



Rio-Metro Regional Transit District
REQUEST FOR PROPOSALS

**Photovoltaic Shade Structures for
New Mexico Rail Runner Express
Commuter Rail Stations**

Issued: January 25, 2010
Procurement No. 2010 - 02

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REQUEST FOR PROPOSALS

For

PROFESSIONAL SERVICES

**Photovoltaic Shade Structures for
New Mexico Rail Runner Express
Commuter Rail Stations**

RMRTD Procurement No. 2010 - 02

Issue Date: January 25, 2010

Proposal Due Time/Date: **February 16 – 12:00 noon MST**

Rio Metro Regional Transit District
809 Copper Ave., NW, Albuquerque, New Mexico 87102
Phone: (505) 247-1750, Fax: (505) 247-1753

1. INTRODUCTION

1.1 Purpose of this Request for Proposals

The Rio Metro Regional Transit District (RMRTD) desires to utilize a qualified team of professionals to assist with the design, installation and commissioning of shade structures mounted with photovoltaic panels. The shade structures would cover automobile parking spaces at the Belen and Sandoval County / US 550 Rail Runner stations and generate electricity to offset the day to day electricity needs of the station. Photovoltaic power systems convert sunlight directly into electricity and will reduce the utility costs at the station, promote emission-reduced operations and educate the community in green sustainable energy production. RMRTD invites firms (Offerors) to submit proposals for a contract for the work indicated in the title page in accordance with the specifications contained in this request for proposal (RFP). This RFP contains specific requests for information.

The purpose of this procurement is to select a Contractor(s) to assist the RMRTD and cooperating entities in the design, installation and commissioning of photovoltaic shade structures at the Belen and Sandoval County Rail Runner stations.

Contingent upon RMRTD's satisfaction with the performance of the selected Contractor and acceptance of project deliverables under a Contract negotiated for services described in this RFP, RMRTD may consider extending or renewing the Contract. The contract, including any extensions or renewals, may not exceed four years in total.

This project is funded in part through federal funds. Partial funding for this Agreement comes from the American Recovery and Reinvestment Act, Federal Award No. DE-EE0000108, CFDA No. 81.041, thus there are special terms, including significant reporting obligations. As such, applicable federal laws, regulations, and guidelines will be adhered to by the Contractor as part of the contract.

1.2 Scope of Work

The RMRTD desires to access a qualified contractor to design, install and commission photovoltaic shade structures at New Mexico Rail Runner stations. The specific tasks are presented as elements in Appendix 3 of this RFP under the heading "Specifications."

1.3 Scope of Procurement

The scope of the procurement shall encompass the defined scope of work and any extensions or renewals thereof, as part of a multi-year contract.

1.4 Procurement Manager

The RMRTD has designated a Procurement Manager who is responsible for the conduct of this procurement. The Procurement Manager is:

Tony Sylvester
Special Projects Manager
Mid-Region Council of Governments
Rio Metro Regional Transit District
809 Copper N.W.
Albuquerque, NM 87102
Phone: 505-724-3635, Fax: 505-247-1753
E-mail: tsylvester@mrcog-nm.gov

Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager. Offerors may ONLY contact the Procurement Manager regarding the procurement. Other MRCOG employees or others involved with this project do not have the authority to respond on behalf of the RMRTD.

1.5 Definitions

This section contains definitions and abbreviations that are used throughout this RFP.

"ARRA" means the American Recovery and Reinvestment Act.

"Close of Business" means 5:00 PM local time.

"Contract" means a written agreement for the procurement of items of tangible personal property or services.

"Contractor" means a successful Offeror who enters into a binding contract.

"Determination" means the written documentation of a decision by the Procurement Manager or Procurement Officer including findings of fact supporting a decision. A determination becomes part of the procurement file.

"Desirable" The terms "may", "can", "should", "preferably", or "prefers" identifies a desirable or discretionary item or factor (as opposed to "mandatory").

"Evaluation Committee" means the members of the project that will evaluate the proposals.

"Evaluation Committee Report" means a document prepared by the Procurement Manager and the Evaluation Committee for submission to the Executive Director for contract award. It contains all written determinations resulting from the procurement.

