

**PUBLIC NOTICE
REQUEST FOR PROPOSALS**

**ISSUED BY THE STATE OF NEW MEXICO
ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT,
FORESTRY DIVISION
FOR PROFESSIONAL HORTICULTURIST
TO GROW NATIVE TREE AND SHRUB SEEDLINGS**

The New Mexico Energy, Minerals and Natural Resources Department (EMNRD), Forestry Division (Forestry Division) is seeking proposals for a professional horticulturist or an entity who has as a principal person who meets the required qualifications and will be dedicated to this project, with: a master's or doctorate degree in plant and environmental science (including horticulture, tree physiology, or related areas); a bachelor's degree in horticulture; or at least 10 years of direct experience in operating a nursery growing native trees and shrubs, to research and develop propagation methods for native tree and shrub species, to collect or obtain native plant seed from New Mexico whenever possible, and to grow native and non-native tree and shrub seedlings for the Conservation Seedling Distribution Program, Urban Forestry Program, and/or for Forestry Division Reforestation Projects.

Federal and state funding may be used for Urban Forestry Program and Reforestation Projects. The Conservation Seedling Program only uses state funding. Please indicate in your proposal which programs/projects you are willing to provide seedlings for. You must be registered and in good standing with the System for Award Management (SAM.gov) for programs utilizing federal funding.

Potential offerors may obtain a complete copy of the Request for Proposals (RFP) from the Division website, <https://www.emnrd.nm.gov/sfd/requests-for-proposals-and-grants/>.

Questions regarding this RFP may be sent to:

Carol Bada, Seedling Program
EMNRD, Forestry Division
1220 South Saint Francis Drive
Santa Fe, NM 87505
Telephone: (505) 660-0412
carol.bada@emnrd.nm.gov

All proposals are due no later than 5:00 p.m. MDT, August 15, 2025. Proposals must contain sufficient information to provide EMNRD with a thorough description of Offeror's qualifications to accomplish the activities described in the Scope of Work. Offerors may submit proposals by hard copy (address listed above) or through the Forestry Division's Submittable webpage using this address: <https://emnrd-sfd.submittable.com/submit>. EMNRD will deem such proposals sealed in accordance with state statute. EMNRD shall not accept proposals received after this date and shall make absolutely no exceptions for proposals not received by the appointed time.

If submitting hard documents, Offerors shall submit one original hard proposal and three identical hard copies to Carol Bada at the above address by the date and time specified above. In the event proposals are mailed, they must be physically received at the above location by the stated date and time in order to be considered.

RFP responses MAY NOT be sent by facsimile.

This public notice is given pursuant to NMSA 1978, Section 13-1-113. The Procurement Code, NMSA 1978, Sections 13-1-28 through -199, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.