

REQUEST FOR PROPOSALS

The City of Las Vegas, New Mexico will open Sealed Bids at 2:00 p.m., April 11, 2017, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

METROPOLITAN REDEVELOPMENT ACT PLAN UPDATE SERVICES

The PROPOSAL FORMS AND TECHNICAL SPECIFICATIONS may be examined at the following location: City Clerk's Office, 1700 N. Grand Ave. Las Vegas, NM 87701

Copies of the PROPOSAL FORMS AND TECHNICAL SPECIFICATIONS may be obtained at the office of: City Clerk's Office, 1700 N. Grand Ave. Las Vegas, NM 87701

Mailed proposals should be addressed to the City Clerk, 1700 N. Grand Ave., Las Vegas, New Mexico 87701; with the envelope marked: METROPOLITAN REDEVELOPMENT ACT PLAN UPDATE SERVICES, RFP No. 2017-25; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the Offeror to ensure that their proposal is delivered to the City Clerk by the date and time set for the proposal request. If the mail or delivery of proposal request is delayed beyond the opening date and time, the bid thus delayed will not be considered. Proposals will be reviewed at a later date with possible negotiations to follow.

The City of Las Vegas reserves the right to reject any/or all bids submitted.

CITY OF LAS VEGAS,



RICHARD TRUJILLO, CITY MANAGER

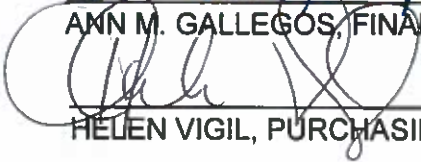


H. CHIGO GALLEGOS, CITY ATTORNEY DAVID SILVA

CASANDRA FRESQUEZ, CITY CLERK



ANN M. GALLEGOS, FINANCE DIRECTOR



HELEN VIGIL, PURCHASING OFFICER

Opening No. 2017-25

Date Issued: 3/10/2017

Published: LAS VEGAS OPTIC March 17, 2017
www.lasvegasnm.gov March 17, 2017
Albuquerque Journal March 17, 2017
Santa Fe New Mexican March 17, 2017

OFFEROR INFORMATION

OFFEROR _____

AUTHORIZED AGENT _____

ADDRESS _____

PHONE _____

FAX _____

DELIVERY _____

STATE PURCHASING RESIDENT CERTIFICATION NO. _____

NEW MEXICO CONTRACTORS LICENSE NO. _____

SERVICE(S) METROPOLITAN REDEVELOPMENT ACT PLAN SERVICES _____

THE CITY OF LAS VEGAS RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM.

AFFADAVIT FOR FILING WITH COMPETITIVE PROPOSAL

STATE OF _____

COUNTY OF _____

I, _____ of lawful age, being the first duly sworn in oath, say that I am the agent authorized by the offerors to submit the attached proposal. Affiant further states that the offeror has not been a party to any collusion among offerors in restraint of freedom of competition by agreement to a fixed price or to refrain from submitting a proposal; or with any City official or employee as to the quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussion between offerors with any City official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Signature

Subscribed and sworn to before me, this _____ day of _____, 2017.

(SEAL)

Notary Public Signature

My Commission Expires: _____

DESCRIPTION

The City is requesting qualified professional services for the update of the City’s existing Master Plan to perform the Metropolitan Redevelopment Act Plan as defined by the Metropolitan Redevelopment Code (3-60A-8) on behalf of the City of Las Vegas, NM. Any qualified and selected offerer must be approved by the New Mexico Economic Development Department prior to execution of any contract under this Request for Proposal.

