




Phone:  
Espanola 505-753-2105  
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Your Touchstone Energy® Cooperative   
The power of human connections®

**Electric Cooperative, Inc.**

P.O. Box 128, Espanola, New Mexico, 87532

*Jemez Mountains Electric Cooperative, Inc. is an equal opportunity provider and employer.*

<b>Request for Proposal (RFP):</b>	<b>RFP Number 22-0630-0001</b>
<b>RFP Title:</b>	<b>Structural Engineering Review of the Previous JMEC Headquarters</b>
<b>Issue Date:</b>	<b>June 3, 2022</b>
<b>Mandatory Walk-Through</b>	<b>June 13, 2022, at 10:00 AM at 19365 SR 84/285 Hernandez, NM 87537</b>
<b>Bid Due Date:</b>	<b>June 20, 2022</b>
<b>Bid Opening Date:</b>	<b>TBD</b>

**Important Note:** Indicate Company Name and RFP 22-0630-0001 on sealed envelope.

Jemez Mountains Electric Cooperative, Inc. (JMEC), is issuing a Request for Proposal (RFP) for a licensed engineering firm specializing in structural engineering for the inspection of the structural soundness of the previous JMEC headquarters' foundation and structure located at 19365 SR 84/285, Hernandez, New Mexico. An abatement of the building has been performed and is not required for this inspection. Inspection and report must be in accordance with New Mexico Statutes and building codes. (See Scope of Work).

**Requirements:**

- Professional References
- Engineering firm requirements: Hold a valid Business License. Hold a valid Engineering License with a focus on Structural Engineering, PE licensure required. Out of State Engineering Firms must be licensed in the State of New Mexico, registered to do business in the State of NM and present a valid NM Tax ID number.
- Provide Certifications of Staff that will be involved in the Scope of Work.
- Hold a valid Certificate of Professional Liability Insurance no less than Three Million Dollars (\$3,000,000); and business auto liability insurance covering owned, hired and non-owned vehicles with minimum combined bodily injury and property damage limit of One Million Dollars (\$1,000,000) per occurrence. Worker's Compensation Insurance, to cover obligations imposed by Federal and State statutes pertaining to Contractor's employees engaged in the performance of any services, and Employer's Liability

Insurance with a minimum limit of One Million Dollars (\$1,000,000). Engineer shall provide to JMEC current certificates of such coverage. The JMEC Board of Trustees, Management, and Employees must be listed as additional insured under the Contractor's Liability Insurance.

- After contract award, any and all changes to the SOW must have prior approval by the JMEC CEO and General Manager.
- Engineer will be required to enter into the JMEC Standard Form of Agreement between JMEC and Engineer, as modified by JMEC. Engineer will comply with the provisions of required certificates of insurance, and all other required paperwork before a Notice to Proceed will be issued from the JMEC Contract Administrator.
- A mandatory pre-bid meeting and walk through shall be held on June 13, 2022, at 10:00 AM

Primary Contact – JMEC Contract Administrator – Karen Wisdom:

**Submittal:**

***Please submit a Sealed Bid no later than June 20, 2022, to Karen Wisdom, Contract Administrator, at 19365 US 84/285, Hernandez, NM 87537 or PO Box 128, Espanola, New Mexico, 87532. Bids submitted via email will not be accepted.***

The sealed envelope shall be identified on the face of the envelope with the following:

- Name and address of the Offeror whether individual or firm/s
- Project Name and RFP # 22-0630-0001
- Date and time proposal is due June 20, 2022, by COB 4:30 PM MST.
- Mailings address for delivery to JMEC Headquarters Espanola District Office, 19365 US 84/285, Hernandez, NM 87537 or PO Box 128 Espanola, NM 87532. To ensure proper delivery via FedEx or UPS, the Response to the RFP envelope must be delivered to the front of the Hernandez District Office headquarters offices.

JMEC reserves the right to accept and/or reject any and all proposals. In ALL cases, any award resulting from the RFP shall always be in the best interests of JMEC.

Submittal of a proposal indicates acceptance by the Offeror of the conditions contained in this request. JMEC reserves the right to reject without prejudice any and or all responses. JMEC reserves the right to amend the specification of this RFP and request new and/or updated proposals at any time prior to award of contract. JMEC shall select the best proposal based on the evaluation criteria. Proposals shall be valid for (90) ninety days following the opening date. No proposal may be withdrawn or changed during this time.

Proposals shall be as thorough as necessary to establish the Offering firm's ability to complete the project in a timely manner.

**All proposals are required to address the following information:**

- **Cover letter from an authorized individual who can commit to the terms and conditions of the proposal.**
- **A complete description of the firm, its background and present location of business. The description must include a list of corporate officers, names of partners if a partnership or members of a limited liability company.**
- **A list of current projects being performed by the firm.**
- **A summary of typical project clients (electric cooperatives, private or government entities)**
- **A statement of qualifications to demonstrate capability of performing and completing the requested services.**
- **A summary of previous projects and SOW conducted in or near JMEC service territories.**
- **A list of at least three references for which the firm has performed work within the last two years substantially similar to the JMEC project. Include client names addresses, contact person or project manager, phone number and project name or identification number.**
- **A technical summary of the included SOW outlining the work to be performed, summarizing the proposed work effort, and indicating any proposed modifications to the SOW, suggested modifications must include a description of the change to the design services, a technical reason for the proposed change and the applicable costs associated with the design modification.**
- **The names, job classifications, and experience of all personnel who shall be assigned to this project. Personnel previously employed by JMEC in any supervisory engineering capacity cannot inspect or certify the results of this project. This would present a Conflict of Interest.**
- **A list of any subcontractors to be employed by this project and shall include all information, required of the submitting firm.**
- **Must provide the Offeror's single point of contact through proposal acceptance. JMEC shall communicate solely through this contact regarding all issues of acceptance. A correct email address, postal address, phone number and fax number must be included for the point of contact.**
- **Proposals of engineering professionals licensed in another state must obtain licensure from the State of New Mexico in order to practice in New Mexico. The RFP response must be accompanied by the proper certifications of New Mexico licensure and if incorporated, must provide certification that such corporation is authorized to do business in the State of New Mexico and provide a New Mexico Taxation and Revenue Department Identification Number at time of proposal submittal.**

