



Request for Quote September 9, 2019

Scope of Work

Overview-The Socorro SWCD is seeking a Contractor with the experience and equipment to remove non-native woody species on private land in Socorro County. Heavy equipment is required for this project. Potential contractor and staff must be able to distinguish and identify non-native woody species versus native species.

Deliverables-Potential contractors will remove all non-native woody species on the three tracts of land listed below in the manner listed below.

Landowner	Acreage	Location	Method
S. Gonzales	9 acres total	Bosquecito	Extraction on 4 acres of smaller trees, followed by burning Extraction of larger trees on 5 acres, placed in wind rows This tract has a buried AT&T line which will be flagged/marked through the 811 system with clearance for x number of days to get work completed.
K. Hart	6 acres	Pueblito	Extraction followed by burning
R. Esquibel	2 acres	La Joya	Extraction followed by burning

Scope--Contractors shall use equipment with adequate power and design to efficiently perform all tasks associated with each jobsite. Minimum specifications for each type of equipment is listed below. Please submit the specifications for the heavy equipment that you intend to use on this project in your quote, such as horsepower, brand, model number, etc. All machines must meet current EPA and OSHA requirements. Treatment areas will not be flagged. Contractor must have GPS for the project. Shape files of the treatment areas will be given to the Contractor electronically.

Excavators for extraction and piling of salt cedar:

- Must be a minimum of 140 horsepower.
- Must have hydraulic articulating thumb attachment.
- Open bucket preferred for cleaner piles.
- Example machine: John Deere 200C LC; Cat C4.4ACERT.

Any necessary equipment for burning:

- Fire-fighting equipment to extinguish fire(s)-appropriate for the size and design of this project.



**Socorro Soil & Water Conservation District
103 Francisco de Avondo, Socorro, NM 87801
(575) 838-0078**

- Contractors shall be responsible for meeting all requirements set forth by the New Mexico Environment Department's Air Quality Bureau for open burning (see attached checklist and guide).

Schedule--Work shall begin in the month of December 2019 and be completed by the end of February 2020. We anticipate that this schedule will allow enough time for Contractor to have good weather for burning conditions of the woody material. Each tract will be inspected and approved prior to Contractor moving equipment.

Management--Socorro SWCD will inspect Contractor's equipment at the start of each tract. GPS file will be delivered electronically and GPS unit will also be inspected to ensure that the GPS unit is correctly displaying the tract. Socorro SWCD will also inspect the job periodically. Once a tract is completed, an inspection of the work will occur. If tract is certified completed to standards, the Contractor may then issue a bill to the Socorro SWCD. The Socorro SWCD will issue payment by check within fourteen days of receipt of the bill.

Insurance—The Socorro SWCD will require the Contractor to have the following insurance in place prior to start of the contract. Letter to Proceed will NOT be issued until these insurances are in place and proof has been delivered to the Socorro SWCD.

- A. Workers Compensation (including accident and disease coverage) at the statutory limit. Employer's liability: \$100,000.
- B. Comprehensive General Liability (including endorsements providing broad form property damage, personal injury coverage and contractual assumption of liability for all liability the Contractor has assumed under this Agreement). Limits shall not be less than the following:
 - 1) Bodily injury: \$1,000,000 per person/\$1,000,000 per occurrence
 - 2) Property damage or combined single limit coverage: \$1,000,000.
 - 3) Automobile liability (including non-owned automobile coverage): \$1,000,000.
 - 4) Umbrella: \$1,000,000.
- C. Contractor shall maintain the above insurance for the term of the agreement and name the State of New Mexico, Socorro SWCD or other party to this agreement as an additional insured and provide 30 days cancellation notice on any Certificate of Insurance form furnished by Contractor. Such certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

Taxes--Contractor shall be solely responsible for and shall pay all applicable State of New Mexico taxes including excise taxes, and gross receipts taxes in connection with this agreement and the operations conducted there under.

Contractor's License—At this point in time, the Construction Industries Division of the State of New Mexico is requiring a contractor's license. Under NMSA 1978 60-13-3 Definition; contractor- A. 12-Leveling or clearing land and A. 13-Excavating are listed. Therefore to submit a quote you will need to provide us with your contractor's license number. The type of license required is a GS-8. However, this is listed under housing and this Contract will not involve any



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housing aspects at all. We are working with our Legislator and she has requested an Opinion from the New Mexico Office of the Attorney General. If the Opinion is issued that a Contractor's license is not needed prior to the closing date, this RFQ will be amended with this section struck and posted to the Socorro SWCD website (www.socorrosxcd.org). Closing date of this RFQ will not change.