"Finalist" is defined as an Offeror whose offer complies with all the mandatory specifications of this RFP and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

"Mandatory" The terms "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor (as opposed to "desirable"). Failure to comply with a mandatory item or factor will result in the rejection of the Offerors proposal.

"RMRTD" means the Rio Metro Regional Transit District.

"Offeror" is any person, corporation, or partnership who submits a proposal.

"Procurement Manager" means the person or designee authorized by the Executive Director of RMRTD to manage and administer this procurement and contract.

"Procurement Officer" means the person or designee designated by the RMRTD to oversee all RMRTD procurement.

"Request for Proposals" or "RFP" means all documents, including those attached or incorporated by reference, used for soliciting proposals.

"Responsible Offeror" means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

"Responsive Offer" or "Responsive Proposal" means an offer or proposal that conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements.

1.6 Background Information

The RMRTD is public sector transit agency providing commuter rail and bus service in central New Mexico. Members include county, municipal governments in the Counties of Bernalillo, Sandoval, Tarrant, and Valencia.

The RMRTD is the operating agency for the New Mexico Rail Runner Express, a commuter rail system which extends from Belen to Santa Fe which began limited operations in July 2006.

Rail Runner stations are open air stations with shade structures, information kiosks, seating areas, lights and communication systems. Stations have been designed to be aesthetically appealing and inviting, to ensure passenger safety, and to minimize vandalism opportunities.

More information on the Rail Runner can be found on www.nmrailrunner.com.

2. **CONDITIONS GOVERNING THE PROCUREMENT**

This section of the RFP contains the schedule

for the procurement, describes the major procurement events and the conditions governing the procurement.

2.1 Sequence of Events

The Procurement Manager will make every effort to adhere to the Procurement Schedules shown in this RFP. The time frames shown however may be subject to change at the discretion of the RMRTD.

- Issue RFP – January 25, 2010
- Acknowledgement of Receipt Form due **12:00 noon** – February 8, 2010
- Proposals Due – **12:00 noon** February 16, 2010
- Evaluation Committee – week of February 15, 2010
- Oral Interviews (if Necessary) – February 22, 2010
- Selection of Finalist(s) – week of February 22, 2010 (if no oral interviews are held), or the week of March 1, 2010, if oral interviews are necessary.

2.2 Explanation of Events

2.2.1 Pre-Proposal Conference

There will not be a pre-proposal conference.

2.2.2 Distribution List Response

Potential Offerors should hand-deliver, electronically mail, return by facsimile or by registered or certified mail the "Acknowledgement of RFP Receipt Form" that accompanies this document (See Appendix 1) to have their organization placed on the procurement distribution list. Offerors **must include an email address** on the Acknowledgement of RFP Receipt Form.

Potential Offerors must submit the "Acknowledgement of RFP Receipt Form" by 12:00 noon – February 8, 2010.

The distribution of written responses to questions and any RFP amendments will be emailed to the email address submitted on the Acknowledgement of RFP Receipt Form.

The procurement distribution list will be used for the distribution of written responses to questions and any RFP amendments.

Failure to return the "Acknowledgement of RFP Receipt Form" shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's organization name shall not appear on the distribution list.

2.2.3 Deadline to Submit Additional Questions

Potential Offerors may submit additional written questions as to the intent or clarity of this RFP until 12:00 noon – February 8, 2010. All written questions must be addressed to the Procurement Manager.

2.2.4 Response to Written Questions/RFP Amendments

Written responses to written questions and any RFP amendments will be distributed to all potential Offerors whose organization name appears on the procurement distribution list. An "Acknowledgement of Written Responses Receipt Form" will accompany the distribution package. The Offerors must sign the form and hand-deliver, electronically mail, return by facsimile or by registered or certified mail by the date indicated thereon. Failure to return this form shall constitute a presumption of receipt and withdrawal from the procurement process and the Offeror's organization name will be deleted from the procurement distribution list.

2.2.5 Submission of Proposal

All proposals must be received by the Procurement Manager or designee no later than the time on the date shown on the cover page of this Request for Proposals. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal as it is received. Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section 1.4. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the name of the procurement on the cover sheet. Proposals submitted by facsimile or electronic mail will not be accepted.

