

**REQUEST FOR PROPOSALS  
RFP No. 2021-05**

**SCADA/RTU PROGRAMMING & COMMISSION SERVICES  
FOR THE CITY OF ALAMOGORDO, NEW MEXICO**

**I. Introduction**

***A. Purpose of this Request for Proposal***

The City of Alamogordo is soliciting sealed proposals from qualified firms to provide professional services based on the scope of work described below. All potential Offerors are to read, understand and accept the requirements of this Request for Proposal.

***B. Project Description/Scope of Work***

Scope of work is to provide a variety of services related to water well infrastructure in accordance with "Attachment No. 1".

***C. CHIEF PROCUREMENT OFFICER***

1. Chief Procurement Officer is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Barbara Pyeatt, Chief Procurement Officer  
Address: Purchasing Department  
2600 N. Florida Ave.  
Alamogordo, NM 88310  
Telephone: (575) 439-4116  
Fax: (575) 439-4117  
Email: bpyeatt@ci.alamogordo.nm.us

2. All deliveries of responses via express carrier must be addressed as follows:

Name: Purchasing Department  
Attn: Barbara Pyeatt, CPO  
Reference: RFP 2021-05 SCADA-RTU Programming & Commission Services  
Address: 2600 N Florida Ave.  
Alamogordo, New Mexico 85310

3. Any inquiries or requests regarding this procurement should be submitted, in writing, to the Chief Procurement Officer. Offerors may contact ONLY the Chief Procurement Officer regarding this procurement.

**NOTE: DIRECT CONTACT WITH CITY ELECTED OFFICIALS OR CITY STAFF OTHER THAN PURCHASING STAFF REGARDING THIS RFP WILL RENDER THE PROPOSAL NON-COMPLIANT.**

## **II. Conditions Governing the Procurement**

This section of the RFP contains the schedule, description and conditions governing the procurement

### **A. SEQUENCE OF EVENTS**

The Chief Procurement Officer will make every effort to adhere to the following schedule. However, if the Selection Committee makes a selection at the proposal Short Listing, oral presentation will not apply. :

<b>Action</b>	<b>Responsible Party</b>	<b>Due Dates</b>
Issue RFP	City of Alamogordo	September 12, 2021
Deadline to submit Written Questions	Potential Offerors	September 24, 2021
Addenda if necessary	City of Alamogordo	September 27, 2021
Submission Proposals	Potential Offerors	October 8th, 2021
Proposal Evaluation	Evaluation Committee	October 15, 2021
Oral Presentation if requested	City of Alamogordo	TBA
Authorization of Award	City Commission	October 26, 2021

### **B. EXPLANATION OF EVENTS**

The following paragraphs describe the activities listed in the sequence of events shown in Section II, Paragraph A, above.

#### **1. Issuance of RFP**

This RFP is being issued on behalf of the Public Works Department, City of Alamogordo.

#### **2. Distribution List Response Due**

Potential Offerors can hand deliver, return by facsimile, email or registered or certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document, ATTACHMENT 3, to have their organization placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned to the Chief Procurement Officer.

The procurement distribution list will be used for the distribution of written responses to questions. Failure to return the Acknowledgement of Receipt form shall constitute a presumption of receipt and rejection of the RFP, and the potential organization name shall not appear on the distribution list.

### **3. Pre-Proposal Conference**

A pre-proposal conference will not be held for this project.

### **4. Deadline to Submit Written Questions**

Potential Offerors may submit written questions to the Chief Procurement Officer as to the intent or clarity of this RFP until 3:00 PM Mountain Standard Time/Daylight Time as indicated in the sequence of events. All written questions must be addressed to the Chief Procurement Officer as declared in Section II, Paragraph C.

### **5. Response to Written Questions**

An Addendum will be issued in response to all written questions and will be distributed as indicated in the sequence of events to all potential Offerors whose organization name appears on the procurement distribution list and on the City's website. An e-mail copy will be sent to all Offerors that provide Acknowledgement of Receipt Forms described in II.B.2.

**All offerors will be required to acknowledge receipt of RFP amendment(s) in writing as part of their proposal transmittal.** A failure to acknowledge receipt of RFP amendment(s) may be cause for rejection of the proposal.

### **6. Submission of Proposal**

***ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE CHIEF PROCUREMENT OFFICER OR DESIGNEE NO LATER THAN 3:00 PM MOUNTAIN STANDARD TIME/DAYLIGHT TIME ON see Section II A. Sequence of Events.*** Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

**Proposals must be addressed and delivered to the Chief Procurement Officer at the address listed in Section I, Paragraph C2. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the RFP 2021-05 SCADA/RTU PROGRAMMING & COMMISSION SERVICES. Proposals submitted by facsimile, or other electronic means, will not be accepted.**

At all times, it shall be the responsibility of the offeror to ensure its proposal is delivered to the City of Alamogordo by the proposal due date and time. If the mail or delivery of said proposal is delayed beyond the deadline set for the proposal opening, proposals thus delayed will not be considered.

