



Environmental & Natural Resources Department

WATERSHED BASED PLAN Request for Proposals

CONTENTS

1.0 PROJECT INFORMATION.....	2
1.1 Overview	2
1.2 Background Information	2
2.0 SCOPE OF WORK.....	3
2.1 Build Partnerships	3
2.2 Characterize the Watershed	3
2.3 Finalize Goals and Identify Solutions	3
2.4 Design and Implementation.....	4
2.5 Regular Meetings and Presentations.....	4
2.6 Watershed Based Plan Draft Documents.....	4
2.7 Watershed Based Plan Final Documents.....	4
2.8 Additional Requirements.....	4
3.0 PROPOSAL PROCEDURE	5
3.1 Pre-Proposal Information	5
3.2 General Requirements	5
3.3 Evaluation Criteria and Outline.....	5
3.3.1 <i>General Information</i>	5
3.3.2 <i>Prospective Consultant and Individual Qualifications</i>	6
3.3.3 <i>Experience</i>	6
3.3.4 <i>Approach</i>	7
3.3.5 <i>Schedule</i>	7
3.3.6 <i>Cost</i>	7
3.3.7 <i>Pueblo of Laguna Independent Service Agreement</i>	7
3.3.8 <i>Ability to Follow Directions</i>	8
3.4 Receipt of Proposals	8
3.5 Evaluation and Selection Process	8
REFERENCES	8
MAPS.....	9
1. Pueblo of Laguna Watershed Map	9
2. Pueblo of Laguna Vicinity Map with Surface Water Quality Monitoring Locations	10
APPENDIX.....	11
A. Pueblo of Laguna Nonpoint Source Assessment Report.....	11
B. Pueblo of Laguna Nonpoint Source Management Plan	11
C. Pueblo of Laguna Independent Service Agreement.....	11

1.0 PROJECT INFORMATION

1.1 Overview

The Pueblo of Laguna (Pueblo), a federally recognized tribe, has been granted federal funding by the Environmental Protection Agency (EPA) for the development of a Watershed Based Plan (WBP). The Pueblo is soliciting proposals for consulting services for the development of a WBP that will address the Pueblo's nonpoint source (NPS) pollution concerns reservation wide. The WBP must include specific best management practices (BMPs) for NPS pollution control for each HUC12 watershed within or intersecting the Pueblo's boundaries ([Map 1](#)); be consistent with the Pueblo's NPS Assessment Report ([Appendix A](#)) and NPS Management Plan ([Appendix B](#)); and follow the watershed approach as outlined by the Environmental Protection Agency's (EPA) *Handbook for Developing and Managing Tribal Nonpoint Source Pollution Programs Under Section 319 of the Clean Water Act, 2010*, ([NPS Handbook](#)), *Part II: Watershed-Based Planning*.

The WBP should assist the Pueblo in successfully administering the NPS Pollution Control Program by providing specific activities to protect, improve, and enhance the Pueblo's natural resources. It will also guide future activities to improve tribal waters, provide a framework to apply for competitive NPS funding, and outline in detail the Pueblo's long- and short-term goals for water quality improvement.

1.2 Background Information

The Pueblo, in partnership with the EPA, has been implementing a Clean Water Act (CWA) Section 106 Water Pollution Control Program since 2007. Through this program, the Pueblo has developed a comprehensive surface water quality monitoring program with 27 monitoring locations ([Map 2](#)), established Water Quality Standards (WQS), and a CWA Section 401 Certification Program. Additionally, the CWA Section 106 Program has allowed the Pueblo to develop the necessary data and documents to establish a CWA Section 319 NPS Pollution Control Program. Developing a WBP is essential for the Pueblo to implement the CWA Section 319 Program to the fullest extent possible.

The Pueblo is comprised of approximately 500,000 acres of land in Cibola, Valencia, Bernalillo, and Sandoval counties in New Mexico. The Pueblo's eastern boundary is approximately ten miles west of Albuquerque, NM. The Pueblo is approximately 40 miles east to west and approximately 55 miles north to south ([Map 2](#)). There are six villages within the reservation boundaries: Encinal, Laguna, Mesita, Pagate, Paraje, and Seama.

The regional geology is a mix of mostly Jurassic age sedimentary deposition overlain by Tertiary volcanic deposition from Mt. Taylor volcanic complex, and a series of laminar flows in the Rio San Jose Valley. Laguna is situated primarily on the Colorado Plateau and partially on the eastern edge of the San Juan Basin, which is bounded by the Rio Grande Rift System. The Rio Grande Rift is a spreading center, while the Colorado Plateau is a relatively stable section of the North American Tectonic plate characterized by stratified rocks cut by deep canyons.

