



RFP 2022-005-MR
FACILITY MASTER PLANNING
FOR
LOS LUNA SCHOOL DISTRICT
AMENDMENT NO. 1 & Q&A
DATE: FEBRUARY 24, 2022

RFP No.: 2022-005-MR

RFP Submission Due Date: March 22, 2022

Time: 2:00 PM MDT

Where: Los Lunas Schools
Administration Offices
P.O. Drawer 1300 (if mailed)
119 Luna Avenue (if delivered)
Los Lunas, NM 87031

For Additional Information, Please Contact:

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**FACILITY MASTER PLANNING
FOR
LOS LUNAS SCHOOL DISTRICT
RFP NO. 2022-005-MR
RFP Amendment No. 1 Q&A
February 24, 2022**

The above referenced RFP is AMENDED as follows:

A. Questions and Answers

1. Has the district/PSFA established a budget for this contract?

ANSWER: The District/PSFA have a budget “not to exceed” \$82,633.15.

2. What major FMP improvement has LLS done in the past 5 years? We’re curious about new construction as well as major renovations and demolitions.

ANSWER: Built new Valencia High School Performing Arts Center; demolished the Los Lunas High School swimming pool; renovated the Los Lunas Middle School Gym; multiple systems/security based projects throughout the district are completed or in progress; completed major reroofing projects; design phase of Peralta Elementary School reconstruction in progress; Los Lunas Middle School systems based renovations in progress.

3. Also, you mentioned that several schools have studies underway; could you please elaborate on that?

ANSWER: A building systems analysis/campus master plan and educational specification is underway for Ann Parish Elementary School. An elementary enrollment boundary study has recently been completed. A secondary enrollment boundary study is underway.

4. Looking over the RFP for FMP services for Los Lunas, as part of Appendix 3 it is now asking for this below – this has never been required before and is the first time I have ever seen this for a Facility Master Plan. Is it a mistake in the base RFP?

Provide the names and registration numbers of the New Mexico (NM) Registered Professional Architect/Engineer who will be in direct responsible charge of the work, including their email address and telephone number:

| Name | License Type | NM Registration # | Expiration Date |
|------|--------------|-------------------|-----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

| Mailing Address | Telephone # | Email Address |
|-----------------|-------------|---------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

ANSWER: The table shown above and found on page 55 is not required for Facility Master Planning. Appendix No. 3, REQUIRED INFORMATION FORM, page 55, is hereby amended to omit the table seen above. The remainder of Amended Appendix No. 3 is to be filled out and submitted with the proposal as required information. Section 4.2.2.5 page 25, has also been stricken. See Amendments attached herein.

5. On page 24 of the RFP, at the top, section 4.1.1 mentions cover sheets. We’d like to understand exactly what the RFP means here. Is it saying that each specification should bear a cover sheet that is *blank* except for maybe the title of the specification?

ANSWER: Yes

- a) And, if so, do these largely blank cover sheets count toward our overall page count?

ANSWER: No

6. Do only the Tab 2 contents count toward the max page count? Or do all the appendices and other items listed under Tab 1, and (should we choose to include any) the non-mandatory items mentioned under Tab 3 also get counted in the max page count.

ANSWER: The maximum 50 page count applies to Tab 2 only, see page 23 section 3.3.4.1.1 and 3.3.4.1.2.

7. Finally, about that overall page count, at the bottom of page 22, in section 3.3.4, the RFP states “Offerors are strongly encouraged to limit their proposals to a maximum of thirty (30) pages,” while in the middle of page 23, in the header for Tab 2, the RFP states “maximum fifty (50) pages,” and this appears to apply specifically to Tab 2. Would you please clarify the correct max page count?

ANSWER: RFP page 22, section 3.3.4 has been AMENDED to correct the maximum page limit for Tab #2 from (30) thirty to (50) fifty pages. See Amendments attached herein.

8. Does the cost proposal need to be submitted in a sealed envelope?

ANSWER: RFP Section 3. RESPONSE FORMAT AND ORGANIZATION; paragraph 3.2.2, page 22, has been AMENDED to add the following language:

‘The hard copy of the Attachment No. 1: Cost Response form must be submitted with the proposal in a separate, sealed envelope marked “Cost Response”, also clearly labeled as noted above. See Section 3.3 for further proposal details.’