- JMEC shall make such investigations, in its best interests, as it deems necessary, to determine the ability of the proposer to perform the services required by the Scope of Services. Upon request, the Offeror to the RFP shall furnish evidence satisfactory to JMEC that it has the necessary facilities, ability, and financial resources to fulfill the project's Scope of Services.

**Scope of Work for Structural Engineering Services for the Inspection and Report of structural soundness for the previous JMEC headquarters.**

**RFP 22-0630-0001**

**The SOW will be in accordance and conducted in compliance of New Mexico statute §61-23-3 NMSA 1978 which defines “engineer” and the “practice of engineering” as follows:**

§61-23-3 (D) “engineer” means a person who is qualified to practice engineering by reason of his intensive preparation and knowledge in the use of mathematics, chemistry, physics and engineering sciences, including the principals and methods of engineering analysis and design acquired by professional education and engineering experience.

§61-23-3 (E) “engineering” , “practice of engineering” , or “engineering practice” means any creative or engineering work that requires engineering education, training and experience in the application of special knowledge of the mathematical, physical and engineering sciences to such creative work as consultation, investigation, forensic investigation, evaluation, planning and design of engineering works and systems, expert technical testimony, engineering studies and the review of construction for the purpose of assuring substantial compliance with drawings and specifications; any of which embrace such creative work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects and industrial or consumer products or equipment of a mechanical, electrical, hydraulic, chemical, pneumatic, environmental or thermal nature, insofar as they involve safeguarding life, health or property, and including such other professional services as may be necessary to the planning, progress and completion of any engineering work. The “practice of engineering” may include the use of photogrammetric methods to derive topographic and other data. The “practice of engineering” does not include responsibility for the supervision of construction, site conditions, operations, equipment, personnel, or the maintenance of safety in the workplace.

**Statement Of Work:**

1. Determine the structural integrity of the walls and foundation for settlement or consolidation.
2. List signs of structural failure.
3. List all issues of concern regarding the stability of the foundation and basement walls, or any other significant structural component.
4. Summary of mold growth.
5. Determine remaining years of life for existing basement foundation and walls.
6. Summary of the determination of safety and cost assessments for demolition of the existing structure versus rebuilding or remodeling the existing structure.

## Bid Sheet and Certification

JMEC desires to engage a licensed engineering firm specializing in structural engineering for a complete review of the structural integrity of the previous JMEC headquarters.

Lump Sum Fixed Price Bid \$ \_\_\_\_\_

NM Gross Receipts Tax; County of Rio Arriba percentage 6.875 \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

Time of completion of the report. \_\_\_\_\_

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or service, that it meets or exceeds all the specifications contained herein and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law, and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, all specifications as stated, all bid prices, and certify that I am authorized to sign for the bidder.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Taxpayer Identification Number (T.I.N): \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Bidder Reference Form

The Contractor shall supply, with its bid, professional references of companies or organizations for which it has performed similar right-of-way clearing work within the last (24) months. At least three (3) references shall be included with a contact name and telephone number.

Reference 1:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Date(s) of Services Rendered: \_\_\_\_\_

Brief Description of Specific Services Rendered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference 2:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Date(s) of Services Rendered: \_\_\_\_\_

Brief Description of Specific Services Rendered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference 3:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Date(s) of Services Rendered: \_\_\_\_\_

Brief Description of Specific Services Rendered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Vendor Preference. The Board of Trustees has approved and supports a local vendor preference which applies to all competitive bids for equipment, materials, supplies and contractual services in which the contractual services are procured using a bid solicitation process based solely on price. No consideration shall be given to any other factors such as qualifications, references, or experience in determining contract award, provided the vendor whose price is determined to be the lowest has met all the bid specifications and requirements. A preference will apply to professional service contracts awarded by means of the RFP process.

Local Vendor shall mean any business which:

Has had a fixed office or distribution point located in and having a street address within the JMEC service area for at least one year immediately prior to the issuance of the request for competitive bids by the JMEC Contract Administrator.

Employs at least two full-time employees whose primary residence is located within JMEC service area, or if the business has no employees, shall be at least fifty percent owned by one or more persons whose primary residence(s) is located within JMEC service area; and will credit all sales taxes generated pursuant to the contract awarded as a result of the application of this local vendor preference to its business location in the JMEC service area.

If the low bidder is not a local vendor, any local vendor that submitted a bid that is within ten (10) percent of the low bid shall have the option of submitting a new bid within 48 hours (not including weekends and holidays) of the time indicated in the bid documents of the bid opening. Such new bids must be in an amount less than or equal to the low bid announced by the JMEC Contract Administrator. If the JMEC Contract Administrator receives any new bids from local vendors who have the option of submitting new bids within said forty-eight (48) hour period, the JMEC Contract Administrator shall award the contract to the local vendor submitting the lowest bid. If no new bids are received, the contract shall be awarded to the original low bidder as announced by the JMEC Contract Administrator. If more than one new bid is received from local vendors, and there is a tie for the low bid, the contract shall be awarded to the local vendor whose original bid was the lowest.