



LOS LUNAS SCHOOLS
RFP 2022-003-MR
ANN PARISH ELEMENTARY CAMPUS FACILITY MASTER PLAN
AMENDMENT NO. 1 & Q&A
DATE: DECEMBER 8, 2022

RFP No.: 2022-003-MR

RFP Submission Due Date: JANUARY 06, 2022

Time: 2:00 PM Local Time

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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**ANN PARISH ELEMENTARY CAMPUS FACILITY MASTER PLAN
FOR
LOS LUNAS SCHOOLS
RFP NO. 2022-003-MR
RFP Amendment No. 1 Q&A
December 08, 2021**

The above referenced RFP is Amended as follows:

A. Submitted Questions and Answers

1. While we understand that this Appendix D page to provide information for the full project fee, it is a little confusing.
 - a) Where do the consultants get listed as well as reimbursable costs?
ANSWER: Appendix D; Cost Response Form is hereby amended in its entirety. See Amended Cost Response Form below.
The project is a firm, fixed fee; ALL associated costs must be built-in to the total.
 - b) Is it possible to use this for the Prime consultant and provide a supplemental cost breakdown sheet?
ANSWER: See answer to question 1.a.
 - c) Also, are the “hourly pay” rates “actual or billable pay rates?”
ANSWER: See Amended Attachment D, Cost Response Form attached.
Per the amended Cost Response Form, “Hourly pay” is referring to the actual hourly pay rate per classification.
2. Has asbestos been identified in either of the facilities, and if so, will those findings be available to the consultant conducting the feasibility study?
ANSWER: Yes, LLS records indicate the following:
 - **Main building: 12’ floor tile mastic, carpet mastic and flash guards are all assumed to contain asbestos.**
 - **Portables: different materials are assumed to contain asbestos.****This information is reported on the District’s 3-year asbestos report, which is not a fully detailed report.**
3. Phase 1, Section 1D, states that a facility survey must be completed by a New Mexico Licensed Architect. Can you confirm if this requirement is necessary for this project? Would it be ok to have a licensed engineer or a qualified assessor complete the work?
ANSWER: Requirements for licensed Architects on this project are removed. See Amended Exhibit A, Scope of Work attached.

4. Phase 1, Section 1E, states that a complete building survey must be completed by a New Mexico Licensed Architect. Can you confirm if this requirement is necessary for this project? Would it be ok to have a licensed engineer or a qualified assessor complete the work?

ANSWER: Requirements for licensed Engineer on this project are removed. See Amended Exhibit A, Scope of Work attached.

5. Phase 1, Section 1H, states that a structural evaluation must be completed by a New Mexico Licensed Engineer. Can you confirm if this requirement is necessary for this project? Would it be ok to have a licensed engineer or a qualified assessor complete the work?

ANSWER: See response to question # 4.

6. What is the physical address of Ann Parish Elementary?

ANSWER: Ann Parish Elementary is located at 12 Meadow Lake Rd., Los Lunas, NM 87031

**END OF QUESTIONS AND ANSWERS
Proceed to Amended Exhibit A and Appendix D**

AMENDMENT NO. 1

AMENDED EXHIBIT A

Exhibit A – Scope of Work Ann Parish Elementary School Part I: Building Systems Analysis Part II: Campus Master Plan and Educational Specifications

The Los Lunas Public School District and New Mexico Public School Facilities Authority seeks a planning study to help guide decisions regarding the Ann Parish Elementary Campus, which serves grades K-6th. The following Public School Capital Outlay Council award language provides the basis for the planning study:

Project to start with a planning phase to investigate renovation/replacement and demolition options for the existing elementary school facility. Enrollment projections for Ann Parish ES will be updated through the ongoing District Wide Boundary and Enrollment Study.

