TO: All Offerors

FROM: Kimela Miller
Chief Procurement Officer

DATE: January 29, 2019

RE: RFP Number: 1901005C, Amendment No. 2
Commodity: Space Utilization Survey

Please note:

This amendment is issued to provide a list of questions that have been received by NM Tech.

Q1) Does NMIMT have confidence in their existing space inventory data or is a full space inventory needed to provide accurate utilization metrics?

A1) We have confidence in our data and the recently completed space survey. We think there might be a few holes that need updating but it would be a good starting point. We don't see the need for a full re-evaluation.

Q2) If scope of work includes a full space inventory of facilities will this include, but not limited to, the measurement of net assignable and unassignable square footage, room type assignment (HEGIS or other), occupying department(s) and all staff paid occupant(s) in the case of research space for F&A cost reimbursement calculations with ONR?

A2) Yes

Q3) Will building floor plans be made available to selected vendor?

A3) Yes
Q4) Will NMIMT payroll information (employee name, ID, department etc.) be made available to selected vendor?

A4) That would need to be determined by our HR and Payroll departments. If there is no privacy laws that would prohibit providing that data, we will gladly share it with the selected vendor.

Q5) Does NMIMT utilize an electronic capture system for classroom schedule/department assignment/students per station/activity and time usage totals?

A5) NMT uses a combination of Banner, Excel Spreadsheets, and Google Calendars to manage classroom assignments.
Replace page 5, Section 4.1.1 with the following (re-issuing). Changes are in red.

4.1.1 Identification Number

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Basis for Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Experience and Past Performance</td>
<td>Weight 45%</td>
</tr>
<tr>
<td>1.1 Ability to provide the services under this RFP</td>
<td>The Proposers should have extensive experience, the ability, capacity and skill in the area of space utilization surveys. Furnish three (3) examples of previous projects similar to the requirements stated in NMIMT's SOW. The information should include the following: a. Name and location b. Name, address, email address and telephone number of owner's representative c. Project description</td>
</tr>
</tbody>
</table>

2.0 Approach to Providing Deliverables

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Basis for Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Approach</td>
<td>Proposer should confirm the approach that they will utilize to provide the required deliverables as described in the SOW.</td>
</tr>
<tr>
<td>2.2 Resume(s)</td>
<td>Proposer is to provide resumes for all proposed key personnel that would include their education, qualifications / certifications, tenure with the company, and experience with projects of this size and complexity.</td>
</tr>
</tbody>
</table>

3.0 Cost

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Basis for Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposals should include sufficient cost detail to provide the service requirements of this RFP. Cost assumptions made by the Offeror should be explained in sufficient detail to confirm the Offeror's understanding of the financial risks and cost elements to meet the requirements of the SOW.</td>
<td>Cost will be considered in the overall evaluation of proposals regarding cost consciousness, cost realism, probable costs, cost reasonableness, financial adequacy, and understanding of the contract requirements as reflected in the cost and financial information. Proposals which do not reflect a reasonable relationship of cost to the work to be performed may be viewed as a failure to comprehend the contract requirements.</td>
</tr>
</tbody>
</table>

All other terms and conditions of the RFP remain unchanged.

All Offerors are required to confirm the receipt of this amendment in their bid response.

The proposal due date remains as February 13, 2019 at 2:00 p.m. MST.

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