



Enchanted Circle Trails Association

Developing, maintaining and promoting trails in northern New Mexico
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REQUEST FOR PROPOSALS (RFP)

Archaeological Survey Services

Horsethief Mesa Trail Project (Río Grande del Norte National Monument)

Enchanted Circle Trails Association (ECTA)

1. PURPOSE OF THIS REQUEST FOR PROPOSALS

ECTA seeks a qualified Bureau of Land Management (BLM) Northwest New Mexico permitted contractor to perform a Class III Cultural Resource Inventory totaling 967 acres for proposed trail segments on Horsethief Mesa, within Rio Grande del Norte National Monument. The proposed project is located on BLM administered land within Taos County, New Mexico. The proposed survey area is shown in **Appendix A: Project Map**. The purpose is to identify, evaluate, and document cultural resources in accordance with BLM New Mexico H-8100-1 (*Procedures for Performing Cultural Resource Fieldwork on Public Lands in the Area of New Mexico BLM Responsibilities*) and New Mexico State Historic Preservation Office (SHPO) standards.

2. PROJECT BACKGROUND

The Horsethief Mesa Trail Project is a multi-use, non-motorized, recreational trail development outlined by the Bureau of Land Management Horsethief Mesa Travel Management Plan. The area is within the Rio Grande Del Norte National Monument in Taos County, New Mexico.

The selected contractor will be provided with available GIS data, project maps, and other relevant materials necessary to complete the archeological survey.

The purpose of the archaeological survey is to identify and document cultural resources within the described area to support the protection and restoration of the objects described in the Monument's proclamation while adhering to the environmental compliance described in the Horsethief Mesa TMP.

3. SCOPE OF WORK

The cultural resource survey contractor shall provide a Class III Cultural Resource Inventory for cultural resources within the defined 967 acre survey area on Horsethief Mesa to support compliance with Section 106 of the National Historic Preservation Act. This includes assessing cultural resources for inclusion in the National Register of Historic Places, preservation requirements, and making recommendations regarding the effects of the proposed undertaking on

historic properties. Cultural resources are also a named object in the Proclamation of the Río Grande del Norte National Monument, and all actions should protect and enhance those objects.

The contractor shall furnish all personnel, facilities, equipment, materials, supplies and services and otherwise do all things necessary for, or incident to, the satisfactory performance of this contract in strict accordance with this document.

Specific tasks to be performed to meet the objectives of the inventories and assessments as described are as follows:

3.1. Records and Literature Review

Conduct a records search of the New Mexico Historic Preservation Division (i.e., New Mexico Cultural Resource Information System (NMCRIIS) and BLM Taos Field Office records, report previously recorded cultural resources within and near the survey area, and document the nature and extent of previous archaeological survey and research in the general area (in compliance with the BLM Manual Supplement H-8100-1 and SHPO).

3.2. Intensive Pedestrian Survey

Conduct a Class III Cultural Resource Inventory of 967 acres of previously un-surveyed BLM administered land located on Horsethief Mesa within the Río Grande del Norte National Monument.

All field inventory will be carried out by field crews operating under a fully qualified and BLM Northwest New Mexico permitted Field Supervisor. A Fieldwork Authorization Request (Form 8151-3) will be submitted to the BLM Taos Field Office for review prior to any cultural survey.

3.3. Site Recording and Documentation

All fieldwork and reporting will be completed in compliance with the BLM Manual Supplement H-8100-1: Procedures for Performing Cultural Resource Fieldwork on Public Lands in the Area of New Mexico, NMAC 4.10.15 (Standards for Survey and Inventory), and NMCRIIS.

All sites shall meet the documentation and reporting requirements of the New Mexico Historic Preservation Division, New Mexico Cultural Resources Information System including GPS data, mapping, photography, and artifact descriptions.

3.4. Avoidance and Reroute Coordination

The contractor shall notify the BLM Taos Field Office promptly if cultural resources are identified that may require avoidance or project modification.

3.5. Discovery of Native American Human Remains or Cultural Items

Should human remains, funerary objects, objects of cultural patrimony, or sacred objects be encountered during the Class III Inventory, the items will be left in situ and the Field Supervisor will **immediately** contact the appropriate Federal Official, in this case, the BLM Taos Field Office Manager and the BLM Taos Field Office Archeologist point of contact for this project by telephone and/or email.

4. DOCUMENTATION and DELIVERABLES

The Contractor shall prepare cultural resource survey documentation and GIS deliverables sufficient to describe the records review, survey methods, survey coverage, identified cultural resources, isolated occurrences, site evaluations, and management recommendations. Reporting shall support Section 106 compliance, agency review (in accordance with applicable BLM and NMCRIS standards).

Deliverables shall include:

- Draft and final Cultural Resource Inventory Reports summarizing records review, field methods, survey coverage, identified cultural resources, isolated occurrences, recommendations, and management considerations;
- Required site forms, site updates, isolated occurrence documentation, photographs, maps, and associated records;
- GIS data depicting survey coverage and cultural resource locations.