According to [USEPA's Level III and IV Ecoregions by State](#), the Pueblo is located in three Ecoregions: Semiarid Tablelands, Conifer Woodlands, and Savannas, and at higher elevations Montane Conifer Forests. Semiarid Tablelands consists of scattered juniper and pinyon-juniper woodland, with alkali sacaton, shadscale, fourwing saltbush, and mixed grama grasses. Conifer Woodlands and Savannas are dominated by pinyon-juniper woodlands with some Gambel oak, blue grama, junegrass, galleta, bottlebrush squirreltail, and at higher elevations some alligator juniper, and ponderosa pines. Montane Conifer Forests are predominately ponderosa pine and Gambel oak, some Douglas-fir, white pine, and aspen trees. The Pueblo land use is based upon the vegetative cover. The land is divided up into a combination of developed, grazing, hunting, recreational, and farmland areas.

According to the [New Mexico Climate Center](#), the annual average precipitation across the state is 13.9 inches with a range from less than three inches in the southern desert regions to 300 inches or more in the northern mountains.

Precipitation on the Pueblo primarily falls as snow in the winter months and as intense monsoonal rains from mid-June through the end of September. The nearest [Community Collaborative Rain, Hail & Snow Network](#) (CoCoRaHS) gauge to the Pueblo recorded 7.89 inches of precipitation from October 1, 2019, through September 30, 2020. This gauge is located in the Rio San Jose river basin. While snowpack measurements are not collected on Mt. Taylor, it is a vital resource for replenishing aquifers, and feeding the Pueblo's primary surface waters: Rio Paguete, Encinal Creek, and Water Canyon Creek. These surface waters flow into the Rio San Jose which discharges into the Rio Puerco. Based on the Pueblo's analysis of the National Hydrography dataset, there are approximately 55 perennial, 324 intermittent, and 1,416 ephemeral stream miles within the Pueblo's boundaries.

The Pueblo is situated within two primary HUC8 watersheds the Rio Puerco and the Rio San Jose. The Rio San Jose drains from west to east converging with the Rio Puerco, which drains from north to south. The Rio Puerco then flows to a confluence with the Rio Grande. Both watersheds are sub-basins within the Rio Grande Basin. According to the [Rio Puerco WBP](#), the Rio Puerco watershed supplies more than 70% of the suspended sediment settling above the Elephant Butte reservoir located on the Rio Grande five miles north of Truth or Consequences, NM.

2.0 SCOPE OF WORK

The [NPS Handbook](#), *Part II: Watershed-Based Planning* details six steps and nine essential elements required to create a successful WBP. A successful bid must address the first four steps and all nine essential elements (a-i) listed in the *NPS Handbook*. The scope of work must include the following tasks and deliverable:

2.1 Build Partnerships

Tasks: Identify key stakeholders, conduct outreach, identify issues of concern, set preliminary goals, and develop indicators (a measurable parameter that will link pollutant sources to environmental conditions).

Deliverables:

- 2.1.1 A database of stakeholders with contact information
- 2.1.2 A report outlining the stakeholder's key concerns
- 2.1.3 A preliminary set of goals, and indicators

2.2 Characterize the Watershed

Tasks: Gather existing data and create a watershed inventory, identify data gaps and collect additional data if needed, analyze data, identify causes and sources of pollution that need to be controlled.

Deliverables:

- 2.2.1 A comprehensive report, map, and corresponding tables identifying the main source of pollution, location, land use type, and source behavior (e.g., runoff, seasonal activity, perennial) for each HUC12 watersheds within or intersection the Pueblo's boundaries.

2.3 Finalize Goals and Identify Solutions

Tasks: Set overall goals and management objectives, develop indicators/targets, determine load reductions needed, identify critical areas, develop NPS BMPs to achieve goals.

Deliverables:

- 2.3.1 Comprehensive tables outlining preliminary goals, indicators, cause/source of impact, management objectives, and specific NPS BMPs for each HUC12 watersheds within or intersecting the Pueblo's boundaries.

2.4 Design and Implementation

Tasks: Develop an implementation schedule, develop interim milestones to track implementation of management measures, develop criteria to measure progress toward meeting watershed goals, develop monitoring component, develop an evaluation process, develop information/education component, identify technical and financial assistance needed to implement the plan, assign responsibility for reviewing and revising the plan.

