



**Pueblo of Acoma
Community Development Office
35 Pinsbaari Drive
P.O. Box 309
Acoma, NM 87034
Contact: Nadine Kowice, Associate Planner
Charles Riley, Director
(505)552-5190**

**REQUEST FOR PROPOSAL
Comprehensive Economic Development Strategy**

INTRODUCTION:

The Pueblo of Acoma invites proposals for Planning Services to develop a 2023 Comprehensive Economic Development Strategy (CEDS). Based on previous work experience and/or professional interest, firms are invited to submit a proposal to produce the service to complete the related Scope of Work. Funding for this project is provided by the U.S. Economic Development Administration (EDA). The budget is approximately \$65,000.

OVERVIEW:

The Pueblo of Acoma is a federally recognized Native American Tribe located in western New Mexico, situated in Cibola County. There are over 5,000 tribal members, many residing within the reservation boundaries or in the nearby communities of Grants, Laguna and Albuquerque. The Land Base covers approximately 431,664 acres. The Pueblo of Acoma is internationally known for the historic Sky City village which sits atop a 367-foot sandstone mesa and has earned the reputation of being the oldest continuously inhabited community in North America. The economic driver for the Pueblo is, Acoma Business Enterprises which operates the Sky City Hotel and Casino, Sky City Cultural Center and Haak'u Museum, 2 Travel/Fuel stops, Big Game & Cattle operations.

PROJECT DESCRIPTION:

The Pueblo of Acoma is seeking professional services to provide the planning and development of the Comprehensive Economic Development Strategy (CEDS). Areas of the project include but

are not limited to: Documenting a Summary of Background Information, Reviewing the Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis, Creating a Target Industry Analysis, Development of a Strategic Direction/Action Plan, Analyzing Evaluation Framework, and conducting a Discussion of Resilience.

In addition to meeting these requirements, the Pueblo is interested in having the CEDS include a strategic framework for the region by creating sub-area plans and profiles, incorporation of other planning documents, and a target industry analysis through these activities:

- Goal-Setting: Build around the need for accelerating economic growth.
- Situational Analysis: Do an assessment of our situation - who, what, where to identify opportunities that we should be pursuing as a region.
- Strategic Planning: Formulate a limited number of strategies which will move the trajectory of economic growth in the right direction.
- Capacity-Building: Identify organizational forms and collaborations that we will need to implement and sustain the strategies over time.
- Existing plans may identify trends that affect our region, which this effort will build upon. It will then take a look at solutions that have been proposed in the past, and those that have worked in other regions around the country. This planning effort will then ask: "what capacities are necessary to implement and sustain these solutions, and how can the region develop those capacities?" Through stakeholder interviews, focus groups, and working groups, the region will begin to develop those capacities.
- The Pueblo envisions the broad strategy that comes out of this CEDS update as serving as a key basis for the priorities addressed in the Pueblo's other planning efforts. The Pueblo is a multidisciplinary agency that coordinates transportation, land-use, economic development, hazard mitigation, and public safety planning. The Pueblo touches on all these areas, some of which are being updated in the near future. These other planning efforts are separate from the work that will be done under this project, but they will be influenced by it.

Post Coronavirus trends created situations and implications for the region, which include workforce training needs, budgetary problems (local and state), inability to fill vacant job positions, increase in cost of goods and services which has shifted preferences regarding quality of life needs and wants.

The final approval of the CEDS will be by the Pueblo of Acoma Tribal Council.

The work requires time on the Acoma reservation for conducting research, work sessions, interviews and data collection.

The consultant shall furnish all personnel, equipment, services, materials and transportation necessary to perform the work required to deliver the items or services in accordance with the Scope of Work and terms and conditions of the contract. The project will commence upon selection of a consultant and issuance of a notice to proceed. The Grant period end date is May 26, 2023.

