

Town of Taos
Request for Proposal (RFP)
Certified Local Government Coordinator
May 2, 2017
RFP#: SB08-PO1617

The Certified Local Government program is designed to promote the identification, evaluation, nomination and protection of cultural properties by establishing a partnership between the local government and the New Mexico Historic Preservation Division (HPD) which seeks to encourage and expand local involvement in preservation issues. Such partnerships will help to assure that:

- 1) Historic preservation issues are understood and addressed at the local level and are integrated into the local planning and decision-making process at the earliest possible opportunity;
- 2) Local interests and concerns are integrated into the historic preservation process of the HPD;
- 3) Information concerning local historic preservation issues is provided to the HPD and to the public;
- 4) Local historic district and landmark legislation and historic preservation review commissions are established in local governments where they do not yet exist and are updated, if necessary, where they already exist;
- 5) Existing archaeological records and historic cultural properties inventory information maintained by the HPD is made available to the local community to use in identifying and defining community and neighborhood development and historic district areas; and
- 6) By participating in the preservation of cultural properties within their communities, CLGs:
 - Assume a leadership role in the preservation of the community's prehistoric and historic resources;
 - Have a formal role in the national register nomination review process;
 - Participate in the establishment of regional and state historic preservation objectives;
 - Are eligible to apply for sub-grants from a designated certified local government fund established annually by the HPD whenever such funds are available; and
 - Receive technical and advisory services from the HPD.

The Certified Local Government (CLG) Coordinator is responsible for the administration, coordination and implementation of the Town's CLG grant program in conformance with National Park Service rules in communication with the Historic Preservation Division as described above.

1) **INTRODUCTION:** The Town of Taos is requesting sealed proposals for a contractor who will coordinate services for the Certified Local Government grant Program funded through the Historic Preservation Division.

The successful individual will be required to execute a Contract; The Contract will incorporate the selected individuals' proposal, scope of services and other pertinent requirements and details. The contract for this project will end September 30, 2017.

Through this Request for Proposal (RFP), the Town of Taos (Town) hereby invites individuals who meet the qualifications and specifications set forth herein to submit Responses for the Town of Taos RFP # SB08-PO1617, “Certified Local Government Coordinator.”

2) **SCOPE OF SERVICES:** Coordinator will provide staff support to the Town of Taos Planning and Zoning Department as well as the Taos Historic Preservation Commission in the execution of the Certified Local Government (CLG) Program. Contractor will complete the following projects:

Update and revise the existing design guidelines for the Town of Taos’ (TOT) Historic Overlay Zone (HOZ). Coordinator will thoroughly research TOT code to ensure that new guidelines comply with existing codes and comply with the nationwide preservation standards set forth in the Secretary of the Interior’s Standards. Coordinator will review pertinent archival information about HOZ building styles and provide recommendations for design requirements as they relate to the rehabilitation, restoration or preservation of existing structures as well as design requirements for new construction/new infill development. Design requirements must address architectural elements that include massing, materials, colors and the placement and configuration of defining elements like portals, canals, vigas, parapets and lintels. Coordinator will review design guidelines currently in use in other communities in New Mexico and other states. Coordinator must have experience with the development of design guidelines, city code and be familiar with the Secretary of the Interior’s Standards for Rehabilitation, which shall serve as a guide for the creation of the Design Guidelines.

3) **DELIVERABLES:** Coordinator will complete the projects listed above under 2) Scope of Work (above) and provide the following Deliverables:

- a) Periodic Progress Reports.
- b) Drafts of proposed Design Guidelines.
- c) Five (5) hard copies of the final Design Guidelines (+ one PDF version).

4) **CONTRACT TERM:** This contract is effective upon signing and shall terminate September 30, 2017, unless sooner terminated pursuant to the termination provision below, by completion of said services; or by mutual agreement of the parties. It is anticipated the project will take approximately 245 hours.

The Town of Taos reserves the option to renew the initial contract every year for one year for a total duration of four (4) years. In no case will the contract(s) including all renewals thereof, exceed a total of four (4) years in duration.

5) **DESCRIPTION:** A copy of this RFP can be obtained from the Town of Taos website at www.taosgov.com/finance/solicitation/php until the expiration date of this solicitation. It is incumbent upon the Respondent to check the website for additional information and/or addenda. RFPs can also be obtained from Sharon Voigt, Procurement Officer, Town of Taos Purchasing Division, 400 Camino de la Placita- Room 202, Taos, NM 87571. If you have any questions, please call (575) 751-2025 or email svoigt@taosgov.com.

6) **EVALUATION CRITERIA:** Selection among the proposals received shall be based upon the following criteria.

- Past Experience with similar projects, 40%

- Capacity and capability of individual or entity to perform work, 40%
- Evidence of understanding scope of work and existing conditions, 10%
- Proposed hourly rate, 10%

Each Response submitted in response to this RFP shall focus on the above criteria. The Evaluation Committee also may consider past performance of the Respondent on other contracts with the Town or other entities. Responses will be evaluated equally and fairly; no preference will be given to any Respondent based solely on previous experience with the Town or to an incumbent thereof. The Town reserves the right to make additional inquiries and may request the submission of additional information.

Respondent to whom award of an Agreement is under consideration shall submit upon request, information and data to prove that their financial resources, production of service facilities, personnel, and service reputation and experience are adequate to make satisfactory delivery of the services described in the Request for Proposals (13-1-82 NMSA 1978).

A serious deficiency in any one category may be grounds for rejection of the proposal regardless of the overall score.

8) **COST**

- Pursuant to grants manual from the New Mexico Historic Preservation Division the Federal maximum hourly rate for Professional Services is \$71.55/hour. Please see page 58 below of link below.

<http://www.nmhistoricpreservation.org/assets/files/grants-loans-tax/GrantsManual.pdf>

9) **GENERAL INFORMATION:**

- Proposals must be no longer than 10 typed 8.5” x 11” pages.
- Proposals must include “Attachment A”, Campaign Disclosure form – completed and signed.
- Price shall be determined by formal negotiations related to scope of work following selection of the most qualified Respondent (NMSA 13-1-112.B).
- Any cost incurred by the respondent in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the respondent.
- A public log will be kept of the names of all respondents who submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing respondents prior to contract award.
- The Procurement Officer reserves the right to amend and/or cancel the bid/proposal invitation prior to the time and date of the bid opening.
- The Procurement Officer reserves the right to correct any bid/proposal awarded erroneously as a result of a clerical error on the part of the Town of Taos.
- The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

Sealed Responses are due by Wednesday, May 17, 2017 at 2:00 PM local time and must be delivered to the Purchasing Division, located at Town of Taos Municipal Building; ROOM 202,

400 Camino de la Placita, Taos, NM 87571. Late responses will not be accepted – NO EXCEPTIONS.

Sharon Voigt
Procurement Officer
Town of Taos
575.751.2025
svoigt@taosgov.com

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 the 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 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 AND PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAD 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 un-reimbursed 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 applies to contributions made to the following
Public Officials: DANIEL R. BARRONE

COUNCIL MEMBERS:
JUDITH Y. CANTU
DARIEN FERNANDEZ

NATHANIEL EVANS
GEORGE “FRITZ” HAHN

Contribution made by: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) made: _____

Amount(s) of Contributions(s) _____

Nature of Contributions (s) _____

Purpose of Contributions(s) _____

Signature

Date

Title (position)

OR

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

Signature

Date
