

**AGENDA
TOWN OF EDGEWOOD
SPECIAL COUNCIL MEETING
July 2nd, 2020 @ 2:00 pm**

TOWN OF EDGEWOOD COUNCIL CHAMBERS – 171A STATE ROAD 344

This will be a Teleconference Meeting.

We encourage members of the public to listen in and participate by calling:

1(646)749-3112, Access Code 173-680-757#

or watch on

The Independent's Facebook Page <https://www.facebook.com/news.ind.llc/>

CALL TO ORDER.

PLEDGE OF ALLEGIANCE.

I. APPROVAL OF AGENDA

II. ACTION ITEMS

A. Discussion, Consideration and Action on issuing an RFP for Fine Screen Equipment for the Edgewood Wastewater Treatment Plant

III. ADJOURN

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Clerk at the Town Offices located at 171A State Rd. 344. at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the Town Clerk at (505)286--4518. or by e-mail at clerk@edgewood-nm.gov if a summary or other type of accessible format is needed. **The complete council packet may be viewed on the web, visit www.edgewood-nm.gov and click on Agendas and Minutes.**

**Incorporated Town of Edgewood, New Mexico
Edgewood Wastewater Treatment Plant
Equipment Procurement – Request for Proposals
Prepared for the
Incorporated Town of Edgewood, New Mexico
July 2020**

RFP2020-02

Date: July 5, 2020

To: All Prospective Vendors

Re: Request for Proposals

**EQUIPMENT PROCUREMENT FOR
TOWN OF EDGEWOOD, NEW MEXICO
WASTEWATER TREATMENT PLANT**

The purpose of this correspondence and enclosed materials is to invite your firm to submit a proposal to the Incorporated Town of Edgewood (OWNER) for the work and services described in the enclosed Scope of Work to supply, transport, install, and warranty equipment in accordance with the enclosed **Town of Edgewood Wastewater Treatment Plant (WWTP) – Equipment Procurement – Request for Proposals (Project)**.

A copy of your proposal must be received by ELECTRONIC SUBMISSION ONLY no later than 3:00 pm MST on August 4th, 2020. All bidders registered on the Bid Tracker website (described below) will be sent a secure link for Electronic Proposal Submission. Proposals received after that time and date will be considered late and will be rejected without receiving any further consideration in the Award. Proposals must be clearly marked **Proposal – Town of Edgewood Wastewater Treatment Plant – Equipment Procurement**. The proposals will not be opened publicly at this time. Proposals will be analyzed based on the requirements herein. Notification of the OWNER'S decision to proceed with the equipment procurement will be given to all parties as soon as possible.

Obtaining the RFP Documents

For the RFP Documents and attachments to be used in connection with the submission of proposals, prospective Bidders are invited to navigate to www.bhinc.com and register under the Bid Tracker section, located at the bottom-right of the above website, to obtain access to the online Bidding Process. Select "**Town of Edgewood Wastewater Treatment Plant (WWTP) – Equipment Procurement – Request for Proposals**" as listed on the projects list. Register new company account by providing the following contact information: Company name, contact name, company role, telephone number and email address. The bidder shall receive a notification email once the bidder has been registered with the site. Each registered bidder will be able to re-access the site from www.bhinc.com and selecting the Bid Tracker section which will direct the Bidder to the Bid Tracker site. The Bidder shall have a specific username and password in order to gain access to the "**Town of Edgewood Wastewater Treatment Plant (WWTP) – Equipment Procurement – Request for Proposals**" project. Neither Owner nor Engineer will be responsible for full or partial sets of RFP Documents, including Addenda if any, obtained from sources other than the Bid Tracker.

If you do not or cannot access the site, please notify us as soon as possible.

The following shall be performed through the Project Tracker site:

1. **DOWNLOAD THE RFP DOCUMENTS FROM THE PROJECT TRACKER SITE:**

The bidding documents are available during the bidding phase from the CONTRACT DOCUMENTS tab under the BIDDING DOCUMENTS subsection. When issued, addenda will be available from the ADDENDA SECTION.

2. PLEASE SUBMIT ALL QUESTIONS THROUGH THE PROJECT TRACKER

SITE: To submit a question, go to the BIDDING tab and click on SUBMIT QUESTION. This will direct you to a form to enter the question, when complete click SUBMIT, and the question will be sent to BHI for review. Responses to questions will be included in the Addenda section (under the CONTRACT DOCUMENTS tab), and bidders will be notified via email when this information is available.

3. The bidders list is provided in the BIDDERS LIST tab.

This Project is wholly or partially funded with U.S. Environmental Protection Agency funds, and therefore must comply with all federal cross cutter requirements (refer to Exhibit F).

Neither the United States nor its department's, agencies, or employees is or will be party to this request for proposals or any resulting contract. This procurement will be subject to regulations contained in Uniform Administrative Requirements, Cost Principles and Audit Requirements, 2 CFR Parts 200 and 1500 and the Davis Bacon Act requirements, as well as certain State and Owner procurement rules.

All qualified applicants will receive consideration without regard to race, color, religion, sex or national origin. The selected vendor will not discriminate based on race, color, religion, sex, sexual orientation, gender identity, or national origin. Affirmative action will be taken to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause. Vendors for this work will be required to comply with the President's Executive Order No. 11246, as amended.

To ensure that Disadvantaged Business Enterprises (DBEs) have the opportunity to compete for procurements funded by EPA financial assistance, all Vendors shall make the six good faith efforts as outlined by EPA at:

[Disadvantaged Business Enterprise Program: Resources | Resources for Small Businesses | US EPA](#)

The Vendor must make a good faith effort to solicit and hire a Disadvantaged Business to meet the goals outlined in EPA XP-215. A good faith effort requires that the Vendor: 1) Complete the affirmative steps outlined in XP-215, 2) Submit XP-215 with the bid proposal, 3) Submit with the bid proposal proof that affirmative steps have been taken and this should include copies of advertisements and letters of solicitation. A Proposal that omits XP-215 or does not support that a good faith effort was made will be considered nonresponsive and the Bid Proposal rejected.

Please contact the Design Engineer and Procurement representatives via the Bid Tracker Website to ask all questions. Submitted written questions asked, and the written responses to questions, will be provided to all proposers via addenda. Questions submitted less than five (5) business days before the due date may not be addressed.

Design Engineer representatives:

Engineer

Todd Burt
Bohannon Huston
tburt@bhinc.com
505-823-1000
7500 Jefferson Street NE
Albuquerque, NM 87109

Procurement Representatives:

Juan Torres
Clerk/Treasurer, Town of Edgewood
jtorres@edgewood-nm.gov
(505)-286-4518
171-A State Rd. 344
Edgewood, NM 87015

Carla Salazar
Deputy Clerk, Town of Edgewood
csalazar@edgewood-nm.gov
(505)-286-4518
171-A State Rd. 344
Edgewood, NM 87015