A public log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing Offerors prior to contract award.

2.2.6 Proposal Evaluation

An Evaluation Committee will evaluate proposals. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without any such discussion. The Offerors SHALL NOT initiate any discussions with the Procurement Manager, or any employees of RMRTD regarding the procurement process other than inquiries allowed under this RFP. Potentially responsive proposals are those proposals that do not fully meet the requirements of the RFP, but may be sufficient to qualify for consideration. After the Evaluation Committee evaluates all the proposals, the Committee may recommend a single finalist to the Executive Director or initiate additional steps in the process.

2.2.7 Selection of Finalists

The Procurement Manager will provide the list of finalists to the Executive Director. The Procurement Manager will notify the finalist Offerors of their selections. Only finalists will be invited to participate in the subsequent steps of the procurement. The final schedule for the oral presentations (if necessary) will be determined at this time.

2.2.8 Oral Presentation by Finalists

Finalist Offerors may be required to present their proposals to the Evaluation Committee. The Procurement Manager will schedule the time for each Offeror presentation. All Offeror presentations will be held at 809 Copper NW, Albuquerque. Each presentation will be limited to thirty minutes with up to an additional thirty minutes for questions and answers.

2.2.9 Best and Final Offers from Finalists

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers.

2.2.10 Contract Negotiations

The contract will be negotiated with the most advantageous Offeror(s). In the event that mutually agreeable terms cannot be reached within a reasonable time the RMRTD reserves the right to negotiate a contract with the next most advantageous Offeror without undertaking a new procurement process.

2.2.11 Contract Award

The contract shall be awarded to the Offeror or Offerors whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP.

Contracts are not valid until signed by the Executive Director of the RMRTD.

2.2.12 Protest of Award

An Offeror who has submitted a responsive Offer on this RFP may protest the award of a contract resulting from the RFP. The protest must be timely and in conformance with NMSA §§ 13-1-172-176, and applicable procurement regulations. A protest may be filed during the period immediately following the date upon which the contract is awarded for a period of fifteen (15) calendar days. The Protest Period will end at the close of business on the fifteenth calendar day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest, including appropriate supporting exhibits. The statement of protest must specify the ruling or action requested by the protesting party. The protest must be delivered to the Procurement Officer.

The Procurement Officer, listed below, shall review the protest pursuant to NMSA §§ 13-1-172-176 and shall make determination regarding the protest. The Procurement shall issue a written determination relating to the protest to the

protesting party and all other offerors.

Janice Carolan, Procurement Officer
Rio Metro Regional Transit District
809 Copper NW
Albuquerque, New Mexico 87102-3429

Protests received after the deadline will not be accepted.

2.3 General Requirements

This procurement will be conducted in accordance with the RMRTD Procurement Policy and the New Mexico Procurement Code.

The RMRTD requires that all Offerors agree to be bound by the "General Requirements" contained in this RFP. Any Offeror concerns must be promptly brought to the attention of the Procurement Manager.

Funding for this Agreement comes from the American Recovery and Reinvestment Act, Federal Award No. DE-EE0000108, CFDA No. 81.041, thus there are special terms, including significant reporting obligations. Offeror shall comply with any applicable ARRA requirements including but not limited to the following:

- Wage Rate Requirements as defined in ARRA, including advising subcontractors of this requirement.
- Buy American Provisions as defined in ARRA, including advising subcontractors of this requirement.

2.3.1 Acceptance of Conditions Governing the Procurement

Offerors must indicate their acceptance of the "Conditions Governing the Procurement" section in the letter of transmittal.

Submission of a proposal constitutes acceptance of the evaluation factors contained in Section 5 of this RFP.

2.3.2 Incurring Cost

Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or

material submitted in response to this RFP shall be borne solely by the Offeror.

2.3.3 Prime Contractor Responsibility

Any Offeror awarded a contract as a result of this RFP will be solely responsible for fulfillment of the contract with RMRTD. The RMRTD will make contract payments to only the prime contractor.

2.3.4 Subcontractors

Intended use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The prime contractor shall be solely responsible for the entire performance of the contract whether or not subcontractors are identified in the proposal or used in the performance of the contract.

