



REQUEST FOR PROPOSALS

RFP: 2025-25

CITY OF LAS VEGAS, NM COMPREHENSIVE MASTER PLAN

RFP Issue Date: 3/25/2025

PROPOSAL DUE: April 18, 2025 at 2:00 PM

Submission: 1 Original and 5 copies of Proposal

Submission Method: Proposals must be submitted by mail or delivered to the Clerk's Office

Cassandra Fresquez, City Clerk:
City of Las Vegas
1700 North Grand Avenue
Las Vegas, NM 87701

Contact for Questions:

For inquiries regarding this RFP, contact:
Cassandra Fresquez: cfresquez@lasvegasnm.gov
(505) 454-1401
1700 North Grand Avenue
Las Vegas NM, 87701

REQUEST FOR PROPOSALS

The City of Las Vegas, New Mexico will open Sealed Proposals at 2:00 pm, April 18, 2025, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

The Development of the City of Las Vegas Master Plan

Proposal Forms and Specifications may be obtained from the following location: City Clerk's office at 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 **The Development of the City of Las Vegas Master Plan Opening No. 2025-25**; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the Offeror to see 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 a proposal request is delayed beyond the opening date and time, proposal 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 proposals submitted.

CITY OF LAS VEGAS,

Tim Montgomery, City Manager

Attorney

Casandra Fresquez, City Clerk

Morris Madrid, Finance Director

Dominic Chavez, Purchasing Officer

Opening No. 2025-25 Date Issued: March 25, 2025

Published: Las Vegas Optic March 28, 2025

Albuquerque Journal March 28, 2025

www.lasvegasnm.gov March 26, 2025

OFFEROR INFORMATION

OFFEROR:
AUTHORIZED AGENT: _____
ADDRESS: _____
TELEPHONE NUMBER (____) _____
FAX NUMBER (____) _____
DELIVERY: _____

STATE PURCHASING RESIDENT CERTIFICATION NO.: _____

NEW MEXICO CONTRACTORS LICENSE NO.: _____

SERVICE (S): **The Development of the City of Las Vegas Master Plan**
THE CITY OF LAS VEGAS RESERVES THE RIGHT REJECT ANY OR ALL PROPOSALS
AND TO WAIVE ANY TECHINCAL IRREGULARITY IN THE FORM.

AFFIDAVIT FOR FILING WITH COMPETITIVE PROPOSAL

STATE OF _____ }

COUNTY OF _____ }

I, _____ state under penalty of perjury that I am at least 18 years old, and am of 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 _____, 20_____.

(SEAL)

Notary Public Signature
My Commission Expires: _____

AWARDED PROPOSAL:

Awarding of proposal shall be made to the responsible offeror whose proposal best meets the specification. The City of Las Vegas (City) reserves the right to reject any or all proposals submitted.

TIMETABLE:

Proposal 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: _____, 2025; _____ pm; at which time all proposal received will be opened. The opening will occur at the City Council Chambers or other designated area at the City Offices.

Awarding of proposal is projected for **TBD, 2025**. The successful offeror will be notified by mail.

ENVELOPES:

Sealed proposal envelopes shall be clearly marked on the lower **left-hand corner**, identified by the **Proposal Name and Opening Number**. Failure to comply with this requirement may result in the rejection of the submitted proposal.

COPIES:

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.

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.

BRIBERY AND KICK-BACK:

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

RESPONSIBILITY OF 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 the opening. If the mail or delivery of said proposal is delayed beyond the scheduled opening date and time set, this proposal will not be considered.

NON-COLLUSION:

In signing of their proposal and affidavit the offeror certifies that he/she has not, either directly or indirectly entered into action of restraint of free competition in connection with the submitted proposal.

CLARIFICATION OF PROPOSAL:

Offeror requiring clarification or interpretation of the proposal specifications shall make a written request to the **Department** involved in the proposal request 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 Dates 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.

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 **Certificate Number** (issued by N.M. State Purchasing); with their proposal on the "OFFEROR INFORMATION/AFFIDAVIT" form.

