

Emergency Letter of Interest: Travel Trailers for Non-Congregate Sheltering [LOI #1]

Under the authority of Governor Michelle Lujan Grisham relating to emergency procurement for DR-4652-NM: New Mexico Wildfires Flooding, Mudflows and Straight-line Winds, an expedited timeline and process is being used for this solicitation.

Bidder's Response to this LOI must be submitted and received no later than September 21, 2022 at 5:00 p.m. at shawntaej.barela@state.nm.us.

Bidder's questions are due by September 19, 2022 at 5:00 p.m.

Response to questions will be provided by email by September 20, 2022 at 5:00 p.m.

The New Mexico Department of Homeland Security and Emergency Management intends to issue multiple awards to meet required temporary sheltering requirements.

SCOPE OF WORK FOR CONTRACTOR

In response to the extensive damage caused by DR-4652-NM, DHSEM is providing immediate assistance using travel trailers to provide for Non-Congregate Sheltering to secure appropriate and immediate sheltering for survivors until FEMA's Direct Housing Program and other available intermediate and long-term housing resources can be implemented.

Vendors are required to submit a comprehensive and complete technical proposal that demonstrates their ability to perform the tasks described in the Purchase, Haul and Install, and Maintenance Technical Proposal listed below.

In addition, the Vendor's technical proposal shall provide a rationale that fully supports proposed prices. Vendors must be responsive to all the requirements of this notice and provide enough information to allow evaluation of the technical proposal per the evaluation criteria. The technical proposal is expected to contain written and visual material. It must be succinct, well written and presented in a clear straightforward manner. The technical proposal shall be prepared using the following guidance:

- The maximum length of the submitted technical bid shall be limited to ten (10) single-sided pages including all tables and figures.
- The technical bid shall be submitted on 8 ½" x 11" pages, using no less than ten (10) point character size and no less than an average of 3/4" around each page for margins (.75 page margins).
- Page numbers shall have no less than a 3/8" margin (.5 page margin) from the page edge.
- Tables and figures shall use no smaller than ten (10) point character size and must be clear and readable.

- Contractors are required to adhere to all the page limitations. Information found on pages that exceed any page limitation will not be considered.

REQUIREMENTS FOR PRICE PROPOSAL

The Vendor shall submit a completed price proposal using the Price Proposal Submission Form attached. The price proposal shall be inclusive of all prices necessary for successful technical performance of the Haul and Install Technical Proposal Requirements. The proposed pricing shall be in effect for the entire period of performance of the resulting task order.

Vendor must provide all information requested on the Price Proposal Submission Form attached to be considered for award. No deviations to the Price Proposal Submission Form shall be made or proposal will be rejected. If any part of the Price Proposal Submission Form is left blank; multiple prices are proposed for any line item as listed; or any changes are made to wording in the table, ***THE BID WILL BE CONSIDERED NON-RESPONSIVE*** and will not be evaluated.

REQUIREMENTS FOR HAUL AND INSTALL TECHNICAL PROPOSAL

1.0 Background of the Scope of Work (SOW). In response to the extensive damage caused by wildfires and flooding in the State of New Mexico, the Governor's Office and Department of Homeland Security and Emergency Management (DHSEM) must explore all available options for temporary sheltering solutions to provide for Non-Congregate Sheltering (NCS) to secure appropriate and immediate sheltering for survivors.

2.0 Areas of Operation. The contractor may be tasked with performing Temporary Sheltering Solution (TSS) related activities in the most heavily impacted counties within New Mexico DR-4652 (DR-4652-NM), including but not limited to, Mora County, San Miguel County, and Lincoln County.

3.0 Approach. The contractor's mission under the SOW is to assist the State for temporary sheltering solutions to eligible residents through the Purchase, Haul and Install SOW based on the following requirements:

- Receive Work Order from Program Manager.
- Retrieve Temporary Sheltering Solution (TSS) from main staging yard or from the location of purchase.
- Deliver to satellite locations and/or the final destination.
- In some instances, TSS's will be delivered directly to the final installation destination and prepared for occupancy.
- Set up TSS.

- Prepare TSS for Ready for Occupancy (RFO).

4.0 SOW Requirements.

4.1 Travel Trailer Specifications. The Vendor will provide travel trailers which meet the following specifications:

- Four-season travel trailer;
- Trailers must include all equipment and auxiliary accessories (e.g., heaters for water tanks, siding for under-skirting, insulation) necessary to maintain all functional systems (e.g., electrical, water tanks, etc.) during extreme winter use;
- Trailer must be in a new or like-new condition;
- Kitchen size must be a minimum of seven (7) cubic feet, including a refrigerator, minimum two-burner cooktop, and a microwave;
- Dining area must be available (e.g., dinette set);
- Full bathroom must be available, including a shower and sink;
- Bathroom and toilet compartment doors must be equipped with a privacy lock;
- Living quarters must provide lodging sufficient for four (4) to six (6) persons;
- The unit must have at least one window;
- Every room designed expressly for sleeping purposes, unless it has an exit door, must have at least one outside window or other exit device;
- Water heater must be available, holding a minimum of 4-6 gallons;
- The unit must have heating and A/C at 13-15K btu;
- Ventilation capacity must be provided by a mechanical system or a combination passive and mechanical system;
- Electronic stabilizers;
- The unit must have dual propane tanks;
- The unit must have a freshwater tank holding a minimum of 35-40 gallons;
- The unit must have a grey water tank holding a minimum of 30 gallons;
- The unit must have a black water tank holding a minimum of 25 gallons;

