REQUEST FOR PROPOSAL

RFP: RFP-27-004

FIRST RESPONDER CAMPUS

RFP ISSUE DATE: October 15, 2026

PROPOSAL DUE: November 17, 2026, 2:00 pm
Please refer to the project timeline in this document for all important deadlines.

PURCHASING DEPARTMENT
425 N. RICHARDSON
ROSWELL, NM 88201

Table Of Contents

1. Introduction

1.1. Summary

2. General Conditions

2.1. Electronic Submission of Proposals

2.2. Proposal Submission Date and Time

2.3. Non-Discrimination

2.4. Modification or Withdrawal of Proposals

2.5. Inquiries

2.6. Amendments

2.7. Confidentiality

2.8. Negotiations

2.9. Appropriations

2.10. Procurement Code Violations

2.11. Award

2.12. Preferences

2.13. Protests

3. Additional Terms and Conditions

3.1. Debarred or Suspended Contractors

3.2. Liability

3.3. Default

3.4. Non-Collusion

3.5. Non-Discrimination

3.6. Insurance Requirements

3.7. Right to Discontinue Procurement

4. Special Terms and Conditions

4.1. Independent Contractor

4.2. Indemnity

4.3. Governing Law

5. Background Information & Scope of Work

5.1. Scope of Services

5.2. Response Format and Organization

6. Proposal Evaluation

6.1. Evaluation

6.2. Scoring

7. Proposal Evaluation Criteria

7.1. Proposal Evaluation Criteria

8. Vendor Questionnaire/Proposal Submission

8.1. Vendor Questionnaire/Proposal Evaluation

Attachments:

A - Roswell Police Department Building Conversion Feasibility Study

B - Roswell Police Department Headquarters HVAC Renovations Schematic Design Report

1. Introduction

1.1. Summary

The City of Roswell, New Mexico, is soliciting competitive sealed qualifications-based proposals from qualified architectural and engineering firms to provide professional design services for the proposed First Responder Campus.

The purpose of this Request for Proposals (RFP) is to select a qualified design professional to provide facility programming, site evaluation, and schematic design services. The development of a new Police Department facility is the City's highest priority, with consideration for future expansion to accommodate additional public safety and municipal departments. Design and construction of additional campus facilities are anticipated to occur in phases, subject to available funding.

Proposals will be evaluated and ranked based on qualifications in accordance with the applicable provisions of the New Mexico Procurement Code. Cost proposals shall not be submitted as part of the initial proposal. Following evaluation and ranking, the City will initiate negotiations regarding scope, compensation, and contract terms with the highest-qualified offeror in accordance with applicable law.

2. General Conditions

2.1. Electronic Submission of Proposals

All proposals must be submitted electronically via the City of Roswell's eProcurement Portal at https://procurement.opengov.com/portal/roswellnm before the deadline specified for proposal opening. The system will not accept proposals submitted after the due date and time.

Proposals must be submitted using the official proposal document forms provided by the City of Roswell. Receipt of proposals will be acknowledged and recorded electronically by the Purchasing Department through virtual means.

Meeting information will be posted in the timeline section of this solicitation on the City's eProcurement Portal, either as an addendum or as a notice.

2.2. Proposal Submission Date and Time

Proposals shall be received no later than Tuesday, November 17, 2026 at 2:00 pm local time through the City's eProcurement Portal. Late submissions will not be accepted.

2.3. Non-Discrimination

The City of Roswell complies with all applicable federal and state non-discrimination laws, including Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and other relevant statutes. Contractors shall not discriminate against any person or group on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, or ancestry in the performance of services, employment practices, or subcontracting.

2.4. Modification or Withdrawal of Proposals

Proposals submitted to the City may be modified or withdrawn through the City's eProcurement Portal prior to the proposal submission deadline.

2.5. Inquiries

All communications regarding this procurement, including the issuance of amendments, shall be conducted electronically through the City of Roswell's eProcurement Portal. Proposals must be submitted exclusively through the eProcurement Portal as outlined in the General Conditions. Submissions by fax, email, or other electronic means will not be accepted.