2.3.5 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 RMRTD personnel will not merge, collate, or assemble proposal materials.

2.3.6 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 signed by the Offeror's duly authorized representative addressed to the Procurement Manager.

2.3.7 Proposal Offer Firm

Responses to this RFP will be considered firm for ninety calendar days after the due date for receipt of proposals.

2.3.8 Disclosure of Proposal Contents

The proposals will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material that

is proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the 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, 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, the Procurement Officer 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 or proprietary data.

2.3.9 No Obligation

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

2.3.10 Termination of RFP

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

2.3.11 Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist.

Sending written notice to the contractor will affect such termination. The contractor will accept the RMRTD's decision as to whether sufficient appropriations and authorizations are available as final.

2.3.12 Governing Law

The laws of the state of New Mexico shall govern this procurement and any agreement with Offerors that may result.

2.3.13 Basis for Proposal

Only information supplied by the RMRTD in writing through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

2.3.14 Contract Terms and Conditions

The contract between the RMRTD and a contractor will follow the format specified by the RMRTD. An Offeror may review the form of contract at the office of the Procurement Manager. However, the RMRTD reserves the right to negotiate with a successful Offeror provisions in addition to those contained in this RFP.

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

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

2.3.15 Approval of Contractor Personnel

Personnel proposed in the Contractor's written proposal to the procuring agency are considered material to any work performed under this RFP and subsequent contract.

During the course of this procurement and after the contract has been signed, no changes of personnel will be made by the Contractor without prior written consent of the Procurement Manager. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive immediately upon receiving assignments. Approval of the replacement personnel shall not be unreasonably withheld.

The RMRTD shall retain the right to request the removal of any of the Contractor's personnel at any time.

2.3.16 Contract Deviations

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

2.3.17 Offeror Qualifications

The Procurement Manager may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Procurement Manager will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.

2.3.18 Right to Waive Technical Irregularities

The RMRTD reserves the right to waive technical irregularities. The RMRTD also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the mandatory requirements and doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the RMRTD.

2.3.19 Project Team Prohibited Activities

RMRTD employees or RMRTD committee or

board members or volunteers are prohibited from participating directly or indirectly in the preparation of this procurement when the employee knows that the individual or any member of the individual's family has a financial interest in the business seeking or obtaining a contract.

2.3.20 Notice – Civil and Criminal Penalties

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

2.3.21 RMRTD Rights

The RMRTD reserves the right to accept all or a portion of the proposal of an Offeror selected for award.

2.3.22 Right to Publish

Throughout the duration of this procurement process and contract term, potential Offerors, and contractors must secure from the RMRTD written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the Offerors proposal or termination of the contract.

2.3.23 Ownership of Proposals

All documents submitted in response to this RFP shall become the property of the RMRTD. However, any technical or user documentation submitted with the proposals of non-selected Offerors shall be returned after the expiration of the protest period. Offerors not selected for award of a contract may pick up the documentation at the RMRTD office within a fifteen-day period following the protest period.

2.3.24 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.

2.3.25 Use of Electronic Versions of this RFP

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

3. RESPONSE FORMAT AND ORGANIZATION

3.1 Number of Responses

Offerors shall submit only **one** proposal for this RFP.

3.2 Number of Copies

Offerors shall deliver: **one original, five (5) identical copies, two digital copies:** one complete copy and one electronic copy without "Proprietary" information in PDF format to the location specified in Section 1.4 on or before the closing date and time for receipt of proposals.

3.3 Proposal Format

All proposals must be typewritten on standard 8 1/2 x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section.

Pages shall be single spaced with a font of no less than number 10.

Total pages shall not exceed 25 pages.

3.3.1 Proposal Organization

The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

- A. Proposal Form (Appendix 2) (Tab 1)
- B. Project Understanding (Tab 2)
- C. Qualifications and Resources (Tab 3)

- D. Past Projects: Experience / References (Tab 4)
- E. Price (Tab 5)
- F. Campaign Contribution Disclosure Form (Tab 6) **Note: attached as Appendix 4**

Within each section of the proposal, Offerors shall address the items in the order in which they appear in this RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

3.3.2 Proposal Form

Each proposal must contain - as the first item in the organized and indexed sequence – the fully executed Proposal Form. Failure to provide the form with all the information indicated to be inserted may result in rejection of the proposal as non-responsive.

4. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each mandatory specification. The narratives along with supporting materials will be evaluated and awarded points accordingly.

4.1 Project Understanding

Offerors shall provide a narrative on their understanding of the proposed work. Offeror should describe recommended designs, materials, and methods of installation that will maximize system output, durability and performance. Proposed features and designs intended to ensure that the system contributes to station aesthetics and functionality should be described.

4.2 Qualifications and Resources

Offerors shall provide a description of their qualifications and resources applicable and available for this specific project. Offeror should provide number of employees, number of years in business, subcontractors available, etc.

4.3 Past Projects: Experience / Client References

Offerors shall provide a description of relevant experience, particularly on projects of similar scale, design, and application. This section must also include a listing of client references, including the name of the client, a description of the type of work performed and the name and telephone number of the individual(s) responsible for overseeing the work.

4.4 Price

Offeror shall provide a price estimate for the turn-key photovoltaic systems as defined in this document and Appendix 3. RMRTD advises the Offerors to ensure that the price includes all applicable taxes, including New Mexico Gross Receipts Tax.

The Offer should indicate which, if any, applicable tax credits they would be applying for this project.

The Offeror shall also indicate in the proposal whether s/he accepts the following payment schedule (if a different payment schedule is desired, Offeror shall propose that; however, RMRTD reserves the right to reject any proposed alternate payment schedule):

1. 10% of the total contract price paid upon the completion of the design of the photovoltaic systems.
2. 80% of the total contract price paid upon completion of the shade structures, the obtaining of permits to connect the systems to the grid, and connection of the systems to the grid
3. 10% of the total contract price paid of the total contract price paid at the completion of a 6 month monitoring period.

Full payment shall be paid by RMRTD to the Contractor thirty (30) calendar days after completion of the work, provided the Contract has been fully performed and all claims settled.

5. EVALUATION

5.1 Evaluation Point Summary

The following is a summary of evaluation factors with point value assigned to each. These factors, along with the general requirements, will be used in the evaluation of Offeror proposals.

<u>Evaluation Factor</u>	<u>Points</u>
1. Project Understanding	40
2. Qualifications and Resources	20
3. Past Projects: Experience / Client References	20
4. Price	20
SUBTOTAL	100
5. Oral Interview (if necessary)	30
TOTAL AVAILABLE	130

5.2 Evaluation Process

The evaluation process will follow the steps listed below:

5.2.1 Proposal Compliance

All Offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.

5.2.2 Contacting Offerors

The Procurement Manager may contact the Offeror for clarification of the response as specified in Section 2.2.6.

5.2.3 Finalist Selection

Responsive proposals will be evaluated on the factors in Section 5 that have been assigned a point value. The responsible Offerors with the highest score(s) will be selected as Finalist Offerors based upon the proposals submitted. The Evaluation Committee may then make a recommendation to RMRTD Executive Director for award or solicit Oral Interviews from the

finalists. Finalist Offerors may then be asked to participate in Oral Interviews. At the conclusion of the Oral Interviews additional points may be awarded in accordance with Section 5. The Evaluation Committee may then make a final recommendation for award to RMRTD Executive Director. The Offeror making the most advantageous proposal to RMRTD, taking into consideration the evaluation factors in Section 5 will be recommended for contract award. RMRTD reserves the right to recommend, qualify and utilize more than one finalist for participation in the work associated with this RFP. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.



REQUESTS FOR PROPOSALS
RFP#: 2010-02

ACKNOWLEDGEMENT OF RFP RECEIPT FORM

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix 4.

The acknowledgement of receipt should be signed and returned to the Procurement Manager. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal for the procurement checked below, will receive copies of all Offeror written questions and the RMRTD's written responses to those questions as well as RFP amendments, if any are issued.

Firm / Individual	_____	
Represented by	_____	Title _____
Phone No.	_____	Fax No. _____
E-mail Address	_____	
Address	_____	
City/State/Zip Code	_____	
Signature *	_____	Date _____

* For e-mail transmittal only type name if different from "Represented by" above. All others must provide a formal signature.

