



ADDENDUM NO. 2
to
REQUEST FOR PROPOSALS
RFP # SI-RFP-26-001
for
PUEBLO DE SAN ILDEFONSO
FEMA HAZARD MITIGATION PLAN

Published September 25, 2025

Pueblo de San Ildefonso
02 Tunyo Po
Santa Fe, New Mexico, 87501

This Addendum constitutes clarifications, changes, additions, modifications and/or deletions to the Request for Proposals (RFP). All provisions of the RFP # SI-RFP-20-001 not affected by this Addendum shall remain in full force. This Addendum is hereby made a part of the RFP to the same extent as those provisions contained in the original RFP and previous Addenda, if any. Receipt of this Addendum shall be acknowledged in the Cover/Transmittal Letter to accompany the Proposal.

TO ALL CONSULTANTS PREPARING A PROPOSAL FOR:

PUEBLO DE SAN ILDEFONSO
FEMA HAZARD MITIGATION PLAN

ADDENDUM NO. 2

September 25, 2025

This Addendum shall be incorporated into the Request for Proposals for the above referenced project.

Item No. 1 – Responses to RFP Questions

The following are responses to RFP questions raised during the RFP process. These clarifications don't necessarily modify the terms and conditions of the RFP, but rather are provided to assist Proposers with understanding the nature and scope of the project.

- a. **Question:** Please confirm whether the construction references are boilerplate/template language, or if Pueblo de San Ildefonso expects architectural/engineering design documents as part of this planning contract?

Response: Specifications shall be prepared utilizing planning best practices as defined by the American Planning Association (APA), or a substitute format approved by the Pueblo. Scope of work will not include the preparation of architectural/engineering design documents.

- b. **Question:** Is the Pueblo open to working with an out-of-state contractor in a hybrid remote/in-person format. Does leadership prefer entirely in-person, hybrid, or entirely remote consulting services?

Response: Prefer in-person, may consider hybrid consulting services.

- c. **Question:** Request for a copy of the Community Climate Adaptation Plan. Any other relevant plans that are available, Emergency Operations Plan or Comprehensive Plan.

Response: Additional documentation, Plans, etc., will be provided to the selected Contractor.

- d. **Question:** Is there a budget for this project?

Response: Yes, it will be disclosed to the selected Contractor. Preliminary budget has been established. If insufficient, additional funding may be allocated.

- e. **Question:** Is there a preferred time period/ period of performance for this project?

Response: Preferred time period for the Pueblo would be within one year after the contract effective date.

- f. **Question:** Does the Pueblo de San Ildefonso have any interest in expediting this plan to become eligible for mitigation funding sooner? Some reasons that jurisdictions may choose to expedite are if there are known grant deadlines, leadership changes, or other factors.

Response: The Pueblo is interested in learning more from the Contractor about grant opportunities available, funding or resources may be identified.

- g. **Question:** Given the flood risk in your area, interest in the National Flood Insurance Program (NFIP). Is the Pueblo interested in learning more about the NFIP?

Response: Yes, the Pueblo is interested in learning more.

- h. **Question:** Are there any other hazards, natural or human-caused, that the Pueblo is concerned about?

Response: Will discuss with selected Contractor.

- i. **Question:** Regarding Santa Fe Counties Hazard Mitigation Plan Update. Was the Tribal Government's leadership involved, and if so, what capacity? Have they participated in other nearby jurisdiction's' Hazard Mitigation Plans?

Response: Not applicable

- j. **Question:** Confirm that the Pueblo is seeking an all-inclusive fixed fee and will not bill Plan development by hourly rates?

Response: Will establish a not to exceed amount. Please refer to RFP-HMP Page 10, Article V.6, for additional explanation for how the Contractor will be compensated.

- k. **Question:** What jurisdictions will be adopting the Plan, in addition to the Pueblo?

Response: The final draft will be presented to the San Ildefonso Community and adopted by the Tribal Council.

- l. Question:** Has the Pueblo received a federal grant for this project? What is the designated budget?

Response: Yes, it will be disclosed to the selected Contractor during Contract negotiations.

- m. Question:** Are there other metrics we can provide here other than construction costs, total design fee, etc.?

Response: Proposed Fees and Costs: provide a listing of fees for members of the consulting team who would be involved in the project, including any support personnel. There will be a discussion with the selected Contractor regarding additional metrics.

- n. Question:** The approval date of the most current Plan? Is it possible to provide a link to the Plan?

Response: The Pueblo does not have a current plan. Any plans or documents relevant to the HMP will be available to the selected Contractor.

- o. Question:** Are there established technical committees, advisory groups, or other groups at the Pueblo of San Ildefonso with which the selected consultant may coordinate or work with on the hazard mitigation plan?

Response: Yes, there are established groups within the Pueblo that will coordinate efforts. There will be a Hazard Mitigation Plan Team (HMPT) established that will coordinate with the selected Consultant.

- p. Question:** How does the Pueblo de San Ildefonso anticipate incorporating information about climate change into its hazard mitigation plan? If climate change will be incorporated, will the Pueblo of San Ildefonso make its climate action plan available to the selected consultant?

Response: Will be provided to the selected Contract.

- q. Question:** Will the Pueblo de San Ildefonso provide GIS files (e.g., shapefiles, geodatabase, etc.) of the Pueblo's current boundaries and other relevant data?

Response: Yes

- r. **Question:** Does the Pueblo de San Ildefonso have projects which are currently being proposed which are expected to qualify for FEMA funding when the hazard mitigation plan is complete?

Response: Yes, from FEMA and other potential sources.

- s. **Question:** Can you tell us more about the role of the State of New Mexico in the Pueblo of San Ildefonso's Hazard Mitigation planning?

Response: Per the RFP, The HMPT and Contractor will conduct a thorough review of existing local, state, and national plans to identify hazards that have the potential to affect the Pueblo. The Project Team will examine each identified hazard using reliable data such as data and information available through the state and federal government. The existing 2018 New Mexico HMP will be very beneficial.

- t. **Question:** In addition to the State of New Mexico, does the Pueblo de San Ildefonso anticipate coordination with any other external entities, e.g., county governments, in the development of the hazard mitigation plan?

Response: The Pueblo will rely on the selected Contractor to identify other potential parties with whom there should be such coordination.

- u. **Question:** When does the Pueblo de San Ildefonso anticipate making a decision about the selected consultant, and when does the Pueblo anticipate a start date?

Response: The Pueblo anticipates identifying a Contractor by mid-October 2025. The Contractor will be notified, and an anticipated start date will be discussed.

- v. **Question:** Is there a deadline for completion of the hazard mitigation plan?

Response: Will be negotiated with the selected Contractor.

- w. **Question:** Is the Pueblo de San Ildefonso planning to include information about protecting cultural and sacred sites outside of the Pueblo boundary?

Response: Will be discussed with the selected Contractor, to the degree applicable.

- x. **Question:** Can they supplement their company background checks for the ones required by the Pueblo. Are the requirements for data collection standards or standard databases?

Response: The Pueblo reserves the right to require that an employee of the Contractor or any Subcontractor be subject to additional background checks.

y. Question: What would be required in taxes for the contractor?

Response: Selected Contractor will be responsible for the payment of all applicable taxes, including but not limited to applicable taxes under the Pueblo de San Ildefonso Tax Act of 2013. Consultant shall factor such obligations into their overall fee developed during Contract Negotiation phase.

z. Question: Is the Project grant or self-funded?

Response: Both, the Pueblo has received a grant from FEMA to fund efforts for the Project, and the balance will be self-funded.