



**PUEBLO OF NAMBE
OFFICE OF THE GOVERNOR
REQUEST FOR PROPOSAL (RFP)**

RFP NO.: NP-26-SB-007

TITLE: Nambe Pueblo Public Library: Planning and Design

ISSUE DATE: 5 August 2026

CALL FOR PROPOSALS

The Nambe Pueblo Public Library (NPPL) is seeking professional consultant services/firm to plan and design a new Nambe Pueblo Public Library facility. This plan will guide the initial construction phase of the NPPL, NPPL growth, and future funding opportunities. Proposals will be reviewed by the Library Facilities Committee (LFC). The Project will be subject to a Contract with additional terms and conditions, which will need to be approved by Tribal Council before it can be executed.

RETURN PROPOSAL NO LATER THAN:

Wednesday, September 2, 2026 by 4:30pm MT

PROPOSAL SUBMISSION METHOD:

Proposals must be sealed and hand-delivered or postmarked by the due date and time to the address below.

PROPOSAL QUESTIONS:

Questions regarding the proposal submission or project can be submitted by email to dvigil@nambepueblo.org until Wednesday, August 19, 2026 at 5:00pm MT.

PRE-BID MEETING:

There is no pre-bid meeting for this project; however, the LFC may reach out to interview proposers during the review process.

PROPOSAL SUBMISSION ADDRESS:

ATTN: Deionna Vigil

Re: Nambe Pueblo Public Library: Planning and Design

Pueblo of Nambe Office of the Governor

15A Bay Poe

Nambe Pueblo, NM 87506

E-mail: dvigil@nambepueblo.org

Phone: 505-660-5946

Fax: 505-455-2038

PROPOSAL VALIDITY: The proposal/pricing should be valid for 120 days from the proposal due date.

CONTRACT PERIOD: 2 months

Version 1.0, 9 February 2026

PROJECT DESCRIPTION:

The Pueblo of Nambe opened the Nambe Pueblo Public Library in 2022. It is currently located on the second level of the Nambe Pueblo Wellness Center. However, the library is not ADA compliant and we are outgrowing the space. The Pueblo received state funding to build a new library in the community to better fit our needs. The selected firm will partner with the Pueblo of Nambe (i.e., NPPL, the Education Program, the Tewa Language Program, the Tribal Historic Preservation Office, community members, and other stakeholders) through a collaborative and transparent process to plan and design a new library that reflects the communities needs and values.

At a minimum, the library would need a temperature-controlled room consistent with archival standards, at least three age-appropriate rooms, a community theater and event space or design that can be easily modifiable to achieve these goals, digital media control room, study/quiet room, adequate office and storage space, and a multi-sensory room. The firm should have this expertise or partner with consultants who do.

SCOPE OF WORK:

The selected firm will complete the following through a collaborative and iterative process:

- With the LFC and Tribal Council, identify at least two site options for consideration
- Conceptual and schematic design options
- Planning-level cost estimates sufficient to support fundraising and budgeting
- Identification of priorities and two scalable design alternatives aligned with anticipated funding capacity and responsible financial stewardship; and high-level phasing and implementation strategies, including recommendations for sequencing work to minimize disruption to library operations and maintain public access to spaces whenever feasible.
- Prepare final construction documents/shovel-ready project plan

Consultant/Firm Responsibilities:

- Host and facilitate regular meetings with the LFC about the project.
- With the help of LFC, facilitate meetings with all relevant staff to get input about the library design and needs.
- With the help of Tribal Administration, facilitate community meetings to get input from community members about the library design and needs.
- Inform and educate the LFC on current trends in public library services and design.
- Prepare planning-level design concepts and associated cost estimates that include tiered or scalable options (e.g., baseline, enhanced, and aspirational scenarios) to support fundraising conversations, grant applications, and informed decision-making if available funding does not support full implementation.
- Identify any applicable building code, ADA accessibility, radon testing and cost-effective mitigation, life safety, or major building systems considerations that could materially affect project cost, feasibility, or phasing.
- With the help of the LFC, prepare and submit regular reports to the Committee in line with reporting requirements.
- Prepare and deliver a final plan and design no later than the mutually agreed upon end date, including goals, priorities, planning-level cost estimates sufficient to support fundraising and budgeting; a recommended timeline; and a clear executive summary with supporting graphics suitable for LFC review and funding agency engagement.

PROPOSAL REQUIREMENTS:

Proposals must contain the following components. Proposals may also include additional information or materials such as website information, brochures, portfolios, etc.

Any form documents or templates provided by the Tribe must be utilized. The review committee has the right to withdraw any submission that does not include proper documentation.

1. RFP Proposal Submission Form (provided)
2. Budget template and detailed budget justification document (provided)
3. 1-2 examples of previous related planning and design work
4. Detailed overview of project team including: an organizational chart, titles, bios, and project role
5. Firms/consultants must submit 7 bound copies and 1 unbound copy for printing and scanning

Proposers are not being asked to submit design concepts, renderings, or detailed solutions as part of their RFP response.

At this time, proposals are sought solely for the purpose of evaluating qualifications, approach, and cost.

PROPOSAL SELECTION:

The Pueblo of Nambe reserves the right to determine overall what best suits the Pueblo's objectives and best interest regarding the Project and to reject bids and re-bid the Project. Proposals will be selected based on a comprehensive review of the following:

- Demonstrated project experience and skills
- Capabilities of key project staff
- Experience working with Native American tribes or Pueblos
- Experience working in project area
- Proposed scope of work
- Proposed timelines
- Proposed deliverables
- Project budget
- Client references
- Conflicts of interest
- Small, Minority, Women, Disabled, Veteran, and Native American owned entity

KEY DATES AND TIMES:

Issue Date:	Wednesday, August 5, 2026	12:00pm MT
Questions Due:	Wednesday, August 19, 2026	5:00pm MT
Due Date:	Wednesday, September 2, 2026	4:30pm MT