

**EMW Gas Association**

P.O. Box 118/416 5th St.
Estancia, NM 87016

505-384-2369 505-384-2234

RFP 2017-5 EMW 2017 EXPANSION X-RAY PROJECT

Solicitation may be found at www.emwgas.org/procurements/

RFP Posting Date - September 29, 2017

Proposal Submittal Due Date

TUESDAY, OCTOBER 10, 2017 - 3 P.M. LOCAL TIME

Only signed, sealed proposals will be accepted via in-person or carrier delivery.

NO Electronic Submissions will be accepted.

(Note delivery services do not guarantee overnight delivery to Estancia)

In order to receive notice of addendum release, potential Proposers must register by email at kay@emwgas.org or by calling 505-384-2369. Failure to register may result in missing an addendum release and cause your offer to be non-responsive. Please register!

1. RFP Objective

EMW Gas Association ("EMW Gas") is seeking a single, qualified Non-Destructive Testing service provider to provide NDT testing of new natural gas pipeline installed as part of the EMW 2017 Expansion Project. EMW will review proposals and enter into negotiations with the vendor whose proposal is most advantageous to EMW with price and other factors considered.

Following negotiation, the successful proposer will be asked to enter into a contract with EMW. The length of that contract is proposed to be the duration of this project which is projected to end before January 31, 2018.

EMW Gas is using a competitive negotiation process to award a contract to the successful proposer. Although cost is a significant criterion for selection, EMW will award based upon a number of criteria evaluated as described by this RFP.

2. Company Introduction

Founded in 1964 by Joint Powers Agreement between the Town of Estancia, City of Moriarty and Village of Willard, EMW Gas is a Local Public Body distributing natural gas to approximately 5000 consumers in the Estancia Valley. EMW employs approximately 20 employees and is located in Estancia, New Mexico with a small field office in Moriarty. EMW is required by law to comply with the NM Procurement Code NMSA 1978 Article 1 Section 13-1-1 through 13-1-199 as amended.

3. Project Scope of Work

The successful proposer will have experience and knowledge suitable to perform NDT with Radiographic Inspection for the entire EMW 2017 Expansion Construction Project, which is scheduled to begin October 10, 2017. NDT testing is scheduled to begin on or around October 30, 2017 and is expected to be completed before January 31, 2018.

Project is installation of four (4) miles of six-inch 0.188-inch wall X-52 pipe with two regulator stations. 100% X-Ray will be performed. Note the estimated following Engineer's weld estimates:

Pipe Size	# of Welds
6 Inch	550
4 Inch	50
2 Inch	50
Total:	650

To view a project scope of work in detail, potential NDT Proposers may review the construction project Invitation to Bid #2017-4 and its addendum at www.emwgas.org/procurements/.

4. Proposal Submission

Proposals should be submitted following the guidelines listed in this RFP. Additional information, options, fee alternatives and materials are welcome, but should be submitted in addition to following the specifics listed in this RFP. Proposals become public record, *Proposers should carefully label proprietary information.*

Sealed proposals, clearly marked, "**2017-5 EMW 2017 EXPANSION X-RAY PROJECT**" on the outside of the package shall be submitted in person, or Carrier to:

Kay Brown, Chief Procurement Officer
416 5th Street
Estancia, NM 87016

Only proposals received on or before 3 p.m., Tuesday, October 10, 2017 shall be considered.

All proposals shall include a statement that the submitter is authorized to offer this proposal by his/her company and may bind the company under contract if selected.

5. Timeline

EMW Gas intends to finalize the vendor selection process according to the following schedule. Any changes in this schedule will be at the sole discretion of EMW Gas.

September 29, 2017	RFP Available and Posted
October 3, 2017	Due Date for Acknowledgement of Receipt Form And Proposer's Written Questions
October 5, 2017	Addendum Release (If necessary)
October 10, 2017	PROPOSALS DUE 3 P.M.
October 11-13, 2017	Proposals evaluated/negotiation with selected vendor Recommendation for Award given
October 17, 2017	Board of Directors Meet – Approval of Award
October 18, 2017	Award & Issuance of Purchase Order
October 30, 2017	Begin Work (Approximate)

6. Service Requirements

Approximately 4,800 feet of the project will require a four-wheel drive truck to access the pipeline.

