DRAFT SCOPE OF WORK

CITY OF ROSWELL

REQUEST FOR PROPOSALS

RFP: 26-XXX

CONSTRUCTION SERVICES & REPAIRS

RFP Issue Date: 4/18/2026

PROPOSAL DUE: Friday May 15th 2026

PURCHASING DEPARTMENT
425 N. RICHARDSON
ROSWELL, NM 88201

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PURPOSE OF THIS REQUEST FOR PROPOSALS

The purpose of this Request for Proposals (RFP) is to solicit competitive sealed proposals from qualified Offerors to establish Job Order Contracts (JOC) for renovation, repair, new construction, and remodeling services on an Indefinite Delivery, Indefinite Quantity (IDIQ) basis. The intent of this contract is to support the timely, efficient, and cost-effective maintenance, repair, and preservation of City-owned facilities and infrastructure.

The City is implementing Job Order Contracting (JOC) to complete projects more efficiently and to ensure clear and fair price competition for the construction industry while streamlining the project development process. This method provides transparent, consistent, and verifiable pricing while streamlining project delivery and reducing the need for separate solicitations for each project.

The City intends to award this RFP as a multiple-source award to responsive and responsible Offerors.

SUMMARY SCOPE OF WORK

The scope of work includes, but is not limited to, remodeling, restoration, repair, removal and replacement of building components, alterations, rehabilitation, renovation, and new construction projects. Work may also include installation and repair of stucco, masonry, concrete, framing, fencing, gypsum board and finishes, painting, casework, trim, flooring, windows, elevators, doors and hardware, metal and steel work, landscaping, demolition, paving, excavation, and other general construction services as required.

The Contractor shall be qualified to perform upgrades and repairs to existing facilities, as well as new construction, additions, and related improvements to City-owned buildings and infrastructure.

All work shall be performed on an on-call, as-needed basis through the issuance of individual Job Orders. For each project, the Contractor shall develop a detailed scope of work and a corresponding price proposal. The price proposal shall include all labor, materials, equipment, supervision, permits, overhead, profit, and all incidental costs necessary to complete the work.

All work shall comply with applicable federal, state, and local laws, codes, and regulations,

including current building codes and safety standards. All installations shall be performed in accordance with manufacturer specifications and accepted industry standards by properly trained and qualified personnel.

All materials shall be new, of high quality, and compatible with existing materials unless otherwise approved by the City. The Contractor shall maintain clean and safe work areas at all times, control construction debris, and properly dispose of all waste materials at approved disposal facilities in accordance with applicable regulations.

DUTIES AND RESPONSIBILITIES

The selected Offeror(s) shall:

1. Provide construction services on an on-call or as-needed basis as directed by the City through its authorized department representative.
2. Furnish all labor, supervision, materials, equipment, tools, transportation, permits, licenses, bonds (when required pursuant to NMSA 1978, §13-4-18), insurance, traffic control, safety measures, and all incidentals necessary to complete each assigned Job Order.

   a. If materials, equipment, or systems are installed in a manner which is not in conformance with the requirements of these specifications and for which the contractor has not received written approval, removal of all unauthorized materials and installation of those indicated or specified shall be provided at no extra cost to the City.

3. Maintain all licenses required by the State of New Mexico Construction Industries Division (CID) and ensure that all work is performed in accordance with applicable state and local building codes and regulations.

   a. Work performed under this RFP requires a GB-98 license from the State of New Mexico Construction Industries Division.

4. Obtain all required permits and coordinate all inspections necessary for project completion.

   a. All work and materials shall comply with the recommendations and standards as set forth in the latest edition(s) of applicable City, State, County, and National codes and ordinances.
   b. As required by CID, the contractor shall pay for permit drawings required to perform the work called for in the owner's scope. Drawings shall include all details necessary for proper installation.

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5. Comply with the Public Works statutes (NMSA 1978, §§13-4-1 through 13-4-43, when applicable), and all other federal, state, and local laws, ordinances, and regulations.

   a. Pursuant to NMSA 1978 §13-4-11, every Job Order or project in excess of sixty thousand dollars ($60,000) shall comply with the statute.
   b. Please refer to the NM Workforce Solutions website for prevailing wage rates.
   c. Prevailing wage decisions will be issued per project when the project is identified and exceeds sixty thousand dollars ($60,000).
   d. Any Contractor, Prime Contractor or Subcontractor wishing to be considered for award of any portion of a public works project greater than sixty thousand dollars ($60,000) must be registered with the Department of Workforce Solutions, pursuant to NMSA 1978 §13-4-13.1.

6. Provide performance and payment bonds for individual projects when required by law.

   a. In accordance with NMSA 1978, §13-4-18, the successful Offeror, upon notification of award, shall deliver the required performance and materials/payment bonds in the amount of one hundred percent (100%) for any project which exceeds twenty-five thousand dollars ($25,000.00), or provide satisfactory evidence that such bonds will be furnished within seven (7) days. Bond must be satisfactory to the City and executed by a surety company authorized to do business in the State of New Mexico.
   b. Offerors shall be responsible for securing all applicable bonds, and the cost of all bonding shall be included in the Offeror's price proposal.

7. Maintain a safe work environment in compliance with OSHA and all applicable safety regulations.

   a. The Contractor shall take all necessary precautions to protect the site occupants from hazardous conditions.
   b. The Contractor shall be responsible for damage to persons or property that occurs as a result of the Contractor's fault or negligence, or that of the Contractor's employees and/or agents, in connection with this contract.

8. Maintain accurate project documentation, including invoices, certified payrolls (if applicable), change orders, and supporting records, and make such records available to the City upon request.
9. Maintain clean and orderly work areas and properly dispose of all construction debris at approved disposal facilities.

   a. Contractor shall be responsible for any and all fees associated with disposal of construction debris.

10. Not commence any work until receipt of written authorization from the City in the form of a Purchase Order and Notice to Proceed.

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