ATTACHMENT NO. 1: Cost Response Form has been AMENDED (attached herein) to add the following language:

‘The Attachment No. 1: Cost Response form is not to be included as an item within the Proposal Binder. It must be submitted in a separate, sealed envelope, clearly labeled “Attachment No. 1: Cost Response” with the Offeror’s business name, RFP number and title. The sealed envelope is to be included in the shipping package with Offeror’s proposal binder and flash drives. It is also to be included only on the flash drive labeled ORIGINAL.’

See Amendments attached herein.

End Questions & Answers

AMENDMENTS

Amendment One (1) forms part of the contract documents and modifies them in the manner set forth below.

Remove and Replace

Please remove pages as indicated below and replace with the revised attached hereto.

- Page 22
 - Noted Revision:
 - 3.2.2. Additional language regarding Attachment No. 1: Cost Response.
 - 3.2.3. Additional language regarding Attachment No. 1: Cost Response.
 - 3.3.4. Modified page limit from thirty (30) to fifty (50) pages.
- Page 25
 - Noted Revision:
 - 4.1.1.5.1. Additional language regarding Attachment No. 1: Cost Response.
- Page 55
 - Noted Revision:
 - Appendix No. 3 (2nd page) Removed language “Provide the names and registration numbers of the New Mexico (NM) Registered Professional Architect/Engineer who will be in direct responsible charge of the work, including their email address and telephone number;” and corresponding tables.
- Page 62
 - Noted Revision:
 - 2nd paragraph clarify Attachment No. 1: Cost Response submission method.

Offeror shall confirm receipt of Amendment One (1) and acknowledge by dating and signing on the **Appendix No. 8: Acknowledgment of Receipt of Addenda/Amendments** found in the RFP. All other provisions of the RFP documents shall remain unchanged.

SEE AMENDED DOCUMENTS ATTACHED

3. RESPONSE FORMAT AND ORGANIZATION

3.1. NUMBER OF RESPONSES PER OFFEROR

3.1.1. Offerors shall submit only one (1) proposal in response to this RFP.

3.2. NUMBER OF COPIES OF SUBMITTED PROPOSAL

3.2.1. Offeror shall submit its proposal in hard copy and electronic formats in the quantities specified.

3.2.2. There must be **one (1)** original hard copy of the complete proposal with original signatures, clearly labeled **ORIGINAL** along with the RFP number, RFP Title and Offeror's business name. The hard copy of the Attachment No. 1: Cost Response form must be submitted with the proposal in a separate, sealed envelope marked "Cost Response", also clearly labeled as noted above. See Section 3.3 for further proposal details

3.2.3. Offerors must submit **five (5)** USB flash drives, each containing a copy of the original proposal. Each USB flash drive must be clearly labeled with the RFP number and the Offeror's business name either with a label on the flash drive or with an ID tag. **One (1)** of the USB flash drives is to also be labeled ORIGINAL, and will be kept with the hard copy proposal. The ORIGINAL is the only USB to contain the Attachment No. 1: Cost Response.

3.2.4. Offeror must deliver their sealed proposal submission per the instructions on the RFP Schedule Overview and in Section 2, paragraph 2.2.6, on or before the closing date and time for receipt of proposals.

3.2.5. **Emailed and/or faxed submissions will not be accepted.**

3.3. PROPOSAL FORMAT (Hard Copy and Electronic Copy)

3.3.1. Proposals must be submitted in two formats: one (1) hard copy in a three-ring binder, clearly labeled **ORIGINAL** and electronic copies on USB flash drives as specified in paragraph 3.2.3.

3.3.2. Spreadsheets and charts can be in Excel format. If the Excel files are password protected on the electronic copies, the password must be provided in written form with the USB flash drives. All USB flash drives must be clearly labeled with the RFP number and the Offeror's business name.

3.3.3. **One (1)** electronic copy must contain an exact copy of the hard copy proposal in PDF and Excel formats as applicable and be labeled ORIGINAL.