Planning phase funding to complete a feasibility study to determine options to renovate or replace the existing elementary school buildings, including a cost/benefit and building systems analysis, followed by a campus master plan and educational specification for grade levels K-6. Upon completion, the district may return to the PSCOC for the next out-of-cycle funding phase to include approval of the design enrollment, maximum gross square footage pursuant to the Adequacy Planning Guide, and an update to the total estimated project cost. PSCOC may make an award to fund a functional phase of a project without committing to funding future phases of proposed projects. The Council shall reevaluate each phase of a project and the capacity of the Public School Capital Outlay Fund before making an award for a subsequent phase of a project.

The district has initiated a District Wide Boundary and Enrollment Study as part of its Gabaldon Pre-K project. The Boundary and Enrollment Study contains extensive enrollment analysis and utilization/capacity. Phase II shall incorporate data and result of this study as part of the Campus Master Plan/Educational Specifications but will not have to recreate this information.

The work consists of two phases with Phase I commencing first.

Phase I: Building Systems Analysis Report (BSAR), which will identify the condition of the building structure and systems with the goal of determining:

- Square footage and systems in good condition and remain;
- Square footage and systems in poor condition and in need of demolition or improvement/replacement; and/or
- Whether the building needs to be replaced in its entirety.

Phase II: After the district completes Phase I, it will begin Phase II, which consists of a campus master plan/educational specifications (CMP/Ed Specs). Using the recommendations of the District Wide Boundary and Enrollment Study and Phase I, the Campus Master Plan/Educational Specifications will program the spaces the school needs to implement its curriculum, verify enrollment, identify student accommodations during construction, and estimate total project costs.

The next sections provide a detailed scope of work required for Phase I and Phase II. Each phase shall have its own deliverable, however, the Phase II deliverable must utilize the recommendations, options, and cost data from Phase I.

PHASE I: BUILDING SYSTEMS ANALYSIS REPORT

BSAR DELIVERABLE

The Contractor shall provide and fully manage a qualified survey team to provide an evaluation of the overall facility condition by identifying components of the facility, hereafter referred to as building systems and overall site and facility configuration as it relates to life-safety. The evaluation may require limited invasive inspection that must be agreed upon with the Owner prior to any damage. The cost of any repair necessary for evaluation shall be, with prior approval, an additional cost borne by the Owners. In the form of a study report. The BSAR will describe repair, or replacement with and an opinion of total project costs that would sufficiently correct building systems and other deficiencies so that the life of the facility would adequately support its intended purposes for long-term use of the facility.

The BSAR shall include a photographic survey, general narrative describing the building, adjacent structure/infrastructure, general site conditions, and cost estimates. The cost estimates shall conform to UniFormat 2010 Level III structure. Sketches or graphics supporting the conditions review or identifies work for building renovation or improvements will be useful.

SECTION 1 – CONDITIONS AND ANALYSIS

A. Adequacy Assessment – Provide an assessment of the Ann Parish Elementary School Building related to statewide adequacy standards including:

1. Utilize and review PSFA FAD data in performing this assessment to verify previously observed conditions and note any changes in condition since the last building assessment; and
2. Use photographs as needed.

B. Site Analysis – Conduct an overview of the Ann Parish Elementary School site including:

1. Drainage;
2. Ingress/Egress; and
3. Utilities.

C. Verify Construction Dates– Identify the age of the Ann Parish Elementary School Facility including:

1. Original Construction date and GSF; and
2. Dates of additions and GSF

D. Code Analysis – Provide complete facility survey ~~by a New Mexico Licensed Architect~~ identifying all the life-safety requirements including the following:

1. Construction type;
2. Egress routes;
3. Corridors;
4. Doors;
5. Fire protection;
6. Identify any ADA issues; and
7. Provide documentation of alteration level required as part of the analysis report.

E. Life-Safety – Provide complete building survey ~~by a New Mexico Licensed Architect~~ identifying the following:

1. Type, age and condition of facility construction;
2. Fire protection;
3. Fire rated corridors;
4. Fire rated doors; and
5. Sprinkler system.

F. Identify the location, type, age and condition of the following:

1. Fire alarm panel;
2. All smoke detectors;
3. Fire extinguishers; and
4. Strobes.

G. Identify all American with Disabilities (ADA) code violations; provide a statement of probable cost to repair versus replace to bring this system to code and to meet State adequacy standards.