APPLICATION OF PREFERENCE:

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 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 you are subject to New Mexico Gross Receipts Tax and have not registered for New Mexico (CRS) Tax Identification Number. Contact the New Mexico Taxation & Revenue Department at (505) 827-0700 for registering instructions.

SPECIAL NOTICE:

Proposals will be opened and all submitted copies will be checked for accuracy of Department's specific amount 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 proposals **are not** public record to other offerors or interested parties before the negotiation or awarding process. The department involved in the proposal request 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. Negotiations of price will be done after all evaluation criteria have been met.

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.

NOTE:

If bidder is from outside the City of Las Vegas, the successful bidder must pay Gross Receipts Tax in the City of Las Vegas.

Pursuant to the Procurement Code, NMSA 13-1-28, *et al*, as amended, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250.00) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled pursuant to NMSA 13-1-181 or a contract that is executed may be ratified or terminated pursuant to NMSA 13-1-18 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND 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 of 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 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.

"Family member" means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor;

"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.

"Prospective contractor" means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code [NMSA 13-1-28 through 13-1-199] or is not required to submit a competitive sealed

proposal because that person or business qualifies for a sole source or 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.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By:

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s)

Nature of Contribution(s) _____

Purpose of Contribution(s)

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250.00) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

REQUEST FOR PROPOSALS

The Development of the City of Las Vegas Master Plan

Date Issued: _____

Proposal Due Date: _____

Section 1: Introduction and Background

The City of Las Vegas, New Mexico (the "City") is seeking proposals from qualified consulting firms or teams (the "Proposer") to develop a comprehensive City Master Plan (the "Master Plan"). This Master Plan will serve as a long-range vision and policy guide for the physical, economic, social, and environmental development of the City over the next 5-10 years.

Las Vegas, New Mexico, located in the foothills of the Rocky Mountains, covers roughly 7.82 square miles. According to the 2020 census, the city's population was 13,216. Although a 2025 estimate isn't yet available, data from July 2023 showed a slight decrease to 12,905 residents, suggesting a modest downward trend.

Las Vegas, NM, relies on major industries such as healthcare and social assistance, educational services, and public administration. The city also has a strong historical connection to tourism, supported by its well-preserved architecture and location along the Santa Fe Trail. However, available data suggests that tourism has a smaller economic impact compared to these other sectors.

Las Vegas, NM, is a city rich in history and distinctive features. With over 900 buildings listed on the National Register of Historic Places, it showcases diverse architectural styles reflecting its past as a key stop on the Santa Fe Trail and a thriving railroad town. Its heritage is preserved in historic districts such as the Plaza, Railroad District, and Douglas/6th Street. Surrounded by the scenic landscapes of the Santa Fe National Forest, the city also offers abundant outdoor recreation. Additionally, Las Vegas is home to the prestigious Armand Hammer United World College, an internationally recognized high school.

Adopted in 2020, the current Comprehensive Master Plan provides valuable guidance, but the City acknowledges the need for a thorough update to reflect changing demographics, economic trends, environmental challenges, technological advancements, and community goals.

Section II: Project Goals and Objectives

The primary objective of this project is to develop a forward-thinking yet practical Master Plan that will:

- Define a clear and cohesive long-term vision for the City's future.
- Establish a policy framework to guide decisions on land use, transportation, housing, economic development, parks and recreation, infrastructure, sustainability, and community facilities.
- Reflect the diverse needs and aspirations of residents, businesses, and stakeholders.
- Promote sustainable and resilient growth and development.
- Enhance the overall quality of life for all residents.
- Serve as a foundation for future zoning ordinances, capital improvement plans, and other implementation tools.
- Strengthen intergovernmental coordination and collaboration.