SCOPE OF WORK:

The EDA investment will be used to support the development of a Comprehensive Economic Development Strategy (CEDS) which is designed to bring together the public and private sectors in the creation of an economic roadmap to diversify and strengthen the regional economy. The Pueblo of Acoma will establish and maintain a CEDS process, which includes forming a CEDS committee, creating an economic development plan, and procedures for monitoring its implementation. In addition to the requirements noted in 13 CFR § 303.7, the Pueblo of Acoma shall include an economic resiliency component in the CEDS. This component may specifically focus on a strategy to promote disaster resiliency but is encouraged to be a broader analysis about the economic resiliency of the region and will identify planning, response, and recovery activities to be implemented should an economic disruption (disaster or otherwise) occur. The CEDS will contain a list of implementation priorities and steps to stabilize and support a region's overall economic resiliency. A timeline associated with implementation priorities and identification of key stakeholders responsible for implementing those priorities should be included.

SUBMISSION DEADLINE:

The proposal and requested forms must be submitted by 4:00 P.M. (MST), September 30, 2022. Please provide (1) original and (1) electronic PDF format to:

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Community Development Office
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Pueblo of Acoma, NM 87034
NKowice@poamail.org

Office Location is:
Alvin G. Lewis
Community Development Complex
35 Pinsbaari Drive, Acoma NM 87034
(505) 552-5190

PROPOSAL CONTENT AND EVALUATION CRITERIA:

A maximum of 100 points are possible in scoring each proposal for the evaluation. The Selection Committee may conduct interviews. The evaluation criteria to be used by the Selection Committee for the proposal and corresponding point values for each criterion are as follows:

- A. Responsiveness of the proposal in clearly stating an understanding of the work to be performed (0 - 40 Points)

- Comprehensiveness of work plan for the project.
 - Reasonableness of overall time estimates for each major section of the work to be performed as related to the work product required and the deadlines and milestones involved.
- B. Qualifications and experience of the Contractor (0 - 20 Points)
- Experience of Contractor in performing the type of work required for this project.
 - Size, structure, longevity, and capacity of contractor firm to complete the project.
 - Experience of Contractor with Federal Regulations as they apply to Federal Funding and working with Tribal Organizations/Entities.
- C. Indian Preference (5 Points)
- Ability to show Native American owned firm.
- D. Cost of Project (0 - 35 Points)
- Description of financial ability to perform the work on a deliverable and reimbursement basis.
 - Budget breakdown of proposed services.

OTHER SUBMITTALS:

1. Certifications:
 - A. Certification statement for non-debarment, suspension, or prohibition from professional practice by any Federal, State, or Local Agency.
 - B. If qualifying for preference in contracting as a Native American owned enterprise or tribal organization, please submit qualification and documents substantiating 51% ownership.
2. Provide three (3) professional references: Including Name of Organization, Name of Primary Contact, Title of Primary Contact, Phone Number(s) and Email address. References must be related to the professional scope of work contained within this RFP.

SELECTION PROCESS:

The Pueblo of Acoma, at its sole discretion, shall determine whether a particular Contractor has the qualification to conduct the desired service for the Tribe.

1. Proposals will first be examined to eliminate those that are not responsive to the stated requirements.
2. Award shall be made to the most responsible Contractor whose proposal is determined to be the most advantageous to the Tribe.
3. The Pueblo of Acoma reserves the right to:
 - Obtain clarification in writing on any point in a proposal or obtain additional information necessary to properly evaluate a particular response.
 - Cancel the Request for Proposal in part or in its entirety without explanation to prospective offerors without cause for liability.
 - Issue subsequent Requests for Proposal.

- Solicit best and final offers from all or only from selected offerors.
- Accept other than the lowest offer.

CONTRACT REQUIREMENTS:

The respondent selected under this RFP must be fully qualified to perform the services described above. The selected Contractor must also comply with the following Pueblo of Acoma requirements:

1. CONTRACT: The Contractor shall execute an Agreement with the Pueblo of Acoma.
2. BUSINESS LICENSE: All businesses/firms must attain a Business License through the Pueblo of Acoma Taxation Office, prior to conducting any business on the reservation or with the Pueblo of Acoma.
3. GOVERNANCE: All applicants are advised that the laws of the Pueblo of Acoma will apply and govern all contracts and engagements.
4. OTHER: All costs directly or indirectly related to responding to this RFP (including all costs incurred in supplementary documentation, information, travel or presentation) will be borne by the Contractor and/or consultant(s) making the proposal.
5. RETENTION OF RECORDS: All proposals and related materials become the property of the Pueblo of Acoma.