



Request for Qualifications FY 22-02
Planning and Project Management Services
Posted August 5, 2021

North Central New Mexico Economic Development District (NCNMEDD) is seeking a contractor to develop planning documents such as regional economic development plans, comprehensive plans, and strategic plans; program policies; and grant applications. On an as-needed basis, the contractor may also manage economic development and/or community development projects for NCNMEDD. The scope of services will vary by assignment but may include the following:

- Design and coordinate public input to include public meetings, community surveys, and other methods of community outreach.
- Obtain, analyze, compile, and present data and information from a variety of sources.
- Develop power point presentations, infographics, graphs and charts, maps, and other graphics to make work products more accessible and understandable.
- Draft, revise, and finalize plans, reports, policies and/or grant applications.
- Research and recommend grant and funding opportunities.
- Develop metrics and performance measures to assess performance and success of various initiatives.
- Work with communities, organizations, small businesses in the NCNMEDD region.
- Manage miscellaneous economic development and community development projects on an as-needed basis.

Responses to this Solicitation

NCNMEDD is seeking an individual, team or firm to fulfill this scope of work. To respond to this solicitation, please email a letter of interest and the following information in a single .pdf document to ncnmedd@ncnmedd.com:

1. Experience working with communities in the NCNMEDD region on economic development and community development projects.
2. Experience producing plans, policies, and/or grant applications for local, tribal, or state governments or other organizations.
3. A list of all personnel who will provide services and a statement of qualifications for each.
4. Hourly rates for all personnel providing services, indicating rates for specific services, if appropriate.

The solicitation will remain open until 5:00 pm, Friday, August 27, 2021.

Please contact Monica Abeita, Executive Director at monicaa@ncnmedd.com or 505-356-9588 with any questions.

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 for more information.