

Request for Proposals for the
Capitol Buildings Planning Commission – Master Plan Consultant
Third Set of Questions and Responses
October 7, 2011

1. Section 6. Scope of Work. In the second paragraph it states "The overall master plan must include a local government growth impact study that identifies master plan alternatives for expansion, land acquisitions, and possible upgrades of existing space and location assignment criteria...". Clarification is needed as to whether "local government growth" means state government growth needs in each specific location, rather than municipality growth or county growth, except to the extent that the state owns or controls the real estate involved for state government uses.

Response: The "local government growth" is referring primarily to the growth locally of state government agencies and employees, whether housed in state-owned or leased facilities, and it would include growth of state government agencies and employees within locally provided facilities, such as county-provided facilities for state courts. Studies of projected populations, local area plans and development patterns would be included.

2. Section 6. Scope of Work. The second paragraph states "The overall master plan must include a local government growth study...". Does the request for proposals (RFP) include these studies or are the responders to the RFP incorporating existing studies into the master planning analysis?

Response: Both. Any existing studies would be included and new studies most likely would be needed to obtain and verify current data and information.

3. Section 7. Evaluation Criteria. Criteria F includes evaluation of a New Mexico business producing design work. Is there specific facility design work anticipated with this proposal in addition to the planning and analysis?

Response: Very little, if any, design work is required. The work involves primarily planning. Please refer to Section 8, Evaluation Factors, Item F, New Mexico-Produced Work on page 7 of the RFP for additional information. The factor is an indication of the volume of work to be produced by New Mexico firms using New Mexico-based employees. Responders to the RFP should indicate the number of New Mexico-based employees that will be part of the service delivery team.

4. Do the RFP responders have to include an engineering team for civil, utility capacity/availability, structural, mechanical and electrical evaluations at each site?

Response: No.

5. Previous Question: Will the consultant be required to utilize specific technology-related

computerized databases and geographic information? If so, what is the required format?

Response: The commission's current consultant has been developing a life-cycle cost analysis application/program that is nearing completion, but it is still being tested.

Additional Response: The LCCA tool is a stand-alone web application hosted on an Apache server based on PHP and MySQL. The tool is compatible with commonly used web browsers and uses PHP sessions to manage user access and to maintain a secure user environment. All users will need to be registered with the application to have access to its features.

Most of the inventory data collected thus far has been tabulated in Excel spreadsheets. There are other data sources in the General Services Department from which data are extrapolated and given to the consultants.

Additional Response:

The link to the online Lease-Purchase Agreement Review Process Guidance document: <http://www.nmlegis.gov/Sessions/InterimCommittees/CBPC/CPBC%20LCCA%20Ver%20adopted.pdf>.