

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

February 26, 2025

SANTA FE COUNTY
RFP No. 2025-0185-GM/TJ
PUBLIC PARTICIPATION PLAN

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: To what extent is the County interested in including other adjacent counties, such as Rio Arriba and Los Alamos, in the regional planning efforts for this project? What about other regional entities (e.g., NCRTD)?

Answer No. 1: Staff may interview planners from adjacent counties, but they are not a priority stakeholder. More focus will be toward Pueblos, federal & state land management agencies, neighborhood & community organizations. The primary audience for engagement is the underserved communities and populations. We will engage regional organizations such as the Metropolitan Planning Organization, acequia associations, soil & water conservation districts and other stakeholders that have a direct interest in land use planning. We will prioritize stakeholders in the early steps, including recommendations from the Board of County Commissioner members as we expect to use a snow-ball method to identify unrepresented stakeholders.

Question No. 2: You mentioned a budget of \$125,000 – does this amount cover only Phase 1, or do you hope to reserve some portion of it for Phase 2 as well?

Answer No. 2: Yes, \$125,000 is reserved for Phase 1. One of the deliverables for Phase 1 is a cost estimate for the events to be implemented in Phase 2.

Question No. 3: The cost proposal form in Appendix D asks for “one firm, fixed, fully-loaded hourly rate.” Does that mean the only cost proposal information needed are hourly rates for staff expected to work on the project, or do you also want a total proposed cost estimate for each task?

Answer No. 3: Please submit a proposed budget for Phase 1 in addition to the hourly rates of each individual who will be contributing to the work.

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 original 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 Tammy Jim, Procurement Specialist Senior at tjim@santafecountynm.gov.

ATTACHMENT A



**PRE PROPOSAL CONFERENCE
RFP No. 2025-0185-GM/TJ
PUBLIC PARTICIPATION PLAN
FEBRUARY 19, 2025 AT 10:30 AM**

Contracting Agency: Santa Fe County

- | | | |
|-----------------------|-------------------------------|-------------------------|
| • Tammy Jim | Procurement Specialist Senior | Purchasing Division |
| • Herbert Foster | Planning Team Leader | Growth Management Dept. |
| • Gary “Brett” Clavio | Planning Manager | Growth Management Dept. |

Project Information

Santa Fe County Growth Management is requesting proposals from qualified Offerors to provide qualified and experienced consultants to prepare and implement a Public Participation Plan.

Proposal Information

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 10.
- Proposal Organization – Proposal should be organized as outlined in the RFP on page 21-22.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 23-24) 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 Tammy Jim at tjim@santafecountynm.gov. The last day for questions will be **Friday, February 21, 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, February 26, 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: Wednesday, March 19, 2025

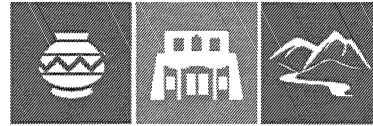
Time: 2:00 PM

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

Electronic submission also available via Dropbox utilizing Dropbox link:

<https://www.dropbox.com/request/269QDikFG0HgavifWQ0j>

ATTACHMENT A



SANTA FE COUNTY

**PRE-PROPOSAL CONFERENCE
RFP No. 2025-0185-GM/TJ
PUBLIC PARTICIPATION PLAN
FEBRUARY 19, 2025 AT 10:30 AM**

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Tammy Jim <i>TJim</i>	SFC Purchasing Dept	505-986-6370	tjim@santafecountynm.gov
Amanda Patterson Sanchez	SFC Purchasing		apatterson-sanchez@santafecountynm.gov
Herbert Foster	SFC Growth Management		
Alexandra Ladd	" "		aladd@santafecounty...
Gary B. Clivio	SFC Growth Management		
Allie Caskey	Sites Southwest		acasky@sites-sw.com
Carlos Gemora	Sites Southwest		cagemora@sites-sw.com
Rachelle Howell	Southwest Planning & Marketing		rachelle@southwestplanning.com
Danielle Wilson	Sites Southwest		dwilson@sites-sw.com
Rosemary Romero	Rosemary Consultants		romero.rosemary@gmail.com