

REQUEST FOR PROPOSAL

#UNMFND-01

Architectural/Engineering Professional Design Services for The University of New Mexico Foundation Center for Philanthropy

EVALUATION CRITERIA

The University of New Mexico Foundation, Inc. (“Foundation”) is a New Mexico non-profit created and is operated for the purpose of soliciting, receiving, and managing private contributions to The Regents of the University of New Mexico (“UNM”).

The Foundation has leased 0.97 acres of UNM-owned land at the southeast corner of Yale Blvd and Lomas Blvd and, at its own expense, will build, own, and operate the Center for Philanthropy. Sitting at one of the most prominent corners on campus, the Center for Philanthropy will serve as an impressive gateway to all aspects of UNM and exemplify UNM’s 2040 focus on achieving a “One University” mindset. The Center for Philanthropy, first and foremost, will elevate the culture of philanthropy by serving as an iconic representation of the critical role that philanthropic support has and will play in the life of UNM. It will be a donor-centric space that is welcoming and inspires and honors their engagement with the University. Importantly, too, the building will house the Foundation’s operations.

EVALUATION AND SELECTION PROCESS

1. Upon receipt and opening of proposals, the Foundation will determine the responsiveness of each proposal prior to its evaluation by the Evaluation Committee.
2. An Evaluation Committee comprised of Foundation personnel and stakeholders will evaluate each responsive proposal offer on the basis of demonstrated competence and qualifications for the type of service required and shall be based on the weighted evaluation criteria listed as follows. Interviews may be conducted with the top Respondent(s) and may include service/product demonstrations. The Foundation reserves the right to contact references other than, or in addition to, those furnished by a Respondent.

Note: After review by the Evaluation Committee, the Foundation reserves the right to conduct negotiations with the responsible Respondent(s) who submit a proposal found reasonably likely to be selected for award.

3. The Foundation has the right to waive technical irregularities in the form of the Proposal of the Respondent, which do not alter the price, quality, or quantity.

CRITERIA

Please organize your proposal according to the following sections and the listed criteria within each. The proposals will be scored based on how well each section is addressed. The total number of points that a proposal can be awarded is **100 points**. Each section is worth the number of points noted.

SECTION 1

SPECIALIZED DESIGN AND TECHNICAL COMPETENCE (20 points total; 10 points per subsection)

1.A. Describe your team's specialized design expertise and technical competence regarding Mixed-Use Buildings (office, retail, food, and beverage) or similar projects. (10 points)

Detail your firm's (and any proposed sub-consultant's) ability, depth of knowledge, skills, experience, and expertise as it relates to the services requested and required to be performed as described and outlined within this RFP)

- a. Include the firm's organization, including joint venture or other form of contractual association. Provide the name of the firm's owner(s) and/or principal officer(s) and state the date of incorporation (or contractual association), current annual revenues, and number of employees. Provide the firm's organizational chart and your proposed design team responsibility matrix or diagram for all design team members.
- b. How will your team work together to produce the best results?

1.B. Provide current resumes for your team (10 points)

The resumes should be tailored to the Project and explain each team member's ability, depth of knowledge, skills, experience, and expertise related to the services requested and required to be performed as described and outlined within this RFP. Provide proof of professional licensure, registration, and insurance certificate.

- a. Provide tailored resumes for the prime consultant team, including 1) the architect(s) who will or may be assigned Responsible Charge, 2) the project manager(s) who will be assigned to this Project, and 3) each additional employee who will provide services under the proposed agreement, including those required for specialty areas such as LEED certification and Cost Estimating as needed.
- b. Provide tailored resumes for 1) all proposed licensed sub-consultants, including surveyors, architects, and engineers; and 2) other sub-consultants (LEED commissioning agents, interior design consultants, Building Code/life safety consultants, wayfinding/signage/graphics consultants, Cost Estimators, etc.) who will be contracted to provide or perform professional services for this Project.

