the time and date specified shall not be considered. No proposing firm may withdraw a proposal within 60 days after the actual date of the opening thereof.

### **2. PREPARATION OF PROPOSAL**

Vendors shall comply with all instructions and provide all the information requested. Failure to do so may disqualify your proposal. All information shall be given in ink or typewritten. Any corrections shall be initialed in ink by the person signing the proposal.

This request for proposal may be canceled or any and all proposals may be rejected in whole or in part, whenever the City of Santa Fe determines it is in the best interest of the city.

### **3. ADDENDA AND INTERPRETATIONS**

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. Any questions concerning the proposal must be addressed by August 18 at 2:00PM, local prevailing time.

Every request for such interpretation should be in writing addressed to, Purchasing Officer, 2651 Siringo Road Bldg. "H" Santa Fe, New Mexico, 87505 and to be given consideration must be received by August 18 at 2:00PM, local prevailing time.

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 delivered to all prospective firms not later than three days prior to the date fixed for the receipt of the proposals. 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.

The City reserves the right to not comply with these time frames if a critical addendum is required or if the proposal deadline needs to be extended due to a critical reason in the best interest of the City of Santa Fe.

#### **4. LAWS AND REGULATIONS**

The proposing firm's attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, 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.

#### **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 governing body of the City of Santa Fe.

The selection committee may interview the top three rated proponents; however, contracts may be awarded without such interviews.

At its discretion the City reserves the right to alter the membership or size of the selection committee. The City reserves the right to change the number of firms interviewed.

All information submitted by proponents will be deemed confidential to the evaluation committee and City administration until a recommendation is made to the first review committee prior to City Council consideration.

**6. COMPLIANCE WITH CITY'S MINIMUM WAGE RATE ORDINANCE (LIVING WAGE ORDINANCE)**

A copy of the City of Santa Fe Ordinance No. 2003-8, passed by the Santa Fe City Council on February 26, 2003 is attached. The proponent or bidder will be required to submit the proposal or bid such that it complies with the ordinance to the extent applicable. The recommended Contractor will be required to comply with the ordinance to the extent applicable, as well as any subsequent changes to the Ordinance throughout the term of this contract.

**7. RESIDENT OR VETERANS PREFERENCE**

**INTENT AND POLICY**

The city recognizes that the intent of the state resident preference statute is to give New Mexico businesses and contractors an advantage over those businesses, policy is to give a preference to those persons and companies who contribute to the economy of the State of New Mexico by maintaining businesses and other facilities within the state and giving employment to residents of the state (1969 OP. Att'y Gen. No. 69-42). The city also has adopted a policy to include a local preference to those persons and companies who contribute to the economy of the County of Santa Fe by maintaining businesses and other facilities within the county and giving employment to residents of the county.

With acknowledgment of this intent and policy, the preference will only be applied when bids are received from in-state and county businesses, manufacturers and contractors that are within 5% of low bids received from out-of-state businesses, manufacturers and contractors (13-1-21 (A) -1-21 (F) and 13-4-2 (C) NMSA 1978).

To be considered a resident for application of the preference, the in-state bidder must have included a valid state purchasing certification number with the submitted bid.

Thus it is recommended that in-state bidders obtain a state purchasing certification number and use it on all bids, in order to have the preference applied to their advantage, in the event an out-of-state bid is submitted. In submitting a bid, it should never be assumed that an out-of-state bid will not be submitted.

For information on obtaining a state purchasing certification number, the potential bidder should contact the State of New Mexico Taxation and Revenue Department.

All resident preferences shall be verified through the State Purchasing Office. Applications for resident preference not confirmed by the state Purchasing Office will be rejected. The certification must be under the bidder's business name submitting the bid.



## NON-APPLICATION-COMPETING IN-STATE BIDDERS

If the lowest responsive bid and the next responsive bids within 5% of the lowest bid, are all from the state of New Mexico, then the resident preference will not be applied and the state purchasing certification number will not be considered. To be considered an in-state bidder in this situation, the bidders must meet the definition criteria of Chapter 13-1-21 (A)(1) and Chapter 13-4-2 (A) NMSA 1978. After examining the information included in the bid submitted, the City Purchasing Director may seek additional information of proof to verify that the business is a valid New Mexico business. If it is determined by the City Purchasing Director that the information is not factual and the low responsive bid is actually an out-of-state bidder and not a New Mexico business, then the procedures in the previous section may be applied.

