# Appendix B: Proposal Form

**Contracted Forestry Services for Fuels Reduction and Forest Restoration**

**-on the-**

**Colfax Collaborative Wildland Urban Interface Project**

**-and-**

**Angel Fire Community Protection Project**

**RFP#: CWA-2025-01**

## Instructions

Offeror: Please type or print your entity name (submitting organization) in the bottom right-hand corner of the footer of the Proposal Form.

Proposals must contain sufficient information to provide the CWA with a thorough description of the Offeror’s qualifications to accomplish the activities listed in the Scope of Work.

**Eligible Offerors**

In order to be an Eligible Offeror under this RFP, Offerors must meet the Eligible Offeror criteria listed in Section 7.D.2 of this RFP. Proposals from Offerors that do not meet these criteria will be deemed non-responsive.

**Proposal Format**

When responding to this RFP, Proposals from Potential Offerors must be submitted by completing and submitting the Proposal Form provided in Appendix B (Evaluation Factors A through F) below.

The Proposal Form must be completed and submitted electronically. Incoherent responses may be deemed non-responsive. Proposals that utilize a format or layout that differs from the Appendix B Proposal Form will be deemed non-responsive.

Responses must be completed in 11- or 12-point font and must not exceed the length specified for each Evaluation Factor. Responses that exceed the length specified may be deemed non-responsive. A Microsoft Word version of the Appendix B Proposal Form has been distributed to Potential Offerors via email along with the PDF version of this RFP. The Microsoft Word version of the Proposal Form is also available on the CWA’s website at [www.cimarronwater.org](http://www.cimarronwater.org) and by emailing a request to the CWA’s email account at [cimarronwater@gmail.com](mailto:cimarronwater@gmail.com).

**Proposal Content and Evaluation**

The Appendix B Proposal Form contains Evaluation Factors A through F; these Evaluation Factors are also listed in Section 4. Each Evaluation Factor contains Requested Information, Evaluation Criteria, and Points Available. Offerors must respond to each Evaluation Factor according to the Requested Information. Proposals that do not contain a response to all the requested Evaluation Factors may be deemed non-responsive.

The Offeror’s Responses to each Evaluation Factor will be scored and weighted by the Evaluation Committee based on the Requested Information, Evaluation Criteria, and Points Available. Points for each Evaluation Factor will be totaled for each Proposal, and all responsive Proposals will be ranked according to total score.

**Proposal Submission**

Offeror’s completed Proposals (i.e., the Appendix B Proposal Form) must be submitted via electronic mail (email) as one (1) single PDF document in one (1) single email submission to the CWA’s [cimarronwater@gmail.com](mailto:cimarronwater@gmail.com) email account by **3:00 pm Mountain Standard Time (MST) on Tuesday, March 4, 2025,** per the terms and conditions specified in the RFP. The email subject line should state “Proposal, RFP#: CWA-2025-01, from [Offeror’s entity name]”. The date and time of receipt will be recorded for each Proposal. Such electronic submissions will be considered sealed in accordance with statute. Offerors will receive an email response confirming receipt of their Proposal and indicating whether or not their Proposal was successfully submitted and received on time. No late Proposals will be accepted. Any Proposal received after the date and time specified will be deemed non-responsive.

Proposals deemed non-responsive will be disqualified and eliminated from further consideration.

## A. Letter of Transmittal

**Requested Information:** Offerors must complete and sign the Letter of Transmittal located below.

**Evaluation Criteria & Points Available:** This Evaluation Factor is Pass or Fail only. No points are assigned. Failure to complete, sign, and submit the Letter of Transmittal properly will result in the Offeror’s Proposal being deemed non-responsive. Non-responsive Offers will be disqualified and eliminated from further consideration.

