

PUEBLO de SAN ILDEFONSO
REQUEST FOR PROPOSALS (RFP)
CONSULTANT PLANNING SERVICES

for the

Pueblo de San Ildefonso Infrastructure Master Plan



RFP # SI-RFP-25-009

Release Date: April 27th, 2025

Pre-Proposal Meeting: May 8, 2025 at 10:00 A.M.
Tribal Administration Conference Room
02 Tunyo Po Santa Fe, NM 87506

Proposal Due Date: May 22, 2025 no Later than 3:00 p.m.

**It is the responsibility of prospective proposers to check Pueblo website
for RFP Addenda**

Website Address: www.sanipueblo.org

**RFP documents and subsequent addenda are available under the
'JOB/RFPSs' heading on the home page of the website.**

REQUEST FOR PROPOSALS # SI-RFP-20-001

The Pueblo de San Ildefonso is issuing a Request for Proposals (RFP) # SI-RFP-25-009 for interested Planning Consultants for consulting services to assist in the development of a **Critical Infrastructure Vulnerability Assessment, Adaption and Resiliency Plan**.

Given the abundance of infrastructure provisioning (and management) from various jurisdictions and entities, the need for a centralizing document and coordinating process is imperative. Additionally, as part of this document, an inventory of known public infrastructure (existing and planned) will need to be taken, including a map reflecting said infrastructure, along with a centralized regional database of pertinent information regarding public infrastructure. It is expected that a combination of data sources (e.g., local, state, federal, public entity, non-profit, and private) will need to be utilized in the creation of this document.

Sealed Proposals: Proposers will deliver one (1) reproducible unbound original, and four (4) original copies, and one digital copy of their Proposal to the following address:

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

Proposals received after the cited time will be considered late and are not acceptable unless waived by the Tribal Administrator. Emailed proposals are not allowed.

The envelope must be clearly marked "**SEALED RFP # SI-RFP-25-009, SAN ILDEFONSO INFRASTRUCTURE MASTER PLAN**"

Please direct any questions regarding this RFP to Lou Baker, Project Manager at 505.220-0800, email: pm@sanipueblo.org

The full Request for Proposals, and any subsequent addenda, can be downloaded by Proposers at the following website: www.sanipueblo.org under the JOBS/RFPS heading of the home page. Proposers are responsible for monitoring the website referenced above for notifications of changes and addenda related to this project.

A Pre-Proposal Meeting will be held on Thursday May 8, 2025 at 10:00 A.M. at 02 Tunyo Po Santa Fe, NM 87506. Send any request for information prior to the Pre-Proposal Meeting to the Project Manager, Lou Baker at pm@sanipueblo.org 10:00 a.m. Monday, May 5, 2025. An email will be sent by noon on May 7, 2025. Attendance at the Pre-Proposal Meeting is mandatory.

RFP Table of Contents:

- I. PROPOSAL DEFINITIONS**
- II. PROPOSAL AND PROJECT PHASES AND SCHEDULE**
- III. PROPOSAL TERMS AND CONDITIONS**
- IV. PROJECT BACKGROUND AND REQUIREMENTS**
- V. SCOPE OF SERVICES**
- VI. PROPOSAL SUBMITTAL REQUIREMENTS**
- VII. CONTRACT PROVISIONS**
- VIII. SIGNATURE PAGE**

I. PROPOSAL DEFINITIONS

Definitions:

“**Owner**” means the Pueblo de San Ildefonso.

“**Pueblo**” means the Pueblo de San Ildefonso.

“**Tribe**” means the Pueblo de San Ildefonso.

“**Proposer**” means an individual or business submitting a proposal to the Pueblo.

“**Consultant**” means the selected company to perform the services as stated in this RFP.

