



RFP 2025-07
REQUEST FOR PROPOSALS
Water System Valve Insertion & Line Stop Services
City of Carlsbad New Mexico

Submittal requirements and deadlines

One original and three (3) copies of your proposal should be sent to:

Proposals may be submitted via UPS or FedEx to the following address:

City of Carlsbad Purchasing Manager
101 N. Halagueno Street, Room 114
Carlsbad, NM 88220

or

via US Postal Service to:
City of Carlsbad Purchasing Manager, Room 114
PO Box 1569
Carlsbad, NM 88221-1569

by 5:00 PM, JUNE 13, 2025

Proposals must be received in sealed envelopes clearly marked with the proposal number, closing date and company submitting the proposal. Any proposal received after the time and date listed above, regardless of the mode of delivery, shall be returned unopened.

Questions regarding this proposal should be addressed via email to:

Matt Fletcher, CPO
msfletcher@cityofcarlsbadnm.com
575-887-1191 ext. 7915

I. Introduction

A. Purpose of this Request for Proposals

The purpose of this Request for Proposals, (RFP) is to select a highly qualified company to provide Line Stop and Valve Insertion services for water main lines ranging in size from 2" to 36" in diameter. The selected contractor will be offered a four (4) year contract for these services.

II. Scope of Services

A. The company shall perform the following services :

1. Install Line Stops for City water main lines ranging from 2" to 36" in diameter following all manufacturer required procedures. Waterline material can be C-900 PVC, Steel, Concrete Cylinder, Asbestos Cement.
2. Install live valve insertions in the City water main lines ranging from 4" to 36" in diameter following all manufacturer required procedures. Waterline material can be C-900 PVC, Steel, Concrete Cylinder, Asbestos Cement.
3. All materials, components, and procedures shall meet all applicable AWWA, NSF, ANSI, NM Public Works, and City of Carlsbad specifications.
4. The Company will be required to provide quotes in writing for each service requested.
5. Any work exceeding \$60,000 would require a New Mexico Labor Rate decision at time work is requested. Wage rate decision shall be requested by the City of Carlsbad, and the contractor would be required to comply with the State of New Mexico Labor requirements.
6. Additional services may be requested.

B. The company shall provide the following :

1. All labor for line stop or valve insertion
2. All parts and materials
3. Welder if needed

C. The City will provide:

1. Excavation of main water lines
2. Coordination of water main line isolation when required
3. Traffic Control

III. INSTRUCTIONS TO PROPOSER

The preparation of the request for proposal will be at the total expense of the proposer. There is no expressed or implied obligation for the City of Carlsbad to reimburse responding proposers for any expense incurred in the preparation of proposals in response to this request.

During the review process, the City of Carlsbad reserves the right, where it may serve the City of Carlsbad's best interest, to request additional information or clarifications from those that submit proposals, or allow corrections of errors or omissions.

The City of Carlsbad reserves the right to retain all proposals submitted. Submission of a proposal indicates the firm's acceptance of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Carlsbad and the vendor selected.

If items in the Specifications and Requirements have been identified by a "brand name or equal" description, such identification is intended to be descriptive, but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory.

Proposal Content

At the minimum, the proposal shall include agreement and acknowledgement of the requirements in the form of a point-by-point response to each of the specifications listed in this RFP (Scope of Work), as well as a description of the equipment and services being supplied, along with supporting documentation.

Guarantees & Warranties

The CONTRACTOR shall guarantee the work against defective materials or workmanship for a period of one (1) year from the date of completion. If any materials or workmanship proves to be defective within one (1) year, they shall be replaced or repaired by the CONTRACTOR at the CONTRACTOR's expense.

Supplementary Information

If the Proposer wishes to include supplementary information not specifically called for in this RFP, this information shall be included in an appendix to their proposal. The purpose of any such material shall be clearly explained.

Bonds

The successful proposer will be required to furnish Payment, Performance, and Maintenance Bonds from a surety licensed to do business in the State of New Mexico in the amount of one hundred (100%) percent of the value of the contract. These bonds, along with proper insurance papers, will be incorporated as part of

the final contract documents and will remain in effect until the completion and acceptance of the project.

The Maintenance Bond is required at the completion of the project and shall be in effect for a period of one year after final acceptance of the project.

Insurance Requirements

The successful Contractor shall furnish an insurance certificate to the City in accordance with the requirements of this RFP. This insurance coverage is to remain in effect during the term of the contract, and no work will be authorized prior to receipt and approval of the insurance by the City of Carlsbad.

IV. EVALUATION

Evaluation Procedures:

Proposal Evaluation Criteria

Proposals will be evaluated by an evaluation committee consisting of City staff. The evaluation committee will be contacting references provided by proposers, as well as utilizing the City's own experience with proposers in determining quality of service and applicable experience. **100 points possible.**

1. **Capacity & capability: 25 points, maximum** Capacity & capability of the company to perform the requested work in a timely manner.
2. **Past record of performance: 25 points, maximum** Based on references and other work performed for government agencies and private entities.
3. **Proximity to and/or familiarity: 25 points, maximum** Proximity to and/or familiarity with City of Carlsbad and City's water system, and response time for requested work.
4. **Evidence of understanding of scope of work: 25 points, maximum** Based on proposal submission.
5. **New Mexico Resident Business Preferences:** Additional points will be awarded for qualified New Mexico Resident Businesses that provide a copy of a valid Resident Business Certification based on the following:

Resident Contractor or Native American Resident Contractor (8 points)

Resident Veteran or Native American Resident Veteran Contractor with annual gross revenue up to \$6 million dollars in preceding year. (10 points)

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors must include a copy of their preference certificate with their proposal. Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue <http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>.

V. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Important Dates
1. Issue RFP	Procurement Manager	5/23/2025
2. RFP Public Notice	Agency	5/23/2025
3. Pre-Proposal Conference	Agency	Not Scheduled
4. Deadline to submit Questions	Potential Offerors	6/06/25
5. Response to Written Questions	Procurement Manager	06/09/25
6. Submission of Proposal	Potential Offerors	6/13/2025 (by 5 p.m. Mountain Time)
7. Proposal Evaluation	Evaluation Committee	6/16/25
8. Selection of Finalist	Evaluation Committee	6/17/25
9. Award Recommendation	Procurement Manager	6/17/25
10. City Council Award Approval	City Council	6/24/25
11. Award Announcement	Procurement Manager	6/25/25
12. Protest Deadline	Procurement Manager	Award Date + 15 days
13. Contract Negotiations	City Attorney	TBD
14. Contract Approval	Mayor	TBD

VI. CAMPAIGN CONTRIBUTION FORM (REQUIRED)

The Offeror must complete an unaltered Campaign Contribution Disclosure Form and submit a signed copy with the Offeror's proposal. This must be accomplished whether or not an applicable contribution has been made. (See APPENDIX A)

APPENDIX A

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. 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 a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a 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 or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

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 or small purchase contract that may be awarded without submission of a sealed competitive proposal.

APPENDIX A

“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 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 or is not required to submit a competitive sealed proposal because that person or business 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.

CURRENT CITY OF CARLSBAD ELECTED OFFICIALS

Mayor – Richard Lopez
Municipal Judge – Collis Johnson

City Council Ward 1
Edward T. Rodriguez
Lisa A. Anaya-Flores

City Council Ward 3
Jason Chavez
Jeff Forrest

City Council Ward 2
Karla Hamel Niemeier
Mary Garwood

City Council Ward 4
Anthony Foreman
Mark Waltersheid

APPENDIX A

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Name(s) of Applicable Public Official(s) if any:

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) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)