STATEMENT OF WORK

Comprehensive Geographic Information System (GIS) Mapping Update

Project Information	Details
Owner / Utility	Pueblo of Nambe
Project Location	Nambe Pueblo, New Mexico
Anticipated Period of Performance	Approximately 120–180 calendar days from Notice to Proceed; proposer shall recommend and justify schedule

I. Scope / Intent of Services

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

The Consultant shall review available GIS data, CAD files, record drawings, as-built plans, asset inventories, plats, easement records, aerial imagery, field notes, operational records, and other relevant information provided by the Owner 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 Owner 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 Owner 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.

II. Engineering Activities and Scope of Professional Services

Type A Services — Project Initiation, Data Review, and Baseline Assessment

1. Conduct a kickoff meeting with the Owner and designated stakeholders to confirm objectives, service-area boundaries, priority assets, existing systems, deliverables, data-security requirements, review procedures, and schedule.
2. Inventory and review available GIS datasets, CAD drawings, as-built plans, asset inventories, utility records, aerial imagery, parcels, plats, easements, right-of-way records, facility records, and other relevant materials.
3. Assess existing GIS data for completeness, spatial accuracy, coordinate reference system, attribute consistency, topology, duplicate features, data currency, usability, and compatibility with the Owner's software and workflows.
4. Prepare a data-gap and discrepancy register identifying missing layers, conflicting records, assets requiring verification, uncertain locations, and recommended resolution methods.
5. Develop a GIS data management plan describing the proposed database structure, coordinate reference system, asset naming and unique ID conventions, required attributes, metadata, accuracy classes, editing controls, quality assurance and quality control (QA/QC), backups, and data transfer approach.
6. Coordinate with Owner personnel and relevant utility operators to identify information held by staff, known infrastructure changes, priority field locations, and operational considerations.

7. Conduct reconnaissance and field verification where included in the approved scope. Identify the equipment and methods proposed, anticipated coverage, access assumptions, and expected positional accuracy. Identify separately any surveying, subsurface utility locating, or specialized inspection services.
8. Submit a baseline assessment memorandum summarizing the current GIS environment, data sources reviewed, principal deficiencies, proposed data model, verification needs, recommended priorities, and any decisions required from the Owner.

Type B Services — Comprehensive GIS Database Development and Mapping

The Consultant shall update, create, reconcile, or organize the applicable layers listed below. The Owner shall confirm final layer priorities and available source data during project initiation.

9. Create or update the GIS database using the approved data model and coordinate reference system. Preserve usable source information and maintain a traceable record of material edits, transformations, and data integration.
10. Standardize layer names, field names, data types, units, domains, symbology, metadata, asset identifiers, and attribute formats. Provide a data dictionary and layer catalog.
11. Where appropriate and supported by source information, assign unique identifiers and capture attributes such as asset type, status, material, dimensions, installation or record date, ownership or maintenance responsibility, source, verification date, and confidence or accuracy class.
12. Georeference and digitize source plans or records where appropriate. Document the source, scale, date, and limitations of digitized features. Do not imply greater accuracy than the source supports.
13. Integrate available field observations, GPS/GNSS points, approved survey data, and Owner-provided corrections. Clearly record field verification status and any limitations.
14. Review and correct geometry and connectivity where sufficient evidence exists. Perform appropriate topology and validation checks, including duplicate detection, invalid geometry checks, required attribute checks, and network connectivity checks where applicable.
15. Maintain a discrepancy register for unresolved conflicts, unknown locations, missing attributes, inaccessible assets, and data that requires a separate survey, subsurface locate, legal review, or engineering investigation.
16. Prepare map books or map series suitable for operational and planning use, including an overall service-area map and relevant system-specific maps. Maps shall include title, legend, scale, north arrow, coordinate information, date, source notes, and other elements appropriate to the map purpose.
17. Where requested and feasible, configure practical views, queries, filters, and summary tables that support asset lookup, maintenance, planning, and reporting. These functions shall not require an unapproved paid platform or recurring subscription.
18. Conduct internal QA/QC and submit preliminary GIS files, maps, asset inventories, and the discrepancy register for Owner review. Incorporate the agreed consolidated set of review comments.

Type C Services — Finalization, Training, and Closeout

19. Incorporate approved Owner comments and submit the final GIS database, associated files, exports, map products, asset inventories, metadata, and supporting documentation.
20. Deliver editable data in the agreed open GIS formats. Unless otherwise approved, provide a file geodatabase or GeoPackage as appropriate, together with interoperable exports such as CSV and shapefile where useful. Provide CAD exports only where required and available within the approved scope.
21. Provide a final data dictionary, layer catalog, metadata, coordinate reference system information, source inventory, accuracy and verification classifications, QA/QC report, and unresolved discrepancy register.
22. Provide a final methodology and limitations memorandum describing the work performed, datasets used, transformations, field verification completed, limitations, known gaps, and recommended future updates.
23. Conduct a training session for Owner-designated personnel covering navigation, layer viewing, attribute searches, basic editing, exporting, and procedures for documenting new or changed assets. Provide a user guide or quick-reference instructions.
24. Transfer project files and any necessary style files, project configurations, scripts developed specifically for the project, and administrative instructions required to maintain the delivered GIS, subject to the executed agreement and third-party licensing restrictions disclosed in the proposal.
25. Provide a closeout meeting and written confirmation that deliverables have undergone the Consultant's documented QA/QC review, along with a list of any remaining limitations.

