

NOTICE OF REQUEST FOR PROPOSALS (RFP)

Qualifications-based competitive sealed proposals for professional design services will be received by the Contracting Agency, City of Portales for RFP No. 2021-05-09. The Contracting Agency is requesting proposals for engineering, surveying, and planning services for South Avenue K Improvement Project, Portales, Roosevelt County, NM. Project No. CN L200494 & CN L200515. Proposals will be received at City Hall, 100 West 1st Street Portales, NM 88130 until Tuesday, June 1, 2021, at 2:00 PM (MST).

Proposal Submittal: Proposals may be submitted online through the City of Portales website, by mail, or in person by appointment.

1) To submit Proposal online, please utilize the following:

Visit [www.portalesnm.gov](http://www.portalesnm.gov), select “Departments”, then “Chief Procurement Officer”, and lastly, “See All Active RFPs, ITBs, RFQs”. By selecting the S. Ave. K Improvement Project, the Offeror will be provided the option to submit their Proposal online.

2) Mailed Proposals shall follow the current guidance provided in Section 3.5 on page 8 –Submittal of Proposals. The City will only accept in-person delivery of Proposals by appointment by calling 575-356-6662 Option 4, Option 4 in their efforts to limit the occupancy at City Hall.

Copies of the RFP can be obtained in person at the office of Sharleen McFadden at 100 West 1st Street, Portales, NM 88130 or will be mailed or emailed upon request at 575-359-4852 or [smcfadden@portalesnm.gov](mailto:smcfadden@portalesnm.gov).

A non-mandatory Pre-Proposal Meeting will be held on Tuesday, May 18, 2021 at 11:00 AM (MST), at City Hall, 100 West 1st Street, Portales, NM 88130.

Applicable NIGP Commodity Codes: 92528, 92533, 92535, 92538, 92544, 92546, 92549, 92555, 92586

The City of Portales reserves the right to reject any and/or all proposals and waive technicalities as deemed in the best interest of the City pursuant to 13-1-131 NMSA 1978.

Interviews may be held for this project after the evaluation of proposals is completed.

Purchasing Agent:

/s/: Sharleen McFadden, CPO

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(For Contracting Agency Use Only)

Newspaper: Eastern New Mexico News    Publish: 05/09/2021    An Affidavit of Publication Requested

Newspaper: Albuquerque Journal            Publish: 05/09/2021    An Affidavit of Publication Requested

[Note: This Notice is issued pursuant to the requirements of § 13-1-104 NMSA 1978 and must be published not less than 10 calendar days prior to the date set for the receipt of proposals (§ 13-1-113) and published in a newspaper of general circulation in the area.]