The only authorized contact for this RFP is the designated purchasing representative, accessible via the Question/Answer feature within the eProcurement Portal. Contact with any other City official, evaluation committee member, or employee regarding this solicitation may result in the disqualification of the offeror.

Offerors shall not hold the City responsible for any failure to obtain information that was made available through the eProcurement Portal and could have been accessed through the exercise of due diligence.

2.6. Amendments

Any changes to this solicitation, including revisions resulting from questions or clarifications, will be made only through formal amendments posted to the City of Roswell's eProcurement Portal. These amendments will be considered part of the official solicitation.

Offerors should not rely on any verbal or informal written communication that appears to modify the RFP unless it is confirmed by an amendment posted to the eProcurement Portal. If the solicitation includes a technical contact, any information provided by that individual that materially affects the solicitation must be confirmed through an official amendment.

Offerors are responsible for monitoring the eProcurement Portal for any updates or amendments and ensuring they are acknowledged as required.

2.7. Confidentiality

Offerors may request that specific data included in their proposal be treated as confidential. Such requests must be made in writing and submitted with the proposal. Confidential information should be clearly marked and organized in a way that allows it to be easily separated from the non-confidential portions of the proposal. This ensures that the non-confidential content remains accessible for public inspection, in accordance with applicable laws and regulations.

2.8. Negotiations

Proposals shall be evaluated and ranked in accordance with the evaluation criteria established in this Request for Proposals and the applicable provisions of the New Mexico Procurement Code governing qualifications-based selection of architectural and engineering services.

The City may conduct interviews or presentations with Offerors as part of the evaluation process.

Following completion of the evaluation and ranking process, the City will enter into negotiations with the highest-ranked qualified Offeror regarding scope of services, compensation, and contract terms.

Compensation shall be negotiated at an amount determined to be fair and reasonable, taking into consideration the estimated value, scope, complexity, and nature of the required services.

If the City is unable to negotiate a satisfactory contract with the highest-ranked qualified Offeror, negotiations may be formally terminated. The City may then enter into negotiations with the next highest-ranked qualified Offeror. This process may continue until a mutually acceptable agreement is reached or the procurement is canceled.

The City reserves the right to reject any or all proposals, waive minor informalities or irregularities, and cancel or reissue the solicitation when determined to be in the best interest of the City.

This Request for Proposals, together with all attachments, addenda, and the successful Offeror's proposal, shall be incorporated into and made part of any resulting contract.

2.9. Appropriations

The terms of this agreement are contingent upon sufficient funds being appropriated by the City of Roswell for the performance of this agreement. If sufficient appropriations and authorizations are not made by the City, this agreement shall terminate upon written notice provided by the City to the contractor. The City's determination regarding the availability of appropriations shall be final and binding.

2.10. Procurement Code Violations

Offerors are advised that compliance with the New Mexico Procurement Code is mandatory. Violations of the Code may result in civil or criminal penalties under applicable state law. The City of Roswell strictly prohibits any form of unethical conduct, including but not limited to bribery, gratuities, or kickbacks. All offerors are expected to adhere to the highest standards of integrity throughout the procurement process.

2.11. Award

The City of Roswell will select the highest-qualified offeror based on the evaluation criteria established in this Request for Proposals (RFP), in accordance with the New Mexico Procurement Code, NMSA 1978, § 13-1-120.

Following evaluation and ranking, the City will initiate contract negotiations with the highest-qualified offeror in accordance with NMSA 1978, § 13-1-122. Compensation shall be negotiated and determined in writing to be fair and reasonable, considering the scope, complexity, and nature of the required professional services.

If a satisfactory agreement cannot be reached with the highest-qualified offeror, the City shall formally terminate negotiations with that offeror before initiating negotiations with the next highest-qualified offeror.

Any resulting contract award shall be subject to successful negotiations, availability of funding, required City approvals, and compliance with applicable procurement laws.

The City reserves the right to reject any or all proposals in accordance with applicable law.

2.12. Preferences

In accordance with NMSA 1978, §§ 13-1-21 and 13-1-22, applicable New Mexico resident business preferences shall be applied to qualifying offerors during the evaluation process.

