



**Request for Proposal (RFP)
Request for Proposals for LAND SURVEY FROM
LICESNSED SURVEYING OR ENGINEERING FIRM**

**Issued by:
Santa Fe Indian School
Pueblo Education
Network 1501 Cerrillos
Rd.
Santa Fe, NM 87505**

**Proposals must be submitted
On or before 2:00 PM (MST)
01/06/2025**

**Late Proposals will be rejected
There will not be a public opening for this proposal**

**For more information regarding this RFP,
contact Kevin Calabaza, Chief Financial
Officer at (505) 989-6347
Email: krcalabaza@sfis.k12.nm.us**



12/16/2024

Santa Fe Indian School Pueblo Education Network Project

Request for Proposals for LAND SURVEY FROM LICESNSED SURVEYING OR ENGINEERING FIRM

1. General Information

The Santa Fe Indian School (SFIS) Pueblo Education Network (PEN) in completing a Tribal Broadband Connectivity Program grant to construct a middle mile fiber optic cable within pre-disturbed New Mexico Department of Transportation right-of-way and other Bureau of Indian Affairs roads.

SFIS PEN is soliciting quotes from a licensed surveyor or engineer to produce descriptions and maps of the proposed installation of fiber cable traversing through approximately 8.28 miles of New Mexico Highway 53 within National Park Service (NPS) lands of El Malpais National Monument (approximate 6 miles) and El Morro National Monument (approximate 2 miles).

1.1 Definitions

The following definitions are used throughout the RFP:

Contractor means proposer awarded the contract.

SFIS means the Santa Fe Indian School.

Proposer/Vendor/Bidder means a company or individual submitting a proposal in response to this RFP.

NTIA means the National Telecom and Information Administration

PEN means Pueblo Education Network

TBCP means Tribal Broadband Connectivity Program

NPS means National Park Service

1.2 Scope

1.2.1 Project Description

The Santa Fe Indian School (SFIS) Pueblo Education Network (PEN) in completing a Tribal Broadband Connectivity Program grant to construct a middle mile fiber optic cable within pre-disturbed New Mexico Department of Transportation right-of-way and other Bureau of Indian Affairs roads.

1.2.2 Objective/Need

The Santa Fe Indian School, as the applicant and responsible project lead, is the entity that will be responsible for compliance with all federal, state, local government, and tribal requirements, including but not limited to the National Environmental Policy Act (NEPA), 23 C.F.R., 47 C.F.R., 49

C.F.R., National Historic Preservation Act (NHPA), environmental permitting, Rights of Way (ROW) acquisition, easements, access permits, and construction permits.

SFIS PEN is soliciting quotes from a licensed surveyor and/or engineer to produce descriptions and maps of the proposed installation of fiber cable traversing through approximately 8.28 miles of New Mexico Highway 53 within National Park Service (NPS) lands of El Malpais National Monument (approximate 6 miles) and El Morro National Monument (approximate 2 miles).

Descriptions and mapping of the proposed Permit Area, including authorized access routes, shall comply with the following NPS right-of-way (ROW) permit minimum standards:

- A. Land survey and legal description complying with 36 CFR 14.25, which is signed by a licensed surveyor or engineer, OR
- B. Map created using GPS with a level of accuracy of +/- one meter or other mapping acceptable to the NPS, which
- C. allows the site area, and/or centerline of the power line, telephone, fiber optic communications line, pipeline or
- D. other facility to be measured, located, and identified on said map and in the field by NPS staff.
- E. Section, Township, Range, and Principle Meridian shall be noted where applicable.
- F. The state plane coordinate and datum shall be noted.
- G. The point of beginning and point of termination for the legal description shall include a tie to a section corner or other recognized land survey monument, or include two sets of coordinates in the project area identifying the point of beginning/point of termination or other physical features associated with the facilities. If using NorthingEasting coordinates for the POB/POT, also provide the Lat-Long Coordinates as a separate reference.
- H. Each segment of the linear ROW or site area (Permitted Area) shall include the bearings and distances, which may be provided in a) a separate narrative legal description, b) in a corresponding table, or c) noted directly on the map.
- I. Specify the total length of linear ROW's and the total land area included in the proposed Permitted Area.
- J. The map shall be dated and include the name, title, company, and phone number of the person who prepared the map.
- K. North arrow.
- L. Map scale.
- M. Map size shall not exceed 11"x17" unless otherwise approved by the NPS.
- N. NPS ROW Permits are a revocable, non-exclusive license. They do not convey a lease, easement, title, or other interest in the property. All authorized use areas shall be referred to as Permitted Area, and shall not be described as easement or lease area.
- O. The mapping and legal descriptions shall also be submitted electronically in .pdf format.
- P. In addition, a geospatial data file in shapefile, AutoCAD drawing file, Google Earth .kmz/.kml format, or an industry standard equivalent, or other data type as requested by the park and .pdf map shall be provided. The geospatial data will include a metadata file that at a minimum includes the data source and date of the most recent edit or update to the data set.

