

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

October 29, 2025

SANTA FE COUNTY
RFP No. 2026-0109-FD/TJ
CONSULTANT SERVICES FOR STAFFING & GROWTH ASSESSMENT

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
Attachment B: Fire Department Organizational Chart
Attachment C: V. Specifications

- | | |
|-----------------|---|
| Question No. 1: | Will the County provide GIS data or mapping support for identify future station locations? |
| Answer No. 1: | Yes, the County has the capability to provide GIS and corresponding data such as demographics, heat maps of existing call volumes, and approved community developments. |
| Question No. 2: | Beyond internal interviews and focus groups, is there an expectation for public or community engagement during the assessment? |
| Answer No. 2: | No. There is no expectation for public or community engagement during this assessment phase. |
| Question No. 3: | Is the 20-page limit inclusive of tab pages, resumes, and/or sample studies, such as the sample of an impact fee study requested on page 23? |
| Answer No. 3: | The 20-page limit only pertains to the evaluation criteria. |
| Question No. 4: | Can the cost proposal include optional pricing for additional services or contingencies? |

Answer No. 4: Please provide hourly rates per team member. Hourly rates should be fully loaded to include your firms profit and overhead, equipment, materials, etc.

Question No. 5: Is there a preferred format or template for the final report and presentation deliverables? For example, does the County prefer an in-person final presentation, or are virtual formats acceptable?

Answer No. 5: No. An in-person presentation is preferred as it will be presented at the Santa Fe Board of County Commissioners meeting.

Question No. 6: In the proposal documents, the contract term is listed as four years. Does the County have a preferred timeline for the completion of this scope of work?

Answer No. 6: The contract term will be negotiated with the selected finalist.

Questions No. 7: In the Sequence of Events portion of the documentation, the possibility of oral presentations of finalists is mentioned. Is the County amendable to virtual presentations?

Answer No. 7: Yes, virtual presentations are welcomed for Oral Presentations.

Question No. 8: Is the Consultant expected to conduct an impact fee study as part of this engagement, or is the sample requested solely for evaluation purposes?

Answer No. 8: Please see Attachment C.

Question No. 9: Are any elements of the RFP requirements not included in the 20-page limit? (For example, resumes, project references, insurance certificates, forms, cover letter)

Answer No. 9: The 20-page limit refers only to the evaluation criteria.

Question No. 10: Are any preference points awarded to a prime for including a sub-consultant on their team who meets the New Mexico or Native American or Veteran or Santa Fe residency preferences?

Answer No. 10: Preferences pertains to Prime bidder only.

Question No. 11: The RFP requests a sample of an Impact Fees Study to be provided in an appendix. Please clarify the type of report and information that you are expecting.

Answer No. 11: Please see Attachment C.

Question No. 12: What is the current breakdown of Fire Department staffing between professional career staff versus volunteers?

Answer No. 12: Please see Attachment B.

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.



**PRE PROPOSAL CONFERENCE
RFP No. 2026-0109-FD/TJ
CONSULTANT SERVICES FOR STAFFING & GROWTH ASSESSMENT
OCTOBER 22, 2025 AT 10:30 AM**

Contracting Agency: Santa Fe County

- | | | |
|----------------------------|-------------------------------|---------------------|
| • Tammy Jim | Procurement Specialist Senior | Purchasing Division |
| • Jacob Black | Fire Chief | Fire Department |
| • Christine Martinez | Department Administrator | Public Safety Dept |
| • Amanda Patterson-Sanchez | Procurement Planner Analyst | Purchasing Division |

Project Information

Santa Fe County Fire Department is seeking qualified consultants to provide staffing and growth assessments.

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

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

OR

2) N.M. Resident/Native American Veterans Preference Certificate, 100 points 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, 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. The last day for questions will be **Friday, October 24, 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, October 29, 2025**. *(Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.)*
- Proposal Submittal –

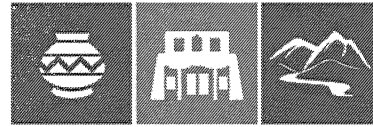
Due Date: Tuesday, November 25, 2025

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/ltFWJF1zL6tE1Pnti1hC>


SANTA FE COUNTY
PRE-PROPOSAL CONFERENCE
RFP No. 2026-0109-FD/TJ
CONSULTANT SERVICES FOR STAFFING & GROWTH ASSESSMENT
OCTOBER 22, 2025 AT 10:30 AM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Christen Martinez	Public Safety Dept	505-992-3080	clmartinez@santafecountynm.gov (online)
Tammy Jim <i>Tjm</i>	SFC Purchasing Dept	505-986-6370	tjim@santafecountynm.gov
Amanda Patterson-Sanchez <i>APS</i>	SFC Purchasing Dept	505-992-6753	apatterson-sanchez@santafecountynm.gov
Anthony Peperas <i>A.P.</i>	SFC Purchasing Dept	505-986-6218	jpeperas@santafecountynm.gov
Chief Jacob Black	Fire Department	505-992-3083	jblack@santafecountynm.gov (online)
Frank Edwards	Mission CIT		fedwards@missioncit.com
Kaelan Boyd	Raftelis		kboyd@raftelis.com
Patti D'Andrea	Federal Engineering		pdandrea@fedeng.com
Dave Slivinski	Advanced Selections, LLC		dslivinski@advancedselections.com
Miles Brown	Public Consulting Group		publicsafetystudy@pcgus.com
Paul Miller	Business Diskriter, Inc		Business.Coordinator@diskriter.com