Offerors holding a valid preference certificate issued by the New Mexico Taxation and Revenue Department may qualify for the following additional points:

- **Resident Business or Native American Resident Business:** Eight percent (8%) of the total possible evaluation points.
- **Resident Veteran Business or Native American Resident Veteran Business:** Ten percent (10%) of the total possible evaluation points, provided the business meets the applicable statutory requirements, including annual gross revenues of no more than $6 million in the preceding tax year.

Preference points shall be applied in addition to the established evaluation criteria and shall not be cumulative. Only one applicable preference may be awarded to an eligible offeror.

For joint proposals involving businesses with different preference classifications, applicable preferences shall be calculated proportionally in accordance with NMSA 1978, § 13-1-21(F).

Offerors requesting a preference must submit a valid preference certificate with their proposal.

Preferences shall not be applied when prohibited by applicable law, including when federal funds are included in the expenditure for the specific procurement.

2.13. Protests

Any bidder or offeror aggrieved in connection with the solicitation or award of a contract may submit a written protest to the City of Roswell's Purchasing Department in accordance with NMSA 1978, §§ 13-1-172 through 13-1-183, and applicable City procurement procedures.

Protests shall be submitted in writing within fifteen (15) calendar days after the protester has knowledge of the facts or occurrences giving rise to the protest.

3. Additional Terms and Conditions

3.1. Debarred or Suspended Contractors

A business (contractor, subcontractor, or supplier) that has been debarred or suspended pursuant to the requirements of 13-1-177 through 13-1-180, and 13-4-11 through 13-4-17 NMSA 1978, as amended, shall not be permitted to do business with the City of Roswell and shall not be considered for award of the contract during the period of debarment or suspension.

3.2. Liability

The Vendor agrees that the City of Roswell shall not be held liable for any costs incurred in the preparation of this RFP.

3.3. Default

Failure of the Contractor to comply with any material requirement of the resulting contract, including failure to perform services in a timely and satisfactory manner, may constitute a default. Upon written notice of default, the Contractor shall have the opportunity to cure the deficiency within the period specified by the City. If the default is not cured to the City's satisfaction, the City may terminate the contract for cause, obtain the required services from another source, and pursue any other remedies available under the contract or applicable law.

3.4. Non-Collusion

By signing this proposal, the Contractor certifies that they have not, either directly or indirectly, engaged in any action that restricts free competitive bidding in connection with this proposal submitted to the City of Roswell Procurement Administrator.

3.5. Non-Discrimination

Vendors doing business with the City of Roswell must comply with the Federal Civil Rights Act of 1964, Title VII of the Act (Rev. 1979), and the Americans with Disabilities Act of 1990 (Public Law 101-336).

3.6. Insurance Requirements

Prior to contract execution, the selected Offeror shall provide certificates of insurance evidencing coverage with insurers authorized to do business in the State of New Mexico. Coverage shall remain in effect for the duration of the contract.

At a minimum, the Contractor shall maintain:

- Commercial General Liability Insurance
- Automobile Liability Insurance covering owned, hired, and non-owned vehicles
- Workers' Compensation Insurance as required by New Mexico law

- Employer's Liability Insurance
- Professional Liability (Errors and Omissions) Insurance applicable to architectural and engineering services

The City reserves the right to require minimum coverage limits and additional insured endorsements as part of the final contract.

3.7. Right to Discontinue Procurement

The City of Roswell reserves the right to cancel this Request for Proposal at any time, reject any or all proposals, or otherwise proceed in the best interest of the City. This RFP does not obligate the City of Roswell or any of its agencies to purchase any product or service until confirmed by a written contract and/or Purchase Order.

4. Special Terms and Conditions

4.1. Independent Contractor

The Contractor awarded an agreement under this solicitation shall perform its obligations as an independent contractor. The Contractor and its officers, directors, agents, and employees are not employees of the City of Roswell and shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to City employees. The Contractor affirms that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, that would conflict with the performance of the required services.