1.2.3 Clarifications and/or Revisions to this RFP

The Finance Department is the sole point of contact for SFIS during the selection process. Contact with anyone else involved with this process without the prior authorization of the Finance Department may result in the disqualification of your proposal. Proposers are expected to raise any questions, noted errors, discrepancies, ambiguities, exceptions, additions, or deficiencies they have concerning this proposal in writing through email by September 19, 2024, to: Kevin Calabaza, Chief Financial Officer Email: krcalabaza@sfis.k12.nm.us

If the proposer fails to notify the SFIS prior to the proposal due date of any condition stated above that reasonably should have been known to the proposer, and if a contract is awarded to that proposer, the proposer shall not be entitled to additional compensation or time by reason of the error or its correction.

Revisions to this request for proposal or answers to questions will be made only by an official written addendum issued by the Finance Department. Addenda will be posted on the SFIS website. Proposers are responsible for checking the website for any addenda before submitting a proposal. Failure to acknowledge addenda may disqualify your proposal.

SFIS website: <https://www.sfis.k12.nm.us/>

1.3 Calendar of Events

Timeline

Listed below are specific and estimated dates and times of actions related to this Request for Proposal. The actions with specific dates must be completed as indicated unless otherwise changed by the SFIS. In the event that SFIS finds it necessary to change any of the specific dates and times, it will do so by issuing an addendum to this RFP.

<u>Milestone</u>	<u>Date</u>
<u>Release RFP to Vendors</u>	<u>December 16, 2024</u>
<u>Vendor Questions (if any) Due</u>	<u>December 18, 2024</u>
<u>Answers to RFP Questions Released</u>	<u>December 19, 2024</u>
<u>Proposal Responses Due from Vendors</u>	<u>January 6, 2025</u>
<u>Finalists selected; invitations to demonstrate with scenarios to guide</u>	<u>January 7, 2025 - Finance Committee Meeting at 6pm via Zoom</u>
<u>Notification of Intent to Award</u>	<u>January 8th, 2025</u>
<u>Vendor Selection</u>	<u>January 9th, 2025</u>

<u>Contract Negotiations</u>	<u>To be determined January 13th-17th 2025</u>
<u>Final Acceptance</u>	<u>To be determined January 20th 2025</u>

1.4 Contract Term and Funding

The contract shall be effective on the date indicated on the contract. The SFIS may extend the contract for an additional time to complete the project if required.

2. Preparing and Submitting a Proposal

2.1 General Instructions

The evaluation and selection of a contractor will be based on the information submitted in the proposal plus references and any required on-site visits, interviews/presentations or demonstrations. Proposers should respond clearly and completely, to all requirements. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal.

Elaborate proposals (e.g. expensive artwork), beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

S F I S encourages all proposers to email their submission to save paper.

2.2 Incurring Costs

SFIS is not liable for cost incurred by proposers in replying to this RFP.

2.3 Submitting Proposals

Proposers must submit in an email, a complete package to krcalabaza@sfis.k12.nm.us of all materials required for acceptance of their proposal on or before 2:00 p.m., MST on 01/06/2025 to:

Email submittals must use the subject line to state "RFP Submittal".

All proposals must be received by the Finance Department by the stated time. Late proposals will not be accepted.

2.4 Proposal Organization and Format

Email proposal should be submitted .pdf with page numbers clearly indicated.

Section 1 – Cover Letter, RFP Signature pages: Include here any cover letter, Attachment A – RFP Signature page, and any addenda signature pages.

The Signature page submitted in response to this RFP must be signed by the person in the proposer's organization who is responsible for the decision as to the prices being offered or by a person who has been authorized in writing to act as agent for the person responsible for the decision on prices and services.

Failure to provide these forms/information with your bid submittal may disqualify your proposal.

Section 2 – Response to Proposer Information and Solutions: Responses to the requirements in the proposer information and solutions must be organized in the same sequence as they appear in this RFP. Also, include in this section any references.

Section 3 – Mandatory Requirements: Include your responses to mandatory requirements.