A public log will be kept of the names of all Offer organizations that submitted proposals. The contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposal has been awarded.

Proposals accepted by the City shall be valid for a period of ninety (90) days following the deadline for the proposal submittal.

## **8. Proposal Evaluation**

A Selection Committee will perform the evaluation of proposals. This process will take place as indicated in the sequence of events, depending upon the number of proposals received. During this time, the Chief Procurement Officer may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

## **9. Oral Presentations**

Finalist Offerors may be required to conduct an oral presentation at a location to be determined as per schedule Section II, A Sequence of Events or as soon as possible. Whether or not oral presentations will be held is at the discretion of the Issuing Department and Chief Procurement Officer.

## **11. Contract Awards**

The Contract will be finalized with the most advantageous Offeror. In the event that mutually agreeable terms cannot be reached within the time specified, the City of Alamogordo reserves the right to finalize a contract with the next most advantageous Offeror without undertaking a new procurement process or reserves the right to cancel the award.

## 12. **Protest Deadline**

Any protest by an Offeror must be in conformance with Section 2-13-300 and applicable procurement regulations. The fifteen (15) day protest period for responsive Offerors shall begin on the day following the commission's approval to negotiate and will end at 5:00 pm MDT on the fifteenth (15) calendar day following that approval. Protests must be written and must include the name and address of the Protester and the solicitation number(s). It must also contain a statement of grounds for protest including appropriate supporting exhibits, and it must specify the ruling requested from the Purchasing Manager. The protest must be delivered to the following address:

Name: Barbara Pyeatt  
Title: Chief Procurement Officer  
Address 2600 N. Florida Ave.  
Alamogordo, NM 88310  
Fax Number: 575-439-4117  
E-mail: bpyeatt@ci.alamogordo.nm.us

**Protests received after the deadline will not be accepted.**

## ***C. GENERAL REQUIREMENTS***

### 1. Acceptance of Conditions Governing the Procurement

This procurement will be conducted in accordance with the City of Alamogordo's procurement regulations.

### 2. Incurring Cost

Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

Any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.

### 3. Subcontractors

The selected firm shall not assign, sublet, or transfer their interest in this agreement without prior written consent from the City. If such an assignment is allowed, the firm entering into this contract shall be ultimately responsible to ensure that the work is performed satisfactorily.

### 4. Offerers

Since the award is made on a quality-based evaluation process, replacement of Offerers after award of and prior to the contract execution may cause the Offeror to be disqualified.

5. Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The Agency personnel will not merge, collate, or assemble proposal materials.

6. Offerors Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the Chief Procurement Officer and signed by the Offerors duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

7. Disclosure of Proposal Contents

The proposals will be kept confidential until negotiations are completed by City of Alamogordo. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The Chief Procurement Officer will not disclose or make public any pages of a proposal on which the potential Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offerors organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, Sections 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, City of Alamogordo shall examine the Offerors request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

8. No Obligation

This procurement in no manner obligates the City of Alamogordo or any of its Departments to the use of Offeror services until a valid written contract is awarded and approved by appropriate authorities.

9. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when Procurement Department determines such action to be in the best interest of the City of Alamogordo.

10. Sufficient Appropriation

Any agreement or contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be effected by sending written notice to the offeror. The City's decision as to whether sufficient appropriations and authorizations are available will be accepted by the offeror as final.

11. Legal Review

The City requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror concerns must be promptly brought in writing to the attention of the Chief Procurement Officer.

12. Governing Law

This procurement and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.

13. Basis for Proposal

Only information supplied, in writing, by the City of Alamogordo through the Chief Procurement Officer or in this RFP should be used as the basis for the preparation of Offeror proposals.

14. Contract Terms and Conditions

The City of Alamogordo reserves the right to negotiate with a successful Offeror provision in addition to those contained in this solicitation. The contents of this solicitation, as revised and/or supplemented, and the successful Offerors proposal will be incorporated into and become part of the contract.

Should an Offeror object to any of the City of Alamogordo's terms and conditions, as contained in this Section, that Offeror must propose specific alternative language. The City of Alamogordo may or may not accept the alternative language. General references to the Offerors terms and conditions or attempts at complete substitutions are not acceptable to the City of Alamogordo and will result in disqualification of the Offerors proposal.

15. Offerors Terms and Conditions

Offerors must submit with the proposal a complete set of any additional terms and conditions they expect to have included in a contract negotiated with the City of Alamogordo. Not to be included in page count.

16. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the City of Alamogordo and the Offeror and shall not be deemed an opportunity to amend the Offerors proposal.

17. Offeror Qualifications

The Selection Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirements specified within this RFP. The Selection Committee will reject the proposal of any potential Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Section 2-13-110 of the City of Alamogordo Procurement Ordinance.

18. Right to Waive Minor Irregularities

The Chief Procurement Officer reserves the right to waive minor irregularities. The Chief Procurement Officer also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Chief Procurement Officer.