SECTION 2

CAPABILITY AND CAPACITY (20 points total; 10 points per subsection)

2.A. Capability: Describe your team's experience, skills, and knowledge concisely in the following areas as applicable to this Project. (10 points)

- a. Briefly describe quality assurance programs; coordination/delivery of specifications, drawings, bid, construction, and design documents for CMAR Projects; Building Information Management (BIM); LEED rating system and performance criteria; life-

cycle assessment and cost-of-ownership standard; and/or energy modeling as needed.

- b. Provide examples of innovative solutions while maximizing the use of available funding for facilities similar in size and scope (i.e., mixed-use office, retail, food and beverage).
- c. Describe your ability to deliver a wide range of solutions for new construction or renovation while coordinating with existing site conditions and constraints (i.e., located on a university campus, small site footprint).
- d. Describe your capability to deliver the Project on budget and on schedule with thoughtful and efficient expenditure of fees.

2.B. Capacity: Describe your team's approach to providing and managing the required services identified in this RFP. (10 points)

- a. Outline and completely describe your team's commitment and guarantee for the successful completion of the Project. Describe techniques planned to ensure that schedule milestones will be met.
- b. Include some examples of how your recent projects demonstrate your ability to meet the Project budget and schedule.
- c. Include any "Best Practices" approaches you will take as they relate to the design of similar facilities.
- d. Identify any specialized services you feel may be required to complete the performance of the Project and describe how your team proposes to meet those identified needs.

SECTION 3

DESCRIBE IN DETAIL YOUR WORK PLAN FOR THE SERVICES DESCRIBED WITHIN THIS RFP (10 points)

- a. Show each step of the planning/design services.
- b. Break down the plan by labor category and level of effort to perform the services described within this RFP.
- c. Identify required input from the Foundation, its staff, and stakeholders for each step.
- d. Include any projected early work packages and your strategies for separate permitting, work phasing, etc.

SECTION 4

PROVIDE YOUR TEAM'S PROPOSED PROJECT TIMELINE TO PERFORM THE SERVICES DESCRIBED WITHIN THIS RFP (10 points)

- a. Include all services proposed to be performed by all sub-consultants.
- b. Identify the required review period from the Foundation and its UNM stakeholders (see note related to coordination and review by UNM Architect and the UNM Office of Planning, Design and Construction in the Project Scope).

SECTION 5

RECORD OF PERFORMANCE (20 points total; 10 points per subsection)

5.A. Present your team's three (3) most recently completed, relevant project examples that demonstrate your capabilities similar to the proposed scope of work. At least one (1) of these project examples should involve new construction of a similar scope and scale. (10 points)

- a. For each case, describe how the project relates to this Project and detail what responsibilities you and your team had in the project.
- b. Provide the client's and general contractor's name, address, contact person's name, and phone number.
- c. Identify and provide a point of contact and phone number for all major sub-consultants used on each of the three projects.

5.B. For each of the three (3) projects, provide a project summary showing the following items. (10 points)

- a. Final cost estimates compared to actual final construction costs.
- b. The total value of changes due to (1) Design changes, (2) Owner requested changes, or (3) Changes due to unforeseen reasons.
- c. Provide a reason for design changes that increased the project cost by \$100,000 or more.
- d. Describe your firm's post-occupancy follow-through with respect to both programmatic/functional accommodation and maintenance/energy performance, especially related to LEED certification if applicable.

Notes:

- A. If your sub-consultants were not involved in the projects included above, provide relevant qualifications for each sub-contractor the Respondent proposes to use for all subcontracted work.*
- B. References listed must be willing to provide information about your team's control of cost, quality of work, and ability to meet schedules.*
- C. Do not list the Foundation as a reference.*

- D. If your firm is currently involved or has been involved during the past five (5) years in any legal dispute, mediation, or arbitration hearings regarding dispute resolution with an owner or contractor, provide detailed information.*

SECTION 6

PROXIMITY TO OR FAMILIARITY WITH THE AREA (10 points total; 5 points per subsection)

6.A. Describe your team's proximity to and familiarity with the Project location, including the following locations. (5 points)

- a. UNM (Main and/or Branch Campuses)
- b. City of Albuquerque
- c. Bernalillo County
- d. State of New Mexico

6.B. Describe any important issues that could impact the Project positively or negatively based on its location. (5 points)

Issues may include but are not limited to occupancy of existing facilities during construction, weather impacts, soil conditions, workforce, availability of workforce or materials, safety/security, historic or cultural sensitivity, etc.

