



Santa Fe Fiesta, Inc.

Post Office Box 4516 • Santa Fe, NM 87502

Please submit responses via e-mail only to: 1712fiesta@comcast.net

Please submit by: [February 15, 2012](#)

Please put the project title (below) in the subject line of the e-mail.

Mailed submissions are allowed.

REQUEST FOR QUOTES

PROJECT: Traffic Control / Barricades

Proposals submitted after the due date will not be considered. Consultants accept all risks of late delivery or spam delivery submittals regardless of fault.

Santa Fe Fiesta, Inc. reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate Santa Fe Fiesta, Inc. to pay any costs incurred by respondents in the preparation and submission of their proposals. Furthermore, the RFQ does not obligate Santa Fe Fiesta, Inc. to accept or contract for any expressed or implied services.

<u>Request for Quotes Information:</u>		<u>Submittals Delivered to:</u>	
RFP Number	RFQ# 2012- ADM2	e-mail address:	1712fiesta@comcast.net
RFP Name:	Traffic Control / Barricades	Subject line:	Barricades RFQ
Date Issued:	December 1, 2011		
Contact Person:	Aaron Garcia		
Phone #:	505-501-9705		
E-mail Address:	1712fiesta@comcast.net		
Submittals Accepted Until:	February 15, 2012		

General Information

PURPOSE/BACKGROUND: The Santa Fe Fiesta, Inc. is a volunteer organization created by the Official Fiesta Proclamation of our city forefathers on September 16, 1712. The Santa Fe Fiesta Council is comprised of 100 regular members and 20 representatives of civic organizations and businesses. This group of people has a common interest to promote, manage and perpetuate the annual Fiesta de Santa Fe for the benefit of the City of Santa Fe, its citizens and their descendants. The Fiesta Council enlists the cooperation of the local citizenry, the Catholic Church, the local business community and both the City and County of Santa Fe officials. To date Santa Fe Fiesta, Inc., has nonprofit and tax-exempt status and a Board of Directors

This project requires knowledge and expertise in the engineering of traffic control plans, obtaining necessary permits, transporting to and from locations, staging of necessary equipment for traffic control during designated events. The project will require that the vendor be fully aware and in compliance with all Federal, State and local statutes, ordinances and requirements for the implementation of stated service.

BRIEF SCOPE OF SERVICES: Vendors shall provide a scope of work and project proposal in accordance with the information provided in this request. The Proposal must include the following elements:

- Detailed number of units;
- An estimated proposed schedule (delivery, maintenance and removal timeline); and,
- Detailed cost estimates.

QUALIFICATIONS: This project will require the service provider to have the following qualifications:

- Licensed and certification with local government entities (if necessary);
- Experience creating traffic control plans including but not limited to an ATSSA, ACNM approved Traffic Control Supervisor;
- Experience working with non-profit or public entities; and,
- All necessary equipment for proper traffic control during events.

SUBMITTAL REQUIREMENTS: Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating the business' interest in the project and highlighting its qualifications to perform this project. A summary of firm's experience in requested service areas, as specifically mentioned in the attached scope.
- A description of the firm's experiences working with nonprofits or public markets.
- Statement of qualifications, including related experience with similar types of projects and specific qualifications of key team members.
- Scope of Work and Project Proposal, including a proposed schedule with key milestones and deliverable dates, and cost estimates.
- A minimum of three (3) references relating to completed projects for the services being requested with full name, title, address, and phone and fax numbers.
- Responses must be limited to no more than five (5) sheets excluding specific project examples, references, and covers.

PROPRIETARY PROPOSAL MATERIAL: Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

EVALUATION CRITERIA: Evaluations will be based on the criteria listed below:

- Experience of firm with similar projects;
- Experience of proposed project team and key team members;
- Overall quality of statement of qualifications; and,
- Proposals within budget restrictions and timeframes.

QUESTIONS: Questions regarding this project may be directed to Aaron Garcia via e-mail at 1712fiesta@comcast.net.

CONTRACT NEGOTIATION: Santa Fe Fiesta, Inc. reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract.

ATTACHMENT "A"

Traffic Control Services (Barricades) SCOPE OF SERVICES

PROJECT OBJECTIVE

This project will result providing traffic control services for the following:

1. Procession to Rosario Chapel from Cathedral Basilica (Sunday, June 17, 2012)
2. Procession from Rosario Chapel to Cathedral Basilica (Sunday, June 24, 2012)
3. Fiesta Fine Arts and Craft (Labor Day) Market (Friday, Aug. 31 – Monday, Sept. 3, 2012)
4. Fiesta de Santa Fe Pet Parade (Saturday, Sept. 8, 2012)
5. Candle Light Procession (Sunday, Sept. 9, 2012)
6. Fiesta de Santa Fe Historical/Hysterical Parade (Sunday, Sept. 9, 2012), and
7. Traffic control of the designated plaza area for the period of the Fiesta de Santa Fe for the summer of 2011. The traffic control plan will need to be approved in advance by the City of Santa Fe and equipment will need to be staged no later than two (2) hours before stated event times.

Contractor must be able to provide and transport to staging areas for traffic control devices, as well as removal of traffic control devices after stated events (per approved schedule provided by the Santa Fe Fiesta, Inc.). Contractor will be provided upon award of contract all necessary licenses, proof of insurance, certifications and all necessary information and documentation needed for designated events. Attached are maps illustrating the number of locations needing traffic control devices during each event. Contractor will provide a traffic control plan for each event and time period necessary for the public safety during the events.

The contractor shall be responsible for the following:

1. Engineer a traffic control plan for City of Santa Fe approval for each event.
2. Transporting and removal of adequate and necessary number of traffic control devices to each needed location within specified timeframe.
3. Staging of necessary traffic control devices in each location.

PROJECT DESCRIPTION

This project will require the following as minimum requirements during the designated parades:

- Proper and safe traffic control plan for events.
- Transportation and removal of necessary traffic control devices before and after needed events.
- Work with designated personnel on the Santa Fe Fiesta, Inc. organization for implementation of traffic control plan.

ITEMS FURNISHED BY THE SANTA FE FIESTA COUNCIL INC.:

- Information about the number of locations and time periods needing traffic control devices per each event
- Contact information for designated personnel having oversight of services.
- Access to Santa Fe Fiesta, Inc. personnel to ask questions and gain insight for designated events.