



## **SANTO DOMINGO TRIBAL HOUSING AUTHORITY**

P. O. Box 10, Santo Domingo Pueblo, NM 87052  
(505) 465-1003/0631 Fax (505) 465-1012

### **Request For Proposals**

The Santo Domingo Tribal Housing Authority (SDTHA), the Tribally Designated Housing Entity for the Pueblo of Santo Domingo, is requesting proposals from qualified Site Development Engineers and Licensed Surveyors to prepare Individual Lot sizes and infrastructure for a 19+/- acre subdivision named Wadi Trailer Park Subdivision.

The Engineering and Surveying Services must include the following:

1. A site plan survey of individual lots
2. Geotechnical Soil Investigation
3. Grading and Drainage Plan
4. Roadway Plan
5. Easements and Utility Plan
6. Final Design of the Engineering and Survey Services for the Sweetwater Park Subdivision
7. All Surveys to be prepared in accordance with the standards specified by the American Land Title Association and the American Congress of Surveying and Mapping ALTA/NSPS

### **Proposer Requirements**

1. Proposing company must possess a current and valid Engineering and Surveying License issued by the State of New Mexico.
2. The work under this proposal must be completed within 120 days of an executed contract for Engineering and Surveying services at the Wadi Trailer Park Subdivision.

The work to be performed for the project is subject to section 5307(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)) and section 3 of the Housing and Urban Development Act of 1968. Section 5307(b)

#### **(b) Preference requirements for wages and grants**

Any contract, subcontract, grant, or subgrant pursuant to this chapter, the Act of April 16, 1934 (48 Stat. 596), as amended [25 U.S.C. 5342 et seq.], or any other Act authorizing Federal contracts with or grants to Indian organizations or for the benefit of Indians, shall require that to the greatest extent feasible:

- (1) preferences and opportunities for training and employment in connection with the administration of such contracts or grants shall be given to Indians; and

(2) preference in the award of subcontracts and subgrants in connection with the administration of such contracts or grants shall be given to Indian organizations and to Indian-owned economic enterprises as defined in [section 1452 of this title](#).

All contractors submitting proposals and claiming Native American Preference must include satisfactory documentation to show Native American Indian Ownership.

Section 3 requires that to the greatest extent feasible opportunities for employment and training be given to lower income residents of the project area (e.g. Kewa Pueblo) and contracts for work in connection with the project be awarded to business concerns that are located in, or owned in substantial part by persons residing in the areas of the project. All Subcontracts executed between the contractor and its subcontractors if any, are also subject to these provisions and language requiring such compliance will be included in all subcontracts.

In addition to the section 7(b) and 3 compliance requirements, the successful proposer must comply and ensure subcontractor compliance with the terms of 2 C.F.R. part 200, including but not limited to mandatory standards and policies relating to US Department of Housing and Urban Development (HUD) requirements related to reporting, patent rights and/or copyrights and other rights to data; HUD procurement regulations; SDTHA Procurement, Inventory, Acquisition Disposition and Housing standards policy; and all applicable laws, rules, and regulations.

### **Selection Criteria**

The selection of successful proposer will be based on the following evaluation criteria with established point rating for each category:

30 Points	<b>Specialized experience and technical competence</b> (including fiscal capacity) of the firm. The firm should have had a minimum of five-years of experience with projects of this type. Interested firms shall provide a list of projects completed in the last five (5) years, including project name, address, telephone number, contact name, funding source, original scope, original budget, final scope, and final budget.
25 Points	<b>Experience and professional qualifications</b> of key personnel including specialized technical skills, project coordination, management skills, and experience in working as a team. Interested firms shall provide the name and experience of the lead technician proposed to oversee the project in addition to the names and titles of staff to be assigned to the project. Volume of present work load and staff quantity and quality to ensure proper timing of project completion.
30 Points	<b>Project Cost</b> , with lowest cost proposal getting 30 points; second lowest proposal getting 25 points; third lowest proposal getting 20 points; Costs should be based on hourly rates, expenses and overhead over the project period.
10 Points	<b>Past performance</b> on contracts with Tribal Housing Entities in terms

	of cost control, meeting budget constraints, quality of work, compliance with performance schedules, and satisfactory performance of required services.
5 Points	<b>Indian Preference.</b> Points shall be given for Indian ownership of the firm, including documentation of Indian enrollment in a federally recognized tribe.
100 Points	<b>Total</b>

Questions related to proposal submittals may be addressed to Stacy J Nieto, Capital Improvements Manager - Santo Domingo Tribal Housing Authority, at [snieto@sdtha.org](mailto:snieto@sdtha.org).

All Proposals must be received by email, **Proposal for Sweetwater Park Subdivision survey and engineering services, Attn; Lorrie Chavez, Executive Director, Santo Domingo Tribal Housing Authority**, included in the subject line, no later than 4:00 PM June 20, 2025.

Proposals not received by the time and date may be rejected.

SDTHA reserves the right to accept or reject any and all proposals and to waive the informality in the proposal received if it is in the best interest of the SDTHA.

**Proposals must include the following:**

- 1) Cost proposal signed by a principal or person legally authorized to enter into contractual agreements on behalf of the business.
- 2) Appendix items must be included:
  - a) Form for Indian Enterprises Qualification statement, if applicable. (use attached)
  - b) Non-Collusive Affidavit (use attached)
  - c) Proof of licensure and proof of insurance of standard levels of coverage of Qualified Site Development Engineers and Licensed Surveyors.