

Justin S. Greene
Commissioner, District 1

Lisa Cacari Stone
Commissioner, District 2

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Commissioner, District 3



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Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

July 09, 2025

SANTA FE COUNTY
Public Safety Department
Community Wildfire Preparedness Plan
RFP No 2025-0299-FDTS
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

Section V. Specifications B Evaluation Criteria 4 Capacity and Capability (Page 23) in the RFP is deleted and replaced with the below;

4. Capacity and Capability

- Provide information about the vendor's approach in providing the required services and capacity to implement the services and deliverables in a timely manner;
- Include your team's organization and working relationships.

Appendix C-COST RESPONSE FORM-2026-2027 (Page 31) in the RFP has been removed

Attachment A

QUESTIONS AND ANSWERS:

1. What is the designated budget for this project?
 - The county has sufficient annual budget for this project (\$70,000.00),
2. Pg. 23, Section 4 states that offerors should “Demonstrate experience and knowledge of designing and implementing Alternative Payment Models.” Could you please clarify how Alternative Payment Models apply to this work?
 - This language was removed.
3. Appendix C, starting on Pg. 30, asks for cost by task. If the CWPP should be completed within 12 months, what is the reasoning for the second cost response form on Pg. 31?
 - B- Removal of Cost Response Form- 2026-2027 (Page 31 of the RFP)
4. Do you anticipate that the participating communities will be similar to that in the 2020 SCCWPP, or do you expect any significant changes?
 - Should be about the same as before with no significant changes, always ensuring that it meets the standards to be certified by the state of New Mexico.
5. Will the community risk assessment field surveys be completely the consultant’s responsibility, or will any be done by or in conjunction with local fire departments?

In conjunction with the Fire Department /Wildland Division, as support to the surveys
6. Is the project grant funded, and if so has the grant been awarded and confirmed?
 - Currently the project is funding with county funds, with the possibility of grant funding in the future.
7. To help us scope the level of effort the County is looking for, can you provide a budget range?
 - The current budget for this project is \$70,000.00

8. Page 4 states that “A completed proposal shall be submitted in a sealed container.” Can you confirm if this statement applies to the emailed proposals or not?
- This statement only applies to hard copy proposals, please submit your electronic response to the Dropbox link located within the RFP
9. Page 12 states that the Acknowledgement of Receipt Form should be filled out and returned by June 26, 2025. We did not return the form by that date, but we did attend the pre-proposal conference on June 25th. Are we still eligible to bid on this project?
- Yes. Offerors who do not submit the acknowledgement of receipt form are still eligible to submit a proposal on the RFP. The purpose of the acknowledgement form is for Offerors to be placed on the distribution list for any addendums to the RFP. Otherwise each Offeror will need to visit the County website for any addendums.
10. Page 30 and 31 state “New Mexico gross receipts taxes are excluded from the proposed total, they shall be shown separately on the invoice.” Can you confirm this means we can be reimbursed for gross receipts taxes over and above our proposed total budget?
- Yes. The selected offeror will be reimbursed for New Mexico Gross Receipt Tax.
11. Page 20 of the RFP states “All proposals shall be limited to fifteen (15) pages, with exception to professional licenses and certifications, which shall be added as appendices.” Can staff resumes also be included as appendices, or do they count against the 15-page limit?
- Staff appendices are viewed as appendices, the 15-page limit is specific to the Offeror’s response to the evaluation criteria.
12. The Letter of Transmittal states "Acknowledge and acceptance of the terms and conditions of the Agreement attached as Appendix D." How should offerors provide any exceptions and/or redlined/added text to the Agreement? Would inclusion of such exceptions be subject to the 15 page limit?
- Please note your exceptions to the terms and conditions to the agreement on the Letter of the Transmittal (as per Section IV. C. 1.a) “Proposal Organization”. The exceptions are not subject to the 15-page limit.

Please add 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 Timothy Sintas, Procurement Specialist Senior at tsintas@santafecountynm.gov.



**Pre-Proposal Conference
RFP#2025-0299-FDTS
Community Wildfire Preparedness Plan (CWPP)
Wednesday June 25, 2025
3:30 PM (MDT)**

NAME	ORGANIZATION	PHONE #	EMAIL
Timothy Sintas	Santa Fe County- Procurement	505-992-6745	tsintas@santafecountynm.gov
Christen Martinez	Public Safety	505-992-3083	clmartinez@santafecountynm.gov
Michael Feulner	Wildland Captain	505-995-6527	mfeulner@santafecountynm.gov

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