SECTION 7

NEW MEXICO BUSINESS & VOLUME OF WORK (10 points total; 5 points per subsection)

7.A. State and describe the amount of work that will be produced by a New Mexico business within this state for this project. (5 points)

- 0-49% of the value of the work produced in NM (0 points)
- 50-59% of the value of the work produced in NM (1 point)
- 60-69% of the value of the work produced in NM (2 points)
- 70-79% of the value of the work produced in NM (3 points)
- 80-89% of the value of the work produced in NM (4 points)
- 90-100% of the value of the work produced in NM (5 points)

7.B. Commitment to Diversity, Equity, and Inclusion (5 points)

The Foundation is committed to developing mutually beneficial relationships with a diverse group of contractors, including but not limited to small, minority-owned, women-owned, disadvantaged, veteran-owned, and local business enterprises. Submit a statement identifying the manner in which your team advances diversity, equity, and inclusion in its operations.

SECTION 8

FEE PROPOSAL (0 pts)

Respondents are required to submit a fee proposal to perform the professional design services outlined and described within this RFP that they feel appropriately covers the scope of work

identified in this RFP. This fee proposal shall include all costs for Basic Services, Additional Services, and/or Additional Specialized Services.

1. **Basic Services:** A “Not to Exceed” Fixed Fee complete with a breakdown by labor category and staff hours. The Foundation has identified an initial list of Basic Services; however, the Foundation would like respondents to provide a comprehensive list for Basic Services that your team feels is necessary for this Project.
2. **Sub-Consultant Services:** In a separate breakdown, include a concise listing of all sub-consultants and their discipline of work and associated costs. Feel free to expand your architecture, engineering, and landscape architecture team beyond the following categories that the Foundation has identified: LEED expert, BIM (Building Information Modeling) Expert, Geotechnical Services, Land Survey Services, Building Code/Life Safety Consultant, etc. Please provide your complete list and cost associated for each category.
3. **Project Reimbursable Expenses:** A cap of \$5,000 aggregate is made for all Project-related travel and lodging expenses. Respondents shall be prudent with travel-related expenses and all expenses must meet the Foundation guidelines. Any travel and lodging costs above and beyond the \$5,000 threshold will be the responsibility of the Respondent’s team.

ORAL PRESENTATION

Respondents considered for final selection may be afforded a formal presentation. Respondents should be prepared to answer questions concerning submitted proposals.

BASIS OF AWARD

Contracts solicited under this RFP are to be awarded to the responsible Contractor whose proposal represents the best value and is in the Foundation’s best interest. The evaluation committee shall recommend, in order of preference, up to three firms that are considered to be the most highly qualified. All firms on the most highly qualified selection recommendation are considered “selected firms” with which the Foundation may negotiate.

The final award decision shall be made by the Foundation.

OFFERORS’ QUESTIONS REGARDING THE RFP

All questions, including technical questions regarding the RFP, must be submitted electronically to:

Megan Lindstrom, Executive Project Officer, UNM Foundation
megan.lindstrom@unmfund.org

Responses to the written questions and any modifications and/or clarifications will be posted on the Foundation website at <http://unmfund.org>, the Lobo Development Corporation website at <http://lobodevelopmentcorp.com>, and delivered electronically to any offeror intending to submit a proposal. The questions and answers will not reference the Offeror that submitted the question(s).

REQUEST FOR PROPOSAL

Project Scope of Work

RFP No. UNMFND-01

REQUEST FOR PROPOSAL
Project Scope of Work
RFP No. UNMFND-01
(The University of New Mexico Foundation Center for Philanthropy)
(Southeast Corner of Yale Blvd and Lomas Blvd)

1. General

Successful architectural and engineering design team shall provide complete architectural/engineering design services (programming, concept design, schematic design, design development, site planning, and design, landscaping design, construction documents, bidding, construction administration, including periodic site visits, and as-builts) for The University of New Mexico Foundation Center for Philanthropy (“Center for Philanthropy”) development.