Deliverables:

2.4.1 An implementation schedule for each HUC12 watersheds within or intersecting the Pueblo's boundaries that identifies BMPs, identifies measurable milestones, and a monitoring strategy to determine if BMPs are effective.

2.4.2 An outreach, education, and involvement plan.

2.4.3 A report listing of technical and financial assistance needed, associated costs, and/or sources and authorities that may be utilized to implement the WBP.

2.5 Regular Meetings and Presentations

Tasks: Set monthly meeting schedule to provide progress reports and presentations as necessary for Pueblo staff. Set a quarterly meeting schedule for stakeholder engagement meetings. All meetings will provide crucial feedback to inform the WBP document.

Deliverable:

2.5.1 Quarterly progress reports, monthly meetings (presentations as necessary) for Pueblo staff.

2.5.2 Formal Pueblo staff meeting notes.

2.5.3 Quarterly stakeholder engagement meetings.

2.5.3 Formal stakeholder engagement meeting notes.

2.5.4 A WBP informed by Pueblo staff and stakeholders.

2.6 Watershed Based Plan Draft Documents

Tasks: Prepare the final draft of the WBP document for Pueblo staff and stakeholders to review and provide feedback. The document can only be complete after steps 2.1-2.4 are thoroughly addressed.

Deliverable:

2.6.1 Watershed Based Plan prepared in MS Word allowing "track changes" for staff and stakeholders to provide feedback.

2.7 Watershed Based Plan Final Documents

Tasks: Based on feedback from Pueblo staff and stakeholders, provide the final WBP.

Deliverable:

2.7.1 Final Watershed Based Plan.

2.8 Additional Requirements

Final figures, charts, graphics, and maps shall be provided in their original file format (e.g., ArcGIS, Excel, Adobe design products, etc.). All GIS shapefiles shall be delivered in North American Datum 1983 coordinate system and New Mexico State Plane Western Zone projection, in feet.

All water is sacred to the Pueblo of Laguna people. Their culture is intrinsically tied to it. As such, no deliverables shall depict cultural resource information not otherwise publicly available, unless specifically requested or authorized by the Pueblo. Any materials that include cultural resource information obtained by the consultant incidentally in the course of this work shall be destroyed upon completion of the contract.

3.0 PROPOSAL PROCEDURE

The Pueblo of Laguna is requesting proposals from sole proprietors and firms alone or in partnership with other qualified individuals or firms for the development of a Watershed Based Plan.

3.1 Pre-Proposal Information

Questions regarding this project may be submitted via email to E. Nikki Woodward, Surface Water Quality Specialist at ewoodward@pol-nsn.gov, prior to 3 pm MST, June 10, 2021. Responses to questions will be distributed to all consultants requesting a copy of this Request for Proposal (RFP). The RFP may be canceled and/or all proposals may be rejected in part or in whole at the discretion of the Pueblo.

3.2 General Requirements

Reviewers will be evaluated based solely on the information requested below. Unrequested information (e.g., cover letters, narratives about the firm, resumes) will not be used to evaluate the proposal. Any unrequested information the prospective consultant nonetheless wishes to include must be attached separately, as an appendix or appendices.

Proposals, not including appendices, must not exceed 15 pages. Proposals must: 1) be submitted digitally as a pdf file; 2) use pages formatted to 8½" x 11", portrait and/or landscape format; and 3) use a font size of not less than 10 point.

3.3 Evaluation Criteria and Outline

Prospective consultants submitting proposals for this contract must meet minimum qualifications: capacity and qualifications to complete the work, experience on similar projects, commitment to an approach that will meet the Pueblo of Laguna's needs, and ability to complete the project within a reasonable time frame. Minimum qualifications will be judged based on responses to the questions below.

Evaluation Criteria	Percent Attributed
3.3.1 – General Information	0%, but required
3.3.2 – Qualifications	10
3.3.3 – Experience	30
3.3.4 – Approach	30
3.3.5 – Schedule	15
3.3.6 – Cost	15
3.3.7 – Pueblo of Laguna Independent Service Agreement	0%, but required
3.3.8 – Ability to follow directions	-5%

3.3.1 General Information (0%, but required)

Proposals must include basic information about the prospective consultants using the following format:

Lead Consultant

1. Name of sole proprietor/lead firm
2. Name, title, phone number, e-mail, mailing address for project manager
3. Name, title, phone number, e-mail, mailing address for administrative/financial manager
4. Name, title, phone number, e-mail, mailing address for technical matters
5. If the firm is claiming Indian preference, Certification must be attached.

