

# **I. INTRODUCTION**

## **A. PURPOSE OF THIS REQUEST FOR PROPOSALS**

The purpose of this Request for Proposal (RFP) is to solicit proposals from firms with expertise in regulatory and technical review and the development of documents supporting applications for Resource Conservation and Recovery Act (RCRA) subtitle C permits and other technical documents. The reviews must compare permit applications to regulatory requirements and technical standards in the New Mexico Hazardous Waste Management Regulations (20.4.1 NMAC), Title 40 Code of Federal Regulations (CFR) Section 270 and Subpart V Parts 260 through 270, and other applicable RCRA Subtitle C regulations and guidance.

## **B. BACKGROUND INFORMATION**

As authorized by the U.S. Environmental Protection Agency (EPA), the New Mexico Environment Department (Agency) is the permitting and regulatory authority for RCRA activities (i.e., hazardous waste generation, treatment, storage or disposal) within the State of New Mexico, and is mandated by statute to regulate all hazardous waste activities at facilities and other entities that may in the course of their operations or activities impact the environment or the general public in an adverse manner.

The Agency implements the New Mexico Hazardous Waste Act and RCRA through its Hazardous Waste Bureau (HWB).

## **C. SCOPE OF PROCUREMENT**

The Agency will select one or more qualified contractors to provide the Agency with such professional services as outlined in the Scope of Work and will assign individual projects/tasks under this RFP on an as-needed basis under a Professional Services contract.

The contractor(s) will be compensated for approved costs.

This RFP must be responded to as a unit; no part can be responded to individually.

## **D. PROCUREMENT MANAGER**

1. The Environment Department has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Jessica Tapia, Procurement Manager  
Address: 2905 Rodeo Park Drive East Bldg 1  
Santa Fe, NM 87505-6313

Telephone: (505) 476-3518

Email: Jessica.tapia@state.nm.us

2. **Any inquiries or requests** regarding this procurement should be submitted, in writing, to the Procurement Manager. Offerors may contact **ONLY** the Procurement Manager regarding this procurement. Other state employees or Evaluation Committee members do not have the authority to respond on behalf of the New Mexico Environment Department (NMED). **Protests of the solicitation or award must be delivered by mail to the Protest Manager.** As A Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, **ONLY** protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. Emailed protests will not be considered as properly submitted nor will protests delivered to the Procurement Manager be considered properly submitted.

## **E. DEFINITION OF TERMINOLOGY**

This section contains definitions of terms used throughout this procurement document, including appropriate abbreviations:

**“Addendum”** a written or graphic instrument issued prior to the opening of Proposals, which clarifies, corrects, or changes the Request for Proposals. Plural: addenda.

**“Agency”** means the State Purchasing Division of the General Services Department or that State Agency sponsoring the Procurement action.

**“Award”** means the final execution of the contract document.

**“Business Hours”** means 8:00 AM thru 5:00 PM Mountain Standard or Mountain Daylight Time, whichever is in effect on the date given.

**“Close of Business”** means 5:00 PM Mountain Standard or Daylight Time, whichever is in use at that time.

**“Confidential”** means confidential financial information concerning offeror’s organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act NMSA 1978 57-3-A-1 to 57-3A-7. See NMAC 1.4.1.45. As one example, no information that could be obtained from a source outside this request for proposals can be considered confidential information.

**“Contract”** means any agreement for the procurement of items of tangible personal property, services or construction.

**“Contractor”** means any business having a contract with a state agency or local public body.