



Request for Quotes/Qualifications

U.S. Economic Development Administration (Non-Construction Grant Administration)

In 2024, Mora County was awarded a grant by the U.S. Economic Development Administration in the amount of \$1,140,000 for a non-construction related project. The Scope of Work is identified below.

Mora County solicits a “Request for Quotes/Qualifications” for a Grant Administrator for this project. Mora County intends to compensate no more than \$60,000 (inclusive of Gross Receipts Tax) for the Grant Administrator Services.

The following responsive information is requested:

1. Letter of Interest;
2. Quote for Services to be Provided;
3. List of Relevant Experience and Qualifications;
4. W-9;
5. Business License; and
6. List of three references who you have worked for in a related capacity within the last three (3) years. Please include name, address, phone number and email address

The deadline to submit the information identified above is no later than Monday, December 2, 2024, by 1:30 p.m.

Submissions can be provided via U.S. Mail to the following address:

Adelita Encinias
Mora County Chief Procurement Office
P.O. Box 580
Mora, New Mexico 87732

Questions regarding this Request for Quotes can also be communicated to Adelita Encinias at (575) 387-5279, ext. 1010.

Scope of Work

Mora County requests EDA funding for a capacity building and technical assistance project that will provide planning, infrastructure, and staffing to assist in recovery and economic development in the area.

Funds will provide for the following objectives:

1. Hire an Economic Development Director with EDA support for 3 years with the following tasks: Strategic Planning; Integrated Economic Development and Building Plan Review; Community and Neighborhood Economic Development Services; Land Use Planning, Zoning, and Development Regulations; Citizen Involvement and Communications; Small Business Development; Development of timber, forestry, and land management industries.
 - a) Update Comprehensive Land Use Plan. The original plan was developed in 1994 and updated in 2009 and 2017.
 - b) Update the Comprehensive Economic Development Strategy. Mora County's Economic Development Strategic Plan was developed in 2013.
 - c) Develop a Tourism Plan to assist in a diverse source of Economic Development and Rural Revitalization.
 - d) Create a Comprehensive Development Guidance System to provide direction
 - e) and guidance for land development activities within Mora County.

2. Hire a Compliance Coordinator with EDA support for 3 years with the following tasks: manage, track, and report on inter-agency response to hazardous material removal, damaged structure demolition, debris removal, ecological recovery, watershed mitigation, and water and air quality testing and remediation; develop Mora County's local building code program; monitor and enforce applicable ordinances, codes, and regulations; and provide information on county resources and regulations to property owners, residents, businesses, the general public, and other County departments and divisions.
 - a) Scan and digitize property deeds and tax records to create a searchable electronic database of records that are accessible to county staff and the public.
 - b) Develop a current digital Geographic Information System (GIS) database of parcel data for land ownership information. The County, through the Office of the Assessor, currently maintains map records on a set of 250 mylar sheets. The mylar sheets also have annotated Uniform Property Codes (UPC) which are linked to 8,905 parcels recorded in the County's Computer Aided Mass Appraisal (CAMA) system. The County will supply digital scans of all 250 mylar sheets. This activity will 1) Digitize and geo-reference current mylar maps 2) Build new, accurate countywide coverage of real property parcel polygons to include exempt federal, state, and tribal lands 3) Utilize new method for assigning Uniform Property Codes using UPC-PIE 4) Generate new UPC codes for existing properties 5) Integrate/cross reference parcel data with 911 rural addressing data that is being developed under a separate project and 6) Enable ongoing maintenance and updates to parcel data.