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

RFP NO.: NP-26-SB-008
TITLE: Comprehensive GIS Mapping Update
ISSUE DATE: 2 November 2026

CALL FOR PROPOSALS

The Pueblo of Nambe is seeking a qualified contractor to map our existing utility system that will meet or exceed the Pueblo of Nambe Office of the Governor standards as detailed below. 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: Friday, November 20, 2026 by 5:00pm MT

PRE-BID MEETING: An optional pre-bid meeting will be held virtually on Wednesday, November 11, 2026 at 1:00pm MT.

Join Zoom Meeting
https://us02web.zoom.us/j/86275774391

Meeting ID: 862 7577 4391

PROPOSAL QUESTIONS: Questions regarding the proposal can be submitted by email to Deionna Vigil at dvigil@nambepueblo.org until Friday, November 13, 2026 at 5:00pm MT.

PROPOSAL SUBMISSION METHOD: Proposals must be printed, sealed, and either hand delivered or delivered by courier service to the address below by the proposal due date of Friday, November 20, 2026 by 5:00pm MT

Please include six copies in your submission.

PROPOSAL SUBMISSION ADDRESS:

ATTN: Deionna Vigil
Re: Comprehensive GIS Mapping Update
Pueblo of Nambe Office of the Governor
15A Bay Poe
Nambe Pueblo, NM 87506
E-mail: dvigil@nambepueblo.org
Phone: 505-570-9747
Fax: 505-455-2038

PROPOSAL VALIDITY: The proposal/pricing should be valid for 90 days from the proposal due date.

CONTRACT PERIOD: 6 months

PROJECT DESCRIPTION:

The Pueblo is seeking proposals from qualified engineering, GIS, surveying, and geospatial data management firms to assess, update, standardize, and document a comprehensive GIS database covering infrastructure, facilities, land and access information, and other Pueblo-designated mapping layers. The work may include water, wastewater, electrical, gas, fiber optics, roads, parcels and tracts, easements and rights-of-way, facilities, and selected planning or environmental reference layers, subject to available records and the final approved scope.

This project will provide professional GIS, engineering, data-management, and related technical services to assess, update, standardize, and document the Pueblo's comprehensive geographic information system. The project is intended to establish a reliable, organized, and maintainable geospatial inventory of infrastructure, facilities, land and access information, and other mapping layers designated by the Pueblo.

SCOPE OF WORK:

The Consultant shall review available GIS data, CAD files, as-built drawings, asset inventories, plats, easement records, aerial imagery, field notes, operational records, and other relevant information provided by the Pueblo or authorized partner agencies. The Consultant shall identify data gaps and conflicts, update mapping and attribute information, perform field verification where included in the approved work plan, and deliver a documented GIS database with map products and instructions for future maintenance.

The project is comprehensive rather than limited to a single utility system. The final scope and priority of layers shall be confirmed with the Pueblo during project initiation. At a minimum, the Consultant shall evaluate and, where data is available or verification is authorized, update the layer categories identified below. The Consultant shall clearly distinguish source-record information, digitized information, field-verified information, survey-grade information, and estimated or unverified information. The Consultant shall not represent approximate or records-derived locations as survey-grade.

The Consultant shall propose a practical GIS structure that can be used by the Pueblo after project completion without dependence on an undisclosed proprietary system or consultant-controlled service. Any recurring software, hosting, licensing, data subscription, or maintenance costs shall be identified separately.

The Consultant shall make themselves available to the Pueblo during the water system engineering project to answer questions and consult with the engineering team regarding utility system mapping findings.

Minimum Technical and Deliverable Requirements

- Editable GIS deliverables: Provide the final data in the agreed editable GIS format, not only PDFs, screenshots, or static map exports.
- Coordinate reference system: Document the coordinate reference system, units, datum and any transformations applied.
- Data provenance and accuracy: Identify data source, date, and verification status. Distinguish records-derived, digitized, GPS/GNSS-verified, survey-verified, and estimated or unverified information where applicable.