The University of New Mexico Foundation, Inc. (“Foundation”), a New Mexico non-profit, was created and is operated for the purpose of soliciting, receiving, and managing private contributions to The Regents of the University of New Mexico (“UNM”).

The Foundation has leased 0.97 acres of UNM-owned land at the southeast corner of Yale Blvd and Lomas Blvd and, at its own expense, will build, own, and operate the Center for Philanthropy. Sitting at one of the most prominent corners on campus, the Center for Philanthropy will serve as an impressive gateway to all aspects of UNM and exemplify UNM’s 2040 focus on achieving a “One University” mindset. The Center for Philanthropy will elevate the culture of philanthropy at UNM and house the Foundation’s operations. The Foundation currently resides in a UNM-owned building at 700 Lomas Blvd NE. The Foundation is seeking to relocate to a Foundation-owned building more proximate to UNM’s main and north campuses.

UNM is nearing completion of the Welcome Center at 720 Yale Blvd and desires additional improvements in the area to create a gateway entrance to Main Campus. The proposed site and initial development concept would integrate with UNM’s vision for the campus entrance and complement and align with the ongoing expansion of the UNM Hospital on the north side of Lomas Blvd.

2. Design Basis

The proposed development is a multi-tenant, mixed-use building with anticipated office, retail, and food and beverage tenants. The site is approximately 0.97 acres, located on Central Campus at the southeast corner of Yale Blvd and Lomas Blvd (Attachment A). The Foundation anticipates that this will be an approximate 40,000-square-foot, four-story building with stand-alone building systems (not tied into the UNM central plant). The building development will be aesthetically and physically tied into Lomas and Yale ROW, the UNM Welcome Center at 720 Yale, and the UNM Yale Parking Structure.

3. Design Style

There is no design style requirement at this time. Although the building will be owned by the Foundation, because the building will be located on UNM property there will be a need to coordinate design with the UNM Architect and the UNM Office of Planning, Design and Construction. This will be accomplished through a series of meetings and design reviews at the pre-determined phases, including concept design, schematic design at 50% and 100% completion,

design development at 50% and 100% completion, and construction drawings at 50% and 90% completion.

4. Phasing

The project will not be phased.

5. Existing Site

See site map attached as Exhibit A. The site is approximately 0.97 acres.

6. Investigation into Existing Conditions

The A/E team will be expected to perform selective field investigations to more completely ascertain inadequately documented and/or hidden conditions that will impact the development of this project, to include geo/technical and environmental. The findings from this investigation shall be incorporated into the design development documents.

7. Site Design

Site design is a part of this work. The design shall address service area and access to the site and the facility. User parking is remote and existing via the adjacent Yale Parking Structure. ADA-compliant pedestrian circulation from the Yale parking structure, throughout the site, ingress and egress to Yale Blvd and Lomas Blvd, and to the UNM Welcome Center shall be addressed in the design.

8. Landscape Design

Landscape design of hardscape, softscape, water features (if applicable), and site lighting are a part of this work. Project extent shall include perimeter porticos, patios and dining areas, and hardscape approaches from three sides extending to the front curb. Tie into existing landscape of Yale Parking Structure and UNM Welcome Center will be required.

9. Basis of Design Reports

N/A

10. Interior Design

Interior design finishes for floors, walls and ceilings and the design of built-in casework are a part of this work. The architect shall develop a signage fitment plan, including but not limited to wayfinding signage, donor recognition, and Foundation branding; however, the specific design, selection, purchasing, installation, and coordinator of the signage depicted therein is not a part of basic services.