II. PROPOSAL AND PROJECT PHASES AND SCHEDULE

Proposal and Project Schedule:

- RFP Release: Sunday April 27th, 2025
- RFP Questions Due: Monday May 5th, 2025
- Response to Questions Issued: Wednesday May 7th, 2025
- Pre-Proposal Meeting: Thursday May 8, 2025 10:00 A.M.
- Proposal Due Date and Time: Thursday May 22nd 3:00 PM

III. PROPOSAL TERMS AND CONDITIONS

A. The Pueblo reserves the right to reject any and all proposals received as a result of this RFP. The contract shall be awarded to the most responsible firm whose qualifications, price and other factors as considered, are the most advantageous to the Pueblo. The Pueblo does not intend to award a contract fully on the basis of any response made in the proposal; 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.

B. The Pueblo reserves the right to waive or not waive informalities or irregularities in a proposal, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the Pueblo to be in its best interests.

C. Proposals must be signed by an official authorized to bind the Proposer to its provisions for at least a period of 120 days. Failure of the successful Proposer to accept the obligation of the proposal may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided on the Pueblo website, under the News/Posts heading on the home page. Deadline for submission of the

proposal may be adjusted to allow for revisions. To be considered, **original proposals** must be received at the above address on or before the date and time specified, unless waived by the Tribal Administrator.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the Proposer's ability to meet the requirements of the RFP.

F. A Pueblo de San Ildefonso Professional Services Agreement will be executed between the Pueblo and the awarded Consultant. The Pueblo reserves the right to award the total proposal or a portion thereof, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the Pueblo's sole judgment, the best interest of the Pueblo will be so served.

G. Preference will be given to qualified Native American Owned firms who submit a responsive proposal.

H. It is the responsibility of prospective proposers to check the Pueblo website for any addenda to this RFP (see item D above).

I. Any cost incurred by the potential Proposer in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Proposer.

J. The Consultant shall follow all applicable federal and tribal laws, including applicable tax laws.

K. Term of Proposal: The Proposal is for a specific project therefore valid for the duration of the awarded project and this project solely.

L. Proposers may or may not be interviewed for this project.

IV. PROJECT BACKGROUND AND REQUIREMENTS

A. Purpose and Project Description.

The intent of this document is to provide interested Proposers with sufficient information to enable them to prepare and submit proposals for consideration by the Pueblo for the development of an Infrastructure Master Plan.

B. Information to be furnished by the Owner

- Consultant will coordinate for cultural resource clearance documentation under the direction of the Tribal Historic Preservation Office (THPO) and is not included in the scope of this RFP.

V. SCOPE OF SERVICES

The Pueblo de San Ildefonso is seeking qualified consultants to provide a range of potential services.

Listed below are sample tasks that could be included in a final scope of work. The list below does not define the scope of work for the entire project – it simply provides examples of the types of tasks that The Pueblo may request of a qualified consultant. Specific tasks will be finalized during Phase 1 of the project.

- a) Provide background information regarding the importance of public infrastructure and capital improvement data collected, analyzed and represented from a variety of jurisdictions and entities;
- b) Provide case studies that highlight the connection between land use planning decision making and available or planned public infrastructure;
- c) Assist in the development of a regional perspective for the capital improvement plan data from each of the jurisdiction and entities;
- d) Assist in developing an inventory of capital improvement plan data
- e) Assist in developing an inventory of public infrastructure data in the Pueblo
- f) Each service provider will be described using a robust collection of metadata which will include:
 - Contact information for the provider
 - An accounting of the types of services available from a given provider
 - An accounting of the periodicity of service updates such that Pueblo Staff can consistently update data layers with new information
 - An accounting of any service access restrictions (i.e., if services are proprietary)
 - An accounting of the regulatory authority or jurisdiction of the services providing entity
- g) Advise and coordinate with Pueblo staff on the development of a GIS dataset to spatially represent public infrastructure
- h) Aid in the identification of infrastructure issues and subject areas to be further analyzed

Anticipated Phases of Project Development:

