

Hand Deliver Quote to:

ATTN: Jacqueline Sanchez, Belén Consolidated Schools
 c/o _____
 Address: 520 North Main Street, Belén, NM 87002
 City/State/Zip: Belén, NM 87002
 Phone: 505-966-1016

Electronically Deliver Quote to:

Jacqueline Sanchez
SanchezJa@beleneagles.org

SEQUENCE OF EVENTS

	<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1.	Issue Request for Quotes	Belen Consolidated Schools	December 2, 2019
2.	Intent to Respond to Request for Quotes	Offeror	December 4, 2019
3.	Deadline to Submit Written Questions	Offeror	December 15, 2019
4.	Response to Written Questions/RFP Amendments	Belen Consolidated Schools	December 19, 2019
5.	Submission of Proposal by <u>2pm MST</u> <u>Hand Delivered to:</u> Jacqueline Sanchez Belén Consolidated Schools 520 North Main Street Belén, NM 87002 <u>Electronically Delivered to:</u> Jacqueline Sanchez SanchezJa@beleneagles.org	Offeror	January 7, 2020
6.	Proposal Screened & Distribution to Committee	Belen Consolidated Schools	January 10, 2020
7.	Selection of Finalists	Evaluation Committee	January 10, 2020
8.	Interviews with Finalists, if held	Evaluation Committee/Offerors	January 17, 2020
9.	Final Evaluation Review/Recommendation of Award	Evaluation Committee/CPO	January 17, 2020
10.	Contract Negotiations	CPO/Offeror	January 21, 2020

SCOPE OF PROCUREMENT/WORK

The successful Offeror will be expected to and required to provide ED Spec plan that reflects the State of New Mexico PSFA requirements contained in this RFQ.

The proposed work consists of the selected Offeror paying for all required work, furnishing all labor/manpower, professional services, materials, supplies, appropriate equipment, transportation, fees, permits, taxes, supervision, and administration necessary to perform and complete any and all work/services, awarded in accordance with the specification and requirements contained in this RFP and the attached **Exhibit A Educational Specifications Checklist (Form #061715)** inclusive of all elements of, but not limited to, the following criteria/specifications/requirements to develop a complete ED Spec Plan:

- Section 1.PSCOC Award and FMP Consistency**
- Section 2.Educational Program and Delivery System**
- Section 3.Student Enrollment**
- Section 4.Facility Goals / Concepts**
- Section 5.Space Requirements**
- Section 6.Room/Space Characteristics**
- Section 7.Project Budget / Final Product**

All subordinate components of the above listed items (1 through 7), of Education Specification Checklist (ED Spec Review Checklist Form #061715) are incorporated herein and made a part of this RFQ, as if set-forth herein verbatim, by way of this reference.

The services required include: are based upon the required deliverables that the contractor turns into the Public-School Facilities Authority and is cross referenced with the PSFA Educational Specifications Deliverables Document found at www.nmpsfa.org. Educational Specifications development use the New Mexico Public School Adequacy Planning Guide incorporating the New Mexico Adequacy Standards as reference and consist of written and graphic document with the following components and identified sections, in the specific order below:

Section 1

PSCOC Award and FMP Consistency:

- The Ed Specs must be consistent with and include the PSCOC award language for the project in the document
- Demonstrate compliance with the District's board and PSFA approved Facility Master Plan (FMP) for project if utilizing PSCOC funding
- Provide a summary on how the project is consistent with the FMP
- Identify where it fits within the FMP's ranking of priority projects
- Summarize the process used to develop the FMP and reach consensus on projects and their priority (i.e. use of a steering committee, community dialogue meetings, focus groups, etc....)

Section 2

Educational Program and Delivery System:

- Describe the school's instructional program and strategies for its delivery
- Include in the description general instructional organization (e.g., into grade levels, groups, academies, etc.)
- Scheduling approach (periods, block schedule, etc.)
- Any special curricular and extracurricular activities to be accommodated by the facility
- Identify spaces for which the school has a variance (s) from the NM State Adequacy Standards

Section 3

Student Enrollment:

- Identify the current year
- Identify five-year post-occupancy projection of attendance area enrollments in the grade levels affected by the facility
- Identify anticipated class loading requirements or district policy

Section 4

Facility Goals / Concepts:

- Identify and describe major facility goals and concepts,
- Safety
- Security
- Sustainability
- Flexibility
- Community use
- Utilities
- Any other issues or special considerations that impact space requirements and/or costs

Section 5

Space Requirements:

- Itemize the quantity and sizes of spaces required to accommodate the instructional program
- Provide a graphic diagram illustrating relationships between program areas
- Identify anticipated student capacity, utilization, efficiency of facility uses and provide supporting analysis
- For both the Ed Spec's and projects requiring only a utilization study, contractor needs to use PSFA utilization templates for elementary and secondary schools
- Provide as appropriate information to support space recommendations such as an existing calendar of events or breakdowns from comparable facilities

Section 6

Room / Space Characteristics:

- Identify the general functional, spatial, environmental characteristics, furnishings and built-in equipment requirements for each category of space
- In order to make a clear distinction between the items PSCOC will pay for and those for which PSCOC will not pay, itemize spaces, equipment, and furnishings into two separate categorized lists; adequacy and above adequacy

Section 7

Project Budget:

- Provide an estimate of probable cost for the total project indicating;
 - Site development cost
 - Facility construction
 - Other project costs
 - Identify cost estimating assumptions
 - Anticipated project delivery schedule
 - Unit costs
 - Inflation
- Final Products: Provide PSFA (1) one copy of the draft educational specifications document 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-Builder project management system.

1) Quote Format:

a. Quote Sheet – Offeror to provide a Quote from an authorized representative of the Offeror and should contain the following information:

- Full legal company name and address of Offeror
- Name, title and telephone number of Offeror's point of contact and authorized agent to negotiate and commit the offeror's company;

b. Description of How Work Will Be Performed (Work plan): Describe how you propose to provide the service/good, perform the work outlined in the attached Scope of Work. Include the following:

- All "Key Personnel" (Attach Resumes)
- Milestone Schedule

c. Cost Proposal:

Performance Time and Coordination: Performance period associated with any Services to be provided under this Request shall be proposed in calendar days/weeks/months.

- Provide a Not-To-Exceed Price or (as applicable) unit cost to provide the goods/services, perform the work outlined in the attached Scope of Work herein/attached.

- Please attach a cost breakdown pricing schedule (if applicable).

All cost/pricing shall be listed separately.

Labor, equipment and materials cost/pricing shall be listed separately.

1. Labor cost shall indicate: 1) the total number of hours and 2) the total cost.

2. Materials cost shall indicate: 1) the materials being quoted, 2) the cost per unit of measure, 3) the total amount that will be needed, and 4) the total cost.

3. Any and all rental equipment cost shall be listed separately and shall clearly indicated: 1) the type of equipment, 2) the unit cost of the equipment, 3) the basis of the cost and the total cost for the utilization of the equipment.