

REQUEST FOR QUALIFICATIONS (RFQ)

Long-Range Transportation Plan Update Services

RFQ No. CDO-Q-2026-02

Pueblo of Acoma, New Mexico

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TABLE OF CONTENTS

I.	INTRODUCTION AND PROJECT DESCRIPTION
II.	LOCATION
III.	BUDGET
IV.	GENERAL SCOPE OF SERVICES
V.	CONTACTS
VI.	SCHEDULE OF EVENTS
VII.	PROPOSAL INSTRUCTIONS
VIII.	PROPOSAL REQUIREMENTS
IX.	PROJECT EXPERIENCE
X.	QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFP
XI.	PROPOSING CONTRACTORS TO FULLY UNDERSTAND PROJECT CONDITIONS
XII.	EVALUATION AND SELECTION CRITERIA
XIII.	PROPOSAL SCORING CRITERIA
XIV.	SELECTION PROCESS
XV.	RIGHT OF REJECTION
XVI.	MODIFICATION AND WITHDRAWAL OF PROPOSAL
XVII.	PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE
XVIII.	COST OF PROPOSALS

I. INTRODUCTION AND PROJECT DESCRIPTION

This Request for Qualifications (RFQ) is issued to solicit qualifications and proposals from qualified consulting firms, planning professionals, or multidisciplinary teams to provide a full update on professional transportation planning services for the development of the Pueblo of Acoma Long-Range Transportation Plan (LRTP). The LRTP is an improvement initiative designed to develop a comprehensive, 20-year Tribal Long Range Transportation Plan (LRTP). The final plan must assess existing conditions, anticipate future infrastructure demands, and establish a prioritized list of multi-modal transportation projects.

Respondents to this RFQ shall demonstrate their understanding of the project objectives, relevant experience with comparable projects, and their proposed methodology for successfully providing the required deliverables. Selection will be based on qualifications, experience, project approach, and the ability to meet the requirements identified in this RFQ. Shortlisted firms may be invited to participate in an interview as part of the evaluation process. At that stage, respondents will be requested to submit a detailed fee proposal for the LRTP described in this RFQ.

II. LOCATION

The Pueblo of Acoma is centrally located in New Mexico on Interstate 40, Cibola County, between Albuquerque and Grants. The Community Development Office building is located at 35 Pinsbaari Drive, Pueblo of Acoma, NM 87034.

III. BUDGET

The budget for services is based on the best qualified and experienced Contractor. The selected Contractor will submit a proposed project budget and project schedule.

IV. SCOPE OF WORK

The Pueblo of Acoma seeks proposals from qualified and experienced consulting firms, planning professionals, or multidisciplinary teams.

1. Project Management and Initiation

- a. **Kick-off meetings:** Meet with the Project Workgroup or Community Development staff to finalize project goals, objectives, tasks, timelines, and lines of communication.
- b. **Progress reporting:** Provide routine monthly invoicing, schedule tracking, define roles, responsibilities, communication protocols, and status updates.
- c. **Agency coordination:** Facilitate regular working meetings with local, state, or federal stakeholders.

2. Public Involvement and Outreach

- a. **Public engagement plan:** Design strategies for community surveys, public open houses, and virtual feedback tools.
- b. **Stakeholder groups:** Form and manage advisory committees representing diverse interests (freight, transit, active transportation, and local residents).
- c. **Environmental justice:** Ensure meaningful outreach to underserved, low-income, and minority communities.

3. Data Collection and Existing Conditions Assessment

- a. **Data gathering:** Inventory current multimodal data, including roadways, transit routes, bicycle and pedestrian trails. Conduct field studies and collect data to assess tribal transportation needs.
- b. **System evaluation:** Analyze safety statistics, traffic patterns, demographic trends, and land-use data.
- c. **Review existing inventory:** Analyze current NTTFI and Road Inventory Field Data System (RIFDS) records to identify missing routes, geometric changes, or closed segments.

4. Vision, Goals, and Performance Measures

- a. **Visioning workshops:** Work with community leaders to establish a long-term transportation vision.
- b. **Performance-based planning:** Define federal- or regional-compliant performance measures (e.g., safety, congestion reduction, pavement condition).