III. Deliverables and Schedule

No.	Deliverable	Minimum content	Target timing
1	Work plan and GIS data management plan	Methodology, staffing, schedule, layer priorities, data model, coordinate system, accuracy classes, QA/QC, security and file transfer plan	Within 15 calendar days of Notice to Proceed
2	Baseline assessment memorandum	Existing data inventory, condition assessment, data gaps, discrepancies, field verification needs and recommendations	Within 30 calendar days
3	Preliminary GIS database and maps	Draft layers, attribute tables, map products, metadata and discrepancy register	Within 60–120 calendar days, as proposed
4	Owner review package	Preliminary files and maps suitable for review; comment log or response matrix	At preliminary submittal
5	Revised / near-final package	Responses to consolidated comments, corrected files, updated QA/QC and discrepancy register	Within 15 calendar days after consolidated comments, unless agreed otherwise
6	Final GIS package	Editable GIS data, interoperable exports, maps, inventories, metadata, data dictionary, source inventory, QA/QC report and limitations memo	Within 15 calendar days after final comments
7	Training and closeout	Training, user guide, project file transfer, closeout meeting and final completion statement	Before final acceptance

The anticipated period of performance is approximately 120–180 calendar days from Notice to Proceed. Each proposer shall provide a realistic schedule and identify assumptions regarding dataset availability, number of assets, field verification coverage, access, Owner review time, and any seasonal or operational constraints. The final schedule shall be established in the executed agreement.

IV. Time of Performance and Project Management

- The Consultant shall begin work upon written Notice to Proceed and complete the work within the approved period of performance.
- The proposal shall identify the project manager, GIS lead, data management personnel, field verification staff, and any subconsultants. Changes to key personnel shall be coordinated with and approved by the Owner as provided in the contract.
- The Consultant shall provide progress reports at an agreed frequency, identifying completed tasks, upcoming work, schedule status, decisions needed, risks, and changes to the discrepancy register.
- The Consultant shall promptly notify the Owner of conditions that may affect scope, schedule, cost, data quality, access, or the ability to meet a deliverable requirement.
- Changes to scope, deliverables, schedule, or compensation require written authorization before the changed or additional work is performed.

V. Compensation and Payment

The Consultant shall submit a detailed not-to-exceed fee proposal organized by task and deliverable. The proposal shall identify labor categories, labor hours, rates, direct expenses, travel, equipment, subcontractor costs, software or hosting charges, and optional services. The Consultant shall separately price optional or out-of-scope work, including survey-grade mapping, subsurface utility locating, additional field verification, legal boundary survey, title research, extensive digitization of archival plans, and ongoing hosting or maintenance.

Milestone	Illustrative payment allocation
Approved work plan and baseline assessment	20%
Preliminary GIS database and mapping submittal	30%
Revised package and Owner review	25%
Final GIS package and QA/QC documentation	15%
Training, final acceptance, and closeout	10%
Total	100%

Payment shall be made in accordance with the executed agreement and applicable procurement requirements upon completion and acceptance of the relevant milestone. The Owner may adjust the payment schedule before award.

VI. Points of Contact and Coordination

Role	Name / organization / contact
Owner / Utility	Pueblo of Nambe
Pueblo Project Representative	Gabriel Montoya, Tribal Administrator, gabe@nambepueblo.org
Consultant Project Manager	To be identified in proposal

The Consultant shall coordinate data requests, access, review meetings, and technical decisions through the Owner's designated representative. The Consultant shall not share sensitive infrastructure information with unauthorized parties.

VII. Owner-Furnished Information, Data Rights, and Security

- The Owner will provide available GIS files, CAD files, record drawings, as-builts, asset inventories, plats, easement records, and other information in its possession, subject to availability and applicable security requirements.
- The Owner will identify available staff to assist with questions and review and will coordinate reasonable access to facilities or properties under its control for approved field verification.
- The Consultant shall identify missing information and additional data needs early. The Consultant shall not assume that Owner-furnished records are complete or accurate without evaluation.
- Project-specific GIS data, updated asset records, map products, and other deliverables created under the agreement shall be provided to the Owner for its use, subject to the executed agreement. The proposal shall disclose pre-existing proprietary tools, third-party restrictions, licenses, and recurring costs that could limit access, editing, retention, or transfer.
- The Consultant shall follow the Owner's requirements for data access, storage, transmission, retention, backup, disclosure, and protection of sensitive infrastructure information. No public release of nonpublic infrastructure data is authorized by this SOW.
- The Consultant shall document the source and date of data obtained from third parties and identify any restrictions or attribution requirements.

VIII. Quality Assurance, Acceptance, and Limitations

- The Consultant shall maintain a documented QA/QC process appropriate to each dataset and deliverable, including geometry validity, required attribute completeness, duplicate checks, coordinate system verification, and topology or connectivity checks where applicable.
- The Consultant shall provide an exceptions and limitations register. Unknown or unverified information shall remain identified as such and shall not be silently filled with assumed values.
- The Owner will review deliverables within a period established in the agreement. The Consultant shall correct deficiencies that result from failure to meet the SOW requirements, at no additional cost where provided by the agreement.
- Acceptance of GIS deliverables does not constitute certification of legal property boundaries, buried utility locations, pipe depth, engineering condition, or survey-grade accuracy unless that specific work is included, performed by appropriately qualified personnel, and expressly accepted under the agreement.
- The Consultant shall identify any professional licensure requirements for work included in the proposal and shall provide required certifications or seals where applicable.

IX. Proposal Requirements

Proposals shall include, at a minimum, the information requested in the RFP. The Owner may request clarifications or conduct interviews in accordance with the solicitation and applicable procurement rules.