

REQUEST FOR QUALIFICATIONS/COST PROPOSALS

Grant & Project Management Services for
Pendaries Village Mutual Domestic Water Consumers Association
DR-4652-NM and Any Future Declared Events

INTRODUCTION

Pendaries Village Mutual Domestic Water Consumers Association ("Pendaries") has an open Request for Public Assistance as the result of Presidentially declared major disaster DR-4652-NM declared May 4, 2022. Pendaries is now searching for a qualified Grant and Project Manager ("PM") to oversee and execute disaster related projects related to the current declared event and any future declared events. The search for the successful qualified Project Manager is being conducted by means of public invitation to all prospective qualified proposers.

BACKGROUND INFORMATION

Pendaries Village Mutual Domestic Water Consumers Association
3 Chapel Rd
Rociada, New Mexico 87742
United States

Pendaries is a political subdivision of the State of New Mexico. It is the sole potable water supplier for Pendaries Village Community Association and Pendaries RV Park. The owner is reviewing all options available to it, including the FEMA Public Assistance (PA) Program, including funding for debris management, emergency protective measures and permanent repair/replacement of facilities.

SCOPE OF WORK

In order to accomplish a proper recovery, Pendaries Village MDWCA intends to hire a PM to assist in the management of disaster related projects. The selected firm will oversee:

- Site identification and eligibility
- Damage assessments
- Development of damage descriptions
- Development of scope of work and cost estimates
- Insurance reconciliation
 - Cost reconciliation of completed work
- Project Worksheet (PW) formulation and review
- Grant administration
- Request for Reimbursements for all project costs
- Grant closeout
- Procurement of all goods and services for the projects, including but not limited to procurement of design professionals, general contractors, environmental & testing consultants,
- Design management
- Construction management

- Construction project closeout
- Scheduling, budgeting and reporting

The scope of work for these projects and all accounting of the scope of work to be provided by the PM for these projects must conform to Pendaries Village MDWCA requirements as well as any applicable federal, state, or local law or regulation. The selected PM will also be responsible for administration of any federal grant awards, including the FEMA public assistance grant and associated reimbursement requests to the State of New Mexico.

GRANT MANAGEMENT

The PM will assist Pendaries in connection with its application for Public Assistance. The PM will assist with project development/review, damage assessment, scope alignment, reimbursement requests, close out, general grant management, dispute resolution and appeals (if necessary). Firms responding must have demonstrated experience working with Public Assistance grant management. PM must be able to track, report and invoice its time in accordance with FEMA guidelines for subgrantees.

PROJECT MANAGEMENT

Should public assistance funding be obtained by Pendaries Village MDWCA for any eligible work, e.g. permanent repair/replacement of facilities or damaged contents, the PM will provide Public Assistance Grant Oversight of the projects beginning with the procurement of professional services and contractors, through design development and construction documents, construction administration and ending with the construction contract closeout and subsequent grant closeout. The PM is to maintain the project status and budgets, coordinate all efforts with FEMA/State of New Mexico and attend meetings on behalf of Pendaries as their authorized representative. PM invoicing shall meet the requirements of public assistance program.

PROJECT MANAGER REQUIREMENTS

Firms responding to this RFP must have experience with managing recovery efforts for other PA Applicants of similar size and scope as Pendaries. Firms responding to this RFP must have direct, relevant experience in performing all responsibilities listed in the Scope of Work section of this RFP. Firms responding to this RFP must have a minimum of 10 years' experience obtaining funding for and managing projects designed and constructed under government funded disaster recovery or grant programs.

SELECTION CRITERIA AND PROPOSAL EVALUATION METHOD

Pendaries Village MDWCA will use the following criteria and proposal evaluation method to rank the firms that submit qualifications for selection as the PM for these projects.

The criteria that will be evaluated are as follows:

1. Recent experience working with FEMA and state departments of emergency management post event recovery projects using public assistance funding.
2. Recent project management experience assisting PA Applicants with disaster recovery

- involving public assistance grant funding.
3. Experience with managing recent projects of similar scope and value.
 4. Ability to perform all responsibilities in the Scope of Work section in this RFP.
 5. Cost for Project Management Services.
 6. Small, disadvantaged, Woman-Owned or Minority Business enterprises.

The method of evaluating the criteria above will be as follows:

1. Criteria 1, 3, 4 and 5 shall each be worth 15% of the total score.
2. Criteria 2 shall each be worth 30% of the total score.
3. Criteria 6 shall each be worth 10% of the total score.
4. Each proposal shall be evaluated carefully by an evaluating committee.
5. The response with the highest resulting score shall be awarded the contract for services.

All proposal submissions not received by the deadline shall be deemed non-responsive and rejected. Pendaries Village MDWCA reserves the right to reject any proposal which it feels does not respond to items 1 through 6 below.

Project Management firms shall submit one (1) electronic copy to this request by May 9, 2025 at 4:00 PM local time to:

Debbie Simpson
dsimpson@pvca.life

Responses shall include:

1. Summary of company background and corporate contact information including primary contact name, address, telephone number and email address.
2. Registration on www.SAM.gov and Certification Regarding Debarment (Exhibit C attached) providing evidence of eligibility to be awarded contracts using federal funding.
3. Non-Collusion Statement (Exhibit B attached)
4. Detailed responses to each item of the Selection Criteria.
5. A listing of the names, resumes and relevant project experience of the proposed Project Management Team that would be assigned to the projects.
6. Fee for Services - Exhibit A (attached)
7. Certificate of insurance showing evidence of the following minimum coverage:
 - a. Worker's Compensation – statutory limits
 - b. General Liability - \$1 million
 - c. Professional Liability - \$1 million
8. Any relevant corporate certifications and registrations

RFP SCHEDULE

The following schedule shall be used for activities related to this RFP:

Advertisement: April 24, 2025

Questions/Clarifications: due on or before April 30, 2025 by 4 pm local time

Responses to Questions/Clarifications: sent on or before May 5, 2025 2pm local time

RFP Responses: May 9, 2025 by 4 pm local time

Notification of award on or before May 19, 2025

Pendaries reserves the right to modify this schedule as deemed necessary.

All proposal submissions not received by the deadline shall be deemed non-responsive and rejected. Pendaries reserves the right to reject any proposal which it feels does not respond to the criteria listed in items 1 through 6 above.

It is expressly understood that any questions regarding the evaluation of proposals under this RFP shall be directed in writing via email to Debbie Simpson dsimpson@pvca.life. Telephone inquiries or questions/clarifications submitted elsewhere shall not be considered and can serve as cause for disqualification. Communication regarding this solicitation with Pendaries Village MDWCA staff or management is expressly prohibited.

Pendaries encourages the participation of Minority, Disadvantaged, Veteran and Woman Owned businesses.

Price Evaluation shall be based on the following formula:

The Offerer with the lowest extended cost shall receive 15 points.
Other Offerers shall receive cost points based upon the following formula.

$$CCS = (LPC/TCP \times 15)$$

Where: CCS = Computed Cost Score (points) for Offerer being evaluated

LPC = Lowest Proposed Extended Hourly Cost of all Offerers

TCP = Total Extended Hourly Cost of Offerer being evaluated