5. Needs Assessment and Alternatives Analysis

- a. **Future demand modeling:** Forecast future transportation deficiencies using travel demand models or scenario planning.
- b. **Gap analysis:** Identify multimodal gaps and infrastructure needs for a 20-year horizon.

6. Plan Development and Prioritization

- a. **Project recommendations:** Propose short-, medium-, and long-term infrastructure and policy strategies.
- b. **Prioritization criteria:** Create a transparent ranking system to evaluate and prioritize projects.
- c. **Fiscally constrained list:** Align the prioritized project list with anticipated future funding opportunities.

7. Financial Planning and Implementation

- a. **Cost estimations:** Develop planning-level cost estimates for recommended

- projects.
- b. **Funding strategies:** Identify local, state, and federal grant opportunities and revenue generation options.
- c. **Action plan:** Provide an implementation roadmap and steps for integrating the LRTP into the Tribal Transportation Improvement Program (TTIP).

8. Final Plan Documentation & Approvals

- a. **Draft Plan:** Produce a user-friendly, highly visual draft document for public comment and review by all stakeholders.
- b. **Required Appendices:** Compile technical documentation.
- c. **Final Adoption:** Present the final plan to the Tribal Administration and Council for formal approval and submission to state and federal agencies.

This list of services is intended as a general guide and is not intended to be a complete list of all work necessary to provide the requested services. The successful proposer shall have demonstrated knowledge and expertise to serve the unique needs of the Pueblo of Acoma.

V. CONTACTS

Copies of this RFQ are available from the Acoma Procurement Office and the Community Development Office:

Marsha Garcia,
Interim Procurement Manager
Procurement Office
Department of Support Service
Pueblo of Acoma, NM 87034
Phone: (505) 552-5112
Email: mrgarcia@poamail.org

Kathleen Clemons,
Community Projects Coordinator
Community Development Office
Department of Operations
Pueblo of Acoma, NM 87034
Phone: (505) 552-5190
Email: KClemons@poamail.org

VI. SCHEDULE OF EVENTS

The RFQ schedule below outlines milestones for the project:

DATE	EVENT
September 23, 2026	Issue RFQ No. CDO-Q-2026-02
October 5, 2026	Deadline for receipt of questions and inquiries
October 12, 2026	Final responses to questions (Addendum)
October 26, 2026	Deadline for submission of proposals from Contractors
October 27-November 6, 2026	Review, score, and rank proposals
November 10, 2026	Interview shortlisted contractors (If necessary)
November 16-17, 2026	Interview team-select contractor
November 23, 2026	Issue Notice to Award (Procurement Office)

November 24-December 8, 2026	Finalize contract negotiations
December 15, 2026	Issue Notice to Proceed
December 15, 2026	Project Kick-Off Meeting

VII. PROPOSAL INSTRUCTIONS

- A. The proposals must comply with the following requirements:
- B. Pages of the proposal shall be typed with a maximum number of pages of proposal narrative (excluding cover sheet, cover letter, table of contents, similar project profile sheets, and other supplemental proposal forms required or requested), limited to ten (10) pages numbered in sequential order. Proposal narrative must have 1.0" margins, Times New Roman, 12-point font; staple the proposal in the upper left corner. No binding combs or clear plastic covers.
- C. Submit a single electronic PDF file of the proposal by the deadline; email it to the Owner's Representative contact listed in Section 1.5 above. It is advised to request a read receipt when submitting. Oral, telephonic, or faxed proposals are invalid and will be considered non-responsive.
- D. No Contractor may submit more than one proposal. We will not accept multiple submissions under different names from one Contractor, Joint Venture, or Association.
- E. Each respondent must comply with the submission requirements as outlined. Submittals that fail to comply with the requirements as specified may be deemed non-responsive, and such a determination will result in no further consideration of that respondent or the respondent's submittals by the Owner.
- F. At any stage, the Owner reserves the right to terminate, suspend, or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities, or omissions in submittals, in the Owner's best interests.
- G. Contingent on available funds and the project schedule, the Owner reserves the right to terminate, suspend, or modify the Contract. The Owner will provide the Contractor with a 30-day advance written notice.

VIII. PROPOSAL REQUIREMENTS

Proposals must include the following items:

- A. A cover letter expressing interest.
- B. Organization Information

- C. If the Contractor has multiple offices, describe the organization structure.
- D. Provide a signed certificate attesting that the organization is not suspended or debarred.