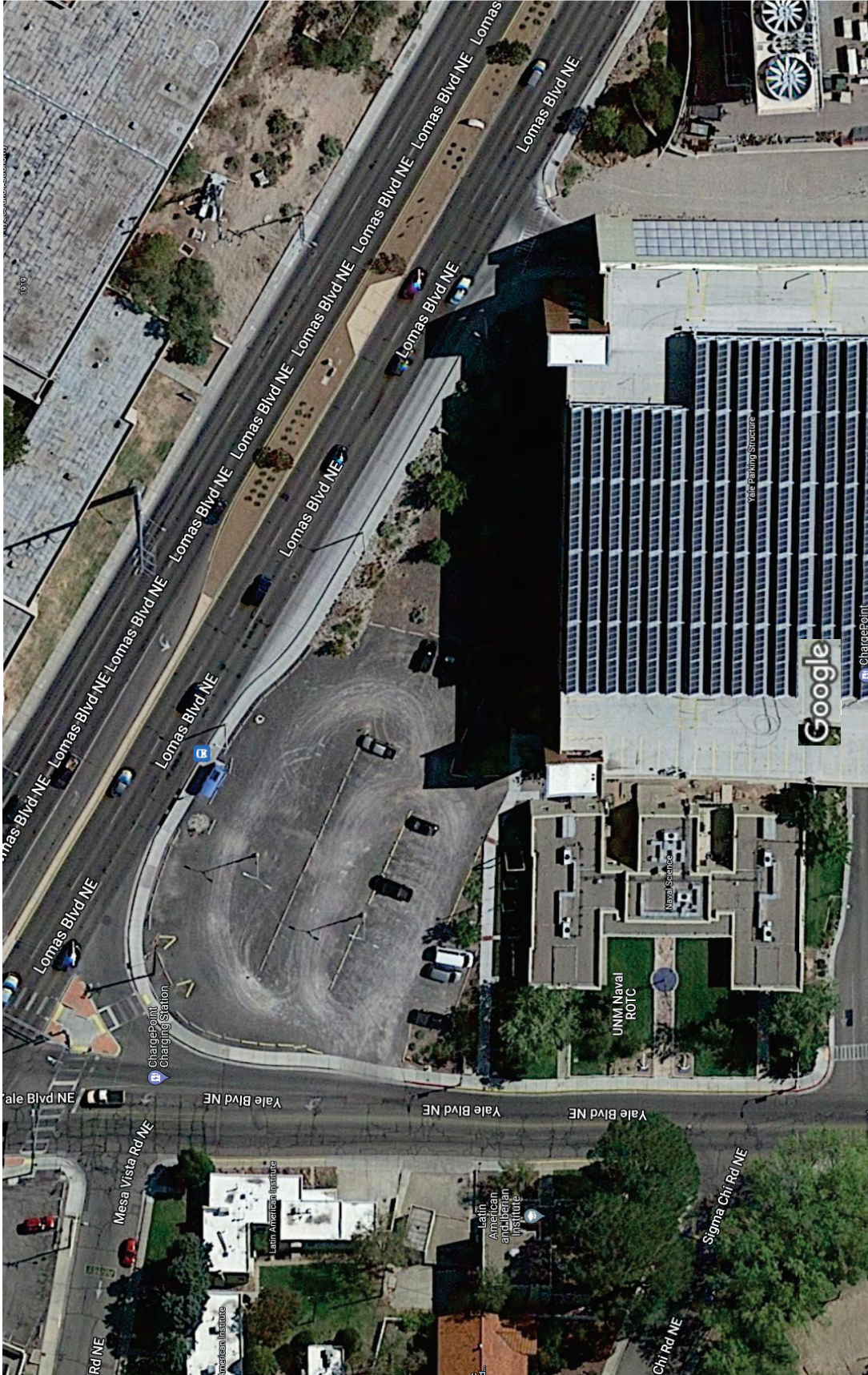
11. Furnishing and Equipment

The architect shall develop a furniture fitment plan; however, the specific design, selection, purchasing, installation, and coordination of the moveable furnishings and equipment (i.e., desks, tables, and chairs) generally depicted therein is not a part of basic services.

12. Hazardous Materials Abatement

None noted at this time. If an environmental investigation uncovers need for such services, the Foundation anticipates additional scope of services and fees will apply.

