



CUBA INDEPENDENT SCHOOL DISTRICT

50 County Road 13 · Cuba, NM 87013 · Phone: 575.289.3211 · website: cuba.k12.nm.us

October 30, 2023

The Cuba Independent School District is requesting quotes for facility master planning services for school year 2023-2024 through 2027-2028. NM Statute requires the District to have a five-year Facilities Master Plan (FMP) in place to be eligible for Public School Capital Outlay (PSCOC) funding. The District consists of one Elementary School, one Middle School and one High School, with approximately 725 students district-wide.

Specifications

The District requires assistance with the development, preparation, and/or update of a five-year Facilities Master Plan (FMP). The FMP shall be in accordance with the Public School Capital Outlay Council (PSCOC) and Public School Facilities Authority's (PSFA) most current School District Facilities Master Plan Components and Guidance Manual. The firm selected shall review and compare all data collected with the PSFA Facilities Assessment Database (FAD). The FMP shall provide a strategy for bringing all facilities up to an equitable level of health and safety, utilization and capacity for growth as well as maintenance/renewal of existing facilities, and accommodate district facility changes due to educational programs, equipment upgrades and changing technologies. All facilities shall be physically inspected prior to the development of the five-year FMP, and shall be compared against the established adequacy standards and A.S. Planning Reference Guidelines for future and desired facilities, for current condition of existing facilities and/or comparison to FAD to ensure consistency and to correct the data.

The firm selected shall create a viable master plan based on the best use of hard data as well as collaboration with the Board of Education, the Owners, and the local communities. Hard data shall include, but not be limited to, enrollment projections, methodologies, educational specifications, utilization of capacity of space, space requirements, room descriptions, spatial relationships, process for development, and may take into account community and joint use projects. The use of materials developed will be for the sole use by the District.

Evaluation Criteria

The following provides the evaluation criteria. Please submit the requested information under each subtitle in order for the District to evaluate equitably.

Section I. EXPERIENCE/CAPABILITY OF FIRM – (25 Points)

- A description of the respondent's resources available for the District's Facility Master Plan that includes the number and type of staff.

Section II. TECHNICAL APPROACH/SCHEDULING – (25 Points)

- A statement describing the understanding of Facility Master Planning requirements for School Districts.
- A brief description of the respondent's approach to the project that includes a technical plan, starting and ending dates for major work segments.

Section III. PROJECT PERFORMANCE & OTHER VALUE ADDED SERVICES - (20 Points)

- Please provide additional information that would indicate your firm's qualifications for this contract including a description of other projects performed and references. Please also include other value added services.

Section IV. COST PROPOSAL - (30 Points)

- Please submit your cost proposal to include profit and overhead. Include reimbursable items such as printing, travel, per diem, etc.

DUE: December 1, 2023

Submit via email to:

Rhiannon Chavez, Associate Superintendent/CPO

rchavez@cuba.k12.nm.us