SCOPE OF WORK

Description

The City of Las Vegas, NM passed a resolution on June 24, 2010 designating the City of Las Vegas as a Metropolitan Redevelopment Area as defined by the Metropolitan Redevelopment Code (3-60A-8). The City of Las Vegas is seeking professional services to develop a Metropolitan Redevelopment Act Plan (MRA) as per the New Mexico Redevelopment Code to address blighted areas that will include, but is not limited to:

Inventory:

- Develop an inventory and mapping of existing conditions of land use, zoning, public land ownership, transportation networks and traffic volumes;

Overview:

- conduct an overview of existing downtown, municipal and regional commercial and housing market conditions;

Land Uses

- assess new and future land use and revitalization projects to integrate the preservation and conservation of historic buildings and cultural properties;
- determine vacant, underutilized, and available land and buildings;

Projects

- projects will include job creation, economic redevelopment, livability, walkability, and support or enhance the existing authentic and unique sense of place.

The Master Plan of the City of Las Vegas is part of the process for the City initiative and goal(s) to promote infill and “Brownfield” development on vacant and underutilized lots and develop or redevelop vacant underutilized and abandoned buildings. Wherever possible within the City and the powers made available to the City of Las Vegas by the NM Metropolitan Redevelopment Code by working with, but not limited to:

- the private sector to create opportunities for new housing;
- group(s) to preserve the existing businesses in the area;
- expanding the business community and implement public improvements and investments in three (3) historical districts.

For purposes of this Request for Proposal, the commercial districts to be assessed under the proposed plan include Old Town, New Town, and the Railroad Districts. Therefore, the proposed contractor will create an MRA that creates a vision and Master Plan that reflects:

- asset inventory;
- market analysis;
- implementation strategies and priorities while identifying resources that includes community participation

Prepare a plan on behalf of the City of Las Vegas that updates the Master Plan including, but not limited to an inventory and mapping of existing conditions of land use, zoning, public land ownership, transportation networks and traffic volumes; an overview of existing downtown, municipal and regional commercial and housing market conditions; new and future land uses and revitalization projects including preservation and conservation of historic and cultural properties; determine vacant underutilized land or buildings; and projects that include job creation, economic redevelopment, livability, and walkability.

CONTENT, FORMAT AND SUBMITTAL OF PROPOSALS

Offeror must provide information to address the ranking criteria listed hereinafter. The proposal should be concise and demonstrate an understanding of the project, experience in related projects, experience of personnel or sub-contractors (Include resumes), equipment and provide your own office space available to perform the work, technical approach to the project, and three references from other clients (Municipality specific is preferred, but not required). In addition, the Offeror must submit at minimum five (5) work samples of previous plans that are similar or specifically related to an MRA.

The submitted proposal must not exceed fifteen (15) pages and must be in a 12 point font with page numbers. Please note that title pages, table of contents, and addendums or attachments are not considered part of the 15 page narrative.

Offeror must provide six (6) copies of the proposal, including one (1) stamped original, which must be delivered to the City Clerk of the City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701, no later than 2:00 pm on April 11, 2017.

Sealed proposal envelopes shall be clearly marked "Metropolitan Redevelopment Act Plan Services" RFP 2017-25 on the outside of the envelope. Failure to comply with these requirements shall result in rejection of the proposal.

CRITERIA/RANKING

The City of Las Vegas will utilize a technical advisory team made up of, but not limited to designated City staff, MainStreet staff, Lodgers Tax Advisory Board members, Marketing Advisory Committee members, Design Review Board and/or other community members or stakeholders to evaluate the proposals submitted. All proposals shall be reviewed for compliance with the minimum and mandatory requirements as stipulated within this Request for Proposals. Proposals found not to be in compliance will be rejected without further consideration. Proposals which are not rejected will then be evaluated based upon the following weighted values:

- 1. **Experience of the Offeror, Specialized Services and Technical Competence - 25%**
Please describe the experience or related experience in the development of a Municipal Master Plan(s) or updates or similar document(s). Special attention will be paid to the Offerors ability to complete a thorough and stakeholder participatory Plan within a defined timeline on time and on budget.
- 2. **Capacity and Capability - 15%**
Please describe your capacity and capability to perform assignments on short notice, in a timely basis, on budget, and to meet time frame set by the City for the planning and implementation of the MRA.
- 3. **Past Record of Performance - 15%**
Provide a description of your past performance record on similar projects for other entity's and include three (3) letters of support and a minimum of three (3) references.
- 4. **Familiarity with the City of Las Vegas - 5%**
Describe your familiarity with the City of Las Vegas in terms of a historical and cultural perspective and population as it relates to the economy of the City.
- 5. **Las Vegas/San Miguel County Based Business - 5%**
Please describe if you are a San Miguel County or City of Las Vegas based business.
- 6. **Approach to the Project - 10%**
Briefly describe your approach to the Scope of Work and include timelines and priorities for planning, facilitation, research, and implementation of the final MRA Plan.
- 7. **Approach to Communicating with the City - 5%**
Briefly describe your approach in regards to communicating with the City of Las Vegas including upper management, Community Development Department, and designated staff and stakeholders.
- 8. **Personnel Qualifications - 15%**
Include all relevant key personnel to be identified in this proposal with a summary of their experience and qualifications. Please include all resumes in the attachment section of this RFP.
- 9. **Current Volume of Work being done for the City - 5%**
If an Offeror has other contracts with the City that are not at least 75% complete, it will be taken into account in ranking the proposal on the basis that the Offeror may be too busy to complete the work.

It is anticipated that the team will meet on _____, 2017 at City Hall, City of Las Vegas, for the purpose of ranking the proposals. The Advisory Team may, but is not required to, ask the top proposers to make an oral presentation at a time and place to be determined. It is anticipated that the final rankings and recommendation will be presented to the City Council at a regular work session on _____ 2017, TBA, at City Hall, City of Las Vegas, 1700 North Grand Avenue, Las Vegas, New Mexico 87701.

CONTACT

For questions regarding this RFP, contact:

Annette Velarde
Community Development Coordinator
City of Las Vegas
505-454-1401 x 3221
amvelarde@ci.las-vegas.nv.us

STANDARD PROPOSAL CLAUSES

Awarded Proposal: Awarding of Proposal shall be made to the responsible Offeror whose proposal best meets the required specifications. A multi-term contract for a period not to exceed four years, renewable annually may be considered. The City reserves the right to reject or accept any or all Proposals submitted and to waive an insubstantial irregularity in the form of the proposal.

The City of Las Vegas reserves the right to make multiple awards on Professional Services proposals. All contracts shall be presented to the Governing Body for approval.

Timetable: Proposals pursuant to this request must be received at the City Clerk's Office at 1700 North Grand Avenue, Las Vegas, New Mexico, on or before _____ pm, _____, 2017, at which time all proposals received will be opened. The opening will occur at the City Offices. Awarding of proposal is projected for _____ 2017. The successful Offeror will be notified by mail.

Envelopes: Sealed proposal envelopes shall be clearly marked on the lower left-hand corner, identified by METROPOLITAN REDEVELOPMENT ACT PLAN SERVICES and opening number. Failure to comply with this requirement may result in the rejection of the submitted proposal.

Bribery and Kickback: The Procurement Code of New Mexico (Section 13-1-28 through 13-1-199 N.M.S.A. 1978) impose a third degree felony penalty for bribery of a public official or public employee. The New Mexico Criminal Statutes (Section 30-4-1 N.M.S.A. 1978) states that it is a third degree felony to commit offense of demanding or receiving a bribe by a public official or public employee, and (Section 30-24-2 N.M.S.A. 1978) states that it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks. In addition, (Section 30-41-1 through 30-41-3 N.M.S.A. 1978) states that it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks.

Responsibility of the Offeror: At all times it shall be the responsibility of the Offeror to see that their proposal is delivered to the City Clerk by the Date and Time scheduled for opening. If the mail or delivery of said proposal is delayed beyond the scheduled opening date and time, set proposal thus delayed will not be considered.

Non-Collusion: In signing the proposal and affidavit, the Offeror certifies that he/she has not, either directly or indirectly entered into action of restraint of free competition in the connection with the submitted Proposal.