H. Structural – Provide overall structural evaluation ~~by a New Mexico Licensed Engineer~~ that includes the following:

1. Footings;
2. Foundation;
3. Stem walls;
4. Slab;
5. Curtain wall;
6. Interior walls;
7. Bar joists;
8. Roof decking; and
9. Any site drainage that could impact any of the above.

I. Evaluation shall include seismic and uplift considerations. Interview the District's maintenance department and include their comments in the BSAR.

J. Overall Shell – Provide overall inspection. Interview the maintenance department and include their comments in the BSAR.

K. Roofing – Provide a complete survey including age, type, condition, and roof core (if appropriate and agreed upon by owner) approximately once every 5,000 square feet. Provide inspection and analysis of roof drains (camera scope, if necessary).

L. Facility’s Interior Surfaces – Provide overall inspection. Interview maintenance department and include their comments in the BSAR.

M. Plumbing – Provide an overall survey of the following:

1. Water lines;
2. Sanitary sewer lines;
3. Storm sewer lines; and
4. Identify type, age and condition of all sanitary sewer lines from the manhole to the fixtures. Review Facility Information Management System (FIMS) work orders on plumbing issues. Interview maintenance department and include their comments in the BSAR.

N. Mechanical – Provide an overall survey that inspects and reports on the following:

1. Vents;
2. Hoods;
3. Heating, ventilation and air conditioning (HVAC) equipment;
4. Hydronic piping;
5. Air handling units and controls; and
6. Review Facility Information Management System (FIMS) work orders on plumbing issues. Interview maintenance department and include their comments in the BSAR.

O. Electrical – Provide an overall survey that inspects and reports on the following:

1. Main and sub panels;
2. Age of panels and wiring;
3. Condition of panels and wiring;
4. Identify code violations related to panels and wiring;
5. Estimate broadband pathways including wireless to be fully replaced and refer to PSFA guidelines as needed; and
6. Review Facility Information Management System (FIMS) work orders on plumbing issues. Interview maintenance department and include their comments in the BSAR.

P. Energy and Utilities Efficiency –Identify energy and utility costs of existing building and provide assessment on whether building can become more efficient.

SECTION 2 – OPTIONS AND RECOMMENDATIONS

Based on data and analysis gathered in Section I, please provide opinions, recommendations and/or options for Ann Parish Elementary School’s continued use in its entirety with systems improvements, partial use, demolition of portions of the building, or full replacement of the building. This section shall identify cost/benefits of each option/recommendation.

SECTION 3 – COSTS ESTIMATES

Provide Supporting Cost Information for the recommendations or options– Include Uniformat Level III reporting to identify what is needed to correct work, including alteration levels required to complete the recommendations of renovation and/or replacement.

SECTION 4 – CONCLUSIONS

Provide any concluding remarks or observations.

SECTION 5. APPENDIX AND SUPPORTING INFORMATION

Provide any supporting information, drawings, or technical details in an appendix.

PHASE II: CAMPUS MASTER PLAN/EDUCATIONAL SPECIFICATIONS

CAMPUS MASTER PLAN/EDUCATIONAL SPECIFICATIONS DELIVERABLES

Provide a campus master plan/educational specifications document containing written narrative and enhanced with graphics, tables/charts, floor plans, and maps for review (either hard copy OR electronic format acceptable) prior to School Board approval. Upon receipt of PSFA approval letter, provide PSFA (1) one hard copy of the final educational specifications document. Upload an electronic copy of the final educational specifications document to the PSFA E-Construction Management System.

In preparing this Campus Master Plan and Educational Specifications, please use a comprehensive community engagement process.

- Steering Committee meetings as needed;
- Meetings with the district/school board;
- At least 2 Community workshops to identify issues and present findings/recommendations; and
- Presentation of findings and recommendations to Los Lunas Public School District Board of Education.

