

REQUEST FOR PROPOSALS



NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

WITH FUNDING AND SUPPORT PROVIDED BY
NEW MEXICO OUTDOOR RECREATION DIVISION

RFP #: 2026-001-R

**Outdoor Recreation and Conservation Master Plan
for Cibola County and McKinley County**

March 16, 2026

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I. ADVERTISEMENT

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS
WITH FUNDING AND SUPPORT PROVIDED BY
NEW MEXICO OUTDOOR RECREATION DIVISION

RFP #: 2026-001-R

**Outdoor Recreation and Conservation Master Plan
for McKinley County, NM and Cibola County, NM**

The Northwest New Mexico Council of Governments (NWNMCOG) is requesting proposals from qualified firms or offerors for the purpose of hiring a contractor to complete an Outdoor Recreation and Conservation Master Plan for McKinley and Cibola Counties in New Mexico. Proposals shall be valid for ninety (90) days subject to all action by the Northwest New Mexico Council of Governments. NWNMCOG reserves the right to reject any or all proposals in part or in whole. Proposals shall be submitted in a sealed container or envelope indicating the proposal title and number along with the offeror's name and address clearly marked on the outside of the container or envelope. **All proposals must be received and recorded by the Northwest New Mexico Council of Governments, 106 West Aztec Avenue, Gallup, NM 87301, no later than 4:00 PM (Mountain Daylight Time) on April 17, 2026.**

No Pre-Proposal Conference will be held for this opportunity.

EQUAL OPPORTUNITY EMPLOYMENT: All qualified offerors will receive consideration of contract(s) without regard to race, color, religion, sex or national origin.

Request for Proposals will be available by contacting Martina Whitmore, Procurement Manager by telephone at (505) 722-4327, or by email at mwhitmore@nwnmcog.org or by accessing NWNMCOG's website at <https://www.nwnmcog.org/procurement.html>

ANY PROPOSAL SUBMITTED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE ACCEPTED.

Publish on March 16, 2026

II. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The Northwest New Mexico Council of Governments (NWNMCOG) has been awarded funding by the New Mexico Outdoor Recreation Division under the Trails+ Grant Program to develop an Outdoor Recreation and Conservation Master Plan for McKinley County, NM and Cibola County, NM. The NWNMCOG is seeking written proposals from qualified consultants to provide professional services to assist in the development of the bi-county Outdoor Recreation and Conservation Master Plan. The project cost for services shall not exceed the budgeted amount of \$125,000.00. The awarded offeror's Master Plan shall be presented to the NWNMCOG and regional stakeholders for review and approval prior to contract completion.

The Outdoor Recreation & Conservation Master Plan will guide outdoor recreation and conservation activities within McKinley and Cibola Counties by combining existing efforts, activities, programs and plans to establish a framework for the amplification of the outdoor industry to reinvigorate local economies while ensuring conservation and stewardship of our natural environment. The plan is intended to set a regional direction for McKinley and Cibola Counties and to help guide outdoor recreation and conservation development for the next 5- 10 years. The plan will also include development of recreational planning and design documents to support future implementation of one (1) identified priority project and to serve as a model for future recreational project development within the bi-county region.

The primary beneficiaries of the project are all residents of McKinley and Cibola Counties, including youth, as well as tribal community members of the region including Navajo Nation, Pueblo of Zuni, Pueblo of Acoma, and Pueblo of Laguna. In total, the project supports a population of over one hundred thousand people within the state of New Mexico.

Background

The Northwest New Mexico Council of Governments (NWNMCOG):

The NWNMCOG is a quasi-governmental regional development/planning organization that is dual designated as a Economic Development District by the U.S. Economic Development Administration and a State Planning District by the State of New Mexico. The COG has over 50 years of service to communities in Northwest New Mexico. The NWNMCOG has been involved and provided leadership in developing recreational tourism as an economic driver for close to 25 years and continues to see this strategy as viable both for the State of New Mexico and the northwest region.

McKinley County:

McKinley County is located in the northwest region of the State of New Mexico. The population of McKinley County is approximately 74,923 with a total area of 5,455 square miles. Over three-quarters of McKinley County's population are Native American with residents from the Navajo, Hopi, and Zuni tribes. The county seat is in the City of Gallup, the most populous city between Flagstaff and Albuquerque along the historic U.S. Route 66. The mission of McKinley County is to provide services, enhancing the quality of life for all citizens of McKinley County through responsible government. The vision of McKinley County is to aspire to foster an economically vibrant and safe county that embraces and respects cultural diversity.

Cibola County:

Cibola County is located in west central New Mexico. The land area of Cibola County is approximately 4,542 square miles. The population of Cibola County is approximately 27,000 people. Cibola County is primarily rural, containing two incorporated municipalities (City of Grants and Village of Milan) as well as numerous unincorporated communities. The county is home to four Native American tribes – the Pueblo of Acoma, the Pueblo of Laguna, the Pueblo of Zuni, and multiple chapters of the Navajo Nation. Approximately 45% of that population resides in Grants and Milan and approximately 35% in the Pueblos and Navajo Chapters. The mission of Cibola County government is to provide an efficient, effective, responsive and transparent government that achieves the Board of County Commissioners' vision for Cibola County. The vision of Cibola County strives to become a vibrant and safe county that embraces cultural diversity and fosters sustainable efforts to ensure economic prosperity.

Project Description

The NWNMCOG is seeking proposals from qualified consulting firms to provide services to the communities of McKinley and Cibola Counties to develop an Outdoor Recreation and Conservation Master Plan. The overall goal of the plan is to establish a regional framework for outdoor recreation and conservation planning and development in McKinley and Cibola Counties. With numerous activities underway, it is important to create a regional direction to ensure all activities work towards a common goal and collective vision for the region. The Outdoor Recreation and Conservation Master Plan will help achieve these goals by establishing a roadmap for program development and project implementation over the next five to ten years in support of a unified vision for the conservation and sustained stewardship and enjoyment of the region's natural assets and recreational resources.