Clarification of Proposal: Offeror requiring clarification or interpretation of the proposal specifications shall make a written request to the Community Development Department at least five (5) days prior to the scheduled proposal opening date, with a copy forwarded to the Finance Department. Any interpretations, corrections, or changes (not part of the negotiation stage) of said proposal specifications shall be made by "ADDENDUM" only, including any opening date or time change. Interpretations, corrections, or changes of said proposal made in any other manner (before opening and negotiation stage) will not be binding and Offeror shall not rely upon such interpretations, corrections, and changes.

Modification or Withdrawal of Proposal: A Proposal may not be withdrawn or cancelled by the Offeror following the scheduled opening date and time; the Offeror does so agree in submitting their proposal. Prior

to the scheduled time and date of opening, proposals submitted early may be withdrawn, but may not be re-submitted.

Application of Preference: Pursuant to (Section 13-1-21 and 13-1-22 N.M.S.A. 1978) any New Mexico resident business or resident manufacturer who wishes to receive the benefit of an "Application of Preference" must provide their Certification Number (issued by N.M. State Purchasing) with their proposal on the "OFFEROR INFORMATION/AFFIDAVIT" form.

Federal Tax Identification Number: Pursuant to IRS requirements, Offerors shall provide their Federal Tax ID Number if Offeror is incorporated. If Offeror is a sole proprietorship or partnership, then Offeror shall provide their Social Security Number.

Federal Tax ID Number _____

Social Security Number _____

New Mexico Tax Identification Number: Payment may be withheld under (Section 7-10-5 N.M.S.A. 1978) if Offeror is subject to New Mexico Gross Receipts Tax and have not registered for a New Mexico (CRS) Tax Identification Number, contact the New Mexico Taxation & Revenue Department at (505)827-0700 for registration instructions.

New Mexico (CRS) Tax Identification Number _____

Campaign Contribution Disclosure Form: The Bidder shall submit a completed Campaign Contribution Disclosure Form Pursuant to Chapter 81, Laws of 2006.

Special Notice: Proposal will be opened and all submitted copies will be checked for accuracy of specific number of copies requested. Any price or other factors of the submitted proposals will not be read out loud to anyone in attendance at the proposal opening. All factors of the submitted proposal are not public record to other Offerors or interested parties before the negotiation or awarding process. The Community Development Department will evaluate all proposals submitted according to the evaluation criteria indicated in the proposal specifications.

Negotiation: Pursuant to the City of Las Vegas Purchasing Rules and Regulations (section 6.7), discussions or negotiations may be conducted with a responsible Offeror who submits an acceptable or potentially acceptable proposal.

Contract: When the City issues a Purchase Order in response to an awarded proposal, a binding contract is created, unless a specific contract has been created.

Taxes: Bidder must pay all applicable taxes. If the Offeror is from outside the City of Las Vegas, the successful Offeror must pay Gross Receipts Tax in the City of Las Vegas. The successful Offeror will be required to obtain a Business Registration/License from the City of Las Vegas prior to commencing any project within the City limits.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s): _____

Purpose of Contribution(s): _____

(The above fields are unlimited in size): _____

Signature

Date

Title (position)

-OR-

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

EVALUATION SHEET

OFFERORS:

Proposal must address each of the following criteria.

EVALUATOR: _____

DATE: _____

RATING SHEET FOR:		
METROPOLITAN REDEVELOPMENT ACT PLAN SERVICES		
Offeror: _____		
ITEM	POSSIBLE POINTS	POINTS AWARDED
RFP - METROPOLITAN REDEVELOPMENT ACT PLAN SERVICES		
1. Experience of the Offeror, Specialized Services and Technical Competence	25	
2. Capacity and Capability	15	
3. Past Record of Performance	15	
4. Familiarity with the City of Las Vegas	5	
5. Las Vegas/San Miguel County Based Business	5	
6. Approach to the Project	10	
7. Approach to Communicating with the City	5	
8. Personnel Qualifications	15	
9. Current Volume of Work being done for the City	5	
SUBTOTAL: METROPOLITAN REDEVELOPMENT ACT PLAN SERVICES	100	