SECTION 1. REVIEW OF STRUCTURAL AND SYSTEMS ANALYSIS RECOMMENDATIONS

A. Review the Phase I Building Systems Analysis Report

SECTION 2. ADEQUACY ANALYSIS

A. Provide an overview of the school's existing spaces in relation to adequacy

1. Spaces under adequacy
2. Spaces to adequacy
3. Spaces over adequacy

SECTION 3. DISTRICT WIDE BOUNDARY AND ENROLLMENT STUDY REVIEW AND INCORPORATION

A. A District Wide Boundary and Enrollment Study is underway for the Los Lunas Public School District. This study will provide enrollment projections and recommendations for balancing K-6th grade

enrollment in the district after it implements Pre-K academies on the east and west sides of the district. The Campus Master Plan/Educational Specifications shall utilize any pertinent data from that study to inform space needs,

1. Provide table or chart that summarizes the District Wide Boundary and Enrollment Study projection for the next five years for the Ann Parish Elementary School.

SECTION 4. UTILIZATION AND CAPACITY

A. Maximum/Functional Capacity Analysis— For the existing Ann Parish Elementary School

1. Maximum capacity with and without portables
2. Functional capacity with and without portables

B. Utilization Analysis for the existing facilities— Prepare a utilization analysis of the existing facility that identifies the following (please utilize PSFA Utilization Analysis sheet located on PSFA website at):

<http://nmpsfa.org/?q=facility-planning>

C. Identify special factors that affect capacity and utilization of existing facilities such as (if any):

1. Special education
2. Other special programs or curriculum issues including needs of Ann Parish Elementary School
3. Attendance boundary issues
4. FTE availability
5. Vacant, underutilized, or instructional spaces repurposed for non-instructional uses
6. District transfer policy
7. Other

D. Space Needs at Ann Parish Elementary School

1. Based on capacity, utilization, current educational program, and special factors, discuss classrooms and core spaces the project will need to accommodate enrollment projection and incorporation of elementary school, and planned educational program.
2. Discuss relevant strategies to meet the school's projected space needs efficiently including (as applicable).
 - a) Increased/decreased capacity and related square footage
 - b) Additions to or expansion of core facilities
 - c) Boundary adjustments
 - d) Schedule changes
 - e) Grade level configuration
 - f) Space consolidations or repurposing of existing space

SECTION 4. CAMPUS MASTER PLAN RECOMMENDATIONS FOR ANN PARISH ELEMENTARY SCHOOL

A. Based on data gathered in Phase I, Phase II/Sections 1-4, and community input, please provide recommendations and/or options for efficient campus utilization and organization. In determining recommendations, please consider the following (as applicable):

1. Potential reducing square footage including comparison of existing gross square footage of existing Ann Parish Elementary School vs GSF eligible based the five-year enrollment projection per the PSFA GSF calculator at:

<https://www.nmpsfa.org/wordpress/building-standards-and-planning-guidelines/>

2. Discussion related to addressing adequacy issues (spaces under adequacy and any to remain over adequacy)
3. Grade level configuration
4. Space adjacencies (i.e. – how and where spaces will relate to each other in the building)
5. Site and/or campus re-organization and/or configuration
6. Campus security features (external such as fences and internal such as vestibules)

B. Provide conceptual floorplan that shows where work will take place, the nature of work, the types of spaces to be added/demolished and project phasing.

C. Provide conceptual site plan showing how project will lay out on the site and how it relates to:

1. Parking
2. Student drop-off/pick-up for both parent and bus
3. Playground/Playing Fields
4. Student access to buildings and circulation within site
5. Identification of site acreage
6. Site constraints if any
7. Campus layout

SECTION 5. EDUCATIONAL PROGRAM AND DELIVERY SYSTEM

A. Describe the school’s instructional program and curriculum delivery methods.

B. Describe the school’s grade level configuration and identify any special organizational models (i.e. academies, grade level groupings, collaboration/partnerships).

C. Discuss school scheduling approach (periods, hours, lunch seating rotations, library time, computer lab, student arrival, and student dismissal).