19. Change in Representatives

The City of Alamogordo reserve the right to require a change in offeror representatives if the assigned representatives is not, in the opinion of the City of Alamogordo, meeting its needs adequately.

20. Notice - Bribery and Kickbacks

New Mexico criminal statues imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

21. City of Alamogordo Rights

The City of Alamogordo in agreement with the Chief Procurement Officer reserves the right to accept all or a portion of a potential Offerors proposal.

This procurement in no manner obligates the City of Alamogordo or any of its agencies to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.



22. Right to Publish

Throughout the duration of this procurement process and contract term, Offerors must secure from the Chief Procurement Officer and the Owner written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement and/or agency contracts deriving from this procurement. Failure to adhere to this requirement may result in disqualification of the Offerors proposal.

23. Ownership of Proposals

All documents submitted in response to the RFP shall become property of the City of Alamogordo.

24. Confidentiality

Any confidential information provided to, or developed by, the firm in the performance of services under this contract shall be kept confidential and shall not be made available to any individual or organization by the firm without the prior written approval of the City Commission.

The Offeror agrees to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the City Commission's written permission. By confidential information, we mean the software and related materials, including enhancements, which are designated as proprietary and confidential trade secrets of the licensor and licensee of the software. Firm(s) will not remove any copyright, trademark, and other proprietary rights notice from the licensed software or related materials.

25. Electronic mail address required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence. (See also Section II.B.5, Response to Written Questions).

26. Use of Electronic Versions of this RFP

This solicitation is being made available by electronic means. If accepted by such means, the Offeror acknowledges and accepts full responsibility to ensure that no changes are made to the solicitation. In the event of conflict between a version of the solicitation in the Offerors possession and the version maintained by the City of Alamogordo, the version maintained by the City of Alamogordo shall govern.

27. Campaign Contribution Disclosure Form

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form (See Attachment 2) as a part of their proposal. This requirement applies regardless whether a

covered contribution was made or not made. **Failure to complete and return the signed unaltered form will result in disqualification.**

28. Conflict of Interest; Governmental Conduct Act.

The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Offeror certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed.

29. Utilization of Proposal

The City of Alamogordo may enter into cooperative purchasing agreements with other political subdivisions or other governmental entities of the State of New Mexico in order to conserve resources, reduce procurement costs, and improve the timely acquisition of supplies, equipment and services. The Respondent to whom a contract is awarded under this solicitation may be requested by other parties to such a cooperative purchasing agreement to extend to those parties the right to purchase supplies, equipment and services provided by the Respondent(s) under its contract with the City of Alamogordo, pursuant to terms and conditions stated therein.

30. Award of Contract

The award shall be made to the responsible Offeror whose proposal is most advantageous to the City of Alamogordo taking into consideration the evaluation factors set forth in this solicitation. After initial ranking of the proposals, at the City's sole option, the City may decide to interview the top three ranked firms to develop final rankings or may consider the rankings based on the proposals as final.

The contents of any proposal shall not be disclosed so as to be available to competing offerors during the negotiation process.

31. Fees

Prospective firms shall include the most current rate schedule as part of the proposal. This information shall be further delineated to include travel policies, billing details, overtime and standard work hour definitions. Per Attachment No. 1

32. Registration

All work shall be under the direction of a Licensed Professional registered by the State of New Mexico.

### 33. Insurance

#### **Public Liability and Automobile Liability Insurance**

**General Liability:** Bodily Injury Liability and Property Damage Liability insurance applicable in full to the subject project shall be provided in the following minimum amounts:

**Bodily Injury Liability:**

\$500,000 each occurrence

\$1,000,000 aggregate

**Property Damage Liability:**

\$500,000 each occurrence

\$1,000,000 aggregate

1. The policy to provide this insurance is to be written on a Comprehensive General Liability form which must include the following:

a. Coverage for liability arising out of the operation of independent Contractors.

b. Completed Operations Coverage.

c. Attachment of the Broad Form Comprehensive General Liability Endorsement.

2. In the event that any use of explosives is a required part of the Contract, the CONTRACTOR's insurance must include coverage for injury to or destruction of property arising out of blasting or explosion.

3. In the event that any form of work next to an existing building or structure is a required part of the Contract, the CONTRACTOR's insurance must include coverage for injury to or destruction of property arising out of:

The collapse of or structural injury to any building or structure due to excavation, including borrowing, filling or backfilling in connection therewith, or to tunneling, cofferdam work or caisson work or to moving, shoring, underpinning, raising or demolition of any building or structure or removal or rebuilding of any structural support thereof.

4. Coverage must be included for injury to or destruction of any property arising out of injury to or destruction of wires, conduits, pipes, mains, sewers or other similar property or any apparatus in connection therewith below the surface of the ground, if such injury or destruction is caused by or occurs during the use of mechanical equipment for the purpose of excavating, digging or drilling, or to injury to or destruction of property at any time resulting there from.