- Planning Phase
 - Programming (scope, size, quality, location, cost, etc.)
- Infrastructure Development costs, Sewer, Water, Electricity, Natural Gas, Transportation

General:

Submittals should include:

- a) Introduction: provide a brief letter of introduction on the consultant's letterhead
- b) Professional Qualifications: describe the professional credentials of the consultant and team
- c) Capability and Experience: provide a profile of experiences that illustrate the consultant's creative approach to similar projects including information pertaining to timeliness, staying within budget, and working with others in a team environment to meet the client's needs
- d) Approach: provide a framework or general approach to address the project objectives and goals that does not exceed two (2) pages.

- e.) The Pueblo recognizes that the specific tasks for the project will be developed during the scoping process; however, the Pueblo seeks to understand the general approach the consultant will take
- f.) References: provide information and a minimum of two references on work relating to similar public infrastructure and capital improvement projects
- g.) 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
- h.) A statement of willingness (or unwillingness) to undertake designated tasks for a flat fee for the project, i.e. “all inclusive” fee for all services

The following instructions included here in Section V of the RFP are provided for consideration while the Proposer develops their Project Approach to Planning and Final Findings and Report, and reflect some of the expectations the Pueblo will have of the Consultant upon award of the Contract. These requirements will be spelled out in greater detail in the subsequent Agreement for Professional Services.

Consultant shall prepare a formal submittal upon conclusion of its analysis.

Submittals shall include, but are not limited to, the following (detail of which will be commensurate with level of completion):

- One legible hard copy (11”x17” plans) and one electronic copy (Adobe Acrobat PDF format) of progress plans, specifications, and cost estimate

Planning Documents deliverables for review shall be submitted at 30%, 60%, 90% and Final completion. Drawings shall be reduced to 50% of full-size. Ten (10) sets shall be submitted at the review stages to allow the Tribe and all other appropriate agencies to provide a thorough review of the project documents. Following review and incorporation of comments, the final Planning drawings shall be delivered in the following formats:

- 24” x 36” bond, complete with final signatures, ready for reproduction;
- Portable Document Format (.PDF) file(s) of final plans complete with final signatures on PC-compatible USB flash drive; and
- AutoCAD drawing format files (.DWG, AutoCAD or later format) of final plans (signatures not required) on PC-compatible USB flash drive.

Specifications shall be prepared utilizing planning best practices as defined by the American Planning Association (APA), or a substitute format approved by the Pueblo. Deliverables for review shall be submitted at the 90% stage with specifications on 8 ½” x 11” reproducible paper. Ten (10) sets of prints shall be submitted at the 90% review stage to allow the Tribe and all other appropriate agencies to provide a thorough review of the project documents. Final specifications shall be delivered in the following formats:

- 8 ½” x 11” hardcopy, complete with final signatures, ready for reproduction;
- Portable Document Format (.PDF) file(s) of final specifications complete with final signatures on PC-compatible USB flash drive; and
- Microsoft Word 2007 format (.DOCX) files of final specifications (signatures not required) on PC-compatible USB flash drive.

Estimated construction costs shall be submitted for review at all submittal review stages, with estimates on 8 ½" x 11" reproducible paper. Ten (10) sets shall be submitted at the review stages to allow the Tribe and all other appropriate agencies to provide a thorough review of the project documents. The final estimate shall be delivered in the following formats:

- 8 ½" x 11" hardcopy;
- Portable Document Format (.PDF) file of final estimate on PC-compatible USB flash drive;
- Microsoft Excel format (.XLXS) file of final estimate on PC-compatible USB flash drive.

Formal deliverables (plans, specifications and estimates) shall occur at the progress and final completion points for Tribe and agency review. Submittal formats shall follow the guidelines stated herein. The Consultant shall respond to, and incorporate, if appropriate, any and all comments received from the Tribe or any other regulatory agency or utility. Final deliverables shall bear the professional seal(s) of the responsible architects and/or engineers.