Santa Fe County Fire Department

January 13, 2025



Division/Team

Current Position

Fire Chief

Deputy Chief

Assistant Chief - Operations

Training Division

Assistant Chief - Support & Prevention

Facilities

District Fire Chiefs

Agua Fria

Chimayo

Edgewood

El Dorado

Galisteo

Glorieta

Hondo

La Cienega

La Puebla

Madrid

Stanley

Pojoaque

Tesuque

Turquoise Trail

Special Ops & District
Liaison

Battalion Chief

Admin Services
Manager

Secretary
Senior

Medical Billing
Clerk

Incident
Rehabilitation

Technical Rescue

Wildland Division

Wildland Captain

WUI Spec.

FP Spec.
Urban/Wildland

FP Spec.
Urban/Wildland

Forestry Tech
Lead

Forestry Tech

Forestry Tech

Forestry Tech

YCC Crew

(Seasonal Grant)

Fire Regions

A-Shift

B-Shift

C-Shift

Battalion Chief

Battalion Chief

Battalion Chief

Station 50

Station 60

Station 61

Station 62

Station 70

Station 80

Station 50

Station 60

Station 61

Station 62

Station 70

Station 80

Station 50

Station 60

Station 61

Station 62

Station 70

Station 80

Medical Services

Battalion Chief

EMS

Mobile Integrated
Health

MIH Program Manager

MIH Specialist 1

Social Worker

Battalion Chief

Captain - EMT Fire
Training

A-Shift Captain

B-Shift Captain

C-Shift Captain

Department
Administrator

Fleet

Fleet Manager

EVT - III

EVT - Trainee

EVT - Trainee

EVT - Trainee

Logistics

Quarter Master

Fire Prevention & Risk
Reduction

Fire Inspector

Fire Inspector

Fire Inspector

Fire Inspector

V. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each mandatory specification. The narratives along with required supporting materials will be evaluated and awarded points accordingly.

A. INFORMATION

Time Frame

The contract is scheduled to begin December 2025 Santa Fe County intends on awarding a contract with an initial term of four years.

B. EVALUATION CRITERIA

A brief explanation of each mandatory specification is listed below. Offerors are encouraged to fully address each category completely, as points are assigned for responses to each.

1. Introduction

- Provide an overview of the firm/agency particularly highlighting the strengths, effectiveness, and operational experience.
- Specify how long the firm/agency has been in business, the vision or mission of the organization, and any major programmatic changes which have occurred in the last two years.

2. Technical Competence and Specialized Experience

- Provide information about your firm's specific consulting experience in providing staffing and growth assessments comparable to the Scope of Work required in this RFP.
- Include years of experience with government or private entities of comparable size and complexity.
- Describe related experience with staffing levels and configurations for existing staffed stations, include recommendations for expansion or modification.
- Provide evidence of the firm/company's skills and methods for recruitment, retention, and integration with career staff.

3. Evidence of Understanding Scope of Work

- Describe the services to be provided that correlate to the scope of work and the staffing and growth assessments in the RFP, including a brief description or work plan.
- Discuss challenges that might be expected based on this service, including existing conditions, locations, sites or any other factors.
- Identify any limitations or restrictions in providing the required services. Any services that cannot be provided as required should be noted.

4. Capacity and Capability

- Provide resumes or bios of the members of your Team that will be working with the County.
- Indicate the Team's current workload and their workload during project implementation, propose a calendar of milestones and deliverables that demonstrate the planning process.

5. Past Performance

- Provide descriptions of current or recent past contracts with similar services being provided by your firm/company, including: a) name of individual or company; b) address of individual or company; c) name of contact person; d) telephone number and email address of contact person; and, e) type of services provided and service dates.
- Include a minimum of three (3) client references, names and telephone numbers of clients for which similar service have been performed, currently or in the recent past. Reference check may be conducted regarding the prior work experience, timing, planning and technical expertise of the firm/company's performance.
- Provide sample of a prior staffing and growth assessment study as an Appendices that your firm has performed for any public or private entities.

C. COST PROPOSAL (Appendix D) - provide in a separate sealed envelope with the original proposal ONLY (do not include in each of the four additional copies, if submitting electronically, please submit in a separate file in Dropbox).

Offeror shall propose its cost for the tasks listed in the scope of work. A cost sheet is provided as Appendix D.

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