Subcontractors (repeat as needed)

1. Name of subcontractor
2. Name, title, phone number, e-mail, mailing address for person in charge
3. Percent and nature of work projected to be completed by subcontractor

3.3.2 Prospective Consultant and Individual Qualifications (10%)

The Pueblo will judge minimum qualifications based on the consultant's longevity, staffing levels, and emphasis placed on watershed based planning within the firm. Proposals must provide information regarding qualifications using the following format:

Prospective consultant qualifications

Lead consultant

1. Years in operation
2. Total number of non-administrative staff projected to work on project
3. Firms mission statement (or equivalent)

Subcontractor

1. Years in operation
2. Total number of non-administrative staff projected to work on project
3. Firms mission statement (or equivalent)

Individual

The Pueblo will judge minimum qualifications for individuals based on their years of work in the field, education level, licenses and certifications, and the relationship between qualifications and expected responsibilities for this project. Provide information on all individuals who will be directly involved in this project using the matrix provided below as a model. Purely administrative staff does not need to be included.

Name	Title	Firm	Expected Responsibilities	Years of Experience	Degrees and other training relevant to this project	Relevant licenses and certifications

Resumes and biographies are not required and will not be considered as part of the review. If the prospective consultant wishes to submit resumes, they must include them as an appendix.

3.3.3 Experience (30%)

The Pueblo will determine the experience of the individuals proposing to work on this project based on projects that have similarities to the Pueblo of Laguna project. Project experience may be with the current or a previous employer. Fully qualified consultants will demonstrate experience with the following:

- Developing resource management planning documents
- Experience with community outreach and organizing such as producing and distributing surveys/questionnaires to obtain feedback from stakeholders
- Water quality data analysis to identify causes and sources of pollution that need to be controlled
- Knowledge and application of NPS BMP used to reduce NPS pollution

To demonstrate experience, follow the outline below. The outline may be repeated up to six projects.

1. Descriptive project name
2. Client or employer
3. Community where project was conducted
4. Individual who worked on the project and are expected to be involved with the Pueblo's WBP
5. Narrative description of how this project demonstrates experience in one or all areas listed above.
6. References in support of the narrative description. The Pueblo will accept individuals with knowledge of the project, publications that were the result of the work, and/or web links related to the project.

3.3.4 Approach (30%)

Proposals must outline an approach to how tasks 2.1 through 2.5 listed in the scope of work will be completed and specifically answer the following questions:

1. How will you identify stakeholders inside and outside of the Pueblo's boundaries?
2. How will you collect information from stakeholders?
3. What data sources do you expect to use to characterize the watershed?
4. What approach will you use to determine which BMP to use?

3.3.5 Schedule (15%)

The Pueblo requires that the project be completed within 1.5 years or less after the contract is awarded. Proposals must provide a schedule estimating the time required to complete the scope of work with timeframes for each deliverable.

3.3.6 Cost (15%)

Proposals must provide a budget outlining the estimated cost to complete all tasks in the scope of work. Including taxation. Use the following format as a model;

	Cost of work on Pueblo land	Cost of work off Pueblo land	Tax for work off Pueblo land	TOTAL
Task 1: Building Partnerships				
Task 2: Characterize Watersheds				
Etc.				
TOTAL				

As per the Pueblo's [Gross Receipt Tax Code Section 6-3-6\(D\)](#), work within the exterior boundary of the reservation is exempt from the Pueblo's Gross Receipt Tax. Work conducted outside of the exterior boundary of the Reservation may be subject to other jurisdiction's taxes. Prospective consultants should contact Pueblo's Tax Administration Director, Edwin G. Martinez, directly at emartinez@pol-nsn.gov or 505-552-6654 for any additional information regarding taxation.

Qualified Indian-owned firms will be given a percentage preference on cost submittals only, based on the Pueblo's [Fiscal Management Policies, Section 5. – Tribal Preference](#). Firms claiming Indian ownership must submit proof.

3.3.7 Pueblo of Laguna Independent Service Agreement (0%, but required)

Prospective consultants must provide a written commitment to use the Pueblo of Laguna's Independent Services Agreement and adhere to all of its requirements (Appendix 3).

3.3.8 Ability to Follow Directions (-5%)

Proposal quality reflects expected work quality. Proposals may lose up to five percentage points if proposals are poorly written or prepared. The Pueblo of Laguna also reserves the right to reject any proposals that do not follow the instructions included in this Request for Proposals.