Meetings:

Community involvement, especially in the Planning Phase, will be essential. Proposer should anticipate at least four public meetings during the Planning Phase (two related to programming and, and two related to development). Incentives to encourage broad participation by Pueblo members at such public meetings, such as the provision of food, is encouraged and the cost thereof will be considered a reimbursable expense. Additional multiple topic-specific meetings will be held with Pueblo staff and/or Tribal Council throughout the Planning Phases. Proposer shall identify the anticipated frequency of meetings while describing their proposed Project Approach and Timeline in Section VI of this RFP.

Project Control

1. The Consultants will meet with selected representatives on a regular basis or as determined necessary by the Tribal Administrator/Project Manager to review progress and provide necessary guidance to the Consultant which may arise.
2. Although there will be continuous liaison with the project team, the Tribal Administrator/Project Manager will meet as often as required with the Consultant's project manager for the purpose of reviewing progress and providing necessary guidance.
3. The Consultant will, on a regular basis, submit brief written summaries of the work accomplished during the reporting period, work to be accomplished during the subsequent reporting period, real or anticipated problems and notification of any significant deviation from previously agreed upon work plans.
4. Within 10 working days of the award of a project and release of contract, the Consultant will submit to the Tribal Administrator/Project Manager for approval a detailed work plan which includes the following:
 - a. The Consultant's names and titles of personnel assigned to the project.
 - b. Complete background checks for ALL personnel that will be performing services on the project at the facility.
 - c. The project breakdown showing subprojects, costs, activities and tasks.
 - d. The time-phased plan for completing the project.
5. Payments for the work will be subject to progress payments and five percent retainage held until final payment.
6. Selected Consultant 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.

7. Consultant will be responsible for obtaining any work permits and covering tax registration fees required by the Pueblo.

VI. PROPOSAL SUBMITTAL REQUIREMENTS

Proposals are sought from firms with recognized expertise and experience in the subject work.

It is not the intent of this RFP to solicit an overly long response, but it is important the Proposer's experience/expertise and technical approach be adequately described. There is no page limit imposed, but Proposers are encouraged to present a concise yet compelling narrative description of their approach to the present project. It will, for example, be much more useful to address abilities and expertise related to the nature of this project than to include an exhaustive list of all projects completed by the Proposer. Pueblo staff will review the submitted proposals and may select Proposers to meet and discuss the proposal submitted and Proposer qualifications in greater detail.

The proposal shall include all of the following information. Failure to include all of the required information may result in disqualification of a Proposer.

All proposals must be submitted in the format as follows:

- Standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.)
- Organized with tabs delineating each section.
- Text shall be no smaller than 10 point font.

Proposals shall include the following sections:

Cover/Transmittal Letter: Letter is to be signed by a member of the organization having the authority to negotiate and execute contracts on behalf of the firm. Cover letter must acknowledge receipt of any and all RFP addenda, if any were issued.

Proposal Body and Evaluation Criteria:

1. Include as Attachment A: Firm Description and Staff (10 Points). Consultant's name, address, and name of primary contact person. Include an Organizational Chart of the specific staff who will comprise the project team for all phases of development including Planning Phase, Final Design Phase, and Construction Phase. Include abbreviated resumes of staff shown in the Organizational Chart.

2. Include as Attachment B: Relevant Past Experience (15 points): Project descriptions of related/comparable past projects that would serve as examples of experience and expertise necessary for this project. Provide descriptions of three (3) recent projects/programs/efforts that included similar scope of work for the prime consultant and relevant subconsultant experience. The following information shall be included for each project:

- a. Project title
- b. Firm name
- c. Role of firm
- d. Firm team members involved
- e. Project description
- f. Client name