The Master Plan process aims to achieve the following objectives:

- Conduct a comprehensive analysis of existing conditions and trends.
- Engage the community in an inclusive and meaningful way throughout the planning process.
- Identify key challenges and opportunities facing the City.
- Develop clear goals, objectives, policies, and strategies for each component of the Master Plan.
- Create a cohesive and integrated land use plan.
- Recommend transportation and infrastructure improvements.
- Address housing needs and promote diverse housing options.
- Develop strategies to support economic growth and job creation.
- Identify opportunities for parks, recreation, and open space preservation.
- Incorporate sustainability principles and environmental stewardship.
- Establish an implementation plan with clear actions, timelines, and responsible parties.
- Define measurable performance indicators to track progress.

Section III: Scope of Services

The selected Proposer shall provide comprehensive professional planning services to develop the City's Master Plan. The scope of services shall include, but is not limited to, the following tasks:

Project Initiation and Management

- Attend a project kickoff meeting.
- Develop a detailed project work plan and timeline.
- Provide regular progress reports to the City.
- Participate in ongoing project management meetings.
- Effectively manage the project budget.

Existing Conditions Analysis

- Collect and analyze data on demographics, the economy, land use, transportation, housing, infrastructure, environmental resources, community facilities, and other relevant factors.
- Review existing plans, studies, and regulations.
- Identify key trends, challenges, and opportunities.

Community Engagement and Stakeholder Consultation

- Develop and implement a comprehensive public participation plan using diverse engagement methods (e.g., surveys, workshops, public meetings, online platforms) to reach all community segments.
- Facilitate meetings and workshops with residents, businesses, community organizations, and stakeholders.
- Conduct interviews with key community leaders and officials.
- Present findings and draft recommendations to the public and City Council.
- Incorporate public feedback into the Master Plan development.

Visioning and Goal Setting

- Lead a collaborative process to establish a shared community vision for the future.
- Define clear goals, objectives, and guiding principles for the Master Plan.

Master Plan Element Development

Develop comprehensive and integrated plan elements, including but not limited to:

- **Land Use:** Future land use map, policies for land use categories, density and intensity guidelines, mixed-use development, and infill strategies.
- **Transportation:** A multi-modal transportation plan addressing streets, sidewalks, bicycle infrastructure, public transit (if applicable), and parking.
- **Housing:** Strategies to address housing needs, affordability, diversity, and quality.
- **Economic Development:** Initiatives to attract and retain businesses, promote job creation, and diversify the local economy.
- **Parks, Recreation, and Open Space:** Inventory of existing facilities, needs assessment, and recommendations for future acquisition, development, and preservation.
- **Infrastructure:** Evaluate existing infrastructure systems (water, sewer, storm water, energy, and communications) and provide recommendations for future improvements and expansion.
- **Sustainability and Environmental Resources:** Develop policies and strategies to promote environmental stewardship, resource conservation, and climate resilience.
- **Community Facilities and Services:** Assess current facilities, including schools, libraries, and public safety services, and propose recommendations to meet future needs.
- **[Optional: Additional Elements]:** Incorporate other relevant elements based on the City's priorities, such as Arts and Culture, Historic Preservation, or Public Health.

Implementation Plan

- Develop a detailed implementation strategy outlining specific actions, responsible entities, timelines, and potential funding sources to achieve the Master Plan's goals.
- Identify necessary updates to zoning ordinances, subdivision regulations, and other policies.
- Establish a framework for ongoing monitoring and evaluation of the Master Plan's progress.

Master Plan Document and Presentation

- Prepare a clear, concise, and visually engaging Master Plan document in both print and digital formats.
- Develop executive summaries and supporting materials for broader accessibility.
- Present the draft and final Master Plan to the Planning Commission, City Council, and the public.

Section IV: Proposal Requirements

Interested Proposers must submit a comprehensive proposal organized in the following order:

1. Transmittal Letter

- A cover letter signed by an authorized representative, including the firm's name, address, phone number, email, and the contact details of the project manager.
- A brief statement expressing interest in the project and highlighting key qualifications.