**1. List the following information for the Offeror (submitting organization):**

|  |  |
| --- | --- |
| Offeror Name: |  |
| Mailing Address: |  |
| Physical Address: |  |
| Primary Phone #: |  |
| Federal Tax ID #: |  |
| Federal Tax Classification Type: |  |
| NM Business Tax ID #: |  |
| SAM.gov Unique Entity ID: |  |

**2. Identify the person authorized to respond to questions and negotiate on behalf of the Offeror. This individual will serve as the primary point of contact on behalf of the Offeror:**

|  |  |
| --- | --- |
| Name & Title: |  |
| Email Address & Phone Number: |  |

**3. Will any subcontractors be used in the performance of a resultant contract? \_\_\_\_ No. \_\_\_\_ Yes.**

**If yes, list subcontractors’ Entity Names and Federal Tax IDs in the space below:**

**4. Is your organization certified as a Minority Business Enterprise (MBE) and/or Women’s Business Enterprise (WBE)? (Select those that apply) \_\_\_\_\_MBE \_\_\_\_\_WBE**

By signing the form below, the Authorized Signatory attests to the accuracy and veracity of the information provided on this form, and explicitly acknowledges the following:

* On behalf of the submitting organization identified in item #1 above, I accept the Conditions Governing the Procurement, as required in Section 7.D.1. of this RFP as well as all other Terms, Conditions, and Evaluation Factors within this RFP;
* I acknowledge receipt of any and all amendments to this RFP, if any.

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Must be signed by the individual identified in item #2 above.)

## B. Campaign Contribution Disclosure Form

**Requested Information:** The Offeror must complete, sign, and submit this unaltered Campaign Contribution Disclosure Form provided below in its entirety. This mandatory requirement applies regardless whether a covered contribution was made or not made for the positions of Governor, Lieutenant Governor, or other identified officials.

**Evaluation Criteria & Points Available:** This Evaluation Factor is Pass or Fail only. No points are assigned. Failure to complete, sign, and submit the unaltered Campaign Contribution Disclosure Form will result in the Offeror’s Proposal being deemed non-responsive. Non-responsive Offers will be disqualified and eliminated from further consideration.

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Pursuant to the Procurement Code, Sections 13-1-28, et seq. NMSA 1978 and § 13-1-191.1 NMSA 1978 (2006), as amended by Laws of 2007, Chapter 234, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars ($250) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled pursuant to Section [13-1-181](http://mobile.nmonesource.com/nxt/gateway.dll?f=jumplink$jumplink_x=Advanced$jumplink_vpc=first$jumplink_xsl=querylink.xsl$jumplink_sel=title;path;content-type;home-title;item-bookmark$jumplink_d=%7bnmsa1978%7d$jumplink_q=%5bfield%20folio-destination-name:'13-1-181'%5d$jumplink_md=target-id=0-0-0-33795) NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section [13-1-182](http://mobile.nmonesource.com/nxt/gateway.dll?f=jumplink$jumplink_x=Advanced$jumplink_vpc=first$jumplink_xsl=querylink.xsl$jumplink_sel=title;path;content-type;home-title;item-bookmark$jumplink_d=%7bnmsa1978%7d$jumplink_q=%5bfield%20folio-destination-name:'13-1-182'%5d$jumplink_md=target-id=0-0-0-33797) NMSA 1978 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

The state agency, local public body, or organization that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND 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 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.

“**Family member**” means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“**Pendency of the procurement proces**s” 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.

“**Prospective contractor**” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code [Sections [13-1-28](http://mobile.nmonesource.com/nxt/gateway.dll?f=jumplink$jumplink_x=Advanced$jumplink_vpc=first$jumplink_xsl=querylink.xsl$jumplink_sel=title;path;content-type;home-title;item-bookmark$jumplink_d=%7bnmsa1978%7d$jumplink_q=%5bfield%20folio-destination-name:'13-1-28'%5d$jumplink_md=target-id=0-0-0-5285) through [13-1-199](http://mobile.nmonesource.com/nxt/gateway.dll?f=jumplink$jumplink_x=Advanced$jumplink_vpc=first$jumplink_xsl=querylink.xsl$jumplink_sel=title;path;content-type;home-title;item-bookmark$jumplink_d=%7bnmsa1978%7d$jumplink_q=%5bfield%20folio-destination-name:'13-1-199'%5d$jumplink_md=target-id=0-0-0-5287) NMSA 1978] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or 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.

**Name(s) of Applicable Public Official(s): Governor of New Mexico and Lieutenant Governor**

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Nature of Contribution(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Purpose of Contribution(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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)

## C. Organization and Key Personnel Qualifications

The Offeror must respond to Evaluation Factor “C” below based on the Requested Information. Responses will be scored and weighted based on the Evaluation Criteria and Points Available.