Automobile Liability Insurance coverage for the CONTRACTOR (whether included in the policy providing General Liability insurance or in a separate policy) must provide liability for the ownership, operation and maintenance of owned, non-owned and hired

cars. The limits of liability for Automobile Liability insurance shall be provided in the following amounts:

**Bodily Injury Liability:**  
\$500,000 each person  
\$1,000,000 each occurrence

**Property Damage Liability:**  
\$1,000,000 each occurrence

### **Workers' Compensation Insurance**

The CONTRACTOR shall also carry Workers' Compensation Insurance or otherwise fully comply with the provisions of the New Mexico Workmen's Compensation Act and Occupational Disease Disablement Law.

### **Owners' Protective Liability Insurance**

The CONTRACTOR shall purchase Standard Form Owners' Protective Liability insurance naming the OWNER as the name insured, with limits of liability applicable in full to the subject project as follows:

**Bodily Injury Liability:**  
\$500,000 each occurrence

**Property Damage Liability:**  
\$100,000 each occurrence

**Property Damage and Bodily Injury Combined:**  
\$1,000,000 aggregate

## **III RESPONSE FORMAT AND ORGANIZATION**

### ***A. NUMBER OF RESPONSES***

Offerors shall submit only one proposal in response to this RFP.

### ***B. PROPOSAL FORMAT***

#### **1. Proposal Organization**

Offerors shall submit **SIX (6) hard copies and ONE (1) electronic copy** of their proposal to the location specified in this RFP, on or before the closing date and time for receipt of proposals. Proposals shall follow the format as described below:

- A maximum of **FIFTEEN (15)** pages of 8.5" by 11" paper, including title, index, and other required information, not including front and back covers, transmittal letter, Veteran's Preference Certification Form, Resident Business Certificate, or Campaign Contribution Disclosure Form.

- Bound on left-hand margin.
- Minimum font size 10.
- Front cover with RFP number, project title, date, and firm’s name (not included in page limit).
- Back cover without any text (not included in page limit).
- The proposal must be organized and indexed in the following format and order and must contain, as a minimum, all listed items in the sequence indicated:
  1. Letter of transmittal, not to exceed one page (not included in page limit). If applicable, will include **written acknowledgment of receipt of RFP amendment(s)**;
  2. Responses to the seven (7) Selection Criteria items, addressing all requested information, in the order presented in this RFP above. Provide the Selection Criteria title at the beginning of each response so that it is clear what proposal text is addressing each Selection Criteria item.
- If applicable, Offerors shall provide Resident Business Certificate and submit with each copy of the proposal (not included in page count).
- Offerors shall complete Attachment 2 – Campaign Contribution Disclosure Form and submit with each copy of the proposal (not included in page count).
- To preclude possible errors and/or misinterpretations, the proposal must be affixed legibly in ink or typewritten. Corrections or changes must be signed or initialed by Offeror prior to scheduled proposal submittal deadline. Failure to do so may be just cause for rejection of proposal.
- Proposals shall be delivered in sealed envelopes which shall be clearly marked **“RFP 2021-05 SCADA-RTU Programing & Commission Services”** on the outside of the envelope. Proposals shall be signed by a representative authorized to bind the company.

## IV. EVALUATION

### A. CRITERIA

Proposals must address each of the following criteria. Each proposal may be awarded points up to the amount listed.

1.     **Technical Competence** **(25 points)**  
  
 Firm and personnel's experience in providing similar information and services relative to the requirements described in Attachment No. 1.
2.     **Capacity and Capability** **(20 points)**  
  
 Firm's capacity and capability to provide the information and services in a timely manner.
3.     **Past Record of Performance** **(10 points)**  
  
 Firm's past performance on similar project assignments. As part of their response, firms should provide a list of four references with names and phone numbers.

4. **Approach to Providing the Services** (10 points)

Firm should describe their approach to providing and managing the anticipated services.

5. **Personnel Qualifications** (10 points)

The key personnel who will be assigned to the project should be identified and summaries of their experience given.

6. **Pricing** (25 points)

Provide Cost Schedule per Attachment No. 1

The evaluation of each Offeror's Cost Proposal will be conducted using the following formula:

$$\frac{\text{Lowest Responsive All-In Cost}}{\text{This Offeror's All-In Cost}} \times 25 = \text{Awarded Points}$$

**TOTAL AVAILABLE POINTS = 100**

*An Offeror must specify which preference below they would claim if qualifying for more than one. The preference values are not cumulative.*

**1. Resident Veterans Preference, (Certificate Required)**

Available Points = 10 Percent of total Points

Points will be awarded based upon offerors ability to provide a copy of current certification

**2. New Mexico Business Preference, (Certificate Required)**

Available Points = 5 Percent of total Points

Points will be awarded based upon offerors ability to provide a copy of a current Resident Business Certificate.

