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## **Request for Qualifications FY 2026-02**

### **Disaster Recovery Services**

### **Posted August 4, 2025**

The North Central New Mexico Economic Development District (NCNMEDD) is seeking one or more qualified contractors to help the north central region recover from the impacts of the Calf Canyon/Hermits Peak (CC/HP) fire and subsequent impacts by assisting with emergency preparedness, and recovery and resiliency efforts. Work will be focused in NCNMEDD's eight county region of Santa Fe, Rio Arriba, Los Alamos, Taos, Mora, Colfax, San Miguel and Sandoval counties with emphasis on the counties directly affected by the CC/HP disaster. Work is funded by a technical assistance grant from the U.S. Economic Development Administration (EDA) to bolster NCNMEDD's and its region's capacity in emergency preparedness and disaster recovery.

#### **Scope of Work**

- Serve as NCNMEDD's lead in communicating with the NM Department of Homeland Security and Emergency Management (DHSEM) and the US Federal Emergency Management Agency (FEMA) for CC/HP and impacted communities
- Assist disaster-impacted public entities with procurement, grant and project management, and reimbursement requests as needed
- Provide technical assistance to local governments and community organizations in emergency preparedness, mitigation, recovery and resiliency best practices
- Coordinate training, exercises, and outreach events for disaster and recovery efforts and to test emergency plans
- Coordinate emergency management activities in communities threatened or impacted by natural disasters
- Assist with coordination among state and federal agencies, local governments, and relief agencies for emergency management activities
- Lead special projects to address gaps in emergency preparedness, mitigation, disaster recovery and resiliency, including but not limited to development of emergency alert systems, rural addressing, E-911, etc.
- Assist public entities with development of required emergency preparedness, mitigation, and recovery plans
- Develop internal processes and procedures to develop NCNMEDD's capacity to assist its members with emergency preparedness and disaster recovery on an ongoing basis
- Refer infrastructure needs and potential projects to the NCNMEDD Community Development Department for further follow-up
- Responsible for tracking metrics, evaluating outcomes, writing reports, making presentations, and reporting on progress as requested
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, participating in professional societies
- Contribute to team effort by accomplishing related results as needed
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD

**Additional Information**

- The Scope of Work is expected to take 32-40 hours per week.
- Selected contractor/s are required to work on-site in the CC/HP affected counties three days per week and in NCNMEDD's Santa Fe office or other parts of the region one-two days per week.

**Responses to this Solicitation**

To respond to this solicitation, please the following in a single .pdf document to [monicaa@ncnmedd.com](mailto:monicaa@ncnmedd.com):

1. Letter of Interest (optional)
2. A list of all personnel and associated hourly rates
3. Statement of qualifications: Resume detailing specific disaster recovery experience, education and certifications for each member of the team
4. List of relevant projects and/or clients receiving similar services
5. Contact information for three professional references

**About NCNMEDD**

NCNMEDD is a Council of Governments that serves north central New Mexico, including the counties of Santa Fe, Rio Arriba, Los Alamos, Taos, Colfax, Mora, San Miguel and Sandoval. Please visit [ncnmedd.com](http://ncnmedd.com) for more information.