Quote Format:

Description of the firm proposing to contract with the Socorro SWCD. Please give details about your equipment:

- a. Equipment-description including specifications, i.e. extractors, bulldozers, etc.-- brand, model number, thumb attachment, number of teeth, etc.
- b. GPS Equipment--model, format of shape file required. All tract data shall be given to Contractor electronically.
- c. Please give details about your personnel and their qualifications with Salt cedar project work:
 - Equipment operator(s) including years of experience working on Salt cedar projects.
 - Field supervisor(s).

Plan: Describe how you plan to complete this project including a timeline.

Budget: A budget for the project(s), listed as a cost per acre for treatment of the Salt cedar (including any and all applicable taxes, mobilization, etc.), and a cost for burning the piles, not a total for the entire project, as the acreage is open with this RFP. Acreage will be finalized with award of contract.

Mandatory Forms That Must Be Submitted With Quote:

- Quote Form
- DFA Disclosure Form

Quote Delivery:

- **By email:** nyleen@socorrosxcd.org
- **By mail or in person:** 103 Francisco de Avondo, Socorro, NM 87801.
Send by USPS or UPS. FYI-overnight delivery service usually takes two days to reach Socorro.
- Pictures of equipment should be attached/submitted with quote. They do not have to be incorporated into text of quote.
- **Quotes must be received by 12:00 PM (Noon) on December 5, 2019.**

Contact Person

Will Kolbenschlag
will@socorrosxcd.org
(575) 418-5979

Nyleen Troxel Stowe
Nyleen@socorrosxcd.org
(505) 440-9488



Quote Evaluation Criteria: Evaluation will be based on the following criteria:

1. Price – Maximum 50 points
 - a. Lowest – 50 points
 - b. 2nd – 40 points
 - c. 3rd – 30 points
 - d. 4th – 20 points
2. Equipment – Maximum 50 points
 - a. 25 points for equipment that is adequate to complete the work.
 - b. 25 points for submission of detailed description of equipment and photos.
3. Plans for Completion of Project – Maximum 50 points (detailed starting date, time for each project, expected finish date, etc.)
 - a. Excellent – 50 points
 - b. Good – 30 points
 - c. Fair – 10 points
4. Prior Experience – Maximum 50 points
 - a. Number of years salt cedar experience – 5 points per year with a maximum of 25 points for operators.
 - b. Number of years heavy equipment operation – 5 points per year with a maximum of 25 points for operators.
5. Plans for Burning -- Maximum 25 points
If the Contractor includes acceptable plans for burning, they will receive the twenty-five points.

Evaluation:

The Socorro SWCD board will review quotes at the December 9, 2019 board meeting at 12:00 PM during their regularly scheduled board meeting.

The Socorro SWCD reserves the right to accept all or a portion of an entity's quote, to reject any or all quotes received as a result of this request and may negotiate in any manner necessary to serve the best interests of the State of New Mexico. The Socorro SWCD reserves the right to make an award without further discussion or negotiation of quotes.

Attachments to this RFQ:

Open Burning Checklist from NM Environment Department
Quote Form (to be turned in with your plan)
DFA Disclosure Form
Maps/Pictures

Quote Sheet

Socorro SWCD RFQ

Due December 5, 2019

Business Name:

Business Address:

Telephone:

Contact Name and Phone:

NM CRS #:

Contractor's License Number:

Tract:	Process:	Cost per acre: Inclusive of mobilization and taxes
Gonzales		
	Extraction	
	Pile burning	
Hart		
	Extraction	
	Pile burning	
Esquibel		
	Extraction	
	Pile burning	

Do not forget to attach the details of your company, your previous work, your work plan for these tracts and pictures of your equipment.



CHECKLIST AND GUIDE FOR OPEN BURNING OF VEGETATIVE MATERIAL

(such as slash, weeds, yard trimmings and clippings)

Complete this checklist BEFORE YOU BURN to see if it is allowed under the Open Burning Regulation (20.2.60 NMAC).

	YES	NO
* 1. Will you be burning no more than 10 acres or 1,000 cubic feet of piled material per day? (If NO, this regulation does not apply; see 20.2.65 NMAC, Smoke Management.)		
* 2. Have you considered using alternatives to burning, such as chipping or composting? (See list)		
* 3. Will the burning be at least 300 feet from neighbors (dwellings, workplaces, places where people congregate)?		
4. Is the material to be burned as dry as practicable? (see recommendations)		
5. Is the material free of paper, plastic and other trash? (see regulation for very limited exemption for plastic sheeting covering piled slash)		
6. If the burning will be more than 1 acre per day, or 100 cubic feet of piled material per day, have you provided prior notice of the burn date and location to neighbors within 1/4 mile of the burn?		
7. Have you notified the local firefighting authority prior to burning?		
* 8. Will you be starting the burn no earlier than 1 hour after sunrise, and extinguishing the burn at least 1 hour before sunset?		
9. Will you be attending the burn AT ALL TIMES, until it is fully extinguished?		
10. Will you be using only the minimum amount of auxiliary fuel necessary, and no oil heavier than No. 2 diesel (no motor oil)?		