If the bidder has met the above criteria, the low responsive "resident" bid shall be multiplied by .95. If that amount is then lower than the low responsive bid of a "non-resident" bidder, the award will be based taking into consideration the resident preference of 5%.

**New Mexico Resident Veteran Business Preference:** New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for a "resident veteran business". Certification by the NM Department of Taxation and Revenue for the resident veteran business requires the Offeror to provide evidence of annual revenue and other evidence of veteran status. An Offeror who wants the veteran business preference to be applied to its proposal is required to submit with its proposal the certification from the NM Department of Taxation and Revenue and the sworn affidavit attached hereto as Appendix E.

If an Offeror submits with its proposal a copy of a valid and current veteran resident business certificate, 7%, 8%, or 10% of the total weight of all the evaluation factors used in the evaluation of proposal may be awarded.

The resident business preference is not cumulative with the resident veteran business preference.

Proposals for Goods and Services. When proposals for the purchase of goods or services pursuant to Section 23 are received, the evaluation score of the proposal receiving the highest score of all proposals from those proponents in the first category listed above shall be multiplied by the Preference Factor. If the resulting score of that proposal receiving the preference is higher than or equal to the highest score of all proposals received, the contract shall be recommended to that proponent receiving the preference. If no proposal are received from proponents in the first category, or if the proposal receiving the preference does not qualify for an award after multiplication by the Preference Factor, the same procedure shall be followed with respect to the next category of proposals listed to determine if a proponent qualifies for award.

Limitation. A bidder may not claim cumulative preferences.

Application. This section shall not apply to any purchase of goods or services when the expenditure of federal and/or state funds designated for a specific purchase is involved and the award requirements of the funding prohibit resident and/or local preference(s). This shall be determined in writing by the department with the grant requirements attached to the Purchasing Office before the bid or request for proposals is issued.

## **8. PROTESTS AND RESOLUTIONS PROCEDURES**

Any proponent, offeror, or contractor who is aggrieved in connection with a procurement may protest to the Purchasing Officer. The protest must be in writing and submitted within fifteen (15) days and requirements regarding protest and resolution of protests are available from the Purchasing Office upon request.

## **SPECIAL CONDITIONS**

**1. GENERAL**

When the City's Purchasing Officer issues a purchase order document in response to the vendor's proposal, a binding contract is created.

**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 City Purchasing Officer's Office. No such consent shall relieve the vendor from its obligations and liabilities under this order.

**3. VARIATION IN SCOPE OF WORK**

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

**4. DISCOUNTS**

Any applicable discounts should be included in computing the bid submitted. Every effort will be made to process payments within 30 days of satisfactory receipt of goods or services. The City Purchasing Officer shall be the final determination of satisfactory receipt of goods or services.

**5. TAXES**

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

**6. INVOICING**

The vendor's fast fill invoice shall be submitted in duplicate and shall contain the following information: unit number, invoice number and date, breakdown of CNG fuel diesel gallon equivalent (DGE) consumption, current unit price of CNG fuel as a DGE, compression fees, total quantities provided, extended price and extended totals.

Separate invoices shall be submitted for the time fill services including invoice number and date, CNG cost per DGE, compression fees, total quantities provided, extended price and extended totals.

Invoice must be submitted to each end user, Transit or Environmental Services, and NOT THE CITY PURCHASING AGENT.

**7. METHOD OF PAYMENT**

Every effort will be made to process payments within 30 days of 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.

**8. DEFAULT**

The City reserves the right to cancel all or any part of this order without cost to the City if the vendor fails to meet the provisions for this order, and except as otherwise provided herein, to hold the vendor liable for any excess cost occasioned by the city 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 the control and with the fault or negligence of the Vendor and these causes have been made known to the City of Santa Fe in written form within five working days of the vendor 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 of the Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of sub-contractors due to any of the above unless the city shall determine that the suppliers or services to be furnished by the sub-contractor are obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. The rights and remedies of the city are not limited to those provided for in this paragraph and are in addition to any other rights provided for by law.

**9. NON-DISCRIMINATION**

By signing this City of Santa Fe bid or proposal, the vendor agrees to comply with the Presidents Executive Order No. 11246 as amended.