Separate envelope or email – Cost Proposal: Provide cost information as detailed in Section 6 in this RFP. All costs, as requested, for furnishing the product(s) and/or service(s) must be included in this proposal. Costs not listed in the proposal are not agreed to and will not be paid unless SFIS and the proposer sign an addendum to the contract before the costs are incurred.

2.5 Multiple Proposals

Multiple proposals from a proposer are permissible; however, each proposal must conform fully to the requirements for proposal submission. Each proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc.

2.6 Withdraw of Proposals

Proposals shall be irrevocable until contract award unless the proposal is officially withdrawn. Proposers may withdraw a proposal, in writing, at any time up to the proposal due date and time or upon expiration of 90 days after the due date and time. The written withdrawal notice must be received by the Finance Department. The notice must be signed by an authorized representative of the proposer. If a previously submitted proposal is withdrawn before the proposal due date and time, the proposer may submit another proposal at any time up to the proposal due date and time.

3. Proposal Selection and Award Process

3.1 Evaluation Committee

SFIS PEN Broadband Team who have expertise and knowledge of the service(s) and/or product(s) that are the subject of this RFP. Proposer may not contact members of the evaluation committee.

3.2 Preliminary Evaluation

The proposals will be initially reviewed to determine if the mandatory requirements are met. Failure to meet mandatory requirements shall result in the proposal being rejected. In the event that all proposers do not meet one or more of the mandatory requirements, SFIS reserves the right to continue the evaluation of the proposals that most closely meet the mandatory requirement of the RFP.

3.3 Right to reject proposals

SFIS reserves the right to reject proposals.

3.4 Proposal Scoring

Accepted proposals will be reviewed by the evaluation committee and scored against stated criteria. The committee may review references, request interviews/presentations, conduct demonstrations and/or conduct on-site visits. The resulting information will be used to score the proposals. The evaluation committee's scoring will be tabulated and proposals ranked based on the numerical scores received.

3.5 Evaluation Criteria

Proposal's will be evaluated by organizational capabilities where licensed surveyor or engineer has experience with New Mexico's complex history of land jurisdiction and research capabilities, staff qualifications, proposer solutions, and cost proposal.

Description	Points
Organization Capabilities	200
Staff Qualifications	200
Proposer Responses	300
Cost Proposal	200
Native American Preference	100
Total	1000

3.6 Interviews/Presentations and/or Site Visits

Top-scoring proposers, based on the evaluation of the written proposal, may be required to have interviews/presentations to support and clarify their proposals, if requested by SFIS. SFIS will make every reasonable attempt to schedule the interview/presentation on the date specified in the calendar of events. Failure of a proposer to complete a scheduled interview/presentation to SFIS may result in rejection of that proposer's proposal.

3.7 Final Evaluation

Upon completion of any interviews/presentations and/or demonstrations by proposers, the SFIS's evaluation team will review their evaluations and adjust the scores based on the information obtained in the interview/presentation, demonstration, possible reference checks, and any other pertinent proposer information.

3.8 Award and Final Offers

Award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer after the evaluation process is completed. Alternatively, the highest proposer or proposers may be requested to submit best and final offers. If SFIS requests best and final offers, they will be evaluated against the stated criteria, scored, and

ranked by the evaluation committee. The award will then be granted to the highest scoring proposer following that process.

3.9 Notification of Intent to Award

All proposers who respond to this RFP will be notified of SFIS's intent to award the contract(s) as a result of this RFP.

3.10 Appeals Process

Notices of intent to protest and protests must be made in writing. Protestors should make their protests as specific as possible. The written notice of intent to protest the intent to award a contract must be filed with Kevin Calabaza, CFO, 1501 Cerrillos Rd, Santa Fe NM 87505, and received in the CFO's office no later than five (5) working days after the notice of intent to award is issued. The written protest must be received in his office no later than ten (10) working days after the notice of intent to award is issued.

3.11 Negotiate Contract Terms

SFIS reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, SFIS may negotiate a contract with the next highest scoring proposer.

4. Requirements

4.1 Mandatory Requirements

The following requirement(s) are mandatory and the proposer must satisfy them as a pass/fail pre-screening requirement. Any submissions not in compliance with mandatory requirements may be rejected and not evaluated or scored.