D. Identify any special programs or unique curriculum features such as special education, performing/visual arts, electives, advanced placement, online learning opportunities, outdoor classroom, and/or off site learning/areas).

E. Discuss any special curricular and extracurricular activities the building accommodates including joint use with other entities that use the school.

F. Discuss any anticipated changes to the educational program or delivery system in the new project.

SECTION 6. SPACE REQUIREMENTS FOR ANN PARISH SCHOOL

A. In a chart or table, Itemize the quantity and sizes of spaces required to accommodate the educational program.

1. Make a clear distinction between the spaces to adequacy and those over adequacy per the adequacy planning guide at (if any):

2. Quantify the number of spaces needed and size of spaces needed for the school's educational program including but not limited to

- a) General, elective, and special education classroom space
- b) Student dining
- c) Administration
- d) Student health/nurse suite (can be included in admin)
- e) Media arts
- f) Technology aided instruction (computer labs)
- g) Janitorial/building support
- h) Student commons
- i) Any other spaces requires to support school's operation

3. Calculate building TARE

B. Identify anticipated student capacity, utilization, and efficiency of the facility use and provide supporting analysis.

SECTION 8. ROOM/SPACE CHARACTERISTICS AND CRITERIA

A. Identify the general functional, spatial, and environmental characteristics of each room and include:

1. Anticipated furnishings

2. Built in equipment/spaces including:

- a) Case work
- b) Sink
- c) Restroom (s)
- d) Lockers or storage

3. Technology requirements

4. Power requirements

B. In order to make a clear distinction between the items PSCOC will pay for and those which PSCOC will pay, itemize spaces, equipment, and furnishings into two separate categorized lists – PSCOC eligible and non-PSCOC eligible.

SECTION 7. PHASING PLAN

- A. Identify potential project phasing including:
1. Housing of Ann Parish Elementary School students during construction
 2. Potential project timeline
 3. Anticipated project delivery

SECTION 8. PROJECT BUDGET

- A. Provide an estimate of probable cost for the total project including:
1. Site development costs
 2. Facility construction
 3. Demolition
 4. Other project costs
- B. Identify cost estimating assumptions and address.
1. Unit costs
 2. Inflation
 3. Other cost factors (i.e. distance from materials/labor, part of the state in which project is located)

AMENDMENT NO. 1, RFP 2022-003-MR

AMENDED APPENDIX D: COST RESPONSE FORM

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.

Firm, Fixed, Fully-loaded Lump Sum Cost Proposal (Prime and Sub Consultants):		\$	
Prime- Lump Sum Itemization			
Personnel Title/Classification	Hourly Pay	Number of Hours	Sub-total Cost
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Reimbursable:			\$
Subtotal:			\$
New Mexico Gross Receipts Tax:		%	\$
Subtotal:			\$
Sub Consultants		\$	
Lump Sum Itemization			
Personnel Title/Classification	Hourly Pay	Number of Hours	Sub-total Cost
	\$		\$
	\$		\$
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Sub Consultants			
			\$
Lump Sum Itemization			
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Sub Consultants			
			\$
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	\$		\$
	\$		\$
	\$		\$
Reimbursable:			\$
Subtotal:			\$
New Mexico Gross Receipts Tax:		%	\$
Subtotal:			\$

END OF AMENDMENT NO. 1

Proceed to Acknowledgement of Amendment No. 1

ACKNOWLEDGEMENT OF AMENDMENT NO. 1

ANN PARISH ELEMENTARY CAMPUS FACILITY MASTER PLAN

Los Lunas Schools RFP 2022-003-MR

In acknowledgment of receipt of this Request for Proposal (RFP) the undersigned agrees that he/she has received a complete copy of the RFP and Amendment No.1 dated 12/8/2021.

The acknowledgment of receipt should be signed and returned with your Proposal on or before January 06, 2022, 2:00 PM Local Time.

FIRM:

REPRESENTED BY: _____ TITLE: _____

E-MAIL ADDRESS: _____

PHONE NO.: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

Please return to:

Michelle Romero
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