Through extensive community outreach, the consultant will gather information, identify assets, establish goals, and acknowledge challenges and opportunities from the local communities. The consultant will use this information to engage in analysis of current conditions and to establish regional goals, objectives, and strategies. Additionally, the consultant will facilitate identification of individual projects, programs, and initiatives that work towards expanding the outdoor recreation and conservation economies in northwest New Mexico.

The consultant will work closely with NWNMCOG and local government staff, applicable boards, and other key stakeholders in preparing the Outdoor Recreation and Conservation Master Plan and create a product for distribution to the public. As part of the project, the consultant will be tasked with developing a set of standalone trail planning and design documents to serve as a model for future outdoor recreation project development within the bi-county region.

The consultant will also be responsible for deliverables listed below:

Deliverables

The following are the minimum meeting requirements for the plan and associated documents. Consultant shall identify any additional anticipated meetings in the proposal.

- i. Initial Kick-off meeting with NWNMCOG staff
- ii. Public information/input meeting
- iii. Information/input meeting with McKinley County and Cibola County Stakeholders (4 meetings) at least 2 in person meetings.
- iv. A minimum of one work session meeting with NWNMCOG staff for preliminary plan development

- v. Preliminary Plan:
 - a) Three paper copies and one electronic format of the Preliminary Plan including maps, graphics, public input and survey data and recommendations
- vi. Preliminary plan presentation to identified stakeholders
- vii. Final Plan:
 - a) Ten paper copies and one electronic format of Final Plan
 - b) Final plan to include executive summary with “dashboard” style assessment of inventory, gaps, needs, and opportunities, including pictographs
 - c) Final plan shall include a package of original file types for videos, graphics, charts, models, tables, maps (shapefiles, etc.), and any other supporting documents
- viii. Final plan presentation to identified stakeholders
- ix. Priority project (1 work site) planning documents:
 - a) Conceptual site plan that includes trailheads and associated infrastructure, informational kiosks, signage, and project cost estimates.
 - b) Preliminary trail design that includes layout, mapping, site reconnaissance, identification of potential environmental/cultural site constraints, cost estimates, and sustainability measures.

The outdoor recreation economy of New Mexico relies on a healthy natural environment to provide economic benefits to all New Mexicans. Regional investments in conservation, stewardship, and equitable access to the natural environment are critical to sustaining this viable economic development resource and supporting an interconnected regional recreational and tourism economy.

NWNMCOG is actively pursuing a bi-county outdoor recreation and conservation master plan that intricately weaves recreational opportunities into the fabric of both the constructed and natural landscapes within the expansive region of northwest New Mexico.

The bi-county master plan will play a pivotal role in enhancing the quality of life and overall well-being of regional community members. This visionary blueprint will lay the groundwork for the forthcoming decade, steering the evolution of outdoor recreational opportunities, park spaces, trail networks, and natural resource conservation.

McKinley and Cibola Counties contain numerous natural assets that support opportunities for public access to outdoor recreation including Mt. Taylor / Cibola National Forest – Mt. Taylor Ranger District, El Malpais National Monument, El Moro National Monument, Blue Water Lake State Park, Ramah Lake, Red Rock Park, Pyramid and Church Rock Trails, Mentmore Climbing Area, High Desert Trail, Continental Divide Trail, and the Zuni Mountain Trails system. In addition, there exist privately owned and managed outdoor recreation opportunities including the Ice Caves and Bandera Volcano, and the Wild Spirit Wolf Sanctuary.

In addition, the counties are served by numerous trail groups a related associations dedicated to promoting and maintaining multi-use trails for a variety of outdoor activities, including cycling, hiking, running, ATV riding, horseback riding, and more. These stakeholders include the Zuni Mountain Trails Association, Cibola Trail Alliance, Gallup Trails, Youth Conservation Corps, Red Rock Motor Sports Club, and Adventure Gallup & Beyond.

The Outdoor Recreation and Conservation Master Plan process will strengthen the region's capacity to enhance multi-use recreational opportunities through coordination and strategic planning with community stakeholders to plan, develop, and implement priority projects within the region.

The primary objectives of the Outdoor Recreation and Conservation Master Plan for Cibola and McKinley Counties project include the following:

- Grow employment opportunities and economic benefits for local communities by accelerating the outdoor recreation economy in Northwest New Mexico.
- Enhance equitable access to the outdoors in Northwest New Mexico by increasing recreation opportunities in under resourced areas with communities facing heightened social, environmental, and health challenges.
- Foster public health, well-being, and an enhanced quality of life through planning for both organized and self-directed passive and active recreational pursuits.
- Develop interconnected park and or trail system designs to uplift the physical and mental well-being of regional community members as well as the aesthetics and appeal of the region.
- Address the diverse recreational and fitness priorities for various generations, including youth, adolescents, adults, and seniors within McKinley and Cibola Counties.
- Investigate opportunities for conservation of priority lands for the benefit of people and wildlife in Northwest New Mexico.
- Identify and promote opportunities for restoration and enhancement of natural lands and waters in Northwest New Mexico.
- Create multi-stakeholder partnerships for sustainable development of the region’s natural assets with focus on habitat conservation, restoration, and stewardship goals.
- Devote resources to Outdoor Recreation and Conservation programs, projects, and initiatives that support trails, parks, open space, educational institutions, natural preserves, and cultural landscapes

The resulting document will offer a comprehensive overview of the current state of outdoor recreation and conservation in Cibola County and McKinley County while presenting a clear vision for the future of the counties’ natural capital, trails and recreation areas, and sustainable economic development opportunities centered around resource conservation and outdoor recreation.

Overall, the Outdoor Recreation and Conservation Master Plan project will advance community-based recreation and conservation efforts to enhance regional connectivity, improve recreational access, and provide economic opportunities for residents of McKinley and Cibola Counties, tribal community members of the region, and future generations.