4.2. Indemnity

The Contractor agrees to defend, indemnify, and hold harmless the City of Roswell, its elected officials, agents, and employees from any and all claims arising from any negligent act, error, or omission of the Contractor, its officers, directors, employees, or agents, or arising in any way from this agreement or the Contractor's activities. This indemnity shall not extend to liabilities, claims, damages, losses, or expenses, including attorney's fees, resulting from the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, or specifications by the City of Roswell or its agents, or from directions or instructions given or omitted by the City, where such actions are the primary cause of injury or damage.

4.3. Governing Law

This agreement shall be governed by the laws of the State of New Mexico and the ordinances of the City of Roswell.

5. Background Information & Scope of Work

5.1. Scope of Services

5.1.1 General Scope of Services

The City of Roswell is seeking a qualified architectural and engineering firm to provide professional planning, facility programming, site evaluation, and schematic design services for the proposed First Responder Campus.

The primary objective of this project is to develop a comprehensive Schematic Design Report (SDR) that evaluates multiple potential site locations and establishes the programming and preliminary design requirements for a new Police Department facility, while considering opportunities for the future integration of additional public safety and municipal departments.

The development of a new Police Department facility shall be the City's highest priority. Planning for additional facilities and departments shall consider future phased development based on available funding, operational priorities, grant opportunities, and long-term municipal needs.

The selected Design Professional shall be responsible for organizing, managing, and coordinating all professional disciplines necessary to complete the Scope of Work, including, at a minimum:

A. Architectural Services

B. Civil Engineering

C. Structural Engineering

D. Mechanical Engineering

E. Plumbing Engineering

F. Electrical Engineering

The Design Professional shall coordinate with City representatives, the designated building committee, and applicable departments throughout the project.

The required initial services shall include:

- Project initiation and coordination
- Stakeholder interviews and departmental coordination
- Facility programming
- Site evaluation and analysis
- Schematic design
- Construction cost estimating
- Preparation of Schematic Design Report

- Meetings, presentations, and stakeholder engagement
- Preparation of all reports, exhibits, recommendations, and associated deliverables required by this RFP

The City anticipates that development of the proposed First Responder Campus may occur in multiple phases based on available funding, operational priorities, grant opportunities, and City approvals.

The City may consider retaining the selected Design Professional for subsequent phases of the project, including design development, construction documents, bidding assistance, and construction administration services. Any subsequent phase shall be subject to available funding, City approval, successful negotiation of scope and compensation, and compliance with applicable procurement requirements.

5.1.2 Project Initiation and Coordination

The Design Professional shall coordinate with City representatives and the designated building committee to establish project objectives, confirm programming requirements, identify project constraints, and facilitate the planning and preliminary design of the proposed First Responder Campus.

Services shall include:

A. Conducting an initial project coordination meeting with City representatives.

B. Reviewing existing programming documents, building systems reports, HVAC studies, and other relevant information provided by the City.

C. Coordinating with applicable City departments to identify operational, functional, and future facility requirements.

D. Conducting stakeholder interviews and coordination meetings with City staff, public safety personnel, and other designated project representatives.

E. Establishing a coordinated approach for all architectural and engineering disciplines involved in the project.

F. Identifying key project considerations, including site requirements, security, infrastructure, operational efficiency, and potential future development.

G. Coordinating project activities, meetings, presentations, and required submittals within the established project timeframe.

The Design Professional shall work collaboratively with the City throughout the project to ensure that the required services are consistent with the City's objectives and long-term development considerations.

5.1.3 Facility Programming

The Design Professional shall develop a comprehensive Project Program Statement establishing the functional, operational, spatial, security, and infrastructure requirements for the proposed First Responder Campus.

The following documents are provided as reference materials for informational purposes only:

- Attachment A – Roswell Police Department Building Conversion Feasibility Study
- Attachment B – Roswell Police Department Headquarters HVAC Renovations Schematic Design Report

Based on previous programming analyses and building systems evaluations, the City has determined that the existing Police Department facility and site are inadequate for continued use. Accordingly, the City does not intend to further evaluate renovation alternatives for the existing facility as part of this Scope of Work.