**10. NON-COLLUSION**

In signing this bid or proposal, the vendor certifies they have not, either directly or indirectly, entered into action in restraint of full competition in connection with this bid or proposal submittal to the City of Santa Fe.

## **PROJECT SCOPE AND REQUIREMENTS '18/01/P**

### **1. PROJECT DESCRIPTION**

The City of Santa Fe currently owns a Compressed Natural Gas (CNG) facility at 2931 Rufina Street, Santa Fe, New Mexico. This facility provides service to the Transit Division (public transportation) and includes a public fast-fill station that is also used by the City's Environmental Services Division (solid waste and recycling collections). The station surface structures are owned by the City but fuel and fueling infrastructure is provided by a public-private contract.

The City intends to execute a professional services agreement with a firm for the design, permitting, construction, testing, and ongoing maintenance of a new CNG station (Station) at the same address. This Station shall be a 24-hour 7-day per week self-serve CNG vehicle refueling facility; including a fully integrated fuel conditioning, compression, storage, fast- and slow-fill dispensing systems. The Station will provide fueling to both the City's Transit and Environmental Services Divisions; and includes a public fast fill station. The current fueling operation may not be impacted during construction.

After the Station becomes operational, the Contractor is expected to provide all Station maintenance, and provide emergency maintenance on a 24-hour 7-day per week basis for the duration of the contract.

All of the expenses incurred in connection with design, constructing and maintenance of the Station will be borne by the selected proponent (Contractor). The Contractor will be reimbursed for services and capital costs through a fuel surcharge (compression fee) paid by the City to the Contractor per Diesel Gallon Equivalent (DGE). The term of this agreement will be for 8 years.

### **2. SCOPE OF WORK**

The Contractors' minimum responsibilities, consist of the following:

- a. Design and build a CNG Station, perform all related engineering design functions including Surveying, Civil, Site, Mechanical, Electrical, and Instrumentation to meet current and future needs of the City;
- b. Prepare detailed project plans and specifications;
- c. Prepare and acquire all necessary permits;
- d. Procure equipment and materials;

- e. Develop the site;
- f. Perform all construction, testing, commissioning, start-up, and all activities necessary to deliver the fueling Station;
- g. Provide as-built drawings in digital and hard-copy format;
- h. Provide complete documentation for all major facility equipment;
- i. Dispose of any and all hazardous materials resulting from the CNG Station operation during construction and the period of the maintenance contract;
- j. Bring the Station on-line and continuously provide fuel to the City's Transit and Environmental Services Divisions, and the public fast-fill station;
- k. Provide regular routine Station maintenance, and provide emergency maintenance on a 24-hour 7-day per week basis, responding within 2 hours of notification of maintenance needs, and restoring the operation of the facility within 24 hours of halted operations and/or provide fuel by other means;
- l. Keep the City apprised of the condition of the Station at agreed time intervals, and provide notification of scheduled and/or anticipated maintenance and/or repairs within contractual timelines;
- m. Provide an annual financial analysis of the capital depreciation and investment remuneration of the Station within ten days of the anniversary date of the contract- including total amount of CNG fuel sold, and estimated buyout amount of the Station including all equipment;
- n. Maintain and manage the Station fuel accounting system including the metering of fuel consumption for each specified user- Environmental Services, Transit, and the public fast fill station.

### **3. CNG STATION**

The current compression system, Transit Slow Fill, and the Public Station cannot be impacted and **must remain operational throughout construction.**

#### **A. Bid Lot (1): Slow Fill Option**

Provide new compression and storage equipment, including all components, to assure sufficient fueling capacity for the Environmental Services and Transit Divisions, and the public fast fill station. Compression equipment must be capable of meeting demands resulting from anticipated growth. All equipment must be new and the latest technology utilized within the industry. Additionally, expand or replace the current compression equipment housing to facilitate the updated equipment.

Provide a system to separately meter Environmental Services, Transit, and the Public Station.

*For Environmental Services Division:*

Design and construct two solid waste vehicle fueling bays featuring 20 fuel ports each for solid waste vehicle parking. The bay structures shall feature concrete pads, each approximately 175' long x 80'8" wide, including canopy covers with explosion proof LED lighting and 125 volt, 20A electrical outlets for truck block heaters. The fueling bays shall provide parking and port access on either side for a total of 40 slow-fill nozzle ports supplied by sub-surface lines from the compression facility. The fueling compression facility shall provide a consistent fuel pressure of 3,600 PSIG, as indicated on Exhibit A. Based on the final dimensions, an asphalt driving surface of sufficient width for typical solid waste collection trucks to maneuver in and out of the fueling bays shall surround the concrete within the Environmental Services portion of the Station.