- g. Client contact (address, phone, e-mail)
- h. Year completed
- i. Total final design fee, including amendments (breakdown by major phase, i.e.: planning, design, construction phase services)
- j. Original schedule for completion of professional services (breakdown by major phase, i.e.: planning, design, construction phase services)
- k. Final actual schedule of completion of professional services (breakdown by major phase, i.e.: planning, design, construction phase services)
- l. Describe change orders/amendments
- m. Consultant's estimate of construction cost at bid
- n. Bid award amount
- o. Construction cost at time of completion

3. **Include as Attachment C: Firm Qualifications (10 Points).** Statement of firm qualifications and experience with relevant private and/or public sector work. Along with statement, include:

- a. List of proposed subconsultants to be used on the MCC project. Identify those to be used for the Planning Phase, and those to be used during the Final Design Phase.
- b. List of client references (minimum of four).

4. **Include as Attachment D Contract Experience and Negotiations (10 Points):** Statement of experience related to contractual matters.

- a. Review sample contract provisions and insurance requirements included as Exhibit A of the present RFP. Note any limitations on meeting these requirements as outlined in the contract provisions, or any objections the Proposer has to the standard terms and conditions delineated therein.
- b. Describe any past or present contracts which have resulted in mediation, arbitration, and/or litigation regarding services of your firm.

5. **Include narrative as Attachment E: Project Approach and Timeline (30 points):**

- a. Project Understanding: The Proposal shall include a description of the Consultant's understanding of the Project. Consultant to identify key issues to be addressed during the project and any insights or innovative ideas the Consultant can provide in addressing those issues. To demonstrate an understanding of the Scope of Services, the Consultant shall develop an outline description of project deliverables and include it as an attachment to the Proposal. At a minimum, this should include a description of proposed technical memoranda, report deliverables, and a preliminary list of drawings.
- b. Project Approach: The Proposal shall provide a detailed description of the proposed approach to all phases of the Project, from the Planning Phase through Final Design and the Construction Phase. The description shall include details to implement the tasks described in the Scope of Services. The Consultant is encouraged to provide comments and enhancements to the scope provided in the RFP. The Proposal shall include a discussion regarding the Project's technical issues and the Consultant's approach to handling these issues. The Consultant shall also explain how technical memos, workshops, and/or design review meetings will be used, working with the framework of the Scope of Services, to achieve consensus in design details. Emphasis should be placed on how the Consultant's technical approach will promote the Project's success.
- c. Design Management: The Proposal shall include a discussion regarding the Consultant's management approach, including coordination and monitoring of project schedule, cost, risk,

scope, communications, quality, resources, and other management issues that the Consultant feels should be addressed. Emphasis should be placed on how the Consultant's management approach will promote the Project's success. The Consultant approach to quality control in the preparation of construction documents shall be clearly described in this section as well.

- d. **Project Design Schedule:** The Proposal shall include a proposed schedule for completion of each element of the Planning Phase, i.e.: programming, site analysis/site selection, and schematic design. Provide time allowed for each element and any critical paths. Describe how the proposed staff will meet the resource requirements of the project per the schedule using the resources proposed by the Consultant, considering present and projected workload(s). Schedules for Final Design and Construction Phase Services will be requested upon completion of the Planning Phase.

6. Include as Attachment F: Consultant Fee Schedule (20 points): Compensation will be on a time and materials basis and shall be computed as direct labor, overhead, and profit, and include applicable taxes. Consultant shall identify any proposed mark-up on subconsultants or other direct costs. The proposal shall include Consultant's fee schedule in a separate sealed envelope, identifying direct hourly rate listing for those staff to be billed to the project. While reviewing the Consultant's fee schedule and experience on other projects of similar nature and scope, the Pueblo will consider design fees associated with the projects identified in Attachment B. The expectation is that a similar fee for such services, based on a percentage of construction cost, can be expected on the present project. If the Consultant believes that the result of such analysis will not be representative of the fees the Pueblo can expect for the present project, explain why.