The City anticipates modifications to the existing Police Department programming requirements, including the potential elimination of dedicated booking and detention facilities in favor of utilizing the Chaves County Detention Center. However, the programming phase shall evaluate the need for temporary processing areas, secure circulation, sally ports, evidence handling areas, and other operational spaces necessary to support Police Department functions.

The proposed campus shall support a highly controlled environment in which functional relationships, circulation patterns, access levels, and security requirements are carefully coordinated to promote operational efficiency, safety, and security.

Programming considerations shall include:

- Functional relationships and adjacencies among departmental operations.
- Controlled access, circulation, and security requirements.
- Passive monitoring through appropriate sightlines and centralized control points.
- Strategic placement of entrances, public lobbies, evidence rooms, processing areas, and other critical operational spaces.
- Relationships between evidence processing, secure storage, patrol operations, and primary circulation routes.
- Operational and technological requirements necessary to support public safety functions.
- Opportunities to accommodate additional public safety and municipal functions through future campus development.

Departments to be considered during programming may include, but are not limited to:

- Police Department
- Information Technology
- Fire Station 6
- Fire Administration
- Animal Control
- Municipal Court

- Other City departments as determined by the designated building committee

The Design Professional shall coordinate with the building committee and applicable City departments to establish operational needs, functional relationships, current and future space requirements, and opportunities for shared facilities and infrastructure.

The completed Project Program Statement shall identify project goals, operational requirements, applicable regulations, site conditions, infrastructure needs, and other considerations necessary to establish the preliminary project scope.

The statement shall include a tabular summary identifying, at a minimum:

A. Number and type of required spaces.

B. Design occupancy and anticipated utilization of each space.

C. Square footage requirements for individual spaces.

D. Total programmed square footage.

E. Total project square footage, including tare.

F. Total tare square footage and its percentage of the overall project area.

The statement shall also address anticipated site improvements, available utility capacity, potential infrastructure improvements, off-site infrastructure requirements, and preliminary project budget considerations.

5.1.4 Site Evaluation and Analysis

The Design Professional shall identify and evaluate multiple potential site locations for development of the proposed First Responder Campus, including sites identified by the City and other viable locations identified through the planning process.

The evaluation shall consider operational, functional, security, infrastructure, utility, and future expansion requirements established during the programming process.

The Design Professional shall prepare a comparative analysis of site alternatives identifying:

- Advantages and disadvantages
- Availability of utilities and infrastructure
- Site access and emergency response considerations
- Security considerations
- Drainage and conceptual geotechnical considerations
- Off-site improvements
- Regulatory considerations

- Future expansion opportunities
- Operational efficiencies and functional relationships

The evaluation shall assist the City in determining the most suitable location for the proposed First Responder Campus.

5.1.5 Schematic Design

Following City review of the Project Program Statement and site evaluation recommendations, the Design Professional shall prepare a Schematic Design Report for the preferred site.

The schematic design shall establish:

- General project scope
- Preliminary site layout
- Building organization and relationships
- Conceptual architectural character
- Preliminary structural systems
- Preliminary mechanical, plumbing, and electrical systems
- Security and operational considerations
- Preliminary construction cost estimates

The Design Professional shall prepare conceptual site plans, floor plans, elevations, sections, and supporting documentation sufficient to communicate the proposed design approach.

The Schematic Design Report shall identify applicable building code requirements, including International Building Code (IBC) Risk Category IV requirements, as applicable to the proposed facility.

The design shall consider long-term operation and maintenance requirements, including accessibility for maintenance activities and the replacement of building systems and expendable components.

The Design Professional shall evaluate proposed design solutions in relation to the approved Project Program Statement and submit the schematic design documents to the City for review and approval.

5.1.6 Construction Cost Estimating

The Design Professional shall prepare a Level 1 UNIFORMAT probable construction cost estimate based upon the proposed schematic design and campus development recommendations.

The estimate shall reflect anticipated construction costs and shall assist the City in evaluating project feasibility, funding requirements, and future phased development.