EXHIBIT A



REQUEST FOR PROPOSAL

Instructions to Offerors

RFP No. UNMFND-01

REQUEST FOR PROPOSAL

Instructions to Offerors

RFP No. UNMFND-01

1. RFP SUBMITTAL DUE DATE & TIME

Thursday, September 28, 2023, 5:00 pm MST

2. INTENT TO BID AND ACKNOWLEDGMENT OF RECEIPT OF RFP DUE DATE & TIME

Thursday, September 7, 2023, 5:00 pm MST

3. QUESTIONS AND CLARIFICATIONS DUE DATE & TIME

Monday, September 11, 2023, 5:00 pm MST

4. RESPONSES TO QUESTIONS AND CLARIFICATIONS DUE DATE & TIME

Thursday, September 14, 2023, 5:00 pm MST

5. INTERVIEWS WITH MOST QUALIFIED OFFERORS

October 16-25, 2023

6. NOTIFICATION OF AWARD

November 1, 2023

7. RFP DOCUMENTATION ACKNOWLEDGEMENT

An email advising the UNM Foundation of the Intent to Bid and Acknowledgment of Receipt of the RFP must be sent to Megan Lindstrom, Executive Project Officer, UNM Foundation, megan.lindstrom@unmfund.org. Also, by submitting a proposal, offerors acknowledge receipt of all RFP documents, attachments, Q&A posts, and amendment changes. Additionally, Offeror thereby agrees to furnish all labor, materials, and supplies necessary to comply with the specifications in accordance with the terms and conditions set forth in this RFP and at prices stated within the proposal.

8. CANCELLATION

The UNM Foundation reserves the right to cancel, without penalty, this RFP, any resultant Agreement, or any portion thereof for convenience, unsatisfactory performance, or unavailability of funds.

9. CLARIFICATIONS

Any clarification of instructions, terms and conditions, scope of work, evaluation criteria, or proposal preparation shall be made only by the UNM Foundation. Any clarification questions must be submitted electronically to Megan Lindstrom, Executive Project Officer, UNM Foundation, at megan.lindstrom@unmfund.org. Responses and clarifications will be provided in writing and posted to the UNM Foundation and the Lobo Development Corporation websites and additionally provided to all potential offerors who have indicated such intent.

10. MODIFICATIONS

Modifications to offeror's submissions received prior to the date and time specified for the closing will be accepted. No modifications will be accepted after opening. Technical clarifications of the proposal may be requested by the UNM Foundation following the opening.

11. PROPOSAL SUBMITTAL

RFP responses must be submitted electronically to Megan Lindstrom, Executive Project Officer, UNM Foundation, at megan.lindstrom@unmfund.org, on or before the date and time specified. The maximum size of the electronic file submitted is 20MB.

12. PERIOD FOR ACCEPTANCE

Offeror agrees that any proposal submitted will be good for ninety (90) calendar days.

13. CONFIDENTIAL INFORMATION

Confidential information must be marked "CONFIDENTIAL" in red letters in the upper right-hand corner of the pages containing the confidential information. Price and information concerning the specifications cannot be considered confidential.

14. REJECTION OF PROPOSALS

The UNM Foundation reserves the right to make an award based on the evaluation criteria contained herein, to reject any and all proposals or any part thereof, and to accept the proposal that is in the best interest of the UNM Foundation.

15. RIGHT TO WAIVE MINOR IRREGULARITIES

The selection committee reserves the right to waive minor irregularities. The selection committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements, and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the selection committee.

16. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written, electronic notice by an Offeror or an authorized representative at any time prior to the submittal due date and time.

17. CONFLICT OF INTEREST

Any potential offeror that has a relationship with the UNM Foundation, its Board of Trustees, its employees, or its volunteers is considered to have a conflict of interest or potential conflict of interest. If any potential offeror with a conflict of interest or potential conflict of interest would like to qualify as an offeror, said offeror must disclose in writing the relevant facts and circumstances at or before the time they submit their proposal. The UNM Foundation will then evaluate the conflict or potential conflict in accordance with its policies and procedures and determine an appropriate remedy, which may include disqualification of the proposal. All questions and written disclosures regarding conflicts or potential conflicts of interest should be addressed to Megan Lindstrom, Executive Project Officer, UNM Foundation, at megan.lindstrom@unmfund.org.