**Requested Information:** The Offeror must provide the following information describing the qualifications and experience of their Organization and Key Personnel. The response to this Evaluation Factor should not exceed one (1) page:

* Provide the business name of the Offeror, the Offeror’s federal tax classification type (e.g., individual, sole proprietor, Corporation, Partnership, LLC, Non-Profit Corporation, etc.), base of operations (city/town/village & state), number of years in business providing forestry services, and area of operation.
* Provide a brief history of the organization, the types of forestry services provided by the organization, any industry certifications & awards, a description of the organization’s experience providing services relevant to the CCWUI and Angel Fire Projects, and any other additional information deemed pertinent by the Offeror.
* Also list the business name, business tax classification type, and types of services provided for all proposed subcontractors.
* List Key Personnel from your organization who will be responsible for overseeing and/or performing implementation, project management, and/or administrative work and who will ensure that any assigned work is being fully and satisfactorily executed. Include as many or as few key personnel as applies to your organization. Provide a short biography for all listed key personnel that includes name, job title, education, training, any applicable certifications and licenses, years of experience, years with the organization, relevant work experience, anticipated role(s) on the Projects, and any other additional information deemed pertinent by the Offeror. This information for proposed subcontractor Key Personnel should also be included.

**Evaluation Criteria:** Based on the Offeror’s response to Evaluation Factor “C” in the Proposal Form, points will be awarded for:

* Including all items as requested above;
* For adhering to the specified page limit;
* The years, quality, relevancy, breadth, and extent of the Offeror’s and Key Personnel’s qualifications and experience; and
* The relevancy, thoroughness, clarity, and veracity of responses.

Years, quality, relevancy, and breadth of experience will be weighted more heavily than certifications and education.

**Points Available:** 20 points are available in response to this item.

Responses must be completed in 11- or 12-point font in the Microsoft Word version of the Proposal Form. Responses must not exceed one (1) page for this Evaluation Factor.

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## D. Past Performance

The Offeror must respond to Evaluation Factor “D” below according to the Requested Information. Responses will be scored and weighted based on the Evaluation Criteria and Points Available.

**Requested Information:** The Offeror must provide the following information describing three (3) projects within the past five (5) years (calendar years 2020 to 2024) that illustrate experience in projects similar to the Scope of Work included in this RFP. Projects may be for public or private sector clients or other contractors. Projects may be completed or ongoing. The response to this Evaluation Factor should not exceed two (2) pages:

* Documentation of the three (3) projects should include project title and location, client name, client’s project manager name (with contact name, job title, phone number, and e-mail address), contract value, project start & end dates, Offeror’s Key Personnel assigned to the project, and a Project Narrative describing the project.
* Each Project Narrative should describe:
  + The scope, scale/acreage, goals, and timeline of the project;
  + A description of the project goals, community/terrain/landscape where the project was located, the forest type(s), the types and numbers of personnel & equipment utilized, and the work that was performed;
  + How the past performance is relevant to the Offeror’s ability to provide services on the CCWUI and Angel Fire Projects;
  + If the Offeror learned from and improved its services as a result of the experience; and
  + Any other additional information deemed pertinent by the Offeror.
* Offeror is responsible for ensuring that the provided contact information for the client’s project manager is current and valid. Inaccurate contact information that hinders verification of past performance may result in a deduction of points.

**Evaluation Criteria:** Based on the Offeror’s response to Evaluation Factor “D” in the Proposal Form, points will be awarded for:

* Including all items as outlined above and for adhering to the specified page limit;
* The relevancy, thoroughness, clarity, veracity, and extent of responses; and
* The ability of the Offeror to describe the projects, explain how their past performance is relevant to their ability to provide services on the CCWUI and Angel Fire Projects, and if the Offeror learned from and improved its services as a result of the experiences.

The Evaluation Committee may contact any or all references for verification of submitted information. Conflicting or negative feedback from one of the clients may result in a deduction of points or rejection of the Offeror’s Proposal on grounds of a Non-Responsive Offer. Non-responsive Offers will be disqualified and eliminated from further consideration.

**Points Available:** 25 points are available in response to this item.

Responses must be completed in 11- or 12-point font in the Microsoft Word version of the Proposal Form. Responses must not exceed two (2) pages for this Evaluation Factor.

