



Pueblo de San Ildefonso

Office of the Governor

Project Management Services: Request for Proposals (SI-RFP-22-06)

Proposal Deadline: Friday, May 6, 2022

Contact: John Gonzales, Tribal Administrator (505) 455-4118/j.gonzales@sanipueblo.org

DESCRIPTION:

The Pueblo de San Ildefonso (Pueblo) is soliciting Proposals for project management services for water, wastewater, and other infrastructure projects.

The Pueblo consists of over 45,000 acres and has an enrollment of approximately 800 tribal members with approximately 2,000 residential units within its boundaries. The Pueblo is a party to the Aamodt Water Settlement and is one of the governments involved in the construction of a regional water system. The Pueblo has related wastewater and irrigation projects underway as well as other planned or potential infrastructure projects.

The Project Manager will oversee all aspects of a project and will be responsible for tracking, reviewing, and managing project progress and performance to ensure completion of the project on time, within budget, and within scope. The Project Manager will coordinate internal resources and work with outside departments and entities and contractors as the Pueblo's representative and report regularly to the Governor and Tribal Council on the status of each project.

I. PROPOSAL CRITERIA:

1. **Minimum Criteria:** A Bachelor's Degree in an appropriate field of study. Project Management Professional (PMP) certification is a plus. A minimum of five years proven working experience in related project management is required. Experience with water and wastewater systems and infrastructure planning is required. Must have experience in financial management and analysis of such projects and dealing with contracts regarding the same. Experience with funding sources and grant writing for such projects is preferred. Proposals must include at least two references.

2. Evaluation Criteria:

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| a. Relevant experience | 25 pts |
| b. Experience in general construction within Pueblo communities | 15 pts |
| c. Experience in infrastructure planning | 15 pts |
| d. Experience in financial and contract management | 20 pts |
| e. Proposed billing terms/rates | 20 pts |
| f. Native American preference | 5 pts |

Total points: 100 pts

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

Proposals must identify the applicant's relevant experience, including years of experience with each of the criteria categories listed above, along with proposed billing terms. The Proposal 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 Friday, May 6, 2022**. Proposals received after the above-cited deadline will be considered late. Emailed proposals will not be considered.
2. **Requirements:** There is no page limit imposed. 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 87506
3. **Inquiries:** Inquiries concerning this RFP can be directed to:

JOHN GONZALES, TRIBAL ADMINISTRATOR
505.455.4118
j.gonzales@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. **Revisions to RFP:** In the event it becomes necessary to revise any part of the RFP, addenda will be provided on the Pueblo's website: www.sanipueblo.org, via the 'JOBS/RFPS' tab on the home page. Proposer is responsible for monitoring the website referenced above for notifications of revisions to the RFP. 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 two (2) weeks 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.