

# **REQUEST FOR PROPOSAL (RFP)**

**Proposals Issued to:**

[jmoncada@christineduncan.org](mailto:jmoncada@christineduncan.org)

**For improvements at:**

Christine Duncan Heritage Academy

1900 Atrisco Dr NW

Albuquerque, Nm

87120

**Deadline for Submittals:**

06/16/2025

## *I. Instructions:*

“Christine Duncan Heritage Academy” (henceforth referred to as the “**Client**”) is seeking proposals from licensed, qualified design-build contracting companies (henceforth referred to as “**DB Contractor**”) to assist in the expansion of various existing facilities at 1900 Atrisco Dr NW, Albuquerque, NM 87120.

Interested parties are to submit a digital copy of their proposal to the **Client** at the following email address: [jmoncada@christineduncan.org](mailto:jmoncada@christineduncan.org) with “RFP” in the subject line

Procurement Code, Section 13-1-28 through Section 13-1-199 NMSA 1978, imposes civil, misdemeanor and felony criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

The **client** reserves the right to accept all, or part of the proposals provided by the **DB Contractor** and to cancel this RFP for any reason, at any time. It is the **Client’s** intent to accept the proposal that it considers to be in its best interest.

Submittal of a proposal will not constitute a contractual relationship unless accepted in writing and the **Client** is not responsible for expenses incurred on behalf of the **DB Contractor** in generating the proposals.

It is the **DB Contractor’s** responsibility to include all the requirements for proposal enumerated in section “III”. All submissions, whether accepted or rejected shall become property of the **DB Contractor**.

By providing a proposal, the **DB Contractor** accepts the proposal being publicly disseminated by the **Client**.

Questions or, “Requests for Information” (RFI’s) shall be digitally submitted to the **Client** at the following email address:  
with “RFI” in the subject line.

## *II. Scope of Work:*

The **Client** is looking for a **DB Contractor** who can professionally, safely, and expeditiously complete the scope of work below while maintaining a mutual fiduciary duty with the **Client**.

### *A. General Requirements:*

Provide all permits, labor, materials, tools and equipment, and design-build services necessary for design and construction of the project described below and other specific tasks as further defined by this Scope of Work. Both design, management and construction services are parts of this project. The design documents will comply with all national and local codes, standards, federal and state regulations. The design deliverables will be stamped / sealed / permit ready drawings by a registered architect and professional engineer(s) from the State of New Mexico.

Work includes, but is not limited to:

Professional Design Services-

Geotechnical, Civil, Architectural, Structural, Mechanical, Electrical, Plumbing and Utilities

Project Management Services-

Full oversight of all design professionals as well as the physical construction elements and trades.

Construction / Build Services-

General demolition and construction, interior and exterior alterations, mechanical, plumbing, and electrical work (additions and modifications), utility systems and removal of portions of existing structures as well as portable building relocations.

### **B. Physical Project Requirements:**

The scope of work for this project consists of assessing, designing, removing, altering, modifying, furnishing, installing, relocating and constructing the following:

#### **North Campus Improvements:**

- Temporary Pre-K Bathroom:
  - New Pre-K bathroom to mirror existing temporary bathroom.
  
- Restoration of Bathrooms #1-3:
  - Remove and dispose of all plumbing fixtures and partitions.
  - Remove all electrical fixtures and low-voltage devices.
  - Remove all vanities, sinks, and countertops.
  - Repair subfloor and flooring as needed and concrete where appropriate.
  - Repair underground plumbing as needed.
  - Ensure each bathroom has 2 floor drains.

- Repair drywall on both walls and ceilings as needed.
  - Propose flooring options / specifications
  - Install graffiti-proof wall coverings  
**(Please provide a submittal for approval).**
  - Replace partitions with a superior assembly  
**(Please provide a submittal for approval).**
  - Drywall and painting
  - Install new vanities, countertops, and sinks.
  - Install new plumbing fixtures throughout.
  - Install electrical light fixtures and wall devices. Install two additional 2x4 ft LED light fixtures in each bathroom.
  - Replace mirrors