- Asset identifiers and attributes: Use unique IDs where supported and document required fields, missing attributes and data domains in a data dictionary.
- QA/QC: Provide evidence of geometry validation, duplicate checks, attribute completeness checks, topology or network checks where applicable, and correction of identified errors.
- Discrepancy register: Identify unresolved conflicts, unknown locations, inaccessible assets, missing data and work requiring separate survey, subsurface locating, legal review or engineering investigation.
- Interoperability: Provide a native or agreed open format, such as a file geodatabase or GeoPackage, and practical exports as required by the SOW.
- Maintainability: Provide project files, layer catalog, metadata, styles or configurations as appropriate, and training or instructions for routine updates.
- Security: Follow Pueblo requirements for sensitive infrastructure data, access, storage, transmission and disclosure.
- Cost transparency: Identify software, hosting, licensing, subscription, maintenance and third-party data fees separately, including recurring costs.

PROPOSAL REQUIREMENTS:

Proposals must contain the following components:

Proposal section	Required content
RFP Submission Form	Available on nambepueblo.org under Jobs.
Cover letter	Identify the firm, authorized representative, primary contact, and confirmation of proposal validity for the period specified in the solicitation.
Firm qualifications	Describe the firm's GIS, engineering, utility mapping, asset management, and public-sector project experience.
Relevant project examples	Provide at least three comparable projects, including scope, client, dates, role, deliverables, and outcomes. Tribal utility or IHS-related experience is relevant but not mandatory.
Technical approach and work plan	Address each SOW task, data integration, field verification, layer prioritization, asset attribution, discrepancy management, QA/QC, and Pueblo coordination.
GIS platform and data model	Identify proposed software, formats, coordinate system approach, database structure, metadata practices, interoperability, and any licensing or recurring costs.
Personnel and subcontractors	Provide an organization chart, resumes, roles, estimated level of effort, availability, and qualifications of key staff and sub consultants.
Schedule	Provide a milestone schedule with assumptions, Pueblo review periods, critical dependencies, and risk mitigation measures.
Fee proposal	Provide task-based labor hours and rates, THPO monitoring during any on-the-ground survey work (x hours at $25 per hour), direct expenses, travel, equipment, subcontractor costs, software or hosting charges, optional services, a contingency/unexpected cost buffer, and total proposed fee. The total proposed fee must include the Pueblo's gross receipts tax of 6.875%.
Sample deliverables	Provide redacted examples or screenshots of relevant GIS maps, data dictionaries, asset inventories, or QA/QC reports.
References and disclosures	Provide at least three client references where instructed and disclose conflicts of interest or other required information.

PROPOSAL SELECTION:

The Pueblo of Nambé 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. The objective is to select a firm with the technical capability, relevant experience, qualified personnel, and project management approach necessary to produce accurate, editable, interoperable, documented GIS deliverables that the Pueblo can maintain after project completion.

The Pueblo may request clarifications, conduct interviews, or invite shortlisted firms to demonstrate their proposed GIS workflow. Interviews and demonstrations will utilize a standardized set of questions, data, and demo requirements, and will weigh the evaluation of these activities consistently across proposals.

Proposals will be evaluated using the weighted criteria below.

Criterion	Maximum points	Evaluation focus
A. Relevant experience and past performance	20	Comparable GIS and utility projects; data integration experience; relevant references and demonstrated results.
B. Technical approach and work plan	25	Understanding of the scope; data collection and reconciliation; field verification strategy; gap resolution; QA/QC and Pueblo coordination.
C. GIS technical capabilities and deliverable quality	20	GIS platforms; database design; interoperability; spatial quality; metadata; practical and maintainable deliverables.
D. Qualifications of proposed personnel	15	Project manager, GIS lead, data specialists, field personnel, relevant experience, availability and role clarity.
E. Project schedule and management	10	Realistic milestones, staffing plan, risk management, communication and schedule controls.
F. Cost and overall value	10	Fee reasonableness, cost transparency, completeness of scope and long-term value.
TOTAL	100	Weighted score

KEY DATES:

RFP Issue Date:	Monday, November 2, 2026
Pre-Bid Meeting:	Wednesday, November 11, 2026 at 1:00pm MT
Questions Due:	Friday, November 13, 2026 at 5:00pm MT
Proposals Due:	Friday, November 20, 2026 by 5:00pm MT