B. SCOPE OF WORK

The consultant will take the lead role in all public forums, workshops, meetings, and hearings. NWNMCOG will provide a supporting role during this process. The expectation is that the consultant will utilize a variety of methods to gather input from stakeholders in the community, including but not limited to, town hall meetings, chapter house meetings, public hearings, open houses, public surveys, and through social media. The consultant will furnish all required labor, materials, supplies, and travel required in connection with the project. The Master Plan shall incorporate the following elements using a phased approach.

Phase I Deliverables: a. An evaluation and review of existing land uses, recreation amenities, and any existing master plans and comprehensive plans from within McKinley County and Cibola County and cities within these counties. Consultant shall report on findings and recommendations based on the Counties and stakeholders anticipated goals. b. General map showing potential locations for recreation offerings within the bi-county region. c. Description of barriers to development of recreation and conservation outcomes (i.e., regulatory,

legal, infrastructure, funding, etc.) and strategies to facilitate implementation. d. Executive summary and findings on conceptual future outdoor recreation development and habitat conservation within the bi-county region.

Phase II Deliverables: a. List of potential projects that enhance the outdoor recreation offerings within the bi-county region, including, but not limited to trails and associated infrastructure suited for hiking, biking, equestrian, nature observation, and other outdoor recreation amenities. b. Cost projections of recommendations with outline of possible funding sources, and the feasibility of sustaining any improvements. Including the economic value back to the counties and local businesses. c. Community needs assessment based on recreational trends, regional market analysis, and stakeholder engagement. d. Implementation strategies.

Phase III Deliverables: Produce separate, standalone recreational planning and design documents to support priority project implementation in McKinley County. The deliverables will include two main components: 1.) development of a conceptual site plan for recreational access and associated infrastructure (trailheads, parking, kiosks, signage, interpretation); and 2.) creation of preliminary trail design to support non-motorized trail development for all ages and abilities within an identified project worksite. Phase III will generate essential resources to support execution of the Recreation and Conservation Master Plan and serve as a model for future project development within the bi-county region.

The Scope of Work for all project phases (I, II, and III) will be refined with the selected consultant through discussions with project managers and federal, state, and local officials.

Internal Assessment and Project Administration

- Provide NWNMCOG with a presentation of your approach to the planning process and provide quarterly progress reports.
- Participate in progress meetings with the NWNMCOG's Project Manager as often as necessary, but not less than once per month until the final plan is approved.
- Supply the Project Manager with at least one (1) copy of all completed or partially completed products as deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the Master Plan.

Community Engagement

- Identify, describe, and implement a comprehensive strategy and methodology for community involvement in this Master Plan development process.
- Review existing engagement documents conducted by applicable departments and other departments to compile available information about community needs. Summarize and identify gaps in data.
- Provide well-organized and directed activities, techniques and formats that will ensure an equitable, inclusive, open, and proactive public participation process is achieved. These methods should solicit quality input from as many people as possible, including under-resourced populations and users and non-users of the conservation and recreation assets and facilities.
- Act as professional facilitators to gather specific information about services, use, preferences and any agency strengths, weaknesses, opportunities, and threats.
- Provide written records and summaries of the results of all public processes and communications strategies that can be shared with the public.
- Help to build consensus and agreement on the plan and if consensus is not possible, provide information for informed and equitable decision making for McKinley and Cibola Counties.

Resource and Data Collection

- Conduct analysis that considers the fair and just quantity, distribution, inclusivity, condition, cultural

relevancy, connections and proximity of parks, green space, programs, recreation centers and services. Evaluation criteria should be based on the expressed values of the community and focus on improved health and environmental outcomes.

- Provide an assessment and analysis of the current level of programs, services, and maintenance in relation to present and future goals, objectives, and directives.
- Provide an assessment so regional partners do not duplicate efforts with respect to same outdoor recreation pursuits.
- Compile an inventory and assessment of the existing parks, trails, green space, and facilities in Geographic Information System (GIS). Compare to national benchmarking tools.
- Provide a community-wide statistically valid community needs assessment survey on recreation and park programs and facilities. The return rate should accurately represent a sampling of the population, including vulnerable populations, so that an analysis can be segmented by race, gender, age, and other demographic groups.
- Review and interpret demographic trends and characteristics of the community, using information from the Comprehensive General Plan and other regional and local sources.

Implementation

- Develop an action plan that includes strategies, priorities and an analysis of budget support and funding mechanisms for the short-, mid- and long-term for park systems, green space, trails and recreation programs and services, and the conservation and stewardship of natural resources. The action plan should prioritize strategies by their level of impact on social, health and environmental outcomes.
- Prioritize recommendations for needs regarding natural resource conservation, land acquisition, and the development of parks, trails, green space, and recreation facilities.
- Prioritize recommendations for the stewardship, maintenance, renovation and operations of conservation lands, parks, trails, and recreation facilities.
- Recommend collaborative partnerships and other solutions to minimize duplications or enhance opportunities for collaborative partnerships.
- Identify areas of service shortfalls and projected impact of future trends.
- Provide useable and workable definitions and recommendations for designated park and open space with acreages and parameters defined as appropriate.
- Develop recommendations for operations, staffing, maintenance, programming, and funding needs.
- Provide a clear plan for development of programming based on demand analysis.

Development of Final Plans and Supporting Materials

- The Master Plan must include written goals, objectives, policy statements, a financial and action plan that articulate a clear vision and “roadmap” and model for the McKinley County and Cibola County.
- A summary of existing conditions, inventories and system-wide metrics, distribution metrics, population demographics and outcome metrics.
- Charts, graphs, maps, and other data as needed to support the plan and its presentation to the appropriate audience.
- Four (4) meetings, at least two (2) meetings in person with county stakeholders for required adoption of the Master Plan.

C. SCOPE OF PROCUREMENT

The Agency intends on establishing a contract with an immediate contract term by or around May 2026 that will run until May 2027, that follows the effective date and terms in the executed contract.