7. Company Requirements

All prospective sub-contractors (if any) must be disclosed in the proposal.

Proposer and his sub-contractor(s) must possess any licenses or registrations required to do business in the State of New Mexico. Awarded proposer must present a completed IRS W-9 form when requested upon award. Awarded proposer and his sub-contractor(s) must comply with all Federal, State and Local rules and regulations.

8. Specific Proposal Requirements

Proposers shall respond the following in their proposals in any order:

A. Company Information

- a. Provide company profile, background, history, size, locations, certifications, and credentials.
- b. Please note company's practices for staying current on regulations, legislation, certifications and compliance especially as it pertains to governmental best practices.
- c. Describe all staff that will be utilized to perform contractual duties of proposal, their certifications, experience, and duties. Describe each staff member's responsibilities concerning administration and project management of the EMW Gas account.
- d. Provide three references with contact information for similar sized or larger agencies for projects that the proposer is currently performing or has performed within the last three years.

B. Forms Required

- **Acknowledgement of Receipt Form (Page 7)**
- **Statement of Bidder's Qualifications Part I (Page 8-10)**
- **Resident OR Resident Veteran Preference Certificate (If Applicable)**

C. Level of Service

Proposal should describe service levels to be provided in that crew must be available when needed by the inspector. The inspector will give adequate notice of date, time and location of NDT services needed.

D. Change Control, Monitoring & Notification

- a. EMW Gas requires preapproval by the Project Manager (Ronnie Reynolds, General Manager, or Jon Jones, PE Consultant) of any changes made to this contract. Please indicate how proposer would institute change control and what change documentation would be maintained.
- b. Describe monitoring tools and strategies to insure safety during the project as well as how and when these would be communicated.

E. Fees

The following should be included as a base along with all fees associated with the proposed contract for **Qualified 100% Conventional Radiographic Inspection Nondestructive Testing DT Service Technicians** (In accordance with SNT-TC-1A minimum)

- **Workweek will be 5 days/week and 10 hours/day**
(All New Mexico Wage and Overtime Rules will be followed.)
- **Two (2) Man Crew Pricing:**
 - Daily Price
 - Weekly Price
 - Daily Stand-By Price
 - Minimum Call Out Charge
 - Film Charges
- **Weekday Daily Per Diem Price**
- **Weekend Daily Per Diem Price**
- **Initial Mobilization Price**
- **Demobilization Price**
- **Nuclear Regulatory Commission and Hazardous Material Charges**
- **Mileage Reimbursement Rate**

Optional Fees:

- Extra charges for Holiday time
- Extra Work outside the proposal
- Extra equipment charges

F. Evaluation Factors: Responses shall be reviewed on these critical factors and will be weighted as follows:

1. Company experience, certifications, expertise & references	20 points
2. Service Levels	20 points
3. Management (Monitoring, Client Communication)	10 points
4. <u>Fees</u>	<u>50 points</u>
	100 points

Additional Optional Points: Five additional points will be added to proposals containing a NM Resident Certificate OR ten additional points will be added to proposals containing a NM Resident Veteran Certificate. Total points with an optional preference added will yield a maximum of 110 points.

G. Resident or Veteran Resident Preferences

Proposers who maintains a principle place of business in New Mexico and who desires EMW to apply either of these preferences must submit a **RESIDENT** or **RESIDENT VETERAN CERTIFICATE** (issued by the New Mexico Taxation and Revenue Department) with their proposal in order to receive a 5% (Resident) or a 10% (Resident Veteran) Preference during the evaluation process. (See Page 7)

9. Post Award Requirements

To establish a vendor account prior to initiation of services, the successful proposer must submit the following properly executed documents:

- **Statement of Bidder's Qualifications, PART II ONLY (Pages 11-10)**
- **IRS Form W-9**
- **New Mexico Taxation & Revenue Tax ID Number (If Applicable)**

