

**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*

December 10, 2025

**SANTA FE COUNTY**  
**RFP No. 2026-0009-GM/TJ**  
**IMPACT FEES STUDY**

**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.

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

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- Question No. 1: For proposal submission, may bidders submit proposals via Dropbox or mail, or are both a hard copy and an electronic copy of the proposal required?  
**Answer No. 1:** Santa Fe County prefers all proposals be submitted via DropBox.
- Question No. 2: Can you please confirm if the 20-page limit includes the cover page(s) and/or section divider(s)? Are the requested sample work product and required forms (Campaign Contribution Form and Certificate of Insurance) excluded from the 20-page limit?  
**Answer No. 2:** The 20-page limit applies only to the response to the Evaluation Criteria. All other required forms and supporting documents are not subject to the page limit.
- Question No. 3: Is there an allocated budget for this project?  
**Answer No. 3:** Yes, the estimated budget is \$100,000.
- Question No. 4: Can the cost proposal include optional pricing for additional services or contingencies?  
**Answer No. 4:** Yes, please identify your additional services and include the optional pricing accordingly.

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](mailto:tjim@santafecountynm.gov).



**PRE-PROPOSAL CONFERENCE  
RFP No. 2026-0009-GM/TJ  
IMPACT FEES STUDY  
DECEMBER 3, 2025 AT 10:30 AM**

**Contracting Agency: Santa Fe County**

- |                            |                               |                     |
|----------------------------|-------------------------------|---------------------|
| • Tammy Jim                | Procurement Specialist Senior | Purchasing Division |
| • Herbert Foster           | Senior Planner                | Growth Management   |
| • Amanda Patterson-Sanchez | Procurement Planner Analyst   | Purchasing Division |

**Project Information**

Santa Fe County Growth Management Department is seeking qualified consultants to prepare and implement an Impact Fees Study.

**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 pages 20-21.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP on pages 24-25 will be scored by a three to four-member evaluation committee.
- Preferences -

1) N.M. In-State Resident/Native American Resident In-State Preference Certificate, 80 points total of all evaluation factors added to score.

**OR**

2) N.M. Resident Veteran/Native American Veterans Preference Certificate, 100 points total of all evaluation factors added to score. For more information on State Preference visit [www.tax.newmexico.gov](http://www.tax.newmexico.gov)

**AND**

3) Santa Fe County Business Certificate Preference, 50 points 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](mailto:tjim@santafecountynm.gov). The last day for questions will be **Friday, December 5, 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, December 10, 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: Tuesday, December 30, 2025**

**Time: 2:00 PM**

**Location: 102 Grant Avenue 1<sup>st</sup> Floor, Santa Fe, NM**

**Electronic submission also available via Dropbox utilizing  
Dropbox link:**

<https://www.dropbox.com/request/tFWJF1zL6tE1Pnti1hC>



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NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Herbert Foster	Growth Mgt. Dept.	505-992-2735	<a href="mailto:mfoster@santafecountynm.gov">mfoster@santafecountynm.gov</a>
Tammy Jim <i>TJm</i>	SFC Purchasing Dept	505-986-6370	<a href="mailto:tjim@santafecountynm.gov">tjim@santafecountynm.gov</a>
Amanda Patterson-Sanchez <i>APS</i>	SFC Purchasing Dept	505-992-6753	<a href="mailto:apatterson-sanchez@santafecountynm.gov">apatterson-sanchez@santafecountynm.gov</a>
<i>Daniel Guimond</i>	<i>Economic Planning Sys.</i>		<i>dguimand@psdenver.com</i>
<i>Scott W. Lester</i>	<i>Bowman FCS</i>		<i>scott.lester@bowman.com</i>
<i>Zech Hazel</i>	<i>FCS a Bowman Company</i>		<i>zech.hazel@bowman.com</i>
<i>Colleen Liao</i>	<i>DTA Public Finance, Inc.</i>		<i>Collcen@Finance DTA.com</i>
<i>Shivani Lal</i>	<i>FCS a Bowman Company</i>		<i>Shivanilal@bowman.com</i>
<i>Kimberly Espinoza</i>	<i>Wilson &amp; Company</i>		<i>Kimberly.espinoza@wilsonco.com</i>
<i>Fred Philpot</i>	<i>LRB Public Finance, Inc.</i>		
<i>Christian Carroll</i>			