*For Transit Division:*

Construct 33 slow-fill posts and provide a new sub-surface fuel delivery system from the compression facility to replace the existing fueling system. Install 16 new slow-fill posts and design and construct a canopy to cover these 16 slow-fill posts. The fueling compression facility shall provide consistent fuel pressure at 3,600 PSIG, as indicated on Exhibit A. The existing fueling stands **must remain operational throughout construction.**

#### **B. Bid Lot (2): Transit Fast Fill Option**

Provide new compression and storage equipment, including all components, to assure sufficient fueling capacity for the Environmental Services and Transit Divisions, and the public fast fill station; equipment must be capable of meeting demands resulting from anticipated growth. All equipment must be new and the latest technology utilized within the industry. Additionally, expand or replace the current compression equipment housing to facilitate the updated equipment.

Provide a system to separately meter Environmental Services, Transit and the Public Station.

*For Environmental Services Division:*

Design and construct two solid waste vehicle fueling bays featuring 20 fuel ports each for solid waste vehicle parking. The bay structures shall feature concrete pads, each approximately 175' long x 80'8" wide, including canopy covers with explosion proof LED lighting and 125 volt, 20A electrical outlets for truck block heaters. The fueling bays shall provide parking and port access on either side for a

total of 40 slow-fill nozzle ports supplied by sub-surface lines from the compression facility. The fueling compression facility shall provide a consistent fuel pressure of 3,600 PSIG, as indicated on Exhibit A. Based on the final dimensions, an asphalt driving surface of sufficient width for typical solid waste collection trucks to maneuver in and out of the fueling bays shall surround the concrete within the Environmental Services portion of the Station.

*For Transit Division:*

Design and construct fast-fill fuel pumps within the Transit yard. Provide new sub-surface lines; the estimated distance from CNG facility is 560'. The fast-fill pumps must provide a consistent fuel pressure at 3,600 PSIG; as indicated on Exhibit A. The existing fueling stands **must remain operational throughout construction**.

#### 4. REQUIREMENTS

Contractor is responsible for operating and maintenance of the CNG Station and bears all costs related to the design, construction and maintenance of the CNG Station including, but not limited to, procurement of natural gas commodity and dispensing fuel and selling compressed fuel to the City and the public.

All design and construction shall comply with current federal and state codes including, but not limited to, security and safety; and shall incorporate Federal Transit Administration safety and security recommendations wherever practical. Contractor must secure all necessary construction and environmental permits related to the Station.

The Contractor is required to implement surface water management from the Station and must comply with all local, state and federal requirements; and may be required to upgrade the existing Storm Water Basin. If expansion of the Storm Water Basin is required, then the City will be responsible for hauling, and costs incurred, to properly dispose of the soil.

It is the Proponents responsibility to verify existing conditions prior to submitting a proposal. A mandatory walk-through of the existing facility will be held on the morning of the scheduled mandatory pre-bid meeting. The City will allow interested companies to walk-through the existing facilities by schedule.

The CNG distribution must be metered separately for Environmental Services slow-fill, Transit Division's chosen application, and the public fast-fill station. Provide a description in the proposal detailing how you will meet this requirement.

All proposed equipment and materials shall be new with original equipment manufacture's warranties. Contractor is required to provide an engineering report that specifies the proposed equipment to be utilized to assure capacity for CNG



fueling required meet the fueling needs of the municipal and public access fast fill. The report shall include a development schedule that specifically addresses how the fueling demands will be met, without interruption, including a contingency plan should any unanticipated difficulties arise during the process.

The contractor must provide emergency on-going maintenance service on a 24-hour, seven-day per week basis providing emergency service within two hours from the time contacted by the City, and restore the operation of the Station within 24 hours of notification, or provide fuel by other means. Submit the contingency plan with the proposal, including the company name, profile, and contact information for the person or persons responsible for emergency repairs.

## **5. ADDITIONAL REQUIREMENTS**

The proponent selected for this project will provide a significant amount of services in close cooperation and consultation with the City in order to design the optimum CNG fueling facility, secure all necessary construction and environmental permits, and manage construction of all aspects of the CNG facility. Following selection, the Contractor's highest priority shall be to work with City staff to finalize the facility design and build of the facility.