- Power hitch;
 - Dual battery power source; and
 - Depending on ability to tow, the unit's maximum gross weight is 10k lbs.
- 4.2 Site Inspection Reports (Private and Commercial Sites). The contractor will be supplied a Site Inspection Report in conjunction with a Work Order for each final setup and installation destination. This report will include location, set up and installation details for the TSS.
- 4.3 Mobilization. Upon receipt of a work order, the contractor will deploy the necessary resources to complete task(s) identified that may include:
- Procurement of the TSS;
 - The receipt of the TSS;
 - Delivery of the TSS to satellite staging areas or final destination;
 - Set up of TSS; and
 - Installation of TSS.
- 4.4 Transportation of Housing Units. DHSEM's Program Manager will provide contractor a Haul and Install Work Order. The contractor will then transport and install TSS in accordance with Federal, State, and local transportation laws, rules, or regulations. Contractor responsibilities include, but are not limited to, permitting, labor, equipment, and materials to accomplish the transportation of TSS from point of origin (DHSEM staging area or the purchase location) to the final installation destination. Contractors will acquire all necessary transportation permits in accordance with all Federal, State, Tribal entities, and local laws. Contractors will furnish all appropriate equipment as needed to place a various sized TSS on a designated site. TSS will be inspected prior to shipment from the DHSEM staging yard and any noted damage will be documented and reported to DHSEM for warranty repair.
- 4.5 TSS Installation Procedures. Basic installations for all TSS will consist of the following tasks, based on the unit model and location, and will comply with New Mexico Department of Transportation, and all County requirements. Listed below are the major steps in the installation of a TSS.
- 4.5.1 Transport of Unit from Staging or Other Point of Origin and Set-up.

- All units will be transported in accordance with all New Mexico Department of Transportation and local regulations and permitting/escorting requirements.
- Level TSS by utilizing units jack stands onto a solid surface. Solid blocks may be utilized when a solid surface is not available.
- Wheels must be properly chocked.

4.5.2 Connect Water.

- Install up to 100-feet of hose from unit to closest spigot.
- Check that a cut-off valve and a hose bib with an anti-siphon valve is located adjacent to the unit connecting point and in a convenient location to facilitate water shut-off and make a watering hose connection.
- Lines should be composed of:
 - Drinkable water hose.
- When required, service line requirements include:
 - Placement of water lines will be above ground whenever possible, unless otherwise directed by DHSEM.
 - A ¾ inch shut-off valve installed in the water line.
- If manufacturer's recommended pounds per square inch is exceeded by local water pressure, a water pressure-reducing device installation will be required.

4.5.3 Connect Sewer/Septic (Flex Hoses will be used). When required and if septic systems are available, service line requirements include:

- Ensure that the connection is made between the connecting point and the riser up to the sewer line.
- Clean-out fittings will be installed in an accessible location to facilitate snaking out a clogged line from the connection point.
- Pipe fittings that attach the sewer connection to the drain outlet are threaded and screwed or installed with a removable adapter for the drain outlet.
- The nominal inside diameter of the unit sewer connection is at least three inches.

- All sewer lines will have a continuous slope, at least ¼ inch per foot and no more than ½ inch per foot and meet the New Mexico Plumbing Code.
- All above ground sewer lines will be supported at four-foot intervals (maximum) to prevent any deflections.
- Fittings between the unit sewer line and sewer riser (placed above ground) will comply with all appropriate plumbing, safety, and health codes and requirements.
- Approved 4x3 inch adapter and the lower end of the unit sewer line extends at least 4 inches below the rim of the riser with an airtight connection provided by the use of a rubber ring.
- Approved and appropriate rigid PVC sewer pipe utilizing proper primer and cement.
- The line will be the shortest practical length and will include a clean-out “Y” allowing cleaning and/or clearing of the line.
- Units with multiple sewer drop points must interconnect to a single unit drop point.

4.5.4 Connect Electrical.

- All components will be installed in accordance with National Electric Code.
- All conduit connections will be watertight.
- All service entrance cables comply with State, local, or electrical provider codes and specifications.
- When required, a disconnect box will be weatherproof and includes the appropriate breaker; will be mounted on either a temporary power pole or treated dimensional lumber post (4x4 inch, 6x6 inch, etc.) OR LOCAL ENERGY PROVIDERS SPECIFICATIONS and will be a minimum of 18 inches above ground level. This also includes intermediate, and sub disconnect poles as well.

4.5.5 Travel Trailer Electrical.

- Connections use manufacturer’s provided access ports.
- Connections use the manufacturer’s pigtail if available.
- Above ground electrical service from the panel box to the disconnect box or panel for all units.