3.3.4. The hard copy proposal must be typewritten on standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.), with tabs delineating each section as specified in 3.3.4.1., and placed in as small a three-ring binder as needed to contain the proposal. Spiral or comb binding is not acceptable. Offerors are strongly encouraged to limit their proposals to a maximum of fifty (50) pages. Exclusions to this limitation will be all of the items required in Tab 1 as paragraph in 3.3.4.1.

from clients, financial institutions, and insurance carriers. If other references are included, provide contact names, email addresses and phone numbers for the additional references.

4.1.1.5. Cost Response (Attachment No. 1)

- 4.1.1.5.1. Offeror shall complete the Cost Response Form, Attachment No. 1 and submit it with their proposal. The Cost Response shall reference all Offeror work positions associated with this project, and each position's firm, fixed hourly rate. **The Appendix D: Cost Response form is not to be included as an item within the proposal binder.** The hard copy must be submitted in a separate, sealed envelope, clearly labeled "Attachment No. 1: Cost Response" with the Offeror's business name, RFP number and title. The sealed envelope is to be included in the shipping package with Offeror's proposal binder. It should also be included on the one (1) flash drive labeled ORIGINAL and include the RFP number and Offeror's business name.

4.2. REQUIRED ITEMS AND FORMS

These requirements are mandatory and shall be included under Tab 1 of the Offeror's RFP submission. Failure to include any of these items may render a proposal as non-responsive.

4.2.1. RFP Submission Checklist Form ("Appendix No. 2")

- 4.2.1.1. Offerors shall submit a completed RFP Submission Checklist Form with its proposal.

4.2.2. Required Information Form ("Appendix No. 3")

Offerors shall respond in the form of a thorough narrative to each mandatory specification listed below, requiring such. The narratives along with required supporting materials will be evaluated and awarded points accordingly. Failure to address mandatory specifications/requirements, or provide the mandatory forms, will deem your proposal non-responsive.

- 4.2.2.1. The Principal member or officer of the firm who will be responsible for the administration of the contract, including their email address and telephone number;

- 4.2.2.2. Identify the business name, address, and telephone number of the office(s) where the work will be performed for the prime Offeror and all sub-consultants;

- 4.2.2.3. Indicate the type of firm: corporation, partnership, sole proprietor, joint venture or other;

- 4.2.2.4. State the year the firm was established, and any former names by which the firm was known;

- 4.2.2.5. Provide the names and registration numbers of the New Mexico Registered Professional Architect/Engineer who will be in direct responsible charge of the work, including their email address and telephone number;

N/A

Indicate whether or not the individual registration has ever been subject to disciplinary action by the Board of Examiners for Architects. If yes, include an explanation;

SIGNATURE:

This Appendix No.3: Required Information Form has been signed by a signatory with the authority to bind the Offeror. By signing this Signature Page, through the undersigned representative who has the authority to bind the Offeror, and by submitting a proposal in response to RFP # #2022-005-MR, the Offeror agrees to perform the services required by such RFP and to adhere to all requirements, specifications, terms and conditions of the RFP. Offeror further agrees to be bound by this proposal for a minimum of ninety (90) days from the date proposals were due. By signing this Signature Page, the undersigned representative is also acknowledging receipt of all addenda that may be issued in regards to said RFP.

SIGNED BY:

Authorized Signature: _____ Date: _____

Printed Name, Title: _____

ATTACHMENT NO. 1: COST RESPONSE

Offerors must complete this Cost Response Form and submit it with the proposal. Offeror shall reference all work positions associated with this project, and each position’s firm, fixed hourly rate. Add additional lines as needed. DISTRICT, at its discretion, may negotiate revised rates with the awarded Contractor on an annual basis through the duration of the contract term. Failure to successfully negotiate rates may result in termination of the Agreement.

The Attachment No. 1: Cost Response form is not to be included as an item within the Proposal Binder. It must be submitted in a separate, sealed envelope, clearly labeled “Attachment No. 1: Cost Response” with the Offeror’s business name, RFP number and title. The sealed envelope is to be included in the shipping package with Offeror’s proposal binder and flash drives. It is also to be included only on the flash drive labeled ORIGINAL.

| Personnel Title/Classification | Pay Rate | |
|--------------------------------|----------|----------|
| | \$ | per hour |

| | |
|------------------|----|
| Flat, Fixed Fee: | \$ |
|------------------|----|