

DRAFT SCOPE OF WORK

CITY OF ROSWELL



REQUEST FOR PROPOSALS

RFP: 26-002

Design Professional Services for Flood Related Projects (DR-4843NM)

RFP Issue Date: 11/16/2025

**PROPOSAL DUE:
12/16/2025 2:00 PM**

**PURCHASING DEPARTMENT
425 N. RICHARDSON
ROSWELL, NM 88203**

DRAFT SCOPE OF WORK

PURPOSE OF THIS REQUEST FOR PROPOSAL

The City of Roswell, New Mexico invites qualified design professional service (architecture and engineering) firms to submit proposals for the purposes of developing plans to repair city wide flood damages and incorporate building resiliency measures where necessary. The October 19th, 2024 flood event resulted in a FEMA public assistance claim (DR-4843NM) where the total estimated damages exceed \$200 Million. The damage includes several prominent buildings located within a special flood hazard area. Significant portions of the stone masonry walls in the Spring River channel as well the walking trail along the river were washed out by the flood event. The focus of this work will be to provide alternative options and cost estimates to retrofit, renovate, and mitigate future damage. All plans and specifications will be to bring the buildings and/or other damages back to pre-flood condition, meet flood hazard mitigation standards, and provide options to prevent future events.

BACKGROUND

The City of Roswell intends to enter into separate Professional Services Agreements with one or more selected firms for A&E services. Prospective offerors agree to perform all design and engineering services in compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances, including, without limitation, all applicable requirements of Americans with Disabilities Act of 1990 (and the rules and regulations promulgated thereunder) (collectively the “ADA”), and all applicable requirements contained within this RFP. This includes any and all compliance with 2 Code of Federal Regulations (CFR) Part 200. Prior to completing any final engineering or construction level documents for the above-described damage, the successful offeror shall furnish all tools, labor, materials services, insurance, notifications, and licenses/certificates. The scope of services and potential disciplines for this work may include but is not limited to the following: Civil Engineering, Land Surveying & Mapping, Environmental, Water and Wastewater, Transportation, Structural, Geotechnical, Landscape Architecture, Stormwater, Construction Management, and Construction Engineering Inspection.

SCOPE OF WORK

The City requires the selected design professional to perform the following services:

The initial scope of work for this solicitation is to evaluate and provide resilient options for flood damaged City buildings and properties. The selected A&E firm will provide all engineering, architectural, and related services necessary for the proper execution of the project, this includes, without limitation to the following which are planned to begin soon after award:

DRAFT SCOPE OF WORK

Project Number	Title	Square Feet
806257	Category E - Museum & Art Center	49,250 SF
806258	Category E - Adult Center Building Repair	29,985 SF
806259	Category E - Boy Scout Building Damage	1,665 SF
806261	Category E - Convention and Civic Center Building	46,118 SF
806262	Category E - Parks & Recreation Office / IT Building	5,200 SF
806263	Category E - Cahoon Park Tennis Pro Shop Building	1,200 SF

The above buildings sustained extensive flooding damage to all structures as about 5-7 FT of rushing water entered the building(s) causing major damages to the floor, wood walls, dry walls, windows, doors, electrical system, outlets, etc. The proposed project(s) would include an update of the existing building space program to incorporate applicable codes and standards (C&S) that differ from the existing facility. FEMA policy requires a clear citation of any difference listing the impact with applicable C&S chapter and verse. The A&E services may include preliminary, design, bidding/negotiation, project closeout, additional or special services. We are looking for simple bid documents that clearly identify the damaged locations with engineered design solutions to help us navigate and report to state and federal agencies. Plan review by the City of Roswell will be needed at 30%, 60%, 90% and 99% pre signature plans with probable construction cost estimates expected at each phase of design enumerated above.

PROJECT AND PHASE REQUIREMENTS:

Preliminary

This phase involves those activities required for defining the scope of a project and establishing preliminary requirements.

The consultant team shall review damaged sites and preliminary damage estimates, then develop a restoration plan that follows damage descriptions as described by FEMA and the State of New Mexico per the owner supplied "Damage Descriptions". Repairing a site to pre-event conditions is our initial design task following Public Assistance (PA) requirements along with an Engineers estimate of probable costs. This may require a

DRAFT SCOPE OF WORK

preliminary analysis on the feasibility of flood proofing as well as the aforementioned analysis of codes and standards.

The Consultant team will coordinate with the Owner on project scope requirements, finances, schedules, operational safety and phasing considerations, site access and other pertinent matters. This is to ensure that the Design Professional and Owner have a mutual understanding of the project's goals and constraints including budget. This work may include a formal programming statement with a building utilization study. A programming statement requires that the Design Professional has visited the site, became familiar with the local conditions, has correlated observations with current code requirements and life safety needs, and has a clear understanding of all observable and reasonably ascertainable existing conditions for the Project.