The contractor is responsible for submitting and uploading all necessary GIS shapefiles, forms, the report and any relevant project materials into NMCRIS. The BLM Taos Field Office will not complete NMCRIS submissions for contractors.

Final deliverables of project materials will be submitted to the BLM Taos Field Office. The information resulting from this project is considered controlled unclassified information and cannot be shared with members of the public, including ECTA.

6. QUALIFICATIONS

Contractors must demonstrate the technical qualifications, professional experience, and project capacity necessary to complete a Class III Cultural Resource Inventory for the Horsethief Mesa Trail Project. Proposals should clearly describe the contractor's understanding of the scope of work, proposed survey and reporting methodology, qualifications of key personnel, and past performance on similar cultural resource inventory projects.

Qualified contractors will have demonstrated experience conducting archaeological surveys in the BLM Northwest New Mexico permit area; preparing cultural resource inventory reports, site forms, GIS data, and management recommendations; and working with applicable New Mexico cultural resource standards, including SHPO/HPD and NMCRIS requirements. Experience coordinating with federal, state, local, tribal, or nonprofit project partners, and experience with trail, recreation, public lands, or Northern New Mexico projects, is preferred.

Any firm not currently permitted for the BLM Northwest New Mexico permit area may apply for a Cultural Resource Use Permit by submitting the DI Form 1926 (Application for Permit for Archaeological Investigations) and required supporting documentation to the BLM New Mexico

State Office at blm_nm_cultural_resource_permits@blm.gov. Survey Permit applications should not be sent to the BLM Taos Field Office. Further information may be found at <https://www.blm.gov/programs/cultural-resources/archaeology/new-mexico>.

7. SUBMISSION REQUIREMENTS

Interested contractors shall submit a complete proposal package by the deadline stated in this RFP. Proposals should be concise, clearly organized, and responsive to the scope of work and evaluation criteria.

Proposals should be submitted as a single PDF to info@enchantedcircletrails.org.

Required Item	Description
Technical Proposal	A narrative describing the contractor's understanding of the scope of work, proposed technical approach, field survey methodology, reporting approach, and proposed project plan.
Qualifications of Proposed Personnel	Resumes or vitae for key personnel, including the Principal Investigator, Field Director, GIS/data specialist, and any other staff assigned to the project. Include each person's role and relevant experience.
Relevant Experience and Past Performance	Description of similar archaeological survey or cultural resource inventory projects completed within the last two to five years, especially projects in New Mexico, Northern New Mexico, trail/recreation settings, or public lands contexts.
References	Contact information for three references from clients who received similar services. Include name, organization, email, phone number, and brief project description.
Project Schedule	Proposed timeline for records review, fieldwork, draft report, review period, final report, and final deliverables.
Cost Proposal	A separate cost proposal or fee estimate for completing the work. Cost will not be used as part of the initial qualifications-based evaluation and ranking process.

8. CRITERIA FOR COMPETITIVE APPLICATIONS

The evaluation criteria listed below will be used to evaluate proposals for the purpose of ranking them based on how fully each proposal meets the requirements of this RFP. Offerors may be asked to modify objectives, work plans, or budgets prior to the final approval of the award.

8.1. Understanding of the Scope of Work — 25%

Demonstrated understanding of the Horsethief Mesa Trail Project, the purpose of the archaeological survey, and the requirements of the scope of work, including cultural resource identification, documentation, evaluation, and support for avoidance or reroute planning.

8.2. Technical Approach — 25%

Quality and feasibility of the proposed methodology for records review, field survey, site documentation, GIS mapping, reporting, and project coordination. Preference will be given to proposals demonstrating familiarity with applicable New Mexico cultural resource standards and Section 106 compliance processes, including NMCRIS/ARMS procedures, Class III survey methods, and preparation of cultural resource inventory reports.

8.3. Qualifications of Proposed Personnel — 25%

Qualifications, experience, and availability of key personnel assigned to the project, including the Principal

Investigator and supporting field or GIS staff. Preference will be given to teams with demonstrated experience conducting archaeological surveys and cultural resource documentation in New Mexico or similar environmental and cultural settings.

8.4. Contractor's Past Performance — 20%

Demonstrated success completing projects of similar scope, scale, and complexity, particularly projects involving public lands, trail or recreation infrastructure, or coordination with land management agencies. Consideration may include quality of prior work products, ability to meet schedules and deliverables, and client references.

8.5. Local Presence - 5%

ECTA may consider whether a contractor maintains an established local or regional business presence as part of the evaluation process. This criterion is limited to five percent (5%) of the total evaluation score and will not be the sole basis for contractor selection.

8.6. Project Timeline

Milestone	Date
RFP Issued	Aug 11, 2026
Proposals Due	Aug 31, 2026 (5pm MT)
Proposals Selection	Sep 4, 2026
Fieldwork	Sept-Nov 2026
Draft Report	Dec 1, 2026
Final Report	Dec 31, 2026

Appendix A: Project Map

Horsethief Mesa Archaeological Survey

Map Legend

- Survey Areas
- Existing Roads
- Existing Trails

