



San Ildefonso Services, LLC

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REQUEST FOR PROPOSALS

FOR

Professional Surveying and As-Built Services

Requested By:
San Ildefonso Service, LLC

Proposals due no later than
January 23, 2026
Contact: Peter Fant
Submit/Email Proposals to:
Email: pfant@sanisvcs.com

I. PROJECT INFORMATION

A. Introduction

II. San Ildefonso Services is seeking Qualifications Based Proposals for Professional Surveying services for as-builts of fiber and waterline project being constructed, BIA permitting within Road ROWs and crossing, Tribal Staff training for data collection, development support and integration with Pueblo GIS database management team, and other services as needed.

This Request for Proposals (“RFP”) describes the required scope of services, performance expectations, proposal requirements, and evaluation criteria that will be used to select the Consultant.

All work shall be performed in accordance with applicable federal, state, local, BIA, and tribal regulations.

A. Project Overview

The project includes:

1. Work with Tribal Technicians to develop a day to day work plan to gather as-built and site conditions in a format that can easily be uploaded into the Pueblo’s GIS database for utilities.
2. Work with Tribal GIS department to ensure that information uploaded can be managed as a part of the Tribes GIS utility database.
3. Work with San I Services Management to identify and spec out equipment SIS can procure to support the project and to reduce overall future costs associated with gathering Pueblo utility and infrastructure information
4. Train surveying and GIS staff as needed to ensure a working team
5. Provide professional level oversight
6. Develop as-built maps for submittal to BIA for utilities within BIA Roadways and for as-builts for utility road crossing permits.
7. Provide other professional surveying services as needed including development of ROW or property maps for Pueblo use.
8. Provide support with drone services if needed for additional data collection.

The outcome is to assist San Ildefonso Services and completing as-built drawings for the fiber project which will include other utilities encountered during fiber installation. Simultaneously, this will support the development of skill sets for Tribal members that can be collaboratively used with the selected contractor to keep costs down on this project and to work together on future projects that would be negotiated and amended into the contract as identified.

B. Background and Location

The San Ildefonso Services (SIS), LLC applied for and received a grant for the construction of fiber to the home project within the San Ildefonso Pueblo in Santa Fe County, New Mexico. The award is from the National Telecommunications and Information Investment Administration (NTIA) grant. The Fiber deployment has been started and as-built information is now needing to be collected.

C. Contracting Party

The San Ildefonso Services, LLC is issuing this Request for Proposals (RFP) from qualified surveying consultants.

D. Area of Project

The area is within the boundaries of the San Ildefonso Pueblo Indian Reservation.

E. Duration

The duration is until the final design is completed and the construction is complete. Project estimated to one year.

F. Compensation

To be negotiated on a task by task basis

III. SCOPE OF SERVICES and KPI's

The project scope includes:

1. Work with Tribal Technicians to develop a day to day work plan to gather as-built and site conditions in a format that can easily be uploaded into the Pueblo's GIS database for utilities.
2. Work with Tribal GIS department to ensure that information uploaded can be managed as a part of the Tribes GIS utility database.
3. Work with San I Services Management to identify and spec out equipment SIS can procure to support the project and to reduce overall future costs associated with gathering Pueblo utility and infrastructure information
4. Train surveying and GIS staff as needed to ensure a working team
5. Provide professional level oversight of staff and transfer of data
6. Develop as-built maps for submittal to BIA for utilities within BIA Roadways and for as-builts for utility road crossing permits.
7. Provide other professional surveying services as needed including development of ROW or property maps for Pueblo use.
8. Provide support with drone services if needed for additional data collection.

IV. PROPOSAL REQUIREMENTS

This section describes the mandatory information and submittals that must be included in all proposals. Failure to address all the items may result in the disqualification of a proposal. The SIS is the final authority in determining the responsiveness of a proposal.

Each proposal shall be prepared simply and economically, providing a concise description of the applicant's capability for satisfying the requirements of the RFP. Proposals should not include displays or promotional materials, except as they directly relate to the ability of the applicant to complete the scope of services

All proposals will become the property of the San Ildefonso Services.

A proposal must include the following information:

A. General Information

1. Identity of Applicant: Name of Contractor, title, telephone number, fax number, e-mail address, and mailing address. Include a brief description of the project management history and experience.

2. Licenses and Certifications: The selected Applicant must be properly licensed for survey and engineering in New Mexico and on Tribal lands through CFedS certification and apply for a consultant's license from the San Ildefonso Pueblo Taxation Commission.

3. Compliance with Applicable Laws and Confidentiality: Applicants must comply with all applicable federal, state, and tribal laws and regulations and agree to sign a confidentiality agreement and a Debarment certification.

B. Project Experience

Contractor shall describe similar experience working on tribal lands with tribal employees and any training that may have taken place as well as integrating as-built surveys into a GIS database.

C. Project Scope of Services

Proposals shall include a detailed scope of services by task of how the services will be successfully completed.

D. Project Schedule

Proposals shall include a project timetable for setting up of the scope of services. And time availability.

E. Fee to Perform the Requested Scope of Services

The consultant should provide a rate schedule and an estimate of anticipated fees. **The fee proposal shall remain in effect for at least ninety (90) days after proposals have been reviewed.**

F. Key Personnel to be assigned to the Project

Proposals shall set forth the qualifications and proposed project responsibilities for the key personnel that will be assigned to the project.

G. Professional Insurance and Debarment Statement

Evidence of Professional Errors and Omissions Insurance and General Liability Insurance must be provided. A certified statement that the Consultant or Company is not barred, suspended or otherwise prohibited from professional practice by any federal or state agency is also required.

V. SUBMITTAL PROCEDURES

No Prebid meeting will be held, but may be scheduled if questions reveal the need

Questions must be submitted by January 16th, 2025 by 5 pm to pfant@sanisvcs.com

Submit (1) electronic proposal clearly marked **“SIS Surveying and As-Built Services”** to: San Ildefonso Services, Attention: Peter Fant at pfant@sanisvcs.com

Proposals must be received by the SIS office email by **5 pm January 23, 2026** All proposals received after this time will not be considered.

VI. GENERAL INFORMATION

A. Single Point Applicant

Single applicant responsibility is required under this RFP, that is, each proposal responding to the RFP must show that the applicant is able to provide all professional services and special services, to fulfill the terms of this RFP, and the applicant, if awarded the contract, must be the sole contracting party with SIS.

B. Contract

The SIS will use its Professional Services Agreement for the applicant awarded the project.

C. Evaluation Criteria

Proposals shall be reviewed based on responsiveness to SIS needs, cost and clarity of content.

The SIS will seek to select the best professional for this project for the most reasonable cost. The best proposal will be one that yields the greatest benefit to the SIS, which may not necessarily be the lowest cost proposal.

Proposals will be evaluated by a Committee which will review the submitted electronic proposals with consideration given in accordance with the following criteria:

POINT RATING & EMPHASIS

1. Specialized experience in the type of service(s) required (Firm Qualifications and key personnel)..... 20 Points
2. Project understanding and approach..... 15 Points
3. Experience and Familiarity with GIS, Drones, Surveying and As-Builts 20 Points
4. Familiarity and experience in working with Tribal Governments 10 Points
5. Fee Proposal (estimates)..... 20 Points
6. Time availability..... 10 Points
7. Native American Preference..... 5 Points

This RFP does not commit the SIS to award a contract or pay any costs incurred in the preparation of proposals. The SIS reserves the right to reject any and all proposals, to waive any irregularities and informalities and to re-advertise when it is deemed to be in the best interests of the SIS.