10. Protest Deadline

Any protest by a Proposer must be timely and in conformance with NMSA 1978 §13-1-172 and applicable procurement regulations. The fifteen (15) day protest period for responsive Proposers shall begin on the day following the Contract award and will end as of Close of Business Mountain Time 15 days after the Contract Award. Protests must be written and must include the name and address of the protestor and the Request for Proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits, and it must specify the ruling requested from the State Purchasing Agent. The protest must be delivered to the EMW Chief Procurement Officer as indicated in # below. **Protests received after the deadline will not be accepted.**

11. Additional Contact Information

All questions concerning this RFP must be directed to:

Kay Brown, Chief Procurement Officer

Phone: 505-384-2369

Fax: 505-384-2234

Email: kay@emwgas.org

Address: P.O. Box 118
Estancia, NM 87016

ACKNOWLEDGMENT OF RECEIPT FORM**RFP 2017-5 EMW 2017 EXPANSION X-RAY PROJECT**

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 ending with Appendix 1 (if released).

This acknowledgement of receipt should be signed and emailed to the Chief Procurement Officer no later than close of business on October 3, 2017. Only potential Proposers who elect to return this form completed with the intention of submitting a proposal will receive copies of all Proposer written questions and the Agency's written responses to those questions via Addendum if one is issued.

Company **does** intend to respond to this Request for Proposals.

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.

Acknowledgements must be delivered to the Chief Procurement Officer via email at kay@kitcarson.net

EMW Gas Association, Estancia, NEW MEXICO

STATEMENT OF BIDDER'S QUALIFICATIONS, FORM E-1 (Page 1)

PART I – This section of the statement of bidder's qualifications must be submitted to the Owner with the Bidder's bid documents.

Bidder shall submit answers to questions 1 through 6 and provide all requested information, where applicable. Any prospective bidder failing to do so may be deemed to be not responsive and not responsible with respect to this statement of qualification at the sole discretion of the Owner.

All questions must be answered. A response of "Not Applicable (N/A)", or the equivalent, is not acceptable. Answers must be typewritten or printed in ink. The data given must be clear and comprehensive. This statement must be notarized. If necessary, questions are to be answered on separate attached sheets and identify the corresponding question number(s) the answers apply to. The Bidder may submit any additional information he desires.

Name of Bidder _____

Permanent main office address _____

When organized _____ If a corporation, where incorporated _____

If a corporation, can you obtain a certification of Good Standing and Comparison from the State Corporation Commission?
Yes ☐ **No** ☐ If No, provide the reason(s) this cannot be provided at this time.

How many years have you been engaged in the contracting business under your present firm or trade name: _____

Does the submitting bidder now use, or has it in the past **five** years used, another business name or abbreviation other than the submitting bidder's name listed on this questionnaire? **Yes** ☐ **No** ☐ If Yes, provide the other business name(s) or abbreviation(s).

License

1 Does your firm hold the appropriate N.M. Contractors License Number for this contract? **Yes** ☐ **No** ☐ Is the license current and in good standing with the State of New Mexico Construction Industries Division (CID)? **Yes** ☐ **No** ☐ If yes, provide the following information.

2 a Name of license holder exactly as on file with the State of New Mexico CID: _____

b. License classification(s) _____

c. License number: _____

c. Issue date: _____

d. Expiration date: _____

d. List Qualified Party(s) _____

3 Is your firm's contractor's license **free** of being, or ever having been, suspended or revoked by the CID or by the appropriate licensing agency in any other state? **Yes** ☐ **No** ☐ If No, list the date and reason(s) for the suspension(s) or revocation(s).

EMW Gas Association, Estancia, NEW MEXICO**STATEMENT OF BIDDER'S QUALIFICATIONS, FORM E-1 (Page 2)****Public Works Registration**

4. EMW has received a **Department of Workforce Solutions Approved Wage Decision** for this project – the winning contractor **must pay prevailing wages and be registered at:**

<https://www.dws.state.nm.us/pwaa/LRDEmployer/Core/Login.ASPX>

www.dws.state.nm - Click "**Labor Relations,**" Click "**Public Works,**" Click "**Online System,**" Click "**Create Account.**"

Please provide current Public Works & Apprenticeship Application registration number: _____

Construction and Past Contracting Experience

5. List the background and experience of the principal members of your organization, including the officers.
6. Identify your firm's current contracts. (Schedule these, showing the anticipated dates of completion.)
7. Summarize the general character of work performed by your company.
8. List three recently completed projects that are most similar to this project, stating the approximate cost of each, the month and year commenced and the month and year completed along with the company/entity that contracted with your company - also provide a reference person's name, email address and phone number.