The consultant may be required to provide a preliminary analysis on the feasibility of flood proofing buildings. Analysis should include establishment of the design flood elevations, capacity of the existing structures to withstand hydrostatic forces, evaluation of modifications to existing windows below the design flood elevation to withstand hydrostatic forces, flood gates, evaluating entryways, and structural modifications to prevent flood waters from entering the buildings. This includes elevating critical equipment such as electrical gear. Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural and engineering studies required for 406 hazard mitigation design considerations.

Design

This phase includes all activities required to undertake and accomplish a full and complete project design.

This may require developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters. Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and performing architectural, engineering, and special environmental studies.

The deliverable, construction documents, shall include written and graphic elements indicating contracting requirements, specifications and contract drawings. The construction documents may include the following consultant disciplines: Architectural, Civil, Landscaping, Mechanical, Electrical.

In situations where Hazard mitigation is needed, work cannot begin on Hazard Mitigation (HM) components until FEMA has approved the initial PA design and estimates. Upon FEMA approval of PA provide a 406 HM (Construction Alternate Bid) design solution that mitigates the damaged location from happening again in a future disaster. Costs for the Hazard Mitigation may go up to 90% of the initial cost estimate or up to 99% of the estimated quantities. 406 HM components must be clearly delineated and separate from

DRAFT SCOPE OF WORK

PA components so FEMA can see the difference between the two. They are not mutually exclusive, and the estimated cost takes priority over quantities.

Bidding/Negotiation

This phase, at a minimum, assisting the owner in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents. Consultant shall support the bid process by attending the pre-bid meeting with contractors, preparing addenda as needed, evaluating the bids in a timely manner, and assist City staff in making a recommendation for contract award. Consultant to list in the RFP or ITB response any necessary permits (local, state, federal). Preparation and submission of all necessary permits shall be included in the scope of services provided. Permitting fees will be paid by the City of Roswell.

Construction

This phase includes all basic services rendered after the award of a construction contract including, but not limited to:

Providing consultation and advice to the owner during all phases of construction.

Providing on site construction inspection and management, attend regularly scheduled progress meetings and provide appropriate reports to the owner.

Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept/drawings.

Reviewing, analyzing, and accepting laboratory and mill test reports of materials and equipment.

Preparing and negotiating change orders and supplemental agreements.

Observing or reviewing performance tests required by specifications.

Determining amounts owed to contractors and assisting Sponsors in the preparation of payment requests for amounts reimbursable from grant projects.

Conducting wage rate reviews of certified payrolls.

Project Closeout

This phase includes all basic services rendered after the completion of substantial completion, including, but not limited to:

Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.

DRAFT SCOPE OF WORK

Providing record drawings.

Preparing summary of material testing report.

Preparing summary of project change orders.

Preparing grant amendment request and associated justification, if applicable.

Obtaining release of liens from all contractors.

Additional or Special Services

Performing other such engineering and/or design services City determines necessary or appropriate for the completion of the Project including but not limited to:

Project feasibility studies.

Assist Owner in preparing furniture, fixtures, and equipment (FF&E) specifications for procurement purposes.

Public information and community involvement surveys, studies, and activities

Assisting the Sponsor in the preparation of necessary applications for local, State, and Federal grants.

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

	Evaluation Criteria	Possible Points
(1)	Specialized design and technical competence of the business	20
(2)	Capacity and capability of the business to perform the work, including any specialized services, within the time limitations.	15
(3)	Record performance on contracts with government agencies and private industry with respect to such factors as control costs, quality of work, and ability to meet schedules	20
(4)	Proximity to or familiarity with the area in which the project is located	15
(5)	The volume of work previously done by the entity requesting proposals that is not 75% complete with respect to basic professional design services	5
(6)	Evidence of understanding of the scope of work	25

DRAFT SCOPE OF WORK

Anticipated Schedule

<u>Action</u>	<u>Date</u>
1.Issue of RFP	11/16/2025
2. Acknowledgement of Receipt Form	12/01/2025
3.Deadline to Submit Additional Questions	12/01/2025
4.Response to Written Questions/RFP Addendum	12/05/2025
5.Submission of Proposal 2:00 PM	12/16/2025
6. Proposal Evaluation	12/19/2025
7. Recommendation to Committee	01/08/2025
8. Recommendation to Award to City Council	01/08/2025
9. Notice of Award	01/09/2025
10.Protest Deadline	01/23/2025
11.Contract Executed	01/24/2025