



City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Mayor Louie A. Trujillo

RFP 2023-04

ADDENDUM #1

1. **Please clarify that a bid is not required for this RFP.** There are references to bid pages in the RFP, as follows:

LABELS: Offeror is required to tab pages which include the following: Notarized Affidavit, Signed Campaign Contribution form, Subcontractor list if applicable, and total bid amount page.

Special Notice: “any price or other factors of the submittal proposal will not be read out loud to anyone in attendance at the proposal meeting.”

- **Total Bid Amount page not required.**

2. **Offerors Information Page- Is a contractor’s license required?**

- **No Contractor License Required.**

3. **Copies: Please confirm number of copies to submit, as there are conflicting requests, as noted below:**

Page 3- Enclose one (1) original and five (5) copies of Proposal documents. Failure to comply with this requirement may result in the rejection of the submitted Proposal.

CRITERIA FOR ACCEPTANCE AND EVALUATION OF PROPOSALS:

2.2 Submittal of Proposals: Five (5) copies of proposals must be delivered to the City Clerk

8.2.1 Format and Section Requirements of Proposals

a. Offerors shall provide five (5) copies of their proposal to the location specified on the cover page on or before the closing date and time for receipt of proposals.

- **One (1) original & five (5) copies are required. Total of six (6)**

4. **Please clarify which of the following specification lists are to be followed, as there are differences in the items requested and the numbering of the requested items.**

2.3 Ranking Criteria:

i. **Specialized Services as Stated in the Scope of Work (20%)** –Offeror’s experience in the field addressed in the scope. The Offeror should be able to address specific examples of related services.

David Ulibarri
Councilor Ward I

Michael Montoya
Councilor Ward 2

Barbara Perea-Casey
Councilor Ward 3

David G. Romero
Councilor Ward 4

ii. Capacity & Capability (20%) – Offeror’s willingness, capacity and capability to perform assigned duties and tasks on short notice and in a timely manner, using appropriately certified personal as well as work with the City and public while making presentations before committees, City Council and any other entities as needed.

iii. Past Record of Performance (20%) – Offeror should provide a list of references with names and phone numbers.

iv. Familiarity with the City of Las Vegas Systems (15%) – Offeror’s familiarity and experience with the area the project is located.

v. Water/Waste Water Certified Employees*(20%) - Provide the number of personnel and current certified levels available to support the city’s need.

vi. Resident Preference *(5%) - Offerors Proximity to the City of Las Vegas and location of main office.

➤ **Section 2.3 is the ranking criteria**

8.2 PROPOSAL SUBMITTAL PROCEDURES

➤ **This is information needed in the proposal to assist in evaluating the ranking criteria**

8.2.1 Format and Section Requirements of Proposals

- a. Offerors shall provide five (5) copies of their proposal to the location specified on the cover page on or before the closing date and time for receipt of proposals.
- b. All proposals must be typewritten on standard 8 ½” x 11” paper and bound on the left hand margin.
- c. A maximum of twenty (20) pages, including title, index, etc., including front and back covers.
- d. The proposal must be organized in the following format and must contain, as a minimum, all listed items in the sequence indicated:
 1. Offeror’s Identification
 - i. Notarized affidavit that states name and address of your organization of office and nature of organization (individual, partnership or corporation, private or public, profit or non-profit).
 2. Personnel Experience
 - i. Describe the experience and qualifications of company principles, supervisors and other employees who will be actively engaged in the work required under the contract. The experience qualifications must reference the servicing of the City of Las Vegas Utilities Water and Waste Water Treatment System. Respond to this section as Section A of Offeror’s proposal.
 3. Experience in services referenced in scope
 - i. The Offeror shall demonstrate experience. Indicate name, address and phone number of references who can be contacted regarding the work. Respond to this section as Section B in Offeror’s proposal.
 4. Documentation
 - i. The Offeror shall provide documentation of education, certifications and qualifications. Respond to this section as Section C in the Offeror’s proposal.

➤ **Documentation of Water/Wastewater certified employees is needed for ranking criteria (2.3 v)**

5. Additional Information

- i. Describe any expectations and/or clarifications to this Request for Proposal. Also include any additional information you believe to be pertinent to the proposal but not requested elsewhere. Respond to this section as Section E in Offeror’s proposal.

6. Campaign Contributions Disclosure Form

- i. Fill out and attach the Campaign Contribution Disclosure Form. Respond to this section as Section F in Offeror’s proposal.

5. **Scope of work, Section 1 Scope of work, Task 2.** Manage, operate and maintain water and waste water treatment system within regulatory limits.
Please clarify if operation and management of the water distribution system is included in this scope of work and if the distribution system will fall under the Water Treatment Operator Certification?
- **Contract is to manage and operate water and waste water treatment plants and coordinate with the Distribution Manager.**
6. **Scope of work, Section 1 Scope of work, Task 2.**
Please clarify if the Wastewater Collection System is included in this scope of work and if the Collection System will fall under the Wastewater Treatment Operator Certification.
- **Yes for management, operations, oversight, assistance & review of the collections crew. Only City staff can drive city vehicles. Contracted staff may be needed to perform collections taskings once equipment is on site.**
7. **Scope of work, Section 1 Scope of work, Task 2, 30.**
How will the Contractor and it's Certified Operators be protected against liability if the city employees assigned to work at the facilities do not follow direction of the contractor's assigned Manager, Supervisor, and/or Staff?
- **If city employees do not follow direction, progressive discipline will occur through the city supervisor, Utilities Director or Human Resources. Contractad staff will need to promptly provide, in writing, the direction not followed or the issue needing counseling or discipline, to promptly address the situation and be available for the counseling or disciplinary meetings to address the issue.**
8. **Scope of work, Section 1 Scope of work, Task 15.**
How will the Contractor and its Certified Operators be protected against liability if City does not implement corrective maintenance or capital improvements identified by the Contractor that are required to keep the facilities in compliance?
- **City is responsible to maintain compliance as the owner of the public wáter system.**
9. **Scope of work, Section 1 Scope of work, Task 1 & 32.**
Please provide the annual budget for both the Water & Wastewater O&M services?
- **City Budgets are available on the City of Las Vegas Website.**
10. **Page 5, Taxes Note.** The proposal state that the bidder must pay Gross Receipts Tax in the City of Las Vegas.
Please clarify whether the applicable tax rate applying to the project will be for the City of Las Vegas (Location Code 12-122) or the rest of the County (Location Code 12-012)?
- **The applicable tax rate for the Treatment Plants will be the County Location Code 12-012.**