5.1.7 Deliverables

At a minimum, the Design Professional shall provide:

A. Project Program Statement.

B. Comparative Site Evaluation Report.

C. Site Recommendation.

D. Schematic Design Report.

E. Preliminary Project Description (PPD).

F. Conceptual site plans.

G. Conceptual floor plans, elevations, and sections.

H. Preliminary architectural and engineering systems concepts.

I. Level 1 UNIFORMAT construction cost estimate.

J. Interim presentations and supporting materials.

K. Final reports incorporating City review comments.

5.1.8 Meetings and Presentations

The Design Professional shall participate in meetings and presentations necessary to complete the required services, including:

- Project kickoff meeting
- Stakeholder interviews
- Departmental programming meetings
- Building committee meetings
- Site evaluation presentations
- Programming review meetings
- Facility planning workshops
- Schematic design presentations
- Final presentation of recommendations and deliverables

5.1.9 Project Schedule

The Design Professional shall complete the required facility programming, site evaluation, and schematic design services and submit the final Schematic Design Report (SDR) within 120 calendar days following issuance of the Notice to Proceed.

The proposed project schedule, including milestones, meetings, presentations, and deliverable dates, shall be finalized during contract negotiations and incorporated into the resulting agreement.

5.1.10 Optional Future Design, Bidding, and Construction Administration Services

Subject to available funding, City approval, successful negotiations, and applicable procurement requirements, the City may consider retaining the selected Design Professional for subsequent phases of the project, including:

A. Design Development

B. Construction Documents

C. Construction Bidding Documents

D. Bidding Assistance

E. Bid Review Assistance

F. Construction Administration

G. Construction Site Observations

H. Project Closeout Services

No future services are guaranteed under this solicitation. Any subsequent phase shall be subject to available funding, required City approvals, successful negotiation of scope, schedule, compensation, and deliverables, and compliance with applicable provisions of the New Mexico Procurement Code.

5.2. Response Format and Organization

Offerors shall organize their proposals in the order outlined below and provide sufficient information to demonstrate their qualifications, experience, technical competence, and ability to perform the professional services described in the Scope of Work.

Responses shall be clear, concise, and directly address each evaluation criterion. Supporting documentation may be included where appropriate. The City reserves the right to request additional information or clarification during the evaluation process in accordance with applicable procurement requirements.

1. Specialized Design and Technical Competence – 20 Points

Offerors shall demonstrate their specialized design experience and technical competence in providing architectural and engineering services for projects of similar size, scope, and complexity.

Responses shall include:

- A brief overview of the firm's qualifications, areas of specialization, and relevant professional experience.

- Examples of comparable projects, particularly law enforcement facilities, public safety buildings, and municipal facilities.
- Qualifications and relevant experience of proposed key personnel and proposed subconsultants.
- Demonstrated experience in facility programming, site evaluation, schematic design, and coordination of multiple engineering disciplines.
- Relevant professional licenses, registrations, and certifications.

2. Capacity and Capability – 15 Points

Offerors shall demonstrate their capacity and capability to perform the required professional services, including specialized services, within the established project schedule.

Responses shall include:

- Identification of the proposed project manager, key personnel, and subconsultants, including their roles and responsibilities.
- An organizational chart identifying the proposed project team and reporting relationships.
- Current workload and availability of personnel assigned to the project.
- Description of the firm's resources and ability to coordinate architectural, civil, structural, mechanical, plumbing, and electrical engineering services.
- Demonstrated ability to manage project activities, coordinate deliverables, and meet established project schedules.

3. Past Record of Performance – 20 Points

Offerors shall demonstrate their past performance on contracts with government agencies and private industry involving comparable architectural and engineering services.

Responses shall include:

- A minimum of three relevant projects completed or substantially completed within the past five years.
- Project name, location, description, and scope of professional services provided.
- Project completion dates and the firm's role and responsibilities.
- Demonstrated ability to control project costs, maintain quality of work, and meet established schedules.
- Description of significant project challenges and how they were addressed.
- Client references, including contact name, organization, telephone number, and email address.

