

**ROOSEVELT SOIL & WATER CONSERVATION DISTRICT
SPECIAL MEETING**

December 19, 2023; 8:00 a.m.

AGENDA

Call the meeting to order

Opening Prayer

U.S. Pledge of Allegiance

New Mexico Pledge of Allegiance (I salute the flag of the State of **New Mexico** and the Zia symbol of
perfect friendship among united cultures.)

Approve the Agenda

Shade Ball Storage Building RFP

Public Comment – Comments are limited to 2 minutes per person. Total of 30 minutes.

**The Board may enter into Executive Session to discuss the items listed on the agenda pursuant to NMSA 1978,
Section 10-15-1(H).**



ROOSEVELT SOIL AND WATER CONSERVATION DISTRICT

050 NM Highway 467

Portales, New Mexico 88130

575 356-6629

Roosevelt Soil and Water Conservation District Special Meeting December 19, 2023

Board Members Present

**Mike Cone Kendell Buzard
Rick Ledbetter Quentin Carnes**

Absent

**Sharon Davis
Mitzi Miller**

Others Present:

**Dylan Marks
Charlie Marquez
Dawn Privett**

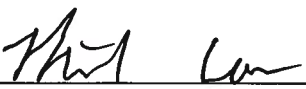
Mike Cone called the meeting to order at 8:15 a.m.

Agenda: Rick Ledbetter moved to approve the agenda as presented. Quentin Carnes seconded. Motion carried.

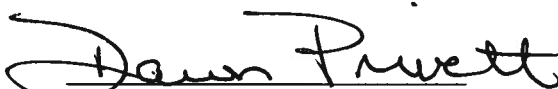
Shade Ball Storage Building RFPs: Quentin Carnes moved to accept RFP 2024-1 and 2024-2 for Phase 1 and Phase 2 of the construction of the shade ball storage building. Rick Ledbetter seconded. Motion carried. (See attached.)

Public Comment: None.

Rick Ledbetter moved to adjourn the meeting at approximately 9:07 a.m. Quentin Carnes seconded. Motion carried.



Chairman



Administrative Assistant



Roosevelt Soil & Water Conservation District
REQUEST FOR PROPOSAL (RFP)
Planning, Materials, and Construction Of Metal Storage Building.

Roosevelt Soil & Water Conservation District
50 NM Highway 467
Portales, New Mexico 88130
Phone: 575-607-6383 |
rooseveltsacd@gmail.com

RFP ID: 2024-1
(PHASE 1)
Prepared By: Dawn Privett
Date: December 19, 2023

REQUEST FOR PROPOSAL
STORAGE BUILDING
Portales - New Mexico

RFP ID: 2024-1

(PHASE 1 – See description under PROJECT SCOPE AND SPECIFICATIONS)

PROPOSAL SUBMISSION DEADLINE: February 1, 2024, 5:00 p.m.

BIDDERS' MEETING: Upon Request

QUESTION SUBMISSION DEADLINE: January 15, 2024, 5:00 p.m.

Questions may be submitted in written form to:

Contact Name: Dawn Privett

Contact Address: 050 NM Highway 467
Portales, New Mexico 88130

Telephone Number: 575-607-6383

Email Address: rooseveltswcd@gmail.com

INTRODUCTION

Roosevelt Soil & Water Conservation District invites and welcomes proposals for their Storage Building project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

PROJECT AND LOCATION

The project associated with this RFP is or shall be located at 50 NM Highway 467, Portales, New Mexico 88130.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding All, contact:

Name: Dawn Privett

Title: Administrative Assistant

Phone: 575-607-6383

Email: rooseveltswcd@gmail.com

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to plan and construct a metal storage building. At this time, we would like a proposal for Phase 1 of this project. See description in next section.

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

To plan and construct a metal building, 40'x60'x16', including concrete flooring, all electrical, plumbing, spray-on insulation on walls & roof, 14'x14' overhead door with electronic opener, side-entry metal door, and concrete drive apron 25'x25'. Stub out for future ½ bathroom (toilet & sink).

Phase 1 of the project would include the concrete slab and all plumbing (including restroom) stubbed out.

Specifications for concrete pad: 6" 3000 psi concrete floor with mesh and rebar; 12"x18" continuous footing with rebar, 4 each 36"x36"x24" and 4 each 24"x24"x24" spot footings for columns.

Phase 2 of the project would include the completion of the project after Phase 1 is complete.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE DATE

Start of Project: As soon as possible

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Roosevelt Soil & Water Conservation District shall award the contract to the proposal that best accommodates the various project requirements. Roosevelt Soil & Water Conservation District reserves the right to: (i) award the contract to more than one Bidder, and (ii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Roosevelt Soil & Water Conservation District no later than **5:00 p.m. on February 1, 2024** for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.
6. Bidder's ability to negotiate price due to funding availability.

Roosevelt Soil & Water Conservation District reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in New Mexico (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to Roosevelt Soil & Water Conservation District

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Roosevelt Soil & Water Conservation District, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.



Roosevelt Soil & Water Conservation District
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50 NM Highway 467
Portales, New Mexico 88130
Phone: 575-607-6383 |
rooseveltsacd@gmail.com

RFP ID: 2024-1
(PHASE 2)
Prepared By: Dawn Privett
Date: December 19, 2023

REQUEST FOR PROPOSAL
STORAGE BUILDING
Portales - New Mexico

RFP ID: 2024-1

(PHASE 2 – See description under **PROJECT SCOPE AND SPECIFICATIONS**)

PROPOSAL SUBMISSION DEADLINE: May 1, 2024, 5:00 p.m.

BIDDERS' MEETING: Upon Request

QUESTION SUBMISSION DEADLINE: April 15, 2024, 5:00 p.m.

Questions may be submitted in written form to:

Contact Name: Dawn Privett

Contact Address: 050 NM Highway 467
Portales, New Mexico 88130

Telephone Number: 575-607-6383

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PROJECT SCOPE AND SPECIFICATIONS

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MILESTONE DATE

Start of Project: As soon as possible after the completion of Phase 1 and funding is obtained.

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