The Transit and Environmental Services Divisions depend upon the existing CNG fueling facility to maintain daily services to the public. The current fueling facility will remain in place through October 3, 2018. The new Station must be designed, built, and brought on-line within this time frame. The proponent shall provide a written plan that ensures the Station will be operational by this deadline. A contingency plan must be provided to ensure fueling capacity for both Transit and Environmental Services should the deadline not be met.

## **6. ECONOMIC PROPOSAL**

All of the expenses incurred in connection with design, constructing and maintenance of the Station will be borne by the Contractor. The Contractor will be reimbursed for capital costs and services through a fuel surcharge (compression fee) paid by the City to the Contractor per DGE. The term of this agreement will be for 8 years.

The Environmental Services Division currently has 19 CNG collection units. The Division's current average annual consumption of CNG fuel is 172,482 DGE. Ten additional vehicles are anticipated by the middle of 2018. The ESD forecasted annual consumption of CNG fuel when the Station becomes operable is 263,262 DGE.

The Environmental Service Division has a total of 45 collection vehicles and will continue to replace diesel vehicles with CNG vehicles through its vehicle replacement program. There are several variables, but the Division replaces 4 to 6

trucks on a yearly basis, so it is possible to have the fleet fully converted to CNG by 2023.

The Transit Division has a total of 33 CNG powered buses and 15 class C CNG powered vehicles. Transit annual consumption of CNG DGE in 2016 was 416,260.

Based on the initial estimate of 680,000 DGE for the first year of operation, the City will guarantee a monthly consumption of 35,000 DGE throughout the life of the contract. Proponent shall provide a compression fee schedule, which will account for the repayment of the Station within eight years, as per Appendix A. The compression fee, at a minimum, should include the following components:

- CNG DGE consumption by City and Users
- Total cost of design and construction
- Capital investment
- Insurance
- Operations and Maintenance costs
- Applied Tax Credits
- Duration of the contract (8 Years)

Natural gas commodity price shall be a pass through cost with no additional charges or fees. Provide a copy of the suggested price index used for calculation with your proposal.

The monthly compression fee billing charges will be in accordance with Appendix A. The Contractor will provide an annual buyout value of the facility by the anniversary date of the contract; the City maintains the option to purchase the Station at the buyout price.

## **SUBMITTAL REQUIREMENTS**

### **'18/01/P**

The proposal length is limited to ten, double-sided pages, 8.5 in. x 11 in., with no smaller than 12 point font and 1 inch margins, not including additional figures or appendices. Two additional pages may be included to address the qualifications and experience of each additional entity that is integral to the proposal team. Five (5) original hard copies plus an electronic file shall be submitted.

Proposals shall include the following information:

- Experience/Qualifications. Description of key personnel's and team member's roles, experience and qualifications for developing CNG fueling facilities of similar size and complexity. Specific information to be evaluated includes experience in designing, permitting, constructing and CNG fueling facilities of similar size and complexity. List all relevant professional licenses or certifications. Proponents must have experience developing a minimum of three CNG fueling facilities. If a proponent forms a joint venture or other teaming arrangement, the combined experience of the team may satisfy this requirement. In addition, similar experience and qualifications information shall be provided for proposed contractors.
- Technical Competence. Proposed technical specifications will be evaluated for ability to meet overall CNG fueling facilities project objectives, all applicable regulatory electrical standards, as well as provide for adequate site safety and security.
- Capability to Perform. Proposed firms will be evaluated for their ability to perform all the necessary tasks required to manage development and maintenance of the CNG fueling facility. Identified goals and tasks as well as proposed development schedules will be evaluated to determine if they are reasonably achievable and proceed in a logical manner. Other information evaluated will include: skilled labor force availability and a firm's safety record. Proponents shall also include a resources utilization summary, describing how the proponent's available resources will be optimized to facilitate speedy and uninterrupted development of the Station. The proponent shall also provide a list of all relevant contractual commitments that will compete for available resources.
- Past Performance. Representative projects that demonstrate project experience, including the name and contact information for a representative of the customer with working knowledge of the project and its' performance, construction cost, and design related change orders.
- Preliminary Project Plan
  - The proposed comprehensive CNG Station plan shall include:

- System design capable of meeting existing and forecasted slow-fill (or fast-fill if selected) municipal and public access fast-fill fueling demands.
  - Expansion of the current compression facility to create space for the new compression equipment
  - The manufacturer specification sheets for all compression, storage, control systems, dispensing, and other essential equipment
  - A preliminary site plan identifying the location and design of the public access fast-fill station, the new 3,600PSIG slow-fill Environmental Services Division fueling station, and the expanded slow-fill Transit Division for Bid Lot 1; and Transit fast-fill fueling station for Bid Lot 2.
  - The proposed operational site security measures for the facility
  - A description of the separate metering system for Environmental Services slow-fill, Transit Division’s chosen application, and the public fast-fill station.
  - Submit the Station maintenance contingency plan including the company name, profile, and contact information for the person or persons responsible for emergency repairs.
  - A development schedule that specifically addresses how the fueling demands will be met, without interruption, including a contingency plan should any unanticipated difficulties arise during the process or the deadline for completion not be met.
  
- Economic Proposal
  - Based on provided yearly CNG DGE fuel consumption estimates, the Proponent will provide a preliminary compression fee which will provide for the operations and maintenance of the Station and repayment within an eight year period. The selected proponent shall provide a complete breakdown of the costs, as described in *Section 6: Economic Proposal* utilizing the form labeled “Appendix A” for both Bid Lot (1) and Bid Lot (2) described in *Section 3: CNG Station*.
  
- Proposed Schedule
  - Proposed schedule for development of the Station, outlining the timeframe for completion of the major project tasks such as project design, permitting and authorizations, construction, and testing. The schedule shall include an emergency “back-up” plan should any unanticipated difficulty arise during the upgrade process. The City’s current contract will expire on October 3, 2018; the City’s target date for completion of the Station is July 31, 2018.

- Certifications. Proponents shall include a brief statement regarding the legal and financial status of all firms in their joint-venture or team, covering the following:
  - Certification that insurance and bonding requirements can be met;
  - Statement regarding the status of debarment, disqualification, default, or early termination from a contract in the last 5 years;
  - Certification regarding commercial bankruptcy in the last 5 years;
  - Information on all settled adverse claims, disputes or lawsuits with an owner or a project;
  - Description of OSHA violations, worker's compensation claims or safety claims;
  - Description of any state licensing violations; and
  - Letter of reference from the proponent's bank.
  
- Sample Contract. Proponents shall include a suggested contract

**EVALUATION CRITERIA  
&  
WEIGHTED VALUES**

**EVALUATION COMMITTEE MEMBERS**

CRITERIA	WEIGHTED VALUE	X	EVALUATION POINTS	TOTAL
1. Experience/Qualifications	10	X	_____	_____
2. Technical Competence	10	X	_____	_____
3. Capacity to Perform/Past Performance	20	X	_____	_____
4. Preliminary Project Plan	30	X	_____	_____
5. Economic Proposal	30	X	_____	_____
6. Schedule	30	X	_____	_____
<b>TOTAL</b>				_____

Evaluation Points: 1 = Lowest through 5 = Highest, Total Points Available **650**

Scores of the evaluation committee members will be totaled to determine the top rated firms.

Following ranking of proposals by the evaluation committee, the top ranked firms shall be short-listed. The selection committee may interview the top three rated proponents; however, contracts may be awarded without such interviews. If interviews are conducted for the top three rated firms, those scores totaled from the evaluation committee members from the interview evaluations will determine the final top rated firm, unless other tangible extenuating circumstances are documented.

Based on evaluation of the proposals, new information may be issued by the City and Best and Final Offers may be submitted. The Best and Final Offers shall be evaluated based on the evaluation criteria, unless otherwise specified in writing to the top listed proponents.

Unless noted elsewhere in this RFP, the same evaluation form will be used to separate the interview scores.

## **SELECTION COMMITTEE**

An evaluation committee composed of representatives of the City of Santa Fe and the State of New Mexico Energy and Natural Resources Department will evaluate all proposals. The City reserves the right to alter the membership of the selection committee as it deems necessary.

### **Evaluation Committee Members**

Robert Rodarte,	Purchasing Director or Representative
Thomas Martinez,	Interim Transit Division Director
Shirlene E. Sitton,	Environmental Services Division Director
Keith Wilson,	Transit Grant Administrator
Lawrence Garcia	Environmental Services Division Project Administrator

THE REMAINDER OF THIS PAGE WAS LEFT BLANK INTENTIONALLY;

# **ATTACHMENTS**



**RESIDENT VETERANS PREFERENCE CERTIFICATION**

\_\_\_\_\_ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement.