D. PROCUREMENT MANAGER

The Agency has designated a Procurement Manager who is responsible for the conduct of this

procurement whose name, address and telephone number are listed below. All deliveries via express carrier should be addressed as follows:

Martina Whitmore
Procurement Manager
Northwest New Mexico Council of Governments
106 W. Aztec Avenue
Gallup, NM 87301
Ph. (505)722-4327
Email: mwhitmore@nwnmcog.org

Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager in writing. Offerors may contact ONLY the Procurement Manager regarding the procurement. Other Agency employees do not have the authority to respond on behalf of the Agency.

E. DEFINITION OF TERMINOLOGY

This section contains definitions and abbreviations that are used throughout this procurement document.

“Agency”, or “NWNMCOG” means the Northwest New Mexico Council of Governments.

“Close of Business” means 4:00 PM Mountain Standard or Mountain Daylight Time, whichever is in effect on the date given.

“Contract” or “Agreement” means a written agreement for the procurement of items of tangible personal property or services.

“Contractor” means a successful Offeror who enters into a binding contract.

“Determination” means the written documentation of a decision by the Procurement Manager including findings of fact supporting a decision. A determination becomes part of the procurement file.

“Desirable” The terms “may”, “can”, “should”, “preferably”, or “prefers” identify a desirable or discretionary item or factor (as opposed to “mandatory”).

“Evaluation Committee” means a body appointed by the Agency management to perform the evaluation of Offeror proposals.

“Finalist” is defined as an Offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

“Mandatory” The terms “must”, “shall”, “will”, “is required”, or “are required”, identify a mandatory item or factor (as opposed to “desirable”). Failure to meet a mandatory item or factor will result in the rejection of the Offeror’s proposal.

“Offeror” is any person, corporation, or partnership that chooses to submit a proposal.

“Procurement Manager” means the person or designee authorized by the Agency to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

“Request for Proposals” or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals.

“Responsible Offeror” means an Offeror who submits a responsive proposal and has furnished, when required, information and data to prove that his / her / their financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

“Responsive Offer” or “Responsive Proposal” means an offer or proposal which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity, time-line and/or delivery requirements.

III. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere the following schedule:

#	Action	Responsibility	Date
1	Issue of RFP	NWNMCOG	3/16/2026
2	Pre-proposal Conference (N/A)	NWNMCOG & Offerors	Not Applicable
3	Acknowledgement of Receipt of Request for Proposals / Distribution List Response Due	Offerors	3/23/2026
4	Deadline to Submit Additional Written Questions	Offerors	3/27/2026
5	Response to Written Questions/RFP	NWNMCOG	4/3/2026
6	Submission of Proposal (4:00PM, MST)	Offerors	4/17/2026
7	Proposal Evaluation *	Evaluation Committee	4/20/2026
8	Selection of Finalists *	Evaluation Committee	4/24/2026
9	Oral Presentations by Finalists (if applicable) *	Offerors & RFP Review Committee	TBD
10	Best and Final Offers*	Offeror	5/1/2026
11	Finalize Contract *	Offeror/NWNMCOG	5/8/2026
12	Contract Award / Notice to Proceed *	NWNMCOG	5/15/2026

*Dates indicated in Events 7-12 are estimates only and may be subject to change without necessitating an amendment to the RFP.

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section III, Paragraph A.

1. Issue of RFP

This RFP is being issued by the Northwest New Mexico Council of Governments, as part of its Northwest Regional Recreation and Conservation program.

2. Pre-proposal Conference

No pre-proposal conference will be held for this opportunity, unless determined to be needed by informal questions of prospective offerors.

3. Acknowledgement of Receipt of RFP / Distribution List Response Due

Potential Offerors should hand deliver, email, or return by facsimile or by registered or certified mail the "Acknowledgement of Receipt Form" that accompanies this document to have their organization placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned by the close of business on **March 23, 2026**.

The procurement distribution list will be used for the distribution of written responses to questions and any RFP amendments. Failure to return this form shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's organization name shall not appear on the distribution list.

4. Deadline to Submit Additional Written Questions

Potential Offerors may submit additional written questions as to the intent or clarity of this RFP until the close of business on **March 27, 2026**. All written questions must be addressed to the Procurement Manager.

5. Response to Written Questions/RFP Amendments

Written responses to written questions and any RFP amendments will be distributed on **April 3, 2026**, to all potential Offerors whose organization name appears on the procurement distribution list.

Additional written requests for clarification of distributed answers and/or amendments must be received by the Procurement Manager no later than one (1) day after the answers and/or amendments were issued.

6. Submission of Proposal

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 4 p.m. MDT ON Friday, April 17, 2026.

Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal. Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section II, Paragraph D. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to RFP #2026-001-R, Outdoor Recreation and Conservation Master Plan for McKinley County and Cibola County. Proposals submitted by facsimile, email, or any other electronic form will not be accepted.

A public log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing Offerors prior to contract award.

7. Proposal Evaluation

The evaluation of proposals will be performed by an evaluation committee appointed by the Agency. This process will take place during the month of **April 2026**. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

8. Selection of Finalists

The Evaluation Committee will select, and Procurement Manager will notify the finalist Offerors in the month of **April 2026**. Only finalists will be invited to participate in the subsequent steps of the procurement. The schedule for the Oral Presentations will be determined at that time, if there is a clear decision as to the Offeror who presents the most advantageous proposal, the Evaluation Committee will not select more than one finalist and will not hold oral presentations.

9. Oral Presentation by Finalists (if applicable) and Final Stakeholder / Public Review

Finalist Offerors may be required to present their proposals to the Evaluation Committee. The Procurement Manager will schedule the time and location for each Offeror presentation. Presentations, if required, will be held in **April 2026** and will be limited to one (1) hour in duration.

10. Best and Final Offers From Finalists

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers in **May 2026**. Best and final offers may be clarified and amended at the finalist Offeror's oral presentation, if applicable.