4.1.1 Risk Management – Insurance Requirements for Consultants (professional services)

- A. The proposer shall have Errors and Omissions coverage in the minimum amount of \$1,000,000 and shall be in effect for the entire period of the project and for a minimum of one year after completion of said project.
- B. Full Worker's Compensation coverage for all persons who they may employ, and shall hold SFIS free and harmless for all personal injuries.
- C. The proposer shall have property insurance for protection from claims for damages because of damage to or destruction of proposers' property including loss of use resulting therefrom. SFIS shall be held harmless for any damage to the proposer's property and/or equipment during the course of executing the contract.
- D. The proposer shall have general liability coverage in the minimum amount of \$1,000,000 per occurrence.
- E. The proposer shall have automobile insurance including coverage for non-owned and hired autos with a combined single limit of not less than \$1,000,000 per occurrence.

- F. SFIS shall be named as an “additional insured” on all insurance coverage except Worker’s Compensation and Errors & Omissions.
- G. Proposer’s required insurance shall be endorsed to provide that the policy(ies) will not be canceled, reduced, discontinued, or otherwise materially altered during the period of performance without thirty (30) days prior written notice to SFIS.

4.1.2 Accounting

- The proposer shall include IRS form W-9, Request for Taxpayer Identification Number and Certification that has been completed and signed.
- The proposer must be registered with SAM.gov for SFIS to conduct a verification of registration, UEI, and conduct a “debarment check”.

4.2 Contract Requirements

- Provide monthly reports and updates to the SFIS Superintendents office, Finance Department, and SFIS Board of Trustees.
- The proposer shall supply project management tools/software to measure project performance and progress throughout a project’s lifecycle
- Work environment – Much of the work on this project will be conducted offsite. The proposer shall have experience working with governance concepts and a governance structure with multiple stakeholders. The proposer shall have experience in federal award Cost Principals 2 CFR Part 200 Subpart E. Experience coordinating and leading planning sessions for project development and execution. Experience working with large projects and programs.
- The proposer shall supply the computer/laptop, business software, and antivirus protection.

5. **Proposer Information and Solutions**

(Submit response under Section 2 of proposal)

5.1 Organization Capabilities

Describe the organization/company’s experience and capabilities in carrying out a broadband project similar to the TBCP-Pen project. Be specific and detail no more than five projects/contracts; description of work, dates, locations, challenges and results.

5.2 Staff Qualifications

Identify key staff your organization/company will assign to fulfill the contract requirements. Detail what roles each would have. Provide a synopsis describing the educational and work experience for each key staff who would be assigned to the project/program with a focus on experience with similar size and scope.

Detail the number of hours for each key staff member that you estimate will be needed to fulfill the project needs.

5.3 Proposer Information

- Describe your approach to meet the needs of the project scope and requirements. Describe your general philosophy regarding project management, specifically when managing government projects of similar size and scope. Give specific examples of techniques that have proven successful and for which projects and agencies they were used.
- Detail your firm's understanding of New Mexico's land jurisdiction history specifically working with NMDOT, National Park Service and/or similar.
- Describe the proposed organization's experience and skills working cooperatively with vendors and other consultants to execute this scope and services.
- Has the proposer had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the proposer's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. Present the vendor's position on matter.
- If no such terminations for default have been experienced by the vendor in the past five year, declare so.
- If the vendor has had a contract terminated for convenience, nonperformance, non-allocation of funds, or any other reason which termination occurred before completion of the contract during the past five years, describe fully all such terminations.
- A vendor response that indicates that the requested information will only be provided if and when the vendor is selected as the apparently successful vendor is not an acceptable response.
- Provide copies of your standard contract terms and conditions
- Provide an example of past project success

5.3 Proposer References

Proposer must supply references and contact information of three firms/agencies to which similar projects/service have been provided within the past five years to a comparable sized institution or company.

6. Cost Proposal

6.1 General Instructions for the Cost Proposal and how it will be Scored (All prices must be quoted in U.S. Dollars).

The Finance Department will score the cost proposals by prorating with the lowest cost proposal given the highest score. The formula is as follows: Calculation of points awarded to subsequent proposals will use the lowest dollar proposal amount as a constant numerator and the dollar amount of the firm being scored as the denominator. This number is then multiplied by the number of points given to the cost section of the RFP, resulting in the cost proposal score.

Lowest Cost Proposed (Constant)

----- X Maximum Points Assigned to Cost = Score Your
Proposed Cost

6.2 Fixed Price Period

The awarded contractor must hold the accepted prices and/or costs for the entire contract period. Costs or difference prices are not agreed to and will not be paid unless SFIS and the proposer sign an addendum to the contract before any work is completed or a new contract is awarded.