Project	Approx. Cost	Start Mo/Yr - End Mo/Yr	Contact Name, Email & Phone Number
1. _____			
2. _____			
3. _____			

EMW Gas Association, Estancia, NEW MEXICO
STATEMENT OF BIDDER'S QUALIFICATIONS, FORM E-1 (Page 3)

PART I CERTIFICATION

The undersigned hereby authorizes any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this statement of Bidder's Qualifications.

BEING DULY SWORN AND DEPOSED, I HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT THE INFORMATION PROVIDED HEREIN IS ACCURATE, TRUE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Print Name: _____

Title: _____

Signature: _____

Date: ____/____/____

Notary Seal

Notary Public: _____

My commission expires. ____/____/____

EMW Gas Association, Estancia, NEW MEXICO

STATEMENT OF BIDDER'S QUALIFICATIONS, FORM E-1 (Page 4)

PART II - Questions 9 through 31 will only be required to be submitted by the apparent winning bidder and only upon specific request by the Owner in writing.

Questions in this section requiring further explanation shall be answered on a separate attached sheet and the explanation identifying the corresponding question number. Answers to the questions below marked by the Bidder as confidential will be handled as confidential information only to the extent allowed by law.

Claims History

9. Has your firm, during the past five years, been a judgment debtor on any garnishment suits filed by any Supplier or Subcontractor? **Yes** ☐ **No** ☐ If yes the following information must be provided: (a) Identify any suits filed for debt or money due that remains outstanding; (b) Name of Supplier or Subcontractor issuing garnishment; (c) Amount of garnishment; (d) Date garnishment filed; (e) Has garnishment been satisfied or remains open.
10. Has your firm, during the past five years, been subject to of any tax levy claim(s) filed by any Federal, State, County or local government entity? **Yes** ☐ **No** ☐ If yes the following information must be provided: (a) Agency filing tax levy claim; (b) Date of claim; (c) Summary of Claim; (d) Status of Claim (e) Amount of Levy
11. Has your firm, during the past five years, been formally debarred from performing public works projects in the State of New Mexico or any other jurisdiction? **Yes** ☐ **No** ☐ If yes list the date and reason(s) for the debarment and State issuing the debarment.
12. Has your firm during the past five years, been determined by a court or an administrative agency to have repeatedly or willfully violated laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects in the State of New Mexico or any other jurisdiction? **Yes** ☐ **No** ☐ If yes, the following information must be provided: (a) Violation of law or regulation; (b) Issuing jurisdiction; (c) Date of action.
13. Has your firm, during the past five years, ever failed to complete any work awarded to you? **Yes** ☐ **No** ☐ If yes, the following information must be provided: (a) Project Name; (b) Project location; (c) Owner/Corporate name, contact name and phone number
14. Has your firm, during the past five years, ever defaulted on a contract? **Yes** ☐ **No** ☐ If yes, the same information required in above question 13 must be provided.
15. In the past five years has your firm been assessed liquidated damages on a contract? **Yes** ☐ **No** ☐ If yes, the following information must be provided: (a) Number of days liquidated damages were assessed; (b) Amount of liquidated damages assessed; (c) Project name; (d) Project location; (e) Owner/Corporate name, contact name and phone number

Financial Data

16. Credit available: \$ _____
17. Give bank reference: _____
18. Provide financial statements for the past three years that have been independently audited or reviewed by a certified public accountant or accounting firm. Is net profit positive for the previous two years? **Yes** ☐ **No** ☐ Do the financial statements represent Bidder is financially solvent, able to pay debts, and have sufficient working capital to complete the Work? **Yes** ☐ **No** ☐ Bidder may be required to furnish other financial information that may be requested by the Owner

Surety

19. Provide the following information on all surety companies utilized during the past five years.
20. Surety name: _____ Surety telephone number: _____
21. Period covered by surety: _____
22. Maximum amount of bonding capacity provided by surety: \$ _____
23. In the past five years has your firm ever defaulted on a contract resulting in take over by a surety for completion? **Yes** ☐ **No** ☐ If yes provide the (a) Project Name; (b) Project location; (c) Owner/Corporate name, contact name and phone number; and (d) the Surety name.