If the answer is NO to any of these questions, your burn is NOT ALLOWED under the Open Burning Regulation (20.2.60 NMAC).

* If your NO answers are only for one or more of these questions (1, 2, 3, and 8), you MAY be allowed to burn under the Smoke Management Regulation (20.2.65 NMAC), if you meet the requirements of that regulation. For more information, see www.nmenv.state.nm.us/aqb, or call the Air Quality Bureau at 1-800-224-7009.

How to determine "pile volume"

"Pile volume" refers to the overall volume of the pile, including the air space between the solid materials. Pile volume can be calculated from the overall dimensions (length, width, height) of the pile.

Simple Method: A simple, approximate calculation is to multiply the length times the width times the height of the pile in feet. For example, a pile that is 10 feet wide, 5 feet long, and 3 feet high would have an approximate volume of:

Length X Width X Height = volume in cubic feet

10 ft. X 5 ft. X 3 ft. = 150 cubic feet

This simple method assumes the pile has straight sides, so it overestimates the volume of rounded piles. If you use this method and determine that the pile volume is less than 1,000 cubic feet, then you can be sure that your burn is small enough to be covered by the Open Burning Regulation.

Complex Methods: Pile volume can be calculated more precisely using complex geometric formulas that take into account the rounded shape of most piles. More information on these methods is available in the Smoke Management Program's Guidance Document, Appendix K ("Guidance on How to Calculate Fuel Loading").

Mixtures of piled and nonpiled material: To determine daily burn amount when you are burning a combination of piled and nonpiled material, convert the pile volume to equivalent acreage at the rate of 100 cubic feet equals 1 acre, and add this to the acreage of nonpiled material.

Alternatives to burning

In this regulation, an alternative to burning refers to any method of removing or reducing fuels that replaces the use of fire. This includes mechanical, biological, or chemical treatments. Detailed information is provided in Appendix C ("Alternatives to Burning") of the Smoke Management Program's Guidance Document.

Alternatives to burning include:

- **Composting** - You can start a compost pile in your back yard. You can compost most organic material including leaves, grass clippings, coffee grounds, fruit, vegetables, and some livestock manure (but not pig, cat or dog droppings). Finished compost will provide excellent garden nutrients.
- **Mowing** - Frequent mowing will keep weeds from growing up and creating a fire hazard. The cut material can often be left in place, crushed or incorporated into the soil. Mowing weeds, and then allowing them to dry before piling and burning them will greatly reduce the amount of smoke produced.

- Mechanical removal - Slash, brush and weeds can be chipped and used as mulch, and/or hauled to a disposal facility or biomass utilization facility. See if your local area has a chipper or a designated facility for disposal of yard waste and slash.

For a free composting brochure, and information on facilities that will take yard waste, slash, and cut trees for recycling, contact Greg Baker, NM Environment Department, 505-827-2780, or visit the web site of the New Mexico Organics Recycling Organization (<http://nmrecycle.org/nmoro.htm>).

Recommended minimum drying times

Dry material burns hotter and produces less smoke and toxic air pollutants. If practicable, allow green material to dry after cutting for at least the following minimum times:

- Trees and branches over 6 inches in diameter — 90 days
- Trees and branches 2 to 6 inches in diameter — 45 days
- Brush, vines, bushes, prunings and small branches — 15 days
- Leaves, field crops and weeds — 7 dry days (no rain or snow)

Be a good neighbor!

Although not required by the regulation, these are some extra things you can do to help your neighbors breathe more easily.

- Don't burn if the wind direction would cause smoke to blow towards your neighbors.
- Don't burn if the air is already smoky from other fires. Adding more smoke will just make the air pollution problems worse.
- Don't burn on very calm, cool days, when there is likely to be an atmospheric inversion that will trap smoke near the ground.
- Burn in the morning when winds are calm, so smoke will be blown away by higher afternoon winds.
- Burn only when the Ventilation Category is "GOOD" or better. Get the forecast Ventilation Category by calling the Air Quality Bureau hotline (1-800-224-7009), or from the National Weather Service web site (<http://www.srh.noaa.gov/abq/firewx/fw-3.htm>)

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or 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.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or 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.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

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

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

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

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

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(The above fields are unlimited in size)

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)