**10. Local Business Preference, (Certificate Required)**

Points will be awarded based upon offerors ability to provide proof of Local Business Residence.

Available Points = 10 Percent of total Points

## **B. EVALUATION PROCESS:**

1. All offeror proposals will be reviewed for compliance with the mandatory requirements as stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Chief Procurement Officer may contact the offeror for clarification of the response.
3. The Evaluation Committee may use other sources of information to perform the evaluation.
4. Responsive proposals will be evaluated on the factors in Section IV that have been assigned a point value. The responsible Offerors with the highest scores will be selected as finalist Offerors based upon the proposals submitted. Finalist Offerors may be asked to present oral presentation. Points awarded from oral presentations will be added to the previously assigned points to attain final scores.
5. The responsible Offeror (s) whose proposals is most advantageous to the City, taking into consideration the evaluation factors in Section IV, will be recommended for Contract award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

### **BID EVALUATION CRITERION FOR AREA BUSINESSES – LOCAL BUSINESS PREFERENCE**

Effective March 20, 2015, the Alamogordo City Commission adopted Ordinance No. 1490 establishing Bid evaluation criterion for area businesses. Any business licensed in New Mexico, with a current business registration from the City of Alamogordo, with fixed offices or distribution points within fifteen (15) miles of the city limits of Alamogordo and able to furnish evidence of payment of New Mexico Gross Receipts tax shall qualify. If a non-Area Business is the highest ranking Prequalified Candidate, the evaluation score of the proposal submitted by an Areas Business shall be multiplied by a Local Preference Factor of 1.10. If the resulting score of the Area Business receiving the Local Preference is higher than or equal to the highest score of all proposals received, the contract shall be recommended to be awarded the Area Business receiving the preference. If no proposals are received from an Area Business, or if the proposal received from an Area Business does not qualify for an award after multiplication by the Local Preference Factor, the contract shall be recommended to be awarded the highest ranking proposer.

View the following link for the complete Ordinance No. 1490 Local Preference:

<http://ci.alamogordo.nm.us/AssetsOrdinance+1490.pdf>

This procurement will be conducted in accordance with the City of Alamogordo Purchasing Ordinance No. 1304.

### **RESIDENT VETERANS PREFERENCE CERTIFICATION**

In accordance with Sections 13- 1-21 and 13-1- 22 NMSA 1978 resident veteran business that has annual gross revenues of up to three million dollars (\$3,000,000) in the preceding tax year shall be awarded ten percent (10%) additional evaluation points of the total possible points, which computes to 10 additional points (100 X 10%). This preference is separate from the current instate preference and is not cumulative with that preference. If a vendor will be utilizing this preference, they must include a copy in their proposal of the Resident Veteran Business Certificate issued by the State of

New Mexico Taxation and Revenue Department. This preference will not apply when the expenditure includes federal funds for a specific purchase. More information can be obtained from the NM TRD website at <http://www.tax.newmexico.gov/Default.aspx>

**Proposals received without copy of this certificate do not qualify for this preference.**

**IN-STATE PREFERENCE (RESIDENT BUSINESS)**

To receive a resident business preference pursuant to Section 13-4-2 NMSA 1978, an offeror shall submit with its proposal a copy of a valid resident business certificate issued by the taxation and revenue department. For a proposal submitted by a resident business with the required Resident Business Certificate, in addition to the total points on an RFP, 5% must be added for preference points.

For information on obtaining a resident business certificate, the offeror should contact the State of New Mexico Taxation and Revenue Department, P.O. Box 5373, Santa Fe, New Mexico 87502-5374, telephone (505) 827-0951 or on the web at <http://www.tax.newmexico.gov/forms-and-publications/pages/recently-updated.aspx>

**Proposals received without copy of this certificate do not qualify for this preference.**

**An offeror must specify which preference they would claim if qualifying for more than one. The preference values are not cumulative.**



## ATTACHMENT NO. 1

### SCADA/RTU PROGRAMMING & COMMISSIONING SERVICES

The City of Alamogordo is seeking proposals for programming and commissioning services for its expansion of SCADA/RTU systems, primarily but not limited to, water and wastewater operations.

Sites include the Golf Course, well stations, lift stations, collection stations, water treatment plants, water storage facilities, wastewater treatment plant, Recreation Center, and Bonito Lake. All sites except for Bonito Lake are located within Otero County.