2. Firm Qualifications and Experience

- Overview of the firm's history, size, structure, and areas of expertise.
- Description of experience in developing comprehensive master plans for municipalities of similar size and complexity, preferably in New Mexico or the Southwest.
- At least three (3) relevant project examples completed in the last five (5) years, including:

- Project descriptions, client contacts (name, title, phone, email), project budget, and the firm's specific role.
- Demonstrated experience in community engagement and public participation.
- Any expertise relevant to the City of [City Name] (e.g., [mention specific local challenges or opportunities]).

3. Project Team and Qualifications

- Identification of the proposed project manager and key team members, outlining their roles and responsibilities.
- Resumes for key personnel detailing relevant education, experience, and certifications.
- Estimated percentage of time each team member will dedicate to the project.
- Qualifications and roles of any proposed sub-consultants.

4. Understanding of the Project and Approach

- Demonstration of understanding of the City's needs, goals, and objectives as outlined in the RFP.
- A detailed narrative describing the Proposer's approach, including:
 - A work plan with key tasks, deliverables, and timelines.
 - A comprehensive community engagement strategy.
 - A proposed structure and content outline for the Master Plan document.
 - Any innovative methodologies or techniques the Proposer intends to use.

5. Project Schedule

- A proposed timeline detailing key milestones and deliverables, aligned with the City's desired completion timeframe (approximately [Specify timeframe]).

6. Fee Proposal

- A detailed cost breakdown for each task outlined in the Scope of Services.
- Indication of whether fees are fixed, hourly, or a combination, with a schedule of hourly rates for team members if applicable.
- Identification of any reimbursable expenses and the City's responsibility for such costs.
- Total proposed project cost.

7. References

- Contact information for at least three (3) professional references from past clients for similar services within the last five (5) years.

8. Additional Information (Optional)

- Any other relevant details the Proposer believes will strengthen their proposal.

Section V: Evaluation Criteria

Proposals will be evaluated based on the following criteria, with the corresponding point allocations:

- **Firm Qualifications and Experience (25 Points):** Demonstrated expertise in developing comprehensive master plans for similar municipalities, relevant project examples, and overall firm capabilities.

- **Project Team and Qualifications (25 Points):** Experience and expertise of the proposed project manager and key team members, clarity of roles and responsibilities, and proficiency in relevant planning disciplines.
- **Understanding of the Project and Approach (25 Points):** Depth of understanding of the City's needs and objectives, clarity and feasibility of the proposed methodology, effectiveness of the community engagement strategy, and use of innovative approaches.
- **Project Schedule (10 Points):** A realistic and achievable timeline that aligns with the City's desired timeframe.
- **Fee Proposal (15 Points):** Competitiveness and reasonableness of the proposed fees and cost structure.

The City reserves the right to interview shortlisted proposers before making a final selection.

Section VI: Proposal Submission

Submission Deadline: _____

Submission: 1 Original and 5 copies of Proposal

Submission Method: Proposals must be submitted by mail or delivered to the Clerk's Office

Cassandra Fresquez, City Clerk:
City of Las Vegas
1700 North Grand Avenue
Las Vegas, NM 87701

Contact for Questions:

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(505) 454-1401
1700 North Grand Avenue
Las Vegas NM, 87701

Section VII: Contract Terms and Conditions

1. The City reserves the right to reject any or all proposals and to waive any irregularities in the process.
2. The selected contractor will be required to enter into a formal agreement with the City and comply with all applicable local, state, and federal regulations.
3. Work must be completed within the timelines specified by the City.

By submitting a proposal, the contractor agrees to the terms outlined in this RFP.

Thank you for your interest in working with the City of Las Vegas

EVALUATION SHEET

Offerors:

Proposal must address each of the following criteria to receive points.

RATING SHEET FOR (APPLICANT NAME):		
<i>ITEM</i>	<i>POSSIBLE POINTS</i>	<i>POINTS AWARDED</i>
Firm Qualifications and Experience	25	
Project Team and Qualifications	25	
Understanding of the Project and Approach	25	
Project Schedule	10	
Fee Proposal	15	
SUBTOTAL PROPOSALS FOR SCOPE OF SERVICES	100	