

**LEGAL NOTICE
REQUEST FOR PROPOSALS
DITCH AND WATER SAFETY COORDINATOR**

The Executive Committee of the Ditch and Water Safety Task Force (Task Force) seeks competitive sealed proposals for a Ditch and Water Safety Coordinator. The complete scope of services, the required cost summary sheet, a sample professional services contract and other background material are available at the Albuquerque Metropolitan Arroyo Flood Control Authority (AMAFCA) office at 2600 Prospect Avenue NE, Albuquerque, NM 87107 in person or by email via the link under Ads & Notices at www.amafca.org. Telephone number is (505) 884-2215.

Proposals shall be received in six copies no later than 2:00 pm, September 18, 2018, at the AMAFCA office. Proposals shall be limited to twelve pages, excluding a cover letter, table of contents, cost summary sheet, and resumes of proposers as described in the scope of services. The required AMAFCA-specific Campaign Contribution Disclosure Form, attached to and made a part of the Scope of Services, shall be attached to the proposal and is not included in the page limit. Failure to submit the AMAFCA-specific Campaign Contribution Disclosure Form shall be cause to reject the proposal. The complete Request for Proposals, including the Scope of Services, may be obtained from the AMAFCA

Proposals will be reviewed by the Executive Committee of the Task Force. Interviews may be conducted with some firms or individuals submitting proposals. However, proposals may be evaluated without interviews.

Tasks shall be negotiated as part of a Professional Services Agreement, and shall conform to the hourly rates submitted with the proposal. Rates shall be valid for the initial one-year term of the agreement.



Joshua A. Herbert
Chairman
Ditch and Water Safety Task Force



Herman Chavez
Chief Procurement Officer
AMAFCA

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