

PUEBLO OF POJOAQUE
REQUEST FOR PROPOSALS (RFP)
ARCHITECTURAL/ENGINEERING SERVICES
for the
TRIBAL ADMINISTRATON BUILDING



Project # RFP #609-25-TF18

Release Date: September 14, 2025

Proposal Due Date: October 30, 2025 no later than 3:00 p.m.

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

Website Address: <https://pojoaque.org/rfp>

RFP documents and subsequent addenda are available under the "News/Posts" heading on the home page of the website.

The Pueblo of Pojoaque is issuing a Request for Proposals (Project #609-25-TF18) for interested Architectural or Engineering Firms for the design related to the new Tribal Administration Building, which is owned by the Pueblo of Pojoaque.

Applicants for this RFP should structure proposals to address all phases of development as described in the RFP through completion of the design of the new Tribal Administration Building.

Sealed Proposals: Proposers have the option to deliver one (1) reproducible unbound original and three copies to the following address

Pueblo of Pojoaque
Planning & Development Department
C/O Christy Ladd
78 Cities of Gold Road
Santa Fe, NM 87506

Or, email an electronic version in PDF format to cladd@pojoaque.org AND to FNMaestas@pojoaque.org

The electronic versions must be emailed to both addresses.

Proposal Due Date: October 30, 2025 at 3:00pm

Proposals received after the cited time will be considered late and are not acceptable.

The envelope or Subject Line in the email must indicate "SEALED Project # 609-25-TF18– Pueblo of Pojoaque Tribal Administration Building Design Project"

Please direct any questions regarding this RFP to Christy Ladd, Planning & Development Director, at email cladd@pojoaque.org, telephone: 505-455-5508.

The full Request for Proposals, and any subsequent addenda, are accessible via the Pueblo's website: <https://Pojoaque.org> using the RFP Project title. Bidders are responsible for monitoring the website referenced above for notifications of changes and addenda related to this project.

A non-mandatory Pre-Proposal Meeting will be held on September 26, 2025 at 9:00AM (MST) via Zoom. To register for the Pre-Proposal Meeting, please contact Fredrica Maestas at FNMaestas@pojoaque.org or at 505-455-5058.

September 14, 2025

September 21, 2025

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- I. PROPOSAL DEFINITIONS**

Definitions:

“Owner” means the Pueblo of Pojoaque

“Pueblo” means the Pueblo of Pojoaque

“Tribe” means the Pueblo of Pojoaque

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

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

- II. PROPOSAL AND PROJECTS PHASES AND SCHEDULE**

Proposal and Project Schedule:

- RFP Release: September 14, 2025
- Pre-Proposal meeting: September 26, 2025
- RFP Questions Due: October 3, 2025 – 5:00pm
- Response to Questions: October 6, 2025 – 5:00pm
- **Proposal Due Date and Time: October 30, 2025 – 3:00pm**

Phases of Project Development (as further defined in Section V of the present RFP):

- Geotechnical Investigation
- Schematic Design Phase
- Construction Documents

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 based on 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 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 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 <https://pojoaque.org/rfp> via the Project # 609-25-TF18 of the home page. The 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.
- E. Proposals should be prepared simply and economically providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.
- F. A Pueblo of Pojoaque Independent Contractor Agreement (ICA) 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 judgement, 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 the 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 Pueblo of Pojoaque new Tribal Administration Building.

V. SCOPE OF SERVICES

The Pueblo of Pojoaque Tribal Administration Building will be located in the village of the Pueblo Pojoaque. The topographic survey is attached (Exhibit A). The Environmental Assessment has been completed by Souder Miller & Associates and is also attached (Exhibit B).

The new Tribal Administration Building is planned to be approximately 23,758 square feet and will house seventeen Tribal Programs. **In October 2024, Dekker Architecture completed the visioning programming for the new Tribal Administration building which includes space programming for the project. It is mandatory that this programming be utilized by the selected architectural/engineering firm to move the project into schematic design.**¹ The visioning and programming document is attached (Exhibit C).

The selected contractor will complete the following:

- Geotechnical Investigation

¹ Proposals that do not acknowledge the use of Dekker Architecture visioning programming for this project are non-responsive and will be rejected.

- Schematic Design Phase
- Design Development Phase
- Furniture/Fixtures/Equipment (FF&E)
- Security/IT Plan
- Final Design – Construction Package: Completion of Stamped Final Design

VI. PROPOSAL SUBMITTAL REQUIREMENTS

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

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

The Proposal must be limited to 15-pages (not including the signature, cost proposal, and reference pages).

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/attachment.
- Text shall be 12-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 all RFP addenda, if any were issued.