Services required include, but may not necessarily be limited to:

1. Start-up and testing of electrical installations by City personnel.
2. Programming, commissioning, and testing of various Supervisory Control and Data Acquisition (SCADA) and RTU (remote terminal unit) elements at a wide variety of sites. Initial installation of some of these elements will be accomplished by City personnel.
3. Global database development and interface upgrades using the City's existing software architectures and related systems.
4. Providing as-built documentation to include electrical and instrumentation drawings, as well as operation and maintenance manuals per site.
5. Providing per-site system start-up training to City personnel.
6. Emergency and non-emergency SCADA support services.
7. Preventative/corrective maintenance and support on an on-call, as-needed basis.
8. PLC troubleshooting, diagnosing, repair, and programming.
9. HMI and SCADA troubleshooting, diagnosing, programming and configuration.
10. Installation of necessary support software and patches for HMI, PLC, and software.
11. SCADA alarm troubleshooting, diagnosing, repair, and programming.
12. Control system and control panel design, installation, and start-up.
13. Preparation and review of design, programming drawings, and schematic plans.
14. Field equipment calibration.
15. Control and electrical system troubleshooting and repair including electrical room equipment, variable frequency drives, starters, relays, overloads, breaker motors, heaters, transformers, capacitors, wiring, PLC input and output cards, and control panels.
16. Communications troubleshooting, repair, and reporting.
17. Functional and operational training.
18. Historian reporting and trending.
19. Emergency critical support services within six (6) hours of initial notification by City staff. An emergency critical event is defined as an immediate problem that prevents the process or equipment from running, which may endanger the public's health, safety, or welfare.
20. Emergency non-critical support services within eighteen (18) consecutive hours of initial notification by City staff. An emergency non-critical event is defined as a problem which must be addressed promptly, but which does not present an immediate danger to the public's health, safety, or welfare.
21. Phone number for emergency support service which is monitored twenty-four (24) hours per day, daily.
22. Documentation of all PLC programming changes, including comments, symbols, and descriptions saved with the logic file. If a program is uploaded, the full documented logic is available to City staff.

23. Documentation of all changes shall be made in the Operators Daily Log.
24. After PLC programming changes, City staff will provide a file share location where the new or modified PLC program file and a Microsoft Word document indicating the new program or all changes made to the file are uploaded. Uploads shall occur within four (4) hours of the completion of changes. City staff shall provide input, guidance, and evaluation of the Contractor's work and final review and approval of all work products.

#### Minimum Qualifications and Experience -

Ten years of direct experience in:

1. Programming, commissioning, and maintaining SCADA, communication, and control systems.
2. Application of complimentary hardware systems; i.e., soft starters, variable frequency drives, etc.
3. Calibration and ability to troubleshoot standard instrumentation including, but not limited to, flow, pressure and level transmitters, turbidity, etc.
4. Networking WAN, LAN, PLC networks, and multi-platform protocol usage.
5. Design and implementation of power quality/metering systems.
6. Programming software and experience to support the following PLC/software architectures, currently on-site:
  - a. Allen Bradley Control Logix
  - b. Allen Bradley SLC/MicroLogix
  - c. Automation direct
  - d. Telemecanique Momentum series
  - e. RS View 32
  - f. RS View Studio stand-alone and networked version(s)
  - g. Kepware OPC server software
  - h. Win911 alarming software
  - i. Trihedral VT Scada
  - j. XLR Reporter report generating software
  - k. AutoCAD design/drafting
  - l. MSOffice suite of products

#### General Requirements -

1. In-house control system design capabilities; not subcontracted.
2. Professional engineer (P.E.) on staff to provide stamped drawings for designs as required.
3. Response time shall not exceed 48 hours for routine requests by the City.
4. Response time shall not exceed 4 hours for emergency requests by the City.
5. Prospective firms shall include the most current rate schedule as part of the proposal. This information shall be further delineated to include travel policies, billing details, overtime and standard work hour definitions.

## ATTACHMENT 2

### 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 that 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 local public body during the two (2) 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 (2) 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 (2) year period.

THIS FORM 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.

**“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 Codes 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:

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s): \_\_\_\_\_

Nature of Contribution(s): \_\_\_\_\_

Purpose of Contributions(s): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

--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

**ATTACHMENT 3**

**RFP 2021-05 SCADA - RTU Programing & Commission Services**

**ACKNOWLEDGMENT OF RECEIPT FORM**

**REQUEST FOR PROPOSALS**

**Proposal Based**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy of acknowledged RFP.

The acknowledgement of receipt should be signed and returned to the Chief Procurement Officer. Only potential Offerors who elect to return this form completed with the intention of submitting a proposal will receive copies of all Offeror written questions and the City's written responses to those questions in the form of an addenda.

**COMPANY:** \_\_\_\_\_

**REPRESENTED BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **PHONE NO.:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **FAX NO.:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposals.

Company does/does not (circle one) intend to respond to this Request for Proposals.

Acknowledgements must be delivered to the Chief Procurement Officer at the following address:

Barbara Pyeatt  
Chief Procurement Officer  
Purchasing Department  
2600 N Florida Ave  
Alamogordo, New Mexico 88310  
bpyeatt@ci.alamogordo.nm.us  
Fax Number: (575) 439-4117

**ATTACHMENT 4**

**SCADA/RTU PROGRAMMING  
AND COMMISSIONING SERVICES "DRAFT" AGREEMENT**

THIS AGREEMENT is made and entered into by and between the City of Alamogordo, a New Mexico municipal corporation (the “City”), and XXXXXXXXXXXXXXXXXXXX(the “Consultant”).