4.5.6 Make Ready for Occupancy Checks.

- Check electrical boxes to ensure circuit breakers are present and appropriately labeled.
- Verify the unit is connected to a power source (e.g., electricity, generator, solar power, etc.).
- Make sure all circuit breakers in the TSS have been turned off before energizing the main circuit breaker on the temporary power pole (TPP).
- Energize main circuit breaker and then energize each circuit breaker one at a time.
- Examine the water heater to ensure that it is operational, and check for leaks.
- Verify the water heater has been filled with water before energizing the water heater circuit breaker.
- Run the water on the hot water side of the tub or sink at the furthest point in the TSS to get all air out of the hot water lines and then energize the circuit breaker for the water heater.
- Allow time for the water to get hot in the water heater.
- Run the water in the kitchen sink and ensure both hot and cold are functional. Check for leaks.
- Run the water in the bathroom(s) sink and ensure both hot and cold are functional. Check for leaks.
- Run water in the bathtub/shower and ensure both hot and cold are functional. Check for leaks.
- Flush the toilet to ensure functionality and check for any leaks.
- Examine furniture to ensure all is present, appropriately assembled, and functional.
- Examine cabinets to ensure all are present, fully assembled, and operable.
- Examine drawers to ensure all are present, fully assembled, and operable.
- Examine window coverings, such as curtains / blinds, to ensure all are present, fully assembled, and operable.

- Test electrical sockets to ensure functionality and appropriate voltage.
- Test interior and exterior light fixtures to ensure they are appropriately installed and functional.
- Turn on the oven, range, and hood to ensure they are operational.
- Open refrigerator and freezer to ensure coolness, and check temperature settings.
- Operate microwave to ensure it is operational, if applicable.
- Turn on and run HVAC system according to cycling both Heat and Cool to ensure proper operation.
- Test the smoke alarm(s) to ensure it/they are functional; check that a fire extinguisher has been installed and that it is at the appropriate pressure.
- Place a level on the floor of the unit to ensure it is leveled.
- Check the unit and remove any debris or packaging.
- Examine the interior walls and floors to ensure no damage has occurred.
- Examine the exterior walls to ensure no damage has occurred.
- Examine the exterior unit windows and ensure they are appropriately installed, if applicable.
- Ensure that the propane tank is full at time of RFO of TTs.

4.5.7 Final Inspection and Ready for Occupancy Determination. The contractor will ensure that each unit meets all quality standards for installation, including completeness prior to calling for an RFO determination. DHSEM Program Management contractor will conduct a final inspection of the unit and ensure all items are complete. Should deficiencies be noted, the DHSEM PM field inspector will notify the responsible contractor and corrections will be implemented within a timely manner.

4.5.8 Conduct Regular Maintenance. The contractor will conduct maintenance for units to maintain a safe, sanitary, and healthy living environment for the occupants. Maintenance checks and unit servicing must be completed on at least a weekly basis for units operating from their own greywater and black water systems. For units connected to septic systems, maintenance checks and unit servicing must be completed monthly. For all units, the contractor must provide as-needed servicing based on receipt of service calls. Service

call responses shall be conducted within no less 36-48 hours. Maintenance shall include, but is not limited to:

- Electrical boxes and circuits;
- Water tanks and heaters;
- Power (e.g., generator, direct, solar, etc.)
- HVAC systems;
- Grey and black water systems;
- Bathroom utilities (e.g., toilet, sink);
- Amenities (e.g., cabinets, furniture);
- Kitchen utilities (e.g., sink, refrigerator, microwave, stovetop);
- Unit interior (e.g., walls, floors);
- Unit exterior; and
- Propane tank.

OTHER REQUIREMENTS

1. Indemnification. The contractor shall defend, indemnify and hold harmless DHSEM, the State of New Mexico, and associated parties, from any and all third party claims, suits, actions and proceedings and all costs, expenses and other liabilities (including reasonable attorney fees) related thereto arising out of any violation of the law, actual or alleged injury or death of persons, or damage to property arising out of the negligence, willful misconduct or default of contractor, its subcontractors or their employees.
2. Insurance:
3. COVID-19 Protocols/Requirements. The contractor will provide a final COVID-19 sanitization/cleaning in accordance with Center for Disease Control (CDC) guidelines for each TSS following RFO.
4. Evaluation Criteria. Awards will be made to the responsive, responsible Contractors who provide the Lowest Priced Technically Acceptable solution to the State. Each proposal will be evaluated according to the following criteria.
5. Technical. The Vendor's proposal will be evaluated on its demonstrated ability to meet the needs of the State. To be considered technically acceptable, you must receive a Yes for each of the following questions:

Does the Vendor's proposal meet technical requirements?

Yes No

Has the Vendor provided its approach in its proposal demonstrating how it will fulfill and comply with the requirements in the Scope of Work?

Yes No

Has the Vendor established the ability to provide timely mobilization, haul, install, setup and ready for occupancy in accordance with the Scope of Work?

Yes No

6. Price. The Vendor's price proposal will be evaluated on the total cost calculation as listed on the Price Proposal Submission Form.