11. Finalize Contract

The contract will be finalized with the most advantageous Offeror in the month of **May 2026**. In the event that mutually agreeable terms cannot be reached within the time specified, NWNMCOG reserves the right to finalize a contract with the next most advantageous Offeror without undertaking a new procurement process.

12. Contract Award / Notice to Proceed

NWNMCOG anticipates awarding the contract in the month of **May 2026**. These dates are subject to change at the discretion of the Agency.

The contract shall be awarded to the Offeror or Offerors whose proposal is most advantageous, taking into consideration the evaluation factors set forth in this RFP. The most advantageous proposal may or may not have received the most points.

13. Right to Protest

Any protest by an Offeror must be timely filed within fifteen (15) days and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. The 15 calendar day protest period shall begin on the day following the notice of award of contract(s) and will end at 5 p.m. MST/MDT on the 15th day. Protests must be written and must include the name and address of the protestor and the request for proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits. The protest must be delivered to:

Northwest New Mexico Council of Governments
Attn: **Evan J. Williams, Executive Director**
106 W. Aztec Avenue, Gallup, NM 87301

C. GENERAL REQUIREMENTS

This procurement will be conducted in accordance with Chapter 13, NMSA 1978 and NMAC 1.4.1.

1. Acceptance of Conditions Governing the Procurement

Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section VI of this RFP.

2. Incurring Cost

Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

3. Prime Contractor Responsibility

Any contract that may result from this RFP shall specify that the prime Contractor is solely responsible for fulfillment of the contract with NWNMCOG. NWNMCOG will make contract payments only to the prime Contractor.

4. Subcontractors

Use of subcontractors must be clearly explained in the proposal. Major subcontractors must be identified by name and their qualifications must be included as an attachment to the proposal.

The prime Contractor shall be wholly responsible for the entire performance whether or not subcontractors are used.

5. Certifications and Licenses

Potential Offerors must have the proper certifications and licenses to do business in New Mexico as follows:

Corporations:

- File Articles of Incorporation with the Public Regulation Commission and record with the County pursuant to NMSA 1978, Section 53-4-6.
- Name of registered agent pursuant to NMSA 1978, Section 53-5-2.
- Certificate of Authority from the Public Regulation Commission indicating that the corporation is authorized to conduct business in New Mexico pursuant to NMSA 1978, Sections 53-17-6 and 53-17-8.
- Obtain a Federal employer identification number.
- Register with the New Mexico Taxation and Revenue Department and obtain a tax identification number to report gross receipts taxes.

Limited Liability Companies:

- Registered office and registered agent for service of process that is either a US resident or domestic corporation, limited liability company, or partnership that is located in New Mexico.
- File an Application for Registration with the Public Regulation Commission to conduct business in New Mexico and must obtain a Certificate of Good Standing from the Public Regulation Commission to conduct business in New Mexico.
- Obtain a Federal employer identification number.
- Register with the New Mexico Taxation and Revenue Department and obtain a tax identification number to report gross receipts taxes.

Limited Partnerships:

- Apply for Certificate of Registration with the New Mexico Secretary of State pursuant to NMSA 1978, Sections 54-2-1 through 54-2-48.
- File a Statement of Qualifications with the New Mexico Secretary of State pursuant to NMSA 1978, Sections 54-1A-101 through 54-1A-1206.
- Obtain a Federal employer identification number.
- Register with the New Mexico Taxation and Revenue Department and obtain a tax identification number to report gross receipts taxes.

General Partnerships:

- File a Statement of Partnership Authority with the Secretary of State pursuant to NMSA 1978, Sections 54-1A-101 through 54-1A-1206.
- Obtain a Federal employer identification number.
- Register with the New Mexico Taxation and Revenue Department and obtain a tax identification number to report gross receipts taxes.

Sole Proprietorships and Joint Ventures:

- Obtain a Federal employer identification number.
- Register with the New Mexico Taxation and Revenue Department and obtain a tax identification number to report gross receipts taxes.

6. Insurance Requirements
Offeror must have professional liability, and commercial and automotive liability each for \$1,000,000 before we will execute a contract.

7. Amended Proposals
No amended proposals will be allowed in this opportunity. NWNMCOG personnel will not merge, collate, or assemble proposal materials.

8. Offerors' Rights to Withdraw Proposal
Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative addressed to the Procurement Manager. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

9. Proposal Offer Firm
Responses to this RFP, including proposal prices, will be considered firm for ninety (90) days after the due date for receipt of proposals.

10. Disclosure of Proposal Contents
The proposals will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material that is proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the NWNMCOG Procurement Manager shall examine the Offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

11. No Obligation
This procurement in no manner obligates the Agency or any of its programs to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

12. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the Procurement Manager determines such action to be in the best interest of the Agency.

13. Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be affected by sending written notice to the Contractor. The Agency's decision as to whether sufficient appropriations and authorizations are available will be accepted by the Contractor as final.

14. Legal Review

NWNMCOG requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror concerns must be promptly brought to the attention of the Procurement Manager.

15. Governing Law

This procurement and any agreement with Offerors that may result shall be governed by the laws of the State of New Mexico.

16. Prohibited Bidding

Pursuant to Section 10-16-13 NMSA 1978 no state agency or political subdivision of the State shall accept a bid or proposal from a person who directly participated in the preparation of specifications, qualifications or evaluation criteria on which the specific competitive bid or proposal was based. A person accepting a bid or proposal on behalf of a state agency or political subdivision of this State shall exercise due diligence to ensure compliance with this section.

17. Consent to Jurisdiction and Venue

If a recipient of this RFP chooses to offer a proposal, the Offeror understands and agrees that by submitting such proposal to the Agency, they thereby consent to and agree to the exclusive jurisdiction of the Courts of the State of New Mexico for the resolution of any disputes arising under or resulting from the contract selection and/or approval process in response to this RFP, or any dispute arising under or resulting from the performance of any contract resulting from this RFP, which cannot be resolved informally. The Offeror, by submitting such proposal, waives any objection to the personal jurisdiction of the Courts of the State of New Mexico over the Offeror. By submitting such proposal, the Offeror agrees and consents that the McKinley County District Court shall have venue and jurisdiction over all matters arising or derived from this RFP.