Proposal Body and Evaluation Criteria:

I. Include as Attachment A: Capacity and Capability (20 points)

Include consultant's name, address, and name of primary contact person. Include an Organizational Chart of the specific staff who will comprise the project team, including proposed sub-consultants, for all phases of design. Include a narrative description of the capacity and capability of the business, including any sub-consultants, their representatives, qualifications, and Locations, to perform the work including any specialized services. Include abbreviated resumes of staff shown in the Organizational Chart.

2. Include as Attachment B: Technical Competence (20 points)

Provide a narrative description of the project team's specialized technical competence to perform the work associated with the proposed project. Include a description of the following:

- a. Project Understanding: The Proposal shall include a description of the consultants understanding of the Project and nature of the work associated with the required planning activities. 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 preliminary list of drawings, specifications, and related documents.
- b. Project Approach: The Proposal shall provide a detailed description of the proposed approach to the design phases of the Project. The description shall include details to implement the tasks described in the Scope of Services. The Proposal shall include a discussion regarding the Project's technical issues and the consultant's approach to handling these issues. 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's approach to quality control in the preparation of construction documents shall be clearly described in this section as well.

- d. Schedule: The Proposal shall include a proposed schedule for completion of each Phase of project development. 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).
3. Include as Attachment C: Past Record of Performance (20 points)
Project descriptions of related/comparable past projects that would serve as examples of experience and expertise necessary for the present Project. Provide description of three (3) recent projects that included similar scope of work for the prime consultant and relevant sub-consultant experience. The following information shall be included for each project:
- a. Project title
 - b. Role of firm
 - c. Firm team members involved
 - d. Project description
 - e. Client name
 - f. Client contact (address, phone, e-mail)
 - g. Year completed
 - h. Total final fee, including amendments (breakdown by major phase i.e., design phase services)
 - i. Original schedule for completion of professional services (breakdown by major phases, i.e.: design phase services)
 - j. Final actual schedule of completion of professional services (breakdown by major phases, i.e. design phase services)
 - k. Describe change order/amendments.
 - l. Bid award amount
- IV. Include as Attachment D: Native American Preference (5 Points):
Include documentation if the Consultant is Native American Owned and identify relevant experience working with Indian Tribes.
- V. Include as Attachment E: Cost Proposal (35 Points)
Complete Attachment E — Cost Proposal
- VI. Include as Attachment F: Insurance Certificates.

Include insurance certificates for the insurance types and amounts listed in the contract provisions.

VII. Include as Attachment G: References
Provide three (3) professional references.

VIII. CONTRACT PROVISIONS

Attached as Exhibit D is the Pueblo's "Independent Consultant Agreement" for Professional Services.

The attached is a representative draft contract and is subject to further terms and amendments. The consultant is hereby made aware that the actual contract may include additional provisions. Also, the agreement ultimately executed between the Pueblo and the Consultant may contain a liquidated damages clause to ensure timely completion of the Work.

End of RFP

IV. SIGNATURE PAGE

To be included with Proposal submittal package.

X _____
Signature of Contractor

X _____
Printed Name of Contractor

X _____
Title of Contractor's Signer

X _____
Company Name

X _____
Company Address

X _____
Telephone Number Email Address

X _____
Federal Tax ID#

The above individual is authorized to sign on behalf of the 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

COST PROPOSAL

ATTACHMENT E

Proposer: _____

Provide specific itemized charges and services for each of the phases. The proposal should include a list of any proposed or anticipated additional services that may be required and additional fees that would be charged.

Please note that Administrative Fees, travel, and reimbursable costs are not allowable per the New Mexico Indian Affairs Department Intergovernmental Agreement.

FEES

Total Bid: \$ _____

1. Geotechnical Investigation: _____
2. Schematic Design Phase: _____
3. Design Development Phase: _____
2. Furniture/Fixtures/Equipment (FF&E): _____
3. Security/IT Plan: _____
4. Final Design (Construction Documents): _____
5. Gross Receipts Tax (use the GRT amount for your location): _____

REFERENCES

ATTACHMENT G

Proposer: _____

Provide company name, address, contact person, telephone number, and appropriate information on the services provided to customers similar to those requested in this RFP. Potential subcontractors cannot be references.

1. Company Name: _____

Address: _____

Contact Person: _____ Phone No: _____

Email Address: _____

Services Provided: _____

2. Company Name: _____

Address: _____

Contact Person: _____ Phone No: _____

Email Address: _____

Services Provided: _____

3. Company Name: _____

Address: _____

Contact Person: _____ Phone No: _____

Email Address: _____

Services Provided: _____