

REQUEST FOR PROPOSALS

RFP # SI-RFP-24-004

WATER METER AND SERVICE CONNECTION INVENTORY

PUEBLO OF SAN ILDEFONSO WATER METER PROJECT

IHS PROJECT NO. AL-22-C56

The Pueblo of San Ildefonso, New Mexico requests cost proposals for utility locating and geographic information system (GIS) services to support the planning of a water meter installation project on the Pueblo. The services will be funded by the U.S. Indian Health Service (IHS) under IHS Project No. AL-22-C56 *San Ildefonso Water Meter Project*.

1. Project Background and Objectives

The Pueblo of San Ildefonso has long-term plans to install water meters at individual service connections to its community water supply and distribution system. Currently, the San Ildefonso Facilities Department, which is responsible for the Pueblo's water and sewer utilities, has accurate, as-built records of water meters in two, relatively recent subdivisions on the Pueblo. But the Pueblo lacks comprehensive and accurate records of the locations and conditions of meters in older residential areas. Recent initiatives to upgrade sewage collection and treatment facilities in older residential areas have highlighted the need for accurate measurement and documentation of water usage Pueblo-wide. Accordingly, the Pueblo and IHS signed an agreement to install water meters throughout the entire community water system service area.

For the purpose of this project, IHS has divided the Pueblo into service zones. These zones are shown in Attachment 1. Based on available Pueblo and IHS records, IHS estimates that there is a total of 195 water service connections in the six service zones that are to be inventoried by this project. The Pueblo requests cost proposals for locating all water service connections in the designated service zones, determining their size and condition, and determining whether they currently have functioning water meters. Specific work items and deliverables are listed in the Statement of Work, below.

2. Statement of Work

The Pueblo requests the contractor to furnish all labor, materials, and equipment required to complete the following scope of work.

- 2.1. Field locate the water service connection to each house and institutional building in the six designated service zones. San Ildefonso Facilities Department staff will accompany the contractor's staff while working at private residences. Determine the location of the curb stop for each connection to the extent practicable.
- 2.2. Determine the presence or absence of a water meter at each service connection. If a water meter is present, determine the make/model, depth below the surface, whether it is functioning, and the general condition of the meter and meter can. Photograph and measure GPS coordinates of each meter that is found.

- 2.3. Determine the size, depth and material of each water service connection to the extent practicable. For service connections that have water meters, make direct measurements of the piping at the water meter can. For service connections that do not have a meter, determine the size, depth and material using available IHS documentation and remote testing. Facilities Department staff may request physical testing/potholing on up to ten percent of the service connections for verification. For the purpose of developing a cost estimate, the contractor should assume that physical testing may be required at up to twenty service connections.
- 2.4. Prepare a GIS-based map of each service connection and meter (if present) suitable for importing into AutoCAD drawings. Prepare an Excel file-based inventory of data collected for each service connection and meter.

3. Contract Details

3.1. Project Owner and Contact

The Pueblo of San Ildefonso is the project owner and will administer the contract. All work under this RFP shall be coordinated with the following project contact:

Lou Harrington, Project Manager
Pueblo of San Ildefonso
2 Tunyo Po, Santa Fe, NM 87506-7258
Tel. (505) 366-3072
Email: lharrington.pm@outlook.com

Please direct technical questions to the IHS project engineer, who is the technical representative for San Ildefonso Pueblo for this RFP:

Tom Slocum, PE
IHS Project Engineer
Tel. (505) 946 9583
Email: Thomas.slocum@ihs.gov

3.2. Measurement and Payment

Payment for the services shall be paid at the fixed price shown in the Cost Proposal (see Item 4.3). This price shall include mobilization and demobilization of equipment, materials, testing fees, labor and all incidentals necessary to complete the deliverables in accordance with Statement of Work.

3.3. Time of Performance

The final report shall be delivered within 150 days of contract execution with Pueblo.

3.4. San Ildefonso Pueblo Access Permit and Business Registration

The selected Contractor shall obtain a Pueblo of San Ildefonso access permit while working on Tribal lands. The Pueblo will provide the Contractor with its permit application form after execution of the contract. There is no fee associated with the access permit.

The selected Contractor will also have to register their business with the Pueblo prior to commencing work. There is a \$50 fee for business registration.

3.5. Information and Site Visit

San Ildefonso Pueblo will hold a “pre-bid” conference for the Project on Wednesday January 10, 2024 at 10:00 AM at the San Ildefonso Pueblo governor’s office located at 2 Tunyo Po, Santa Fe NM 87506. Attendance of the conference is encouraged but not required. IHS will provide its GIS records of water utility infrastructure on the Pueblo to the selected contractor. Restrictions on the use of the data will be included in the contract terms.

Please direct all questions about the project to the project Contacts listed above.

4. Proposal Requirements

San Ildefonso Pueblo invites interested firms to submit a cost proposal for completing the Water Service Connection and Water Meter Inventory. Proposals shall contain the following information:

- 4.1. A brief description of the consultant’s proposed technical approach for completing the scope of work.
- 4.2. A statement of qualifications describing the consultant’s proposed project staff and their experience on projects of similar scope.
- 4.3. A cost quotation for completing the work. The quotation should provide sufficient detail for IHS and San Ildefonso Pueblo to understand the work approach, including hours and rates for the proposed work tasks, travel and materials costs, and other necessary costs. The quotation shall include San Ildefonso Pueblo’s Tribal Gross Receipts Tax of 7.0%.
- 4.4. Proposals may be submitted in paper or electronic format to San Ildefonso Pueblo’s project contact. The Pueblo will receive proposals until Friday January 19, 2024 at 4:00 PM, at which time the proposals will be privately opened and read. San Ildefonso Pueblo will evaluate proposals based on the consultant’s technical approach, experience and price quotation.