**Please check one box only:**

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I agree to submit a report or reports to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

In conjunction with this procurement and the requirements of this business application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, which awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

I understand that knowingly giving false or misleading information on this report constitutes a crime.

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

\_\_\_\_\_  
(Signature of Business Representative)\*

\_\_\_\_\_  
(Date)

\*Must be an authorized signatory of the Business.

The representation made by checking the above boxes constitutes a material representation by the business. If the statements are proven to be incorrect, this may result in denial of an award or un-award of the procurement.

SIGNED AND SEALED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_






# City of Santa Fe Living Wage Ordinance







PURSUANT TO THE CITY OF SANTA FE  
LIVING WAGE ORDINANCE, SECTION 28-1 SFCC 1987  
EFFECTIVE MARCH 1, 2017 ALL WORKERS WITHIN THE  
CITY OF SANTA FE  
SHALL BE PAID A LIVING WAGE OF

# \$11.09 PER HOUR

## Santa Fe's Living Wage

-  The Santa Fe Living Wage Ordinance establishes minimum hourly wages.
-  The March Living Wage increase corresponds to the increase in the Consumer Price Index (CPI).
-  All employers required to have a business license or registration from the City of Santa Fe ("City") must pay at least the adjusted Living Wage to employees for all hours worked within the Santa Fe city limits.

## Who is Required to Pay the Living Wage?

-  The City to all full-time permanent workers employed by the City;
-  Contractors for the City, that have a contract requiring the performance of a service but excluding purchases of goods;
-  Businesses receiving assistance relating to economic development in the form of grants, subsidies, loan guarantees or industrial revenue bonds in excess of twenty-five thousand dollars (\$25,000) for the duration of the City grant or subsidy;
-  Businesses required to have a business license or registration from the City; and
-  Nonprofit organizations, except for those whose primary source of funds is from Medicaid waivers.
-  For workers who customarily receive more than one hundred dollars (\$100) per month in tips or commissions, any tips or commissions received and retained by a worker shall be counted as wages and credited towards satisfaction of the Living Wage provided that, for tipped workers, all tips received by such workers are retained by the workers, except that the pooling of tips among workers shall be permitted.

## Exhibit A - Project Site Map, Location and Driving Directions

### Directions to Project:

Project site is located at: 2931 Rufina Street, Santa Fe, NM 87507.



***Note compression station building and public fast fuel facility at right of photo (center of circle drive). Transit Division's existing time fill stations under canopies in (upper center of photo).***

## Appendix A Economic Proposal

### **Compression Fee:**

Based on a guaranteed usage of 35,000 DGE per month, the Proponent shall provide a preliminary compression fee, which will account for the repayment of the Station within eight (8) years. The compression fee, at a minimum, should include the following components:

- CNG DGE consumption by City and Users
- Capital investment
- Insurance
- Operations and Maintenance Costs
- Applied Tax Credits
- Duration of the contract (8 Years)

The compression fee (per DGE) will be provided to the City on a monthly basis. The price of Natural Gas will be a pass through and is not to be included in the compression fee.

### **Volume based Compression Fee**

As the bid documents outline, the City of Santa Fe anticipates that the volume of CNG usage will fluctuate; however, the City guarantees a minimum CNG usage of 35,000 DGE per month. Using the chart below, indicate volume-based pricing (per DGE) based on the provided monthly consumption ranges. The compression fee should include the components outlined above.

Changes to the compression fee are based on actual volume of both City purchased CNG and 3<sup>rd</sup> party purchased CNG for the billing period. Vendor must submit annualized volume numbers, broken down by user, by the anniversary date of the contract each year.

### Compression Fee

Fee (\$/DGE)	Consumption Range/Month
	0 to 35,000
	35,001 to 40,000
	40,001 to 45,000
	45,001 to 50,000
	50,001 to 55,000
	55,001 to 60,000
	60,001 to 65,000
	65,001 to 70,000
	70,001 to 75,000
	75,001 to 80,000
	80,001 to 85,000
	85,001 to 90,000
	90,001 to 95,000
	95,001 to 100,000