18. Basis for Proposal

Only information supplied by NWNMCOG in writing through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

19. Cost Proposal.
No cost proposal is being solicited with this proposal. Once the Evaluation Committee selects the top offeror based on the technical proposal evaluation, will that offeror be asked to provide a detailed cost proposal. If that cost proposal far exceeds available budget or cannot be negotiated for any reason, the NWNMCOG may then move to the next ranking offeror.
20. Contract Terms and Conditions
The Contract between NWNMCOG and the Contractor will follow the format specified by the Agency. NWNMCOG reserves the right to negotiate with a successful Offeror provisions in addition to those contained in this RFP.
- The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of the Contract. In the event the Offeror's proposal conflicts with the RFP, the RFP governs, and, in the event the Agreement conflicts with the proposal, the Agreement governs.
- Should an Offeror object to any of the Agency's terms and conditions, as contained in this RFP document, that Offeror must propose specific alternative language. The Agency may or may not accept the alternative language. General references to the Offeror's terms and conditions or attempts at complete substitutions are not acceptable to NWNMCOG and will result in disqualification of the Offeror's proposal.
- Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.
21. Contract Deviations
Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between NWNMCOG and the selected Offeror and shall not be deemed an opportunity to amend the Offeror's proposal.
22. Contract Negotiations
Contract negotiations may be held in accordance with applicable provisions of 1.4.1.39 NMAC Procurement Code Regulations.
23. Offeror Qualifications
The Evaluation Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.
24. Right to Waive Minor Irregularities
The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the mandatory requirements and/or doing so

does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

25. Change in Contractor Representatives

The NWNMCOG reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the NWNMCOG, meeting its needs adequately.

26. Notice

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

27. Agency Rights

The Agency in agreement with the Evaluation Committee reserves the right to accept all or a portion of a potential Offeror's proposal.

28. Right to Publish

Throughout the duration of this procurement process and contract term, potential Offerors and contractors must secure from the Agency written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or termination of the contract.

29. Ownership of Proposals

All documents submitted in response to this Request for Proposals shall become the property of the NWNMCOG.

30. Confidentiality

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of the NWNMCOG.

The Contractor(s) agree to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the NWNMCOG's written permission.

31. Electronic Mail Address Required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence.

32. Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. If accepted by such means, the Offeror

acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the NWNMCOG, the version maintained by the NWNMCOG shall govern.

33. Disclosure of Campaign Contributions

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form (See "Appendix D") as a part of their proposal. This requirement applies regardless whether a covered contribution was made or not made for the positions of Governor and Lieutenant Governor. Failure to complete and return the signed unaltered form will result in disqualification.

34. Employee Pay Equity Reporting

Each Offeror submitting a proposal shall comply with the requirements of Executive Order 2009-049, New Mexico Pay Equity Initiative. **The required forms can be obtained from the following link:**

<https://www.dws.state.nm.us/Portals/9/DM/pay-equity-reporting-form.xls>

Failure to submit these forms will deem the proposal non-responsive.

If the offeror has ten (10) or more employees OR eight (8) or more employees in the same job classification, offeror must complete and submit the required reporting form (PE10-249 or PE250, depending on their size at the time) with their bid or proposal for evaluation purposes.

For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, offeror must also agree to complete and submit the required form annually within thirty (30) calendar days of the annual bid or proposal submittal anniversary date and, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract.

Should offeror not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, offer must agree to provide the required report within ninety (90) calendar days of meeting or exceeding the size requirement.

Offeror must also agree to levy these reporting requirements on any subcontractor(s) performing more than 10% of the dollar value of this contract if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract.

Offeror must further agree that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, offer will submit the required report, for each such subcontractor, within ninety (90) calendar days of that subcontractor meeting or exceeding the size requirement.

35. Disclosure Regarding Responsibility

Any prospective Bidder/Offeror (hereafter Offeror) and/or any of its Principals who seek to enter into a contract greater than sixty thousand dollars (\$60,000.00) with any state agency or local public body for professional services, tangible personal property, services or construction agree to disclose whether they, or any principal of their company:

- A. Are presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body.
- B. Have within a three-year period preceding this offer, been convicted of or had civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes related to the submission of offers; or commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property.
- C. Are presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with, commission of any of the offenses enumerated in paragraph B of this disclosure.
- D. Have preceding this offer, been notified of any delinquent Federal or state taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied.
 - 1. Taxes are considered delinquent if both of the following criteria apply:
 - a. The tax liability is finally determined. The liability is finallydetermined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
 - b. The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
- E. Have within a three year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body.

Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.

The Offeror shall provide immediate written notice to the Procurement Manager or Buyer if, at any time prior to contract award, the Offeror learns that its disclosure was erroneous when submitting or became erroneous by reason of changed circumstances.

A disclosure that any of the items in this requirement exist will not necessarily result in withholding an award under this solicitation. However, the disclosure will

be considered in the determination of the Offeror's responsibility. Failure of the Offeror to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts.

If during the performance of the contract, the contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the contractor must provide immediate written notice to the Procurement Manager or Buyer.

If it is later determined that the Offeror knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the State Purchasing Agent or Central Purchasing Officer may terminate the involved contract for cause. Still further the State Purchasing Agent may suspend or debar the contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the State Purchasing Agent.

36. Conflict of Interest; Governmental Conduct Act.

The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Offeror certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed. This must be addressed as part of the letter of transmittal and will ultimately be a condition of contract execution.

IV. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Offerors shall submit only one proposal in response to this RFP.

B. NUMBER OF COPIES

Offerors shall deliver one (1) original and six (4) identical copies of their proposal to the location specified on or before the closing date and time for receipt of proposals.