3.4 Receipt of Proposals

A pdf version of the proposal must be received by the Pueblo of Laguna's Environmental & Natural Resources Department as an attachment to an email to ewoodward@pol-nsn.gov, by 3:00 pm MST, Friday, June 11, 2021.

3.5 Evaluation and Selection Process

All proposals will be evaluated and selection will be completed in accordance with the Pueblo's [Fiscal Management Policies, Section 9 – Procurement Methods](#).

Action	Proposed Date
Solicitation for bids - OPEN	May 15-31, 2021
Final date for questions	June 10, 2021 by 3 PM, MST
Solicitation for bids - CLOSING	June 11, 2021 by 3 PM, MST
Evaluation	2 weeks frm closing date
Selection	June 25, 2021 by 3 PM, MST

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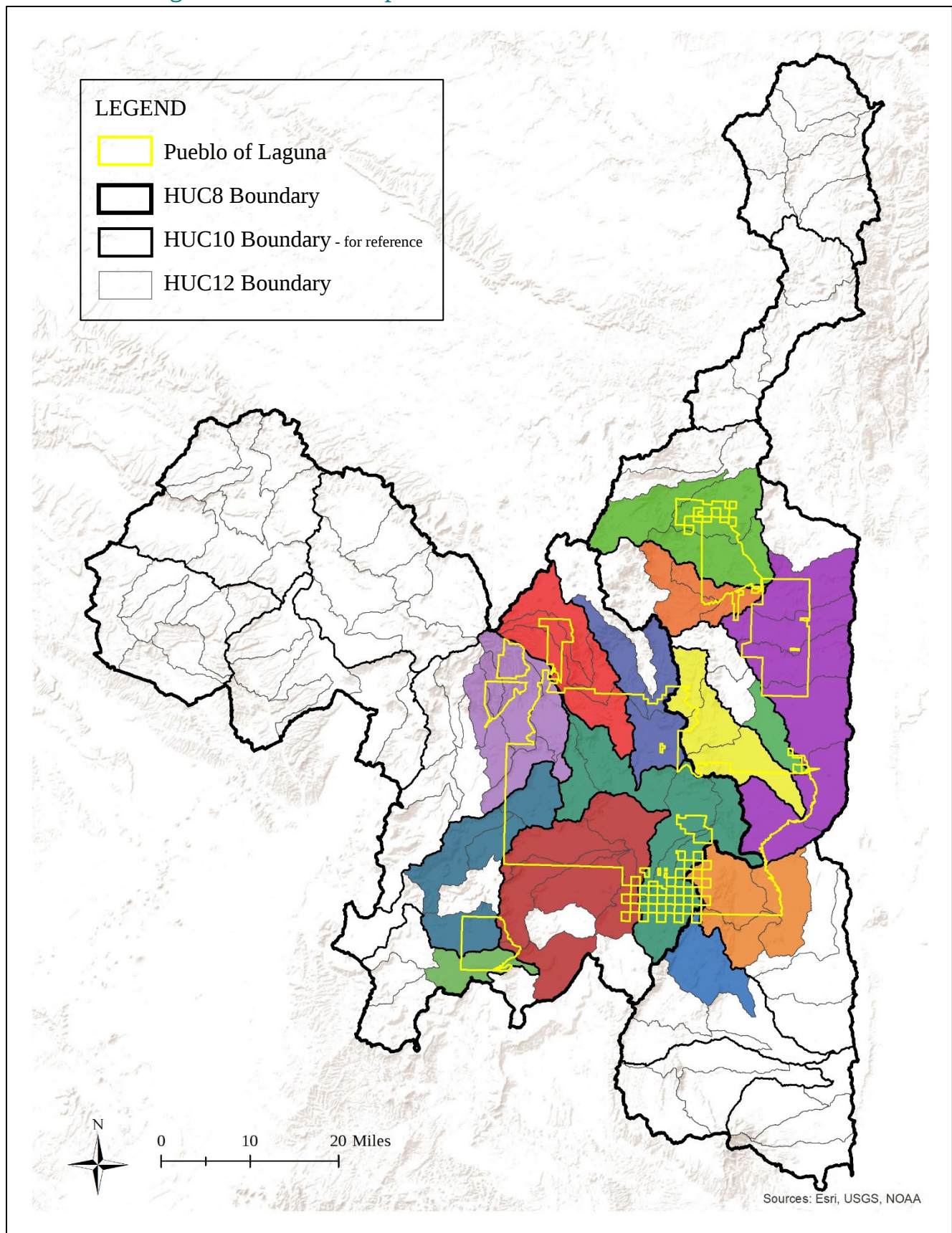
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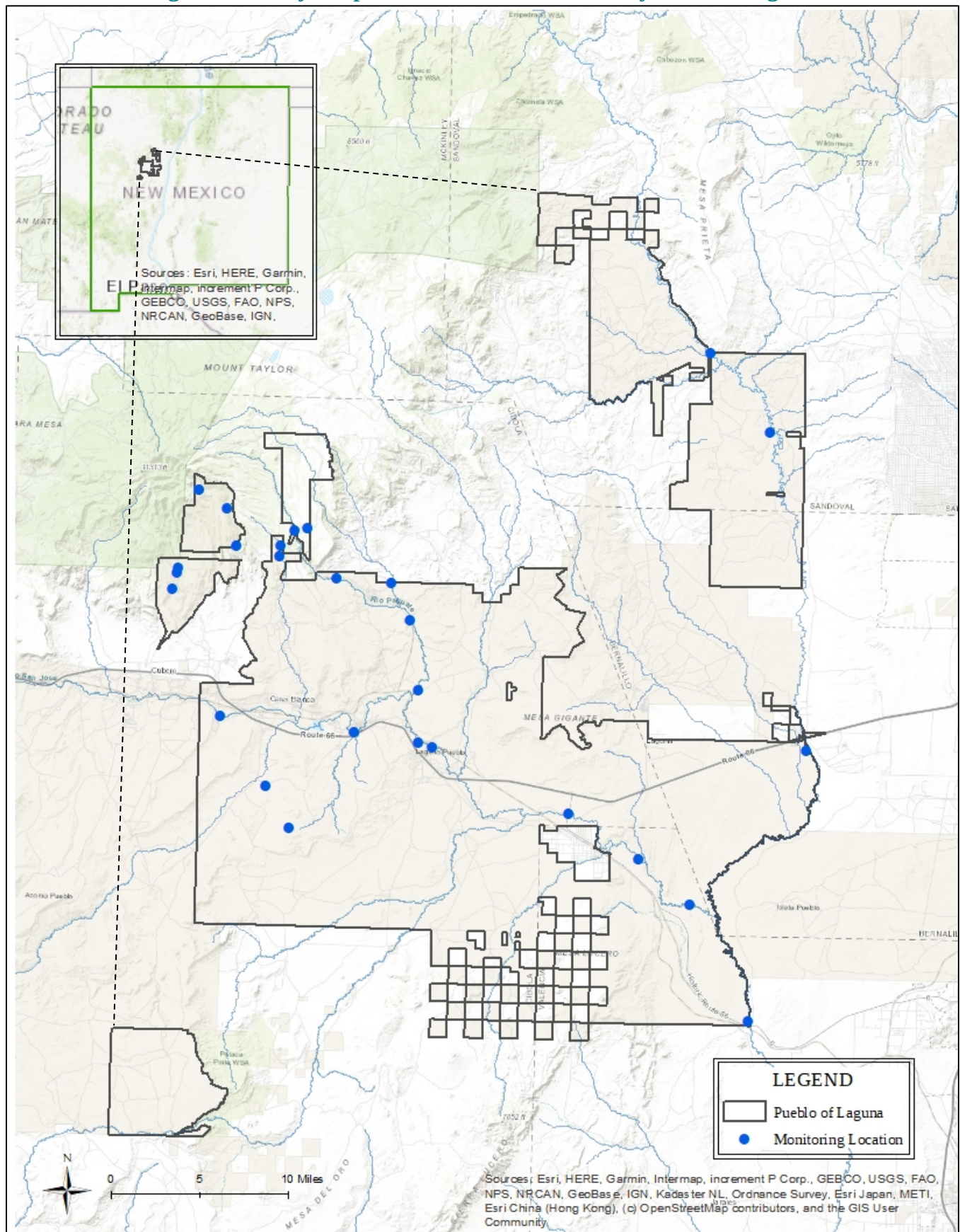
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MAPS

1. Pueblo of Laguna Watershed Map



2. Pueblo of Laguna Vicinity Map with Surface Water Quality Monitoring Locations



APPENDIX

Double-click the icon to access the documents.

A. Pueblo of Laguna Nonpoint Source Assessment Report



POL NPS
Assessment Report.pdf

B. Pueblo of Laguna Nonpoint Source Management Plan



POL NPS
Management Plan.pdf

C. Pueblo of Laguna Independent Service Agreement



Independent
Services Agreement