8. **Include as Attachment G: Native American Preference (5 points):** Include documentation if the Consultant is Native American Owned and identify relevant experience working with Indian Tribes.
9. **Include as Attachment H: Insurance Certificates.** Include insurance certificates for the insurance types and amounts listed in the contract provisions.

VII EVALUATION OF PROPOSALS

SELECTION COMMITTEE

A Selection Committee, consisting of Pueblo personnel, will convene, review, and discuss all proposals submitted. The Selection Committee will use a point formula during the review process to score proposals and assign points in the evaluation process in accordance with the evaluation criteria.

The Proposer shall satisfy and explicitly respond to all the requirements of the RFP, including a detailed explanation of how the services shall be performed. Each proposal will be reviewed to determine if the Proposal is responsive to the submission requirements outlined in the RFP. A responsive Proposal is one which follows the requirements of this RFP that includes all documents submitted in the format outlined in this RFP, is of timely submission, and has the appropriate signatures as required on the signature page. Failure to comply with these requirements may result in the Proposal being deemed non-responsive.

The Contract (s) will be awarded to the most responsive Proposer whose Proposal best serves the interest of and represents the best value to the Pueblo de San Ildefonso.

EVALUATION CRITERIA

The Committee may select and choose to invite any and/or or all firms to make presentations and be interviewed by the Committee as part of the evaluation process for this RFP. The Committee's decision will be communicated by staff to all Proposers. The Proposer's presentation may clarify but may not modify their submitted Proposal. Any discussion between the presenter and Evaluation Committee during presentations is intended only for purposes of providing clarification in response to questions from the Committee.

ORAL PRESENTATIONS

Proposers may be required to make individual presentations to the Pueblo Selection Committee to clarify their proposals. Only those firms with the highest rated scores in accordance with the stated criteria and their weights will be invited to give oral presentations. However, the Pueblo has the right to accept the best proposal as submitted, without discussion or negotiation. If the Pueblo determines that such presentations are needed, a time and place will be scheduled for oral presentations.

Each Proposer shall be prepared to discuss and substantiate any of the areas of the proposal submitted, and its qualifications to perform the specified services. During the oral presentations, the Proposers should relate their discussion to the evaluation criteria, which will include (but not be limited to) their approach to the project. The proposed Project Manager must be in attendance.

The Evaluation Criteria may be changed for the oral presentation evaluation phase. References and site visits (if completed) shall be included in the final evaluation criteria, along with other criteria and weights as determined by the Selection Committee. Finalists will be informed as to the revised criteria, if any, prior to their oral presentation.

Additionally, prior to award of an Agreement pursuant to this RFP, the Pueblo may require Proposers to submit such additional information bearing upon the Proposer's ability to perform the services in the Agreement as the Pueblo deems appropriate.

FINAL SELECTION

The Pueblo de San Ildefonso will select the firm that meets the best interests of the Pueblo. The Pueblo shall be the sole judge of its own best interests, the proposals, and the resulting negotiated Agreement.

The Pueblo's decisions will be final. Following the selection of firm, the expectation is that an Agreement will be executed between both parties. Pueblo staff will recommend the award to the responsible Proposer whose Proposal is determined to provide overall best value to the Pueblo, considering the evaluation factors in this RFP.

VIII. CONTRACT PROVISIONS

Attached as Exhibit A is a standard form of Agreement for Professional Services.

The attached is a representative draft contract and is subject to further terms and amendments. Contractor shall be aware that the actual contract may include additional provisions.

End of RFP

VIII. SIGNATURE PAGE

To be included with Proposal submittal package.

Signature of Contractor

Printed Name of Contractor's Signer

Title of Contractor's Signer

Company Name

Company Address

City, State, Zip Code

Telephone # and Fax #

Email Address

Verify if your company is 51% or greater Native American owned. If yes, include documentation in Attachment G.

Yes No

Federal Tax ID #

The above individual is authorized to sign on behalf of company submitting proposal. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 120 days.

End of Signature Page