C. PROPOSAL FORMAT

All proposals must be typewritten on standard 8.5 x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section. All proposals must be a **maximum forty (40) pages** of text no smaller than 10 point in narrative sections and including graphics. All pages shall be numbered except for those specifically excluded from the page count. Exclusions to this limitation will be the letter of transmittal, table of contents, covers, dividers, resumes, and any acknowledge receipt of amendment forms (if applicable).

1. Proposal Organization

The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated:

- a) Letter of Transmittal – Appendix B
- b) Table of Contents
- c) Proposal Executive Summary
- d) Response to Mandatory Specifications
- e) Campaign Contribution Form – Appendix D
- f) New Mexico Health Coverage Form – Appendix E
- g) Employee Pay Equity Worksheet / or Statement of Exemption
- h) Other Supporting Material

Within each section of their proposal, Offerors should address the items in the order in which they appear in this RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal. All discussion of proposed costs, rates or expenses must occur only in the cost response section.

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

Offerors may attach other materials (within page limit guidelines) that they feel may improve the quality of their responses. However, these materials should be included as items in a separate appendix.

2. Letter of Transmittal

Each proposal must be accompanied by a letter of transmittal. The letter of transmittal MUST (See "Appendix B"):

- a) identify the submitting organization;
- b) identify the name and title of the person authorized by the organization to contractually obligate the organization;
- c) identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization;
- d) identify the names, titles and telephone numbers of persons to be contacted for clarification;
- e) explicitly indicate acceptance of the Conditions Governing the Procurement stated in Section III, Paragraph C.1;
- f) be signed by the person authorized to contractually obligate the organization;
- g) acknowledge receipt of any and all amendments to this RFP.

V. SPECIFICATIONS

A. Information

The contract is scheduled to begin in or around May 2026. NWNMCOG intends on awarding a contract with an immediate near one (1) year timeframe for this project completing by or before May 2027.

B. Mandatory 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. Failure to address mandatory specifications/requirements will deem your proposal non-responsive. A brief explanation of each evaluation category is listed below. Information in one category may overlap information in other categories. Offerors are encouraged to fully address each category completely, as points are assigned for response to each. Responses to the RFP shall include information and past project experiences specific to the team submitting the proposal. The evaluation criteria to be used by the Evaluation Committee for the proposal review and the corresponding point values for each criteria are as follows:

1. Specialized Qualifications and Technical Competence - Offeror's must provide information about the specialized qualifications and technical competence of the business, including a joint venture or association, regarding the type of services required including an understanding of the scope of work. **(40 points)**
 - Comprehensive and Innovative – Proposals must describe an approach to each task that is: (a) comprehensive yet concise, (b) one that anticipates many possible complications and outcomes and is prepared to address them, and (c) identifies innovative approaches that are actionable on the part of the Offeror.
 - Understanding and Approach to Scope of Work (SOW) – Proposals must demonstrate a thorough understanding and proposing a unique approach or demonstrating exceptional insight into all of the tasks being proposed.
 - Total Number of Staff Hours Committed to the Project – Proposals must describe commitment of staff hours to completing the tasks and thus the overall project.
 - Quality of Long-Range / Strategic Planning Spatial Analysis and Graphic Communications – Proposals must describe key staff's capabilities in conducting spatial analysis and graphics as a form of communication, in terms of clarity, ease of comprehension, consistency and strength.
Design and Conceptual Planning – Proposals must describe key staff's capabilities in conducting preliminary design and conceptual planning within the field of outdoor recreation.
2. Capacity and Capability - Offerors must provide information that demonstrates the capacity and capability of the business, including any consultants, their representatives, qualifications and locations, to perform the work, including any specialized services, within the time limitations. Offerors must submit summarized resumes of proposed key staff members who will be performing services under the contract. Resumes must include the name of the individual(s) proposed and shall include a thorough description of their education, knowledge, and relevant experience as well as certifications or other professional credentials. Resumes must describe the specific relevant experience of the staff member(s) in relation to the role that member will perform for this contract. **(30 points)**

- Prior planning-related work experience resulting in successfully completed projects focused on recreation, conservation, and the stewardship of natural resources. Provide links to completed work that showcases offeror’s capacity and capability.
 - Outdoor recreation and conservation planning in the region or work with regional stakeholders.
 - Identify the project manager and describe his or her experience and availability to work on this project starting in May 2026 through May 2027.
 - Identify other key staff that will be assigned to this project and their role and past experience.
 - Include an organization chart that clearly delineates lines of authority for key staff and project team, as well as for the offeror’s organization.
3. Proximity to or Familiarity with the Work - Offerors must explain the firm’s familiarity to the work or similar works of this nature particularly local, regional, or statewide outdoor recreation planning.). **(20 points)**
4. Past Record of Performance - Offeror’s must demonstrate through historical documentation the firm’s past record of performance on contracts with government agencies and private industry with respect to such factors as control of costs, quality of work, ability to meet schedules and budgets. Project schedules should provide information about the progress of work as related to owner schedules and goals as well as the overall success of projects and client satisfaction. References from past or present clients can be included. **(10 points)**

Mandatory Forms and Other Information

1. Letter of Transmittal
Offerors must submit with their proposals a completed Letter of Transmittal (“Appendix B”) with their proposal.
2. Completed Campaign Contribution Disclosure Form
Offerors must submit with their proposals a completed Campaign Contribution Disclosure Form (“Appendix D”) with their proposal.
3. New Mexico Employees Health Coverage Form
Offerors must agree with the terms and submit a signed New Mexico Employees Health Coverage Form with the submittal of their proposal. (See “Appendix E”)
4. Employee Pay Equity Reporting (Paragraph III.C.34)

Offerors submitting a proposal shall comply with the requirements of Executive Order 2009-049, New Mexico Pay Equity Initiative. **The required forms can be obtained from the following link:**

<https://www.dws.state.nm.us/Portals/9/DM/pay-equity-reporting-form.xls>

Contractors with less than 10 employees are exempt from the reporting requirements unless 8 or more individuals are in the same job classification.

