

PUEBLO OF POJOAQUE
REQUEST FOR PROPOSALS (RFP)
ENGINEERING SERVICES
for the
Tribal Domestic Water Project



Project # R25AP00614
Release Date: April 8, 2026

Proposal Due Date: no later May 4, 2026 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.

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Project Name: Pueblo of Pojoaque Tribal Domestic Water Project

The Pueblo of Pojoaque is issuing a Request for Proposals (Project # R25AP00614) for interested Engineering Firms for preliminary engineering and design related to the Tribal Domestic Water project, which is owned by the Pueblo of Pojoaque.

Applications for this RFP should structure proposals to address all phases of development as described in the RFP, preliminary engineering and design through completion of the Preliminary Engineering Report (PER) and Final Design of the Pueblo's Domestic Water System (waterline replacement).

Sealed Proposals: Proposers have the option to deliver one (1) reproducible unbound original and three (3) 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. Emailed submissions must be sent to both email addresses.

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 # R25AP00614 – Pojoaque Domestic Water Project"

Please direct any questions regarding this RFP to Christy Ladd, Development & Program Administrator, at email cladd@pojoaque.org

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 mandatory Pre-Proposal Meeting will be held on April 20, 2026 via Zoom.

To register for the Pre-Proposal Meeting, please contact Fredrica Maestas at FNMaestas@pojoaqu.org or at 505-455-5058.

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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: April 8, 2026
- Pre-Proposal meeting: April 20, 2026
- RFP Questions Due: April 27, 2026
- Response to Questions: April 29, 2026
- **Proposal Due Date and Time: May 4, 2026**

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

- Complete a Preliminary Engineering Report (PER)
- Develop Plans and Specifications for water-system improvements identified in the PER

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

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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 # R25AP00614 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 Engineering Firm. 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 Engineering Firm 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.

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

IV. PROJECT-BACKGROUNDAND-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 Preliminary Engineer Report and Plans and Specifications for water-system improvements.

V. SCOPE OF SERVICES

Task 1: Planning

- Complete a Preliminary Engineering Report (PER)
 - Assess existing water production, storage, and distribution systems
 - Evaluate alternatives for improving water delivery and select the most appropriate solution
 - Develop a hydraulic model to support design decisions
 - Identify prioritization of improvements based on PER findings and the Pueblo's input

Deliverable: Preliminary Engineering Report documenting existing conditions alternatives analysis, and recommended improvements

Task 2: Design

- Develop Plans and Specifications for water-system improvements identified in the PE
 - Prepare detailed design documents for waterline plan and profile, considering underground utilities, depth of bury, and service connections
 - Incorporate water-storage and additional water-production improvements as prioritized
 - Refine cost estimates for construction phases to support future funding applications

Deliverable: Final Design Package submitted to the Pueblo of Pojoaque for review and approval/acceptance

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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:

1. 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 the planning and 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:

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- a. **Project Understanding:** The Proposal shall include a description of the Engineer's understanding of the Project and nature of the work associated with the required planning and design activities. The Engineering firm is to identify key issues to be addressed during the project and any insights or innovative ideas the Engineer can provide in addressing those issues. To demonstrate an understanding of the Scope of Services, the Engineering Firm 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 planning or 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 Engineer's approach to handling these issues. Emphasis should be placed on how the Engineer's technical approach will promote the Project's success.

 - c. **Design Management:** The Proposal shall include a discussion regarding the Engineer'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

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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., planning and design phase services)
- i. Original schedule for completion of professional services (breakdown by major phases, i.e.: planning and design phase services)
- j. Final actual schedule of completion of professional services (breakdown by major phases, i.e.: planning and 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
Complete Attachment G — References and add as Attachment G to the final proposal. Provide three (3) professional references.

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VIII. CONTRACT PROVISIONS

Attached as Exhibit B 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

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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.

Total Bid: \$ _____

1. Preliminary Engineering Report: \$ _____ (Lump Sum)
2. Design: \$ _____ (Lump Sum)

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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: _____

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