WHEREAS, the City seeks to secure “readily available” professional services and related technical services on an "as needed" basis as described in RFP 2021-05; and

WHEREAS, Consultant has held itself out to the City as having the requisite expertise and experience to perform the required professional and related technical services; and

WHEREAS, the City has selected the Consultant as the offeror most advantageous to the City; and

WHEREAS, all terms and conditions of the RFP and the Consultant’s response to such document(s) are incorporated herein by reference.

NOW, THEREFORE, it is hereby agreed as follows:

IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

**1. Engagement.**

1.1 Scope of Work. The City engages the Consultant to furnish those services (the “Services”) described in the Scope of Work attached as Exhibit A to this Agreement on an on-call basis, or for assigned projects, on an as-needed basis. The Consultant accepts such engagement upon, subject to and in accordance with the terms, conditions and provisions of this Agreement. The Consultant shall perform the Services as expeditiously as is consistent with good professional skill and care and the orderly progress of the Services.

1.2 Line of Authority for Contract Administration. The City’s Director of Public Works (“Director”) is the City's representative responsible for authorizing and approving the work performed under this Agreement. The Director hereby designates David Nunnelley (the “Project Manager”) as the Director’s authorized representative for the purpose of issuing a written Notice to Proceed and for purposes of administering, coordinating and finally approving the work performed by the Consultant under this Agreement. The Project Manager shall be responsible for the day-to-day administration, coordination and approval of work performed by the Consultant, except for approvals which are specifically identified in this Agreement as requiring the Director's approval. The Director expressly reserves the right to designate another authorized representative to perform on the Director’s behalf by written notice to the Consultant.

1.3 Projects. When directed by the Project Manager to perform under this Agreement on a particular project, the Consultant shall prepare a project specific proposal in accordance with the provided scope or description of work for that project. A separate project specific proposal shall be prepared for each project for which the Consultant’s services are required and shall set forth, at a minimum the following: a description of the project and requested scope of work; an agreed upon schedule for the Consultant’s performance; the maximum fee for the Consultant’s proposed services; and the budget for reimbursable expenses if applicable. Upon approval by the Project

Manager of a project proposal, the Consultant shall proceed to perform the required services upon the issuance of a written Notice to Proceed.

**2. Professional Responsibility.**

2.1 Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.

2.2 Consultant further warrants that the work performed by consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community.

2.3 Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or resolve any errors or deficiencies in his designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the City for costs caused by errors and omissions which fall below the standard of professional practice.

2.4 Approval by the City of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Consultant of responsibility for technical adequacy of the work. Neither the City's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Consultant shall be and remain liable in accordance with applicable performance of any of the services furnished under this Agreement.

2.5 The rights and remedies of the City provided for under this Agreement are in addition to any other rights and remedies provided by law.

- 3. Compensation.** The City agrees to compensate the Consultant for services provided on an hourly basis in accordance with the Consultant's Billing Rates as agreed to by the City and as detailed in Exhibit "B" attached hereto and by this reference made part of this Agreement. Payment shall be made upon receipt of a detailed statement of accounting for services performed. Reimbursables and per diem are not allowed, unless specified in Exhibit A. In the event of a conflict between the terms of this Agreement and Exhibit A, the terms of this Agreement shall prevail. The Consultant shall pay the New Mexico gross receipts taxes, pursuant to the Gross Receipts and Compensating Tax Act of New Mexico, assessed against the contract fee and costs paid for performance of this contract, or of any part or portion thereof, within the State of New Mexico. The Consultant shall be reimbursed by the City for applicable New Mexico gross receipts taxes, excluding interest or penalties assessed on the Consultant by any authority. Consultant shall hold the City harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation. Consultant shall file New Mexico tax returns and pay the required taxes for any and all payments made under this Agreement and any and all payments previously made to the Consultant. The City shall have the right to deduct from any payment made under this Agreement to the Consultant any federal, state, local or foreign income, employment or other taxes it determines are required by law to be paid with respect to such payments or to require payment from the Consultant, which the Consultant agrees to pay upon demand, for the purpose of

satisfying any such obligation. Failure to comply with these obligations shall constitute a material breach of this Agreement.

4. **Commencement and Completion of Work.** Within seven (7) days of receipt from the City of a Notice to Proceed, Consultant shall commence work on all its obligations as set forth in Exhibit A or that portion of such obligations as is specified in said Notice. Except as may be changed in writing by the City, the Project shall be complete and Consultant shall furnish the City the specified deliverables as provided in Exhibit A.