Contractors with 8 or more employees in the same job classification are required to comply with the Executive Order.

If your firm is exempt from the Employee Pay Equity Requirements a statement must be submitted in this section of your proposals indicating that your firm is exempt from the reporting requirements.

VI. EVALUATION

A. Evaluation Factors/Points

The NWNMCOG will evaluate responsive proposals and assign a score in each category, not to exceed the maximum allowed score for that category, as determined through the Offeror’s attention to the criteria detailed in the following sections. The amount of discussion to be applied to each listed topic is an individual choice of the Offeror, however, discussion should be detailed enough to inform and educate evaluators.

Proposals will be scored based upon a comparison of the information submitted by each Offeror against the evaluation criteria outlined below.

Evaluation Factor	Points Available
1. Specialized Qualifications and Technical Competence	40
2. Capacity and Capability	30
3. Proximity to or Familiarity with the Work	20
4. Past Record of Performance	10
SUBTOTAL	100
Oral Presentations (if applicable)	10
TOTAL	110
Mandatory Forms and Other Information	
Offerors must have been in business for at least 5 years and be able to showcase experience in outdoor recreation planning, conservation planning, conceptual site planning, and preliminary trail design.	Pass/Fail
C.1. Letter of Transmittal	Pass/Fail
C.2. Completed Campaign Contribution Disclosure Form	Pass/Fail
C.3. New Mexico Employees Health Coverage Form	Pass/Fail
C.4. Employee Pay Equity Reporting (Paragraph III.C.34)	Pass/Fail

Total Written Maximum Allowable Points	100 Points
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B. Evaluation Process

The evaluation process will follow the steps listed below:

1. All Offeror proposals will be reviewed for compliance with the mandatory specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of the response as specified in Section III, Paragraph B.7.
3. The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section III, Paragraph C.23.
4. Responsive proposals will be evaluated on the factors in Section VI that have been assigned a point value. The responsible Offeror(s) whose proposal is most advantageous to the NWNMCOG, taking into consideration the evaluation factors in Section VI and successful negotiations, will be recommended for contract award as specified in Section III, Paragraph B.12. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score. In the event of oral presentations responsible Offerors with the highest scores resulting from the written evaluations will be selected as finalist Offerors. Points awarded from the oral presentations will be added to the previously assigned points from the written evaluations to attain final scores, if applicable.
5. No cost proposal is being solicited with this proposal. Once the Evaluation Committee selects the top offeror based on the technical proposal evaluation, will that offeror be asked to provide a detailed cost proposal. If that cost proposal far exceeds available budget or cannot be negotiated for any reason, the NWNMCOG may then move to the next ranking offeror.

APPENDIX B: LETTER OF TRANSMITTAL

The undersigned certifies that they have read and understand the above General Requirements and Request for Proposals documents and that they accept these conditions and submit the attached proposal in full compliance with these conditions, the applicable proposal specifications and the Contract. I hereby propose to furnish goods or services specified in the Request for Proposals. I agree that my proposal will remain firm for a period of up to 90 days in order to allow the NWNMCOG adequate time to evaluate the qualifications submitted. The undersigned acknowledges receipt of any and all amendments to this Request for Proposals.

In submitting this proposal, the offeror represents that the offeror has familiarized themselves with the nature and extent of the Request for Proposals dealing with federal, state, and local requirements which are a part of this proposal, and further that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any person, firm, or corporation submitting a proposal for the same product or service. The offeror will comply with all federal and state laws, local ordinances and the rules and regulations of all authorities having jurisdiction over the goods or services of the project.

This offeror further warrants that they are not currently debarred or suspended by any governmental entity, that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner of degree with the performance or services required under the Contract. The offeror certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or employee or former employee have been followed.

Name of Firm that will Contract with NWNMCOG Type of Business Entity (LLC, Corporation, Etc.)

Authorized Signature (Person Authorized to Contractually Obligate the Offeror) Date

Name Printed or Typed Title

Address, Phone, Fax, and Email:

If different than the person above, on a separate piece of paper, provide the name, title, and contact information for (a) Person Authorized to Provide Clarification on the Proposal and (b) Person Authorized to Negotiate the Contract.

APPENDIX C: ACKNOWLEDGEMENT OF RECEIPT OF REQUEST FOR PROPOSALS

**Outdoor Recreation and Conservation Master Plan
for McKinley County and Cibola County
RFP #: 2026-001-R**

In acknowledgement of receipt of this Request for Proposals (RFP), the undersigned agrees that they have received a complete copy of this RFP consisting of 56 pages.

This acknowledgement of receipt should be signed and returned to the NWNMCOG Procurement Manager as soon as possible, but no later than March 23, 2026. Only potential offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all offeror written questions and the NWNMCOG’s written responses to those questions as well as RFP amendments, if any are issued. The following information will be used for all correspondence related to this Request for Proposals.

FIRM: DOES DOES NOT (Circle One) intend to respond to this Request for Proposals.

Firm: _____

Represented By: _____

Title: _____ Phone Number: _____

Fax Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Date: _____

Email: _____

The above name and email address or mailing address will be used for all correspondence related to the Request for Proposals. Return this form to:

Martina Whitmore, NWNMCOG Procurement Manager
106 West Aztec Avenue, Gallup, NM 87301
Phone: (505) 722-4327; Fax: (505) 722-9211; mwhitmore@nwnmcog.org

APPENDIX D: CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of

their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY

DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

APPENDIX E: NEW MEXICO EMPLOYEES HEALTH COVERAGE FORM

1. For all contracts solicited and awarded on or after January 1, 2008: If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, of each year if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000.

2. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.

3. Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information <https://www.bewellnm.com/>.

For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000.

Signature of Offeror: _____ Date _____