IX. PROJECT EXPERIENCE

- A. Present a minimum of five (5) years of experience related to successfully completing an LRTP. A commitment to achieving the scope of work identified in a culturally appropriate setting. Include the following:
 - 1. Project location
 - 2. Project size
 - 3. Project total cost
 - 4. Project start and completion date
 - 5. Method of management and transportation planning
 - 6. Other relevant project information
 - 7. Contractor's staff directly involved with the project

X. QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFQ

- A. Questions and inquiries regarding the RFQ should be directed to the Owner's Representative listed above by the aforementioned date.
- B. The Owner will issue a response to all questions and send to all Contractors by email. Questions should not be submitted to the Tribal Administration or other parties. Doing so will cause this candidate's removal from the RFQ process.

XI. PROPOSING CONTRACTORS TO FULLY UNDERSTAND PROJECT CONDITIONS

- A. Contractors are required to fully inform themselves of all project conditions that may impact their proposal and the Owner's requirements before submitting a proposal. A site visit can be scheduled upon request.
- B. The proposing Contractor is to comply with federal, state, and tribal laws, regulations, taxes, and fees. The Owner will not consider any claims arising from failure to take such action.

XII. EVALUATION AND SELECTION CRITERIA

- A. The Owner reserves the right to reject any or all responses to this RFQ.
- B. The final selection of the Contractor candidate will be based on their apparent ability to best meet the overall expectations of the Owner, as determined solely by the Owner.
- C. The Owner reserves the right to conduct investigations as it deems necessary for the

evaluation of any proposal and to establish the experience, reliability, references, business ethics, history, qualifications, and financial ability of the Contractor.

- D. The purpose of such investigation is to determine that the Contractor has the ability, experience, resources, and reputation necessary to perform the work and to understand all warranties under the construction contract documents.

XIII. PROPOSAL SCORING CRITERIA

Proposals will be scored by the following criteria: (possible total points - 100)

- A. Qualifications and work experience of the Contractor. **35 points**
- B. Qualifications, experience, and professional licensure of the key individual and specialized personnel who will be assigned to the project. **30 points**
- C. Understanding the project to complete the scope of service, identify and address project issues, and ensure compliance with 25 CFR § 170.409. **20 points**
- D. References. **15 points**

Those respondents deemed best qualified will be invited to participate in an interview with the Selection Committee. An interview invitation will be sent out to the Proposers with the highest RFQ submittal scores (from the above Proposal Scoring Criteria) on the date noted in the schedule of events. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFQ responses and introduce key members of the Contractor

XIV. SELECTION PROCESS

The Owner will review all responses to this RFQ that meet requirements and are received by the designated closing date and time. Upon review of the qualified Contractors, the Owner will select the proposal that best reflects the Owner's needs and requirements. Contract negotiations will commence. If a satisfactory agreement with the awarded Contractor cannot be reached, at a price that is determined to be fair and reasonable, negotiations with that Contractor shall be formally terminated. Negotiations with the second-ranked proposer may then be initiated. Failing to negotiate with the second-ranked proposer, the Owner will re-issue the RFQ.

The Owner will have sole determination on which proposal is in the Owner's best interest.

XV. RIGHT OF REJECTION

The Owner reserves the right to accept or reject any or all responses to this RFQ. The Owner has the right, in its sole and absolute discretion, to select the proposal that the

Owner determines best meets its needs.

XVI. MODIFICATION AND WITHDRAWAL OF PROPOSAL

Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals due date and time when they are compliant with the RFQ. If, within twenty-four hours after proposals are opened, any company that provides written notice to the Owner and promptly thereafter demonstrates to the reasonable satisfaction of the Owner that there was a material and substantial mistake in the preparation of its proposal, that company may withdraw its proposal. Thereafter, that company will be disqualified.

XVII. PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE

All proposals shall remain open for ten (10) days after the proposal's due date, but the Owner may, in its sole discretion, release any proposal before that date.

XVIII. COST OF PROPOSALS

Expenses incurred in the preparation of proposals in response to this RFQ are the proposing Contractor's sole responsibility. The Owner assumes no responsibility for payment of any expenses incurred by any proposing Contractor as part of the RFQ process.