



Pueblo de San Ildefonso

Office of the Governor

Project Management Services: Request for Proposals

Issue Date: August 31, 2018

Proposed Deadline: September 14, 2018

Contact: Darren Stand, Tribal Administrator (505) 455-4118/dbstand@sanipueblo.org

DESCRIPTION:

The Pueblo de San Ildefonso (Pueblo) is soliciting Proposals for the purpose of project management for water, wastewater and infrastructure services. The Pueblo consists of over 60,000 acres and has an enrollment of approximately 850 tribal members with approximately 2,000 residential units within its boundaries. The Pueblo's Project Manager will provide program oversight, management, and representation to the Pueblo's Governor and Tribal Council on an as needed basis to report on issues pertaining to water, wastewater and infrastructure, including but not limited to, land use, agreements, contract matters, drafting of legislation, federal tribal and state tribal relations, and other matters common to the Pueblo.

I. Proposal Criteria:

1. **Minimum Criteria:** A J.D. from an accredited law school and at least 1 years experience in the practice of law preferred; a minimum of 1 year in subject matter project management required. Persons holding a J.D. must be licensed and in good standing with the New Mexico State Bar. Proposals must include at least two references.
2. **Evaluation Criteria:**
 - a. Years of legal experience
 - b. Years of experience in general construction within Pueblo communities
 - c. Years experience with the Aamodt Settlement
 - d. Years experience with the Pojoaque Basin Regional Water System

- e. Years experience in wastewater planning
- f. Years experience in financial management and contractual comprehension

The Pueblo will evaluate proposals on both financial and qualitative basis.

Proposals must identify the applicant's relevant experience and proposed billing terms and must be received on or before the Proposed Deadline. The Pueblo reserves the right to request additional information and/or to conduct interviews. All responses will be kept confidential.

II. PROPOSAL SUBMISSIONS

1. **Closing Submission Date:** Proposals must be submitted no later than **4:00 pm** on September 14, 2018. Proposals received after the above-cited deadline will be considered late. Emailed proposals will not be considered.

2. **Requirements:** Proposer will deliver one (1) sealed reproducible unbound original and two (2) original copies to the following address:

Pueblo de San Ildefonso
Administration Building
C/O Tribal Administrator
02 Tunyo Po
Santa Fe, NM 87501

3. **Inquiries:** Inquiries concerning this RFP can be directed to:

DARREN STAND, TRIBAL ADMINISTRATOR

505.455.4118

dbstand@sanipueblo.org

4. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the sole responsibility of the Proposer and will not be reimbursed by the Pueblo de San Ildefonso.
5. **Right to Reject:** The Pueblo de San Ildefonso reserves the right to reject any and all proposals received in response to this RFP. This procurement does not constitute an offer by the Pueblo to enter into any agreement and cannot be accepted to form an agreement. The Pueblo reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the Pueblo's specifications and needs.
6. In the event it becomes necessary to revise any part of the RFP, addenda will be provided on the Pueblo website and those who have requested a copy will be advised of such. To be considered, original proposals must be received on or before the date and time specified

- 7. Notification of Award:** It is expected that a decision selecting the successful proposal will be determined within one (1) week from the closing date. Upon conclusion of final negotiations regarding the successful proposal, all other Proposers will be informed in writing with the name of the successful Proposer. It is expected that the contract shall be a two-year contract.