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

Firm does does not (**check one**) intend to respond to this Request for Proposals.

Return to: Tony Sylvester
 809 Copper NW, Albuquerque, NM 87102-3429
 Phone: 505-724-3635, Fax: 505-247-1753
 E-mail: tsylvester@mrcog-nm.gov

To: Rio Metro Regional Transit District
809 Copper NW
Albuquerque, NM 87102
Attn: Procurement Manager

PROPOSAL FORM

Proposing Organization								
Mailing Address								
City/State/Zip Code								
Head of Organization								
Title								
Telephone Number		Fax Number						
Proposal Contact Person								
Title								
Telephone Number		E-Mail Address						
Contract Signatory Authority								
Title								
Telephone Number								
Tax/Legal Status	<input type="checkbox"/>	Corporation	<input type="checkbox"/>	For Profit	<input type="checkbox"/>	Not-for-Profit	<input type="checkbox"/>	Government
	<input type="checkbox"/>	Individual						
Federal ID Number				State ID Number				

1. I (We) am submitting a proposal in response to RFP #_____.
2. I (We) accept the Conditions Governing the Procurement pursuant to Section 2.3.1 of the RFP.
3. I (We) acknowledge receipt of any and all amendments to this RFP, Nos. _____ to _____.

Signature of Officer _____ Date _____



Appendix 3: Specifications

Photovoltaic Shade Structures for New Mexico Rail Runner Express Stations

The Rio Metro Regional Transit District (RMRTD) is requesting proposals for turn-key automobile shade structures with mounted photovoltaic panels for the Belen and Sandoval County / US 550 Rail Runner stations in New Mexico. A project objective is to have these improvements compliment the aesthetics, appearance, and functionality of the stations.

Contractor shall coordinate installation with the RMRTD, Mid-Region Council of Governments, and the New Mexico Department of Transportation (NMDOT), the owner of the Stations and systems. Elements included in the project include, but are not limited to:

Shade Structure and PV System Design - Contractor shall design the shade structure to meet all required standards and to accommodate the photovoltaic modules. The project goal is to generate 85% of the electricity used annually by each station and to provide covered parking. Electric use data are included on following page.

System Design and Installation - Contractor shall construct and install photovoltaic shade structures, including required parking lot modifications.

Solar Electric Hook Up to the Grid - The Contractor will secure approval of permits and inspections from Public Service Company of New Mexico (PNM) to hook up PV System the utility grid.

Commissioning - The Contractor will activate the PV System and make any adjustments to ensure proper operation and performance according to manufacturer's specifications. Contractor will submit a written report to RMRTD describing observations, actions taken, and changes in utility costs.

Interpretive Signage - The Contractor will design and install interpretive sign(s) describing the system, including digital readouts to demonstrate the production of the PV System.

Operation and Maintenance - The Contractor will operate, monitor and maintain the PV System for six (6) months in optimal working order (performance according to manufacturer's specifications) and submit a written report to RMRTD describing observations and actions taken and provide appropriate documentation to RMRTD. The Contractor will provide a regular maintenance schedule for the facility that includes the scheduled maintenance of the equipment acquired under this Agreement.