EMW Gas Association, Estancia, NEW MEXICO**STATEMENT OF BIDDER'S QUALIFICATIONS, FORM E-1 (Page 5)****Safety**

24. Is your workers' compensation Experience Modification Rate (EMR) less than 1.0 for each of the past five years?
Yes ☐ No ☒ If yes, provide verification from your worker's compensation carrier
25. Does your firm have a written safety program compliant with the Owner's contract requirements? Yes ☐ No ☒
If yes, is one copy available upon request in electronic format? Yes ☐ No ☒
26. In the past five years has your firm been issued any safety citations against any major equipment performing work on a jobsite? Yes ☐ No ☒ If yes, list the date, reason for the citation, and government agency issuing the citation.
27. Provide your firm's New Mexico Department of Transportation number _____
28. Current Federal Pipeline Safety Operators Qualifications (49 CFR Part 192 Subpart N)
29. Steel Welders Certification (If Applicable)
(Welders must be qualified and be able to test successfully: API 1104 20th Edition)
30. Polyethylene Welders Certification (If Applicable)
(Welders must be qualified under 49 CFR Part 192 - Federal Pipeline Safety Regs.)
31. Drug and Alcohol Testing Certification. (Bidding contractors must have a Drug and Alcohol Plan and their employees must be current in the plan.
32. Accident Record - The Contractor shall provide their accident incidence rate per 3.4.5. This rate shall be expressed as lost workday injuries and recordable injuries per 100,000 man-hours worked. Lost workday and recordable injuries shall be as defined for annual reporting in accordance with the Occupational Safety and Health Act of 1970.

Key Personnel

28. Attach a resume for each of the following persons identified. The resume shall identify other similar project(s) over the past five years in which this person had a similar role.
29. Does your Project Manager have at least five years' experience in the construction industry? Yes ☐ No ☒
Name: _____ Years employed by your firm: _____
30. Does the lead Superintendent have at least five years' experience as a Superintendent in the construction industry?
Yes ☐ No ☒ Name: _____ Years employed by your firm: _____
31. Does the designated lead safety program manager have at least five years' experience in the construction safety profession?
Yes ☐ No ☒ Name: _____ Years employed by your firm: _____

Contractor's Comments

Use an attached sheet to provide further explanation any of the answers to questions asked in this Qualification Statement. Each explanation or comment must identify the corresponding question number

PART II CERTIFICATION

The undersigned hereby authorizes any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this statement of Bidder's Qualifications.

BEING DULY SWORN AND DEPOSED, I HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT THE INFORMATION PROVIDED HEREIN IS ACCURATE, TRUE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Print Name: _____

Title: _____

Signature: _____

Date: _____

Notary Seal

Notary Public: _____

My commission expires: _____

ATTENTION PROPOSERS

(If applicable)

PLEASE AFFIX

RESIDENT CONTRACTOR CERTIFICATE

TO RECEIVE A RESIDENT CONTRACTOR PREFERENCE PURSUANT TO SECTION 13-4-2 NMSA 1978, A RESIDENT CONTRACTOR SHALL SUBMIT WITH ITS BID A COPY OF A VALID RESIDENT CONTRACTOR CERTIFICATE ISSUED BY THE TAXATION AND REVENUE DEPARTMENT PURSUANT TO SECTION 13-1-22 NMSA 1978, IF APPLICABLE.

ATTENTION PROPOSERS

(If applicable)

PLEASE AFFIX

RESIDENT VETERAN CONTRACTOR CERTIFICATE

TO RECEIVE A RESIDENT VETERAN CONTRACTOR PREFERENCE PURSUANT TO SECTION 13-4-2 NMSA 1978, A RESIDENT VETERAN CONTRACTOR SHALL SUBMIT WITH ITS BID A COPY OF A VALID RESIDENT VETERAN CONTRACTOR CERTIFICATE ISSUED BY THE TAXATION AND REVENUE DEPARTMENT PURSUANT TO SECTION 13-1-22 NMSA 1978, IF APPLICABLE.