4. Proximity to or Familiarity with the Project Area – 10 Points

Offerors shall demonstrate their proximity to or familiarity with the geographic area in which the project will be located.

Responses shall include:

- Location of the firm's principal office and the office responsible for managing the project.
- Description of previous experience performing architectural and engineering services in Roswell, Chaves County, or the surrounding region.
- Demonstrated knowledge of local conditions, infrastructure, regulatory requirements, and other considerations relevant to the project.
- Description of the firm's ability to coordinate and attend necessary meetings and site visits throughout the project.

5. Design Work to Be Performed in New Mexico – 5 Points

Offerors shall identify the amount of design work anticipated to be performed in New Mexico by a New Mexico business in accordance with applicable provisions of the New Mexico Procurement Code.

Responses shall include:

- Identification of New Mexico businesses participating in the proposed project team.
- Description of the professional design services each identified New Mexico business will perform.
- Estimated percentage of professional design work to be performed in New Mexico by qualifying New Mexico businesses.
- Location of the offices where the identified professional design services will be performed.

6. Volume of Work Previously Awarded by the City – 5 Points

Offerors shall disclose all professional design services contracts previously awarded by the City of Roswell that are not at least seventy-five percent (75%) complete with respect to basic professional design services.

Responses shall include:

- Identification of applicable current City of Roswell contracts.
- Brief description of the professional design services being performed under each contract.
- Current percentage of completion for basic professional design services.
- Anticipated completion dates for outstanding design services.

If the offeror has no applicable outstanding contracts with the City of Roswell, the response shall indicate "None."

7. Understanding of the Scope of Work – 25 Points

Offerors shall demonstrate a clear understanding of the City's project objectives, anticipated challenges, and required professional services.

Responses shall include:

- Understanding of the City's need for a new Police Department facility and the long-term vision for the First Responder Campus.
- Proposed technical approach to facility programming and identification of departmental operational requirements.
- Methodology for evaluating multiple potential site locations, including infrastructure, accessibility, security, and future expansion considerations.
- Approach to coordinating architectural and engineering disciplines throughout the project.
- Understanding of public safety facility requirements, including controlled access, functional relationships, circulation, security, and operational efficiency.
- Proposed approach to preparing schematic design documents, including preliminary floor plans, elevations, building systems, and conceptual site planning.
- Approach to preparing a Level 1 UNIFORMAT probable construction cost estimate.
- Methodology for coordinating with City representatives, the building committee, and applicable departments.
- Proposed approach to considering future phased campus development based on available funding.
- Identification of anticipated project challenges and proposed strategies for addressing them.

Additional Proposal Submission Requirements

Offerors shall submit proposals electronically through the City's OpenGov Procurement Portal in accordance with the submission instructions and deadline established in this solicitation.

Proposals shall follow the response format outlined above to facilitate consistent evaluation and comparison of qualifications.

Cost or fee proposals shall not be submitted as part of the initial qualifications-based proposal.

6. Proposal Evaluation

6.1. Evaluation

Proposals will be evaluated and ranked by the City's designated selection committee in accordance with NMSA 1978, § 13-1-120, using the evaluation criteria and point values established in this Request for Proposals (RFP).

Evaluation shall be based on each offeror's qualifications, specialized experience, technical competence, capacity, past performance, and demonstrated understanding of the required services. Cost or fee proposals shall not be submitted or considered during the qualifications-based evaluation and ranking process.

The selection committee may request clarifications, conduct interviews, or require presentations to further assess offerors' qualifications and ability to perform the required services.

Following the evaluation process, the selection committee shall rank the three most highly qualified firms, provided at least three qualified firms submit proposals. If fewer than three firms respond, the City may proceed in accordance with the applicable provisions of the New Mexico Procurement Code.

Upon completion of the qualifications-based selection and ranking process, the City will initiate contract negotiations with the highest-qualified firm in accordance with NMSA 1978, § 13-1-122.

6.2. Scoring

Each selection committee member shall independently evaluate proposals using the criteria and point values established in this solicitation.

Following the initial evaluations, the committee may meet to discuss proposals, review qualifications, and determine whether additional clarification, interviews, or presentations are necessary.