Sandoval County Station																	
revenue month	charge date	read date	days of service	service type	OnPeak KWH	OffPeak KWH	Total KWH	OnPeak Billed Kw	OnPeak Actual Kw	tax charge	billed charge	Cost Per KWH	OnPeak Actual KVAR	OnPeak Billed KVAR	load factor	OnPeak Pct	
12/1/2009	12/21/2009	12/19/2009	30	CELC	0	0	3541	0	0	21.12	343.99	0.103	0	0	0	0	
11/1/2009	11/19/2009	11/19/2009	28	CELC	0	0	3338	0	0	19.93	324.72	0.103	0	0	0	0	
10/1/2009	10/22/2009	10/22/2009	30	CELC	0	0	3564	0	0	21.24	346.18	0.103	0	0	0	0	
9/1/2009	9/22/2009	9/22/2009	32	CELC	0	0	3360	0	0	20.82	339.54	0.107	0	0	0	0	
8/1/2009	8/21/2009	8/21/2009	30	CELC	0	0	3076	0	0	20.89	341.13	0.118	0	0	0	0	
7/1/2009	7/22/2009	7/22/2009	30	CELC	0	0	3107	0	0	20.68	335.68	0.115	0	0	0	0	
6/1/2009	6/22/2009	6/22/2009	32	CELC	0	0	3303	0	0	19.73	333.08	0.107	0	0	0	0	
5/1/2009	5/21/2009	5/21/2009	30	CELC	0	0	2802	0	0	15.47	261.14	0.099	0	0	0	0	
4/1/2009	4/21/2009	4/21/2009	32	CELC	0	0	2783	0	0	15.37	259.42	0.099	0	0	0	0	
3/1/2009	3/20/2009	3/20/2009	29	CELC	0	0	2504	0	0	13.87	234.2	0.099	0	0	0	0	
2/1/2009	2/19/2009	2/19/2009	30	CELC	0	0	2595	0	0	14.36	242.42	0.099	0	0	0	0	
1/1/2009	1/20/2009	1/20/2009	32	CELC	0	0	2872	0	0	15.84	267.47	0.099	0	0	0	0	

Belen Station																	
revenue month	charge date	read date	days of service	service type	OnPeak KWH	OffPeak KWH	Total KWH	OnPeak Billed Kw	OnPeak Actual Kw	tax charge	billed charge	Cost Per KWH	OnPeak Actual KVAR	OnPeak Billed KVAR	load factor	OnPeak Pct	
12/1/2009	12/3/2009	12/2/2009	30	CELC	0	0	7266	0	0	55.69	711.25	0.106	0	0	0	0	
11/1/2009	11/2/2009	11/2/2009	32	CELC	0	0	7757	0	0	59.4	758.76	0.105	0	0	0	0	
10/1/2009	10/1/2009	10/1/2009	30	CELC	0	0	7280	0	0	55.47	708.25	0.105	0	0	0	0	
9/1/2009	9/1/2009	9/1/2009	32	CELC	0	0	7847	0	0	68.06	871.34	0.12	0	0	0	0	
8/1/2009	7/31/2009	7/31/2009	30	CELC	0	0	7327	0	0	62.58	800.95	0.118	0	0	0	0	
7/1/2009	7/1/2009	7/1/2009	29	CELC	0	0	7029	0	0	61.47	796.71	0.122	0	0	0	0	
6/1/2009	6/2/2009	6/2/2009	32	CELC	0	0	7706	0	0	53.18	724.12	0.101	0	0	0	0	
5/1/2009	5/1/2009	5/1/2009	30	CELC	0	0	7193	0	0	49.29	671.07	0.1	0	0	0	0	
4/1/2009	4/1/2009	4/1/2009	30	CELC	0	0	7266	0	0	49.78	677.79	0.1	0	0	0	0	
3/1/2009	3/2/2009	3/2/2009	32	CELC	0	0	7719	0	0	52.85	719.54	0.1	0	0	0	0	
2/1/2009	1/29/2009	1/29/2009	29	CELC	0	0	7008	0	0	48.04	654.02	0.1	0	0	0	0	
1/1/2009	12/31/2008	12/31/2008	28	CELC	0	0	6816	0	0	45.17	636.32	0.1	0	0	0	0	

APPENDIX 4

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means any 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 statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Official(s) if any: _____
(Completed by State Agency or Local Public Body)

Larry Abraham	John Garcia	Debbie O'Malley
Wayne Ake	Philip Gasteyer	Georgia Otero-Kirkham
M. Steven Anaya	Ron Gentry	John G. Philips III
Theodore Barela	Vel Gilley	Ken Sanchez
Isaac Benton	Don Harris	Bob Stearley
Michael Brasher	Brad Hill	Tom Swistack
Michael Cadigan	Don Leonard	Ronnie Torres
Gloria Chavez	Donald Lopez	A. Terese Ulivarri
Patricia Chavez	Robert Lucero	Rick Velarde
Robert Chavez	Wanona Maestas	Robert Vialpando
Art deLaCruz	Larry Naranjo	Glenn Walters
Adan Encinias	Adrian Oglesby	

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

Signature

Date

Title (position)

-OR-

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)