5. **Effective Date/ Term.** This agreement will become effective when both parties have signed it. The date this agreement is signed by the second party to sign it (as indicated by the date associated with that party's signature) will be deemed the date of this agreement. ***If a party signs but fails to date a signature, the date that the other party receives the signing party's signature will be deemed to be the date that the signing party signed this agreement.*** This Agreement shall terminate on October 31, 2022, unless otherwise terminated pursuant to the provisions contained herein. The City may extend the term of this contract by a preliminary written notice to the Consultant of its intent to extend at least 60 days before the contract expires for an additional one (1) year period. The preliminary notice does not commit the City to an extension. If the City exercises this option, the extended contract shall be considered to include this option provision. The total duration of this contract, including the exercise of any options under this clause, shall not exceed four years if the Agreement is less than \$50,000 (*per fiscal year*), as set forth in Section 2-13-200 of the City Purchasing Ordinance.

6. **Termination.** This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least ten (10) days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination. THE PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE OTHER LEGAL RIGHTS AND REMEDIES AFFORDED THE STATE IN SUCH CIRCUMSTANCES AS CONSULTANT'S DEFAULT/BREACH OF CONTRACT.

7. **Appropriations.** The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Alamogordo City Commission for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Commission, this Agreement shall terminate immediately upon written notice being given by the City to the Consultant. The City's decision as to whether sufficient appropriations are available shall be accepted by the Consultant and shall be final. If the City proposes an amendment to the Agreement to unilaterally reduce funding, the Consultant shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

8. **Status of Consultant.** The Consultant and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Consultant and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the City as a result of this Agreement. The Consultant acknowledges that all sums received hereunder are personally reportable by it for income tax purposes as self-employment or business income and are reportable for self-employment tax. The Consultant shall have no authority to act on behalf of the City other than as expressly provided in this Agreement. The Consultant is not authorized to act as a general agent for or to undertake, direct or modify any contracts on behalf of the City. The Consultant



lacks any authority to bind the City on any contractual matters. Final approval of all contractual matters that purport to obligate the City must be executed by the City in accordance with the City's Code of Ordinances.

9. **Insurance.** Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to the terms of this agreement. Such insurance shall be in addition to any other insurance requirements imposed by this Agreement or by law. Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this agreement by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

10. **Assignment.** The Consultant shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the City.

11. **Subcontracting.** The Consultant shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City.

12. **Records and Audit.** The Consultant shall maintain, for three years, detailed time records which indicate the date, time and nature of services rendered. These records shall be subject to inspection by the City. The City shall have a right to audit billings both before and after payment; payment under this Agreement shall not foreclose the right of the City to recover excessive and/or illegal payments.

13. **Release.** The Consultant's acceptance of final payment of the amount due under this Agreement shall operate as a release of the City, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Consultant agrees not to purport to bind the City unless the Consultant has express written authority to do so, and then only within the strict limits of the authority.

14. **Compliance with Laws:** The Consultant hereby represents and warrants that:
- 14.1 It is qualified to do business in the State of New Mexico and that it will take such action as, from time to time, may be necessary to remain so qualified.
- 14.2 It is not in arrears with respect to the payment of any monies due and owing the State of New Mexico, or any department or unit thereon including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;
- 14.3 It shall comply with all Federal, State and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract; and
- 14.4 It shall procure, at its expense, all licenses, permits, insurance, and governmental approval or registration, if any, necessary to the performance of its obligations under this Contract.
15. **Confidentiality.** Any confidential information provided to or developed by the Consultant in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Consultant without the prior written approval of the City. The City may provide Consultant with reports and such other data as may be available to the City and reasonably required by Consultant to perform hereunder. No project information shall be disclosed by Consultant to third parties without prior written consent of the City or pursuant to a lawful court order directing such disclosure. All documents provided by the City to Consultant shall be returned to the City.
16. **Product of Service – Copyright.** The City acknowledges that the Consultant’s work product is an instrument of professional service. Nevertheless, all materials developed, acquired or prepared under this Agreement shall become the property of the City upon completion of the work and shall be delivered to the City no later than the termination date of this Agreement. Nothing produced, in whole or in part, by the Consultant under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Consultant.
17. **Conflict of Interest.** The Consultant warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Consultant certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-17 NMSA 1978, regarding contracting with a public officer or public employee have been followed.
18. **Amendment.** This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto.
19. **Merger.** This Agreement incorporates all the agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written Agreement. No prior agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.
20. **Equal Opportunity Compliance.** The Consultant agrees to abide by all federal and state laws and rules and regulations pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Consultant agrees to assure that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age or handicap,

be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Consultant is found to not be in compliance with these requirements during the life of this Agreement, Consultant agrees to take appropriate steps to correct these deficiencies.

21. **Applicable Law.** This Agreement shall be governed by the laws of the State of New Mexico.

CONSULTANT

Date: \_\_\_\_\_ By: \_\_\_\_\_  
NM Taxpayer Identification Number: \_\_\_\_\_  
Federal Taxpayer Identification Number: \_\_\_\_\_

CITY

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Brian Cesar, City Manager

ATTEST:

\_\_\_\_\_  
Rachel Hughs, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Petria Schreiber, City Attorney