Committee members may revise their individual evaluations based on information properly considered during the evaluation process. Final scores shall be compiled to establish the ranking of qualified firms.

If interviews are conducted, firms shall be evaluated using the established evaluation criteria and any additional scoring procedures expressly disclosed in this RFP.

The committee shall document its final rankings and recommendations in accordance with the New Mexico Procurement Code.

7. Proposal Evaluation Criteria

7.1. Proposal Evaluation Criteria

Points will be awarded on the basis of the following evaluation factors:

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	**Specialized Design and Technical Competence** Points will be awarded based on the offeror's demonstrated experience, technical expertise, and qualifications in providing architectural and engineering design services for projects of similar size, scope, and complexity, particularly law enforcement, public safety, and municipal facilities.	Points Based	20 *(20% of Total)*
2.	**Capacity and Capability** Points will be awarded based on the offeror's available personnel, resources, specialized services, and demonstrated ability to complete the required professional services within the established project timeframe.	Points Based	15 *(15% of Total)*
3.	**Past Record of Performance** Points will be awarded based on the offeror's demonstrated past performance on similar projects, including cost control, quality of work, adherence to project schedules, and satisfactory completion of contractual obligations.	Points Based	20 *(20% of Total)*

4.	**Proximity to or Familiarity with the Project Area** Points will be awarded based on the offeror's proximity to or demonstrated familiarity with the project area, including local conditions, infrastructure, and applicable requirements.	Points Based	10 *(10% of Total)*
5.	**Design Work to Be Performed in New Mexico** Points will be awarded based on the amount of design work to be performed in New Mexico by a New Mexico business, in accordance with applicable provisions of the New Mexico Procurement Code.	Points Based	5 *(5% of Total)*
6.	**Volume of Work Previously Awarded by the City** Points will be awarded based on the volume of professional design work previously awarded by the City that is not at least 75 percent complete, considering equitable distribution of contracts among qualified firms.	Points Based	5 *(5% of Total)*
7.	**Understanding of the Scope of Work** Points will be awarded based on the offeror's demonstrated understanding of the project objectives, proposed technical approach, facility programming, site evaluation, schematic design requirements, and consideration of future phased campus development.	Points Based	25 *(25% of Total)*

8. Vendor Questionnaire/Proposal Submission

8.1. Vendor Questionnaire/Proposal Evaluation

*1. Upload Technical Proposal Only**

Offerors shall upload a complete technical and qualifications-based proposal addressing the requirements established in Section 5.2, Response Format and Organization.

Proposals shall include all requested qualifications, relevant experience, project team information, supporting documentation, and proposed technical approach.

Cost, fee, pricing, or compensation information shall not be submitted or included in the technical proposal.

*Response required

*2. Acknowledgement**

By responding, the Offeror acknowledges having read and agreed to all Terms and Conditions contained in the Request for Proposals (RFP). Please confirm your acknowledgement.

☐ Please confirm

*Response required

3. New Mexico Preference Certification Upload

To qualify for any applicable **New Mexico Preference**—including Resident Business, Resident Veteran Business, Native American Resident Business, or Native American Resident Veteran Business—you must upload a valid certificate issued by the New Mexico Taxation and Revenue Department with your proposal submission. Only proposals that include the appropriate certification will be eligible for preference points.

4. City of Roswell Business License

5. Certificate of Insurance

*6. Campaign Contribution Disclosure Form **

Please download the below documents, complete, and upload.

- CAMPAIGN_CONTRIBUTION_DISCL...

*Response required

*7. Certificate of Non-Collusion**

Please download the below documents, complete, and upload.

- CERTIFICATE_OF_NON-COLLUSIO...

*Response required

*8. Conflict of Interest**

Please download the below documents, complete, and upload.

- Disclosure_Form_(Conflict_o...

*Response required

*9. Vendor Information Form **

Please download the below documents, complete, and upload.

- VENDOR_INFORMATION_FORM.pdf

*Response required

*10. W9**

Please download the below documents, complete, and upload.

- W-9_FORM.pdf

*Response required