

Justin S. Greene
Commissioner, District 1

Lisa Cacari Stone
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3



Adam Fulton Johnson
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

April 23, 2025

SANTA FE COUNTY
RFP No. 2025-0271-ATT/BM
LEGAL SERVICES

ADDENDUM NO. 1

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

Attachment A: Pre-Proposal Agenda and Sign-In Sheet

Question No. 1: As it relates to this solicitation, are there any incumbents, or is this a new requirement? Can you provide an indication of the volume as it relates to hearing officer services? (e.g., how many hearings per year on average)

Answer No. 1: This is a new procurement. Santa Fe County undertakes a procurement every four years to secure on-call legal services. The general legal services contracts currently in place will end by July, 2025. New general on-call attorney service providers will be selected through this procurement.

The volume of hearing officer services varies by topic. For personnel matters there may be none in a given year, or there may be several. Land use matters are more consistent, with hearings anticipated monthly. The number of cases on the docket each month varies. Santa Fe County Ordinance 2023-04 established a property nuisance abatement ordinance. There has been only one hearing to date under Ordinance 2023-04. The frequency of nuisance abatement hearings is unpredictable.

Question No. 2: Are the hearing officer services limited to employment matters?

Answer No. 2: No. Santa Fe County is seeking hearing officers in a variety of areas. For example, in addition to employment and labor matters, there will be hearings addressing compliance with the County's Sustainable Land Development Code as well as nuisance abatement hearings.

Please add this Addendum No. 1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if originally issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Ben McCormack, Procurement Specialist Senior at dmccormack@santafecountynm.gov.



PRE PROPOSAL CONFERENCE
RFP No. 2025-0271-ATT/BM
LEGAL SERVICES
APRIL 10, 2025 AT 11 AM

Contracting Agency: Santa Fe County

- | | | |
|-----------------|-------------------------------|--------------------------|
| • Ben McCormack | Procurement Specialist Senior | Purchasing Division |
| • Rachel Brown | Deputy County Attorney | County Attorney's Office |
| • Walker Boyd | County Attorney | County Attorney's Office |
| • Bill Taylor | Chief Procurement Officer | Purchasing Division |

Project Information

Santa Fe County requests proposals from qualified law firms and attorneys to provide general legal counsel and representation in specified practice areas. An Offeror does NOT need to have experience in all of these areas of the law to be considered, as this is a multiple source award solicitation. Offerors must specify in their proposals in which practice areas they propose to provide legal services to the County.

Proposal Information

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 12.
- Proposal Organization – Proposal should be organized as outlined in the RFP on page 23.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 26-27) will be scored by a three to four-member evaluation committee.
- Preferences -

1) N.M. In-State/Native American Business Preference Certificate 8% total of all evaluation factors added to score.

OR

2) N.M. Resident Veterans Preference Certificate, 10% total of all evaluation factors added to score or Native American Preference. For more information on State Preference visit www.tax.newmexico.gov

AND

3) Santa Fe County Preference, 5% total of all evaluation factors added to score. For more information on County Preference visit <https://www.santafecountynm.gov/finance/purchasing-division>

- Please submit all questions via email to Ben McCormack at dmccormack@santafecountynm.gov. The last day for questions will be end of day **Friday, April 18, 2025**. (*Any contact with any other County staff member or persons other than the Procurement Specialist Senior may be grounds for disqualification.*)
- Addendum will be issued on **Wednesday, April 23, 2025**. (*Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.*)
- Proposal Submittal –

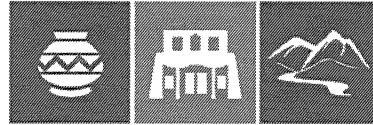
Due Date: Friday, May 2, 2025

Time: 2:00 PM

Location: 102 Grant Avenue 1st Floor, Santa Fe, NM

Electronic submission also available via Dropbox utilizing Dropbox link:

<https://www.dropbox.com/request/VEkvPTZimoy1T7PmS7hM>



SANTA FE COUNTY

**PRE-PROPOSAL CONFERENCE
RFP No. 2025-0271-ATT/BM
PUBLIC PARTICIPATION PLAN
April 10, 2025 AT 11:00 AM**

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Ben McCormack	SFC Purchasing Dept	505-986-6337	dmccormack@santafecountynm.gov
Rachel Brown	SFC Legal	505 986-6326	RABROWN@SANTAFECOUNTYNM.GOV
Walker Boyd	SFC Legal	505 986-6320	jwb@sd@santafecountynm.gov
BILL TAYLOR	SFC PURCHASING	505-986-6373	BTAYLOR@SANTAFECOUNTYNM.GOV
Amelia Hook	The AR Group	720-452-3305	amelia@theARgroup.com
John Utton	Utton & Kery, P.A.	505-699-1445	John@Uttonkery.com
Lisa Page	NM Local gov't law	505-889-0983	lisa@nm gl.com