TO: All Offerors

FROM: Kimela Miller
Chief Procurement Officer

DATE: January 23, 2019

RE: RFP Number: 1901005C, Amendment No. 1
Commodity: Space Utilization Survey

Please note:

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

Q1) The RFP noted a Mandatory Pre Proposal meeting is N/A. I wanted to make sure this meant what I think it meant that there will not be a Pre Proposal meeting. Is this correct?

A1) At this time there is no scheduled site visit. However, the university is an open campus, with the exception of one secure facility. Anyone is welcome to take a self-guided tour through any of the open buildings.

Q2) Will the firm selected for this survey not be allowed to propose on future work that would come from these space utilization efforts?

A2) Under NMSA 10-16-13, the firm selected under this RFP would not be allowed to respond to a bid or proposal on any future work on this specific project.

Q3) We have the following specific questions of NMIMT regarding available data:
3a - Floor Plans - Does NMIMT have current electronic floor plans for all buildings subject to the study, and are drawings in CAD (.dwg) or PDF scan format?
3b - Existing Space Use Inventory - Does NMIMT have an existing space use inventory that documents square footage by room and room use utilizing the Postsecondary Education Facilities Inventory and Classification Manual (FICM) coding?
3c - Scheduling Software - What scheduling software does NMIMT use?

A3) 3a: Most of the buildings are current in either CAD or PDF. Some of the recent small remodels may not be reflected in them, small being removing or adding walls, etc.
3b: No, the current space survey is done using 2 CFR 200 space codes.

3c: Right now the class scheduling is relatively manual. We use a combination of Banner, Excel Spreadsheets, and Google Calendars to manage classroom assignments.

Q4) Page Limitation: The RFP does not specify a page limitation - is this correct?
A4) There is not a set page limit.

Q5) Period of Performance: The RFP indicates that a one-year contract will be awarded. Does NMIMT have a schedule in mind for the study?
A5) We would look to start soon after the RFP is reviewed and a contract is awarded.

Q6) Scope of Assessments: Will NMIMT’s housing stock (dorms, residences and apartments) be included in the study?
A6) Yes.

Q7) Does NMIMT have existing floor plans for all of your facilities to be covered under this campus space utilization survey?
A7) Mostly, some more recent remodels are not reflected in most current floor plans. Of course, any documentation we do have will be shared with the selected firm.

Q8) If plans are available, to what extent are all the buildings on campus documented in CAD and how accurate or up-to-date are these plans?
A8) All basic floor plans available in CAD. Accuracy as stated in previous response. Architectural plan sets only available in CAD for recent (~>2010 construction) buildings.

Q9) Does NMIMT utilize any other existing space management software or metric currently?
A9) Not that we are aware of.
Replace page 5, Section 4.1.1 with the following. 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>The previous work experience for the firm will be evaluated for their similarity to the requirements of NMIMT as stated in the SOW. In addition, customer satisfaction will be evaluated.</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>
<tr>
<td>2.0 Approach to Providing Deliverables</td>
<td>Overall methodology to be employed; analytical procedures to be used; problem solving techniques used to provide deliverables.</td>
</tr>
<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>Resumes will be evaluated to determine the adequacy of the individual / firm being offered. Adequacy will be determined by reviewing such factors as: Applicable experience towards the position proposed Education Experience/Qualifications with projects similar in nature.</td>
</tr>
<tr>
<td>3.0 Cost</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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