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**Project 1**

Project Title & Location:

Client Name:

Client’s Project Manager Name & Job Title:

Client’s Project Manager Phone Number & Email Address:

Contract Value:

Project Start & End Dates:

Offeror’s Key Personnel Assigned to the Project:

Project Narrative, including types of Personnel & Equipment Utilized:

**Project 2**

Project Title & Location:

Client Name:

Client’s Project Manager Name & Job Title:

Client’s Project Manager Phone Number & Email Address:

Contract Value:

Project Start & End Dates:

Offeror’s Key Personnel Assigned to the Project:

Project Narrative, including types of Personnel & Equipment Utilized:

**Project 3**

Project Title & Location:

Client Name:

Client’s Project Manager Name & Job Title:

Client’s Project Manager Phone Number & Email Address:

Contract Value:

Project Start & End Dates:

Offeror’s Key Personnel Assigned to the Project:

Project Narrative, including types of Personnel & Equipment Utilized:

## E. Personnel, Equipment, & Capabilities

The Offeror must respond to Evaluation Factor “E” below according to the Requested Information. Responses will be scored and weighted based on the Evaluation Criteria and Points Available.

**Requested Information:** The Offeror must provide the following information describing the capabilities of their organization and proposed subcontractors. The response to this Evaluation Factor should not exceed one (1) page:

* Overall numbers and types of personnel and equipment within the Offeror’s and subcontractors’ organizations that the Offeror proposes to utilize on the CCWUI and Angel Fire Projects. This includes equipment the Offeror plans to lease or rent. The Offeror should briefly describe the major pieces of equipment the Offeror and their subcontractors propose to utilize on the CCWUI and Angel Fire Projects.
* Types and numbers of personnel and/or equipment that typically mobilize and work together on a given project. This can be for projects both large and small. This includes:
  + Hand crews without equipment support;
  + Light equipment such as skid steers, chippers, and trucks that are supported by hand crews;
  + Heavy equipment such as: logging sides and associated support equipment; masticators; grinders; trucks; and earth moving equipment.
  + The Offeror should also describe the typical methods and work flow processes that these groupings of personnel and/or equipment employ to accomplish forestry work.
* The Offeror’s and subcontractors’ ability to perform the technical, project management, managerial, and administrative functions required by the Projects.
* Offeror should describe their capabilities with GIS, GPS/GNSS units, and other office and field based spatial systems as they pertain to implementing, tracking, and documenting projects in the office and the field.
* Other relevant Offeror and subcontractor resources deemed noteworthy by the Offeror.

**Evaluation Criteria:** Based on the Offeror’s response to Evaluation Factor “E” in the Proposal Form, points will be awarded for:

* Including all items as outlined above;
* For adhering to the specified page limit;
* The relevancy, thoroughness, clarity, and veracity of responses;
* The clarity and thoroughness of the descriptions of personnel, equipment, implementation methods, and work flow processes;
* The consistency of the Offeror’s response to the Offeror’s submitted Rates Schedule in response to Evaluation Factor “F. Cost”;

**Points Available:** 25 points are available in response to this item.

Responses must be completed in 11- or 12-point font in the Microsoft Word version of the Proposal Form. Responses must not exceed one (1) page for this Evaluation Factor.

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## F. Cost

The Offeror must respond to Evaluation Factor “F” below according to the Requested Information. Responses will be scored and weighted based on the Evaluation Criteria and Points Available.

**Requested Information:** The Offeror must respond to Evaluation Criteria “F” by completing the Rate Schedules provided below. This Proposal Form contains Rates Schedules for Equipment, Mobilization, and Personnel; blank Rates Schedules are provided below. Instructions for completing each Rate Schedule are also provided below. The Successful Offeror’s mutually agreed upon Rate Schedule will be added to their Agreement under the respective Project.

Offerors should provide the requested details and Hourly Rates for Personnel and Equipment that the Offeror and their Subcontractors propose to utilize on the CCWUI and Angel Project plus Mobilization Rates for Equipment. This includes Equipment that the Offeror currently owns plus Equipment the Offeror plans to rent, lease, or purchase in the future for use on the Projects. Offerors may add extra pages of the Equipment Rate Schedule as needed.

Rates are requested for calendar years 2025 through 2027 and shall be defined and listed as US Dollars. Hourly Rates shall be all inclusive and shall include, as applicable, all associated costs listed in the “Hourly Rate” definition in Section 6.H.3. Submitted rates and Rate Schedules shall be subject to and reimbursed based on the terms and conditions set forth in Section 6 of this RFP, the Contracting Agreement Template in Appendix F, and all other terms and conditions contained within this procurement.

**Evaluation Criteria:** Based on the Offeror’s response to Evaluation Factor “F” in the Proposal Form, points will be awarded for:

* The ability of the Offeror to correctly complete the submitted Rate Schedules and the allowability of the submitted equipment and rates;
* The relevancy, thoroughness, clarity, and completeness of the Offeror’s submitted Rate Schedule;
* The consistency of the Offeror’s submitted Rate Schedules with the Offeror’s response to Evaluation Factor “E. Personnel, Equipment, & Capabilities”;
* Whether rates are reasonable relative to the CWA’s Fair Market Value estimates for the listed equipment, mobilization, and personnel; and
* Whether rates are reasonable relative to the rates submitted by other Offerors for similar equipment, mobilization, and personnel.

Rates for different makes and models of the same or similar types of equipment may be compared and evaluated by dividing the Hourly Rate by the Horsepower Rating.

**Points:** 30 points are available in response to this item.

**Use the Rate Schedules provided below for your response. Add extra page(s) of the Equipment Rate Schedule as needed.**

Equipment Rate Schedule Instructions:

The Offeror shall list the following information and Hourly Rates for Equipment they propose to utilize on the Project. Offerors may add extra page(s) of the Equipment Rate Schedule table as needed:

* Equipment Type: List the type of equipment. See Section 2.D for examples of types of equipment that might be necessary to implement the Scope of Work.
* Year(s): List the year the equipment was manufactured. If listing multiple pieces of equipment that otherwise have the same specifications and hourly rate, list the range of years in which these pieces of equipment were manufactured.
* Make & Model: List the Manufacturer and the Model Name/Number.
* Horsepower: List the horsepower rating.
* Attachment: List the attachments for the piece of equipment if applicable. If the piece of equipment has a hydraulicly driven attachment(s), list the type, style, make, and/or model of the attachment head(s). If submitting different rates for more than one attachment on the same piece of equipment, please list these separately. Example: If listing a skid steer with the same rate for multiple attachments, then just list this skid steer once. If listing a skid steer with a different rate for different attachments, then list the skid steer as many times as is necessary to list all the rates.
* Notes: List pertinent notes related to this equipment’s capabilities. Examples include synced tether, leveling cab, thumb, rippers, winch (not synced), hauling capacity (in tons, length, width, height, and/or volume), towed (i.e., is not self-propelled), etc.
* Hourly Rate: List the Hourly Rate in US Dollars per Billable Hour for calendar years 2025, 2026, and 2027.

“Hourly Rate” for light and heavy equipment means the proposed fully loaded, all-inclusive maximum Hourly Rate in US Dollars that includes personnel costs as applicable plus the use of the piece of equipment, operator costs, insurance costs, fuel and fluid costs, general and administrative expenses, profit, and all maintenance costs for the specified piece of equipment. The caveat is for equipment that does not have one dedicated operator assigned to the piece of equipment, such as chippers and light trailers; the hourly rates for these types of equipment should not include personnel costs.

Masticators with vertical shaft **disc style** mulching heads will not be allowed on the Projects under any circumstances due to safety reasons. Drum style mulching heads with horizontal shafts and deck style mulching heads with vertical shafts are acceptable.

Equipment Rate Schedule:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Equipment Type** | **Year(s)** | **Make & Model** | **Horse- power** | **Attachment** | **Notes** | **Hourly Rates** | | |
| **2025** | **2026** | **2027** |
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Equipment Rate Schedule (continued):

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Equipment Type** | **Year(s)** | **Make & Model** | **Horse- power** | **Attachment** | **Notes** | **Hourly Rates** | | |
| **2025** | **2026** | **2027** |
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Mobilization Rate Schedule Instructions:

The Offeror should provide a flat fee for Mobilization of Light Equipment, Heavy Equipment, and Equipment requiring Oversize/Overweight Permits for calendar years 2025 through 2027. If an Offeror does not foresee the need to mobilize one or more of these categories of equipment, the Offeror may list “N/A” or leave the category blank.

For work on the CCWUI and Angel Fire Projects under this RFP, these three categories are defined as follows:

1. “Light Equipment” is defined as any equipment weighing less than 14,000 pounds (lbs).
2. “Heavy Equipment” is defined as any equipment weighing more than 14,000 pounds.
3. “Equipment requiring an Oversize/Overweight Permit” is defined as any equipment requiring a State of New Mexico Oversize/Overweight Permit for transport.

Mobilization Rates shall include all costs associated with transporting one piece of Equipment to the Project Area from outside the Project Area. The Contractor may bill Mobilization Rate fees to the CWA under one of these Projects when a piece of Equipment is transported to the Project Area from outside the Project Area. Contractors must obtain approval from the CWA prior to mobilizing a piece of Equipment.

Contractors should plan on leaving equipment onsite during the performance of an individual Task Order or back-to-back Task Orders. Demobilization charges will not be reimbursed. Charges for transporting Equipment outside of or back to the Project Area due to offsite maintenance will not be reimbursed by the CWA. Charges for transporting Equipment from one work site to another within the Project Area will be reimbursed at the Contractor’s appropriate hourly truck and trailer transport rate listed in their Equipment Rate Schedule above.

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|  |  | **Mobilization Rates** | | |
|  |  | **2025** | **2026** | **2027** |
| **1.** | **Light Equipment Mobilization Rate** |  |  |  |
| **2.** | **Heavy Equipment Mobilization Rate** |  |  |  |
| **3.** | **Rate for Equipment requiring Oversize/Overweight Permits** |  |  |  |

Personnel Rate Schedule Instructions: The Offeror should provide Hourly Rates per Billable Hour for the following types of Personnel for calendar years 2025 through 2027. If an Offeror does not foresee the need to utilize one or more of these categories, the Offeror may list “N/A” or leave the category blank. Hourly Rates shall include, as applicable, all associated costs listed in the “Hourly Rate” definition in Section 6.H.3, which is as follows:

* “Hourly Rate” for personnel means the proposed fully loaded, all-inclusive maximum Hourly Rate in US Dollars that includes personnel wages, tools, chainsaws, chainsaw fuel & oil, chainsaw maintenance, Personal Protective Equipment (PPE), travel time and mileage to and from the Project Area, per diem, fringe benefits, insurance, computers & computing devices, phones, GPS/GNSS devices, software, miscellaneous supplies, general and administrative expenses, profit, and other overhead costs as applicable.

The following definitions apply to the requested Hourly Rates for the types of Personnel listed:

* Laborer: A laborer on the Project and/or swamper on a hand crew that is not a sawyer.
* Sawyer: A chainsaw operator on a hand crew.
* Equipment Operator: A personnel rate for occasions when an equipment operator is not actively running equipment.
* Foreman: Personnel that actively supervises a hand crew or saw crew of 2 or more employees onsite on a daily basis and/or an employee that actively supervises one or more “sides”, “sets”, pairs, or groupings of equipment onsite on a daily basis.
* Project Manager: Personnel that performs one or more of the following supervisory roles on a frequent (daily and at least weekly) basis:
  + Manages crew(s) and/or “sides”, “sets”, pairs, or groupings of equipment, but not necessarily as frequently as a Foreman;
  + Manages multiple aspects of the Project, including planning, logistics, scheduling, administration, invoicing, record keeping, etc;
  + Responsible for ensuring that the Scope of Work for the Project is being executed properly and on schedule;
  + Along with the Owner, a Project Manager serves as the primary Point of Contact between the CWA and the Successful Offeror’s organization;
  + A Project Manager may provide frequent (daily and at least weekly) supervision remotely but does not necessarily provide daily onsite supervision.
* Administrator: Personnel that provides frequent or infrequent administrative support to the Project, generally in an offsite office setting.
* Owner: An Owner / Principal of the Offeror’s entity / organization. An Owner may perform many Project Manager and Administrative tasks.

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|  | **Hourly Rates** | | |
|  | **2025** | **2026** | **2027** |
| **Laborer** |  |  |  |
| **Sawyer** |  |  |  |
| **Equipment Operator** |  |  |  |
| **Foreman** |  |  |  |
| **Project Manager** |  |  |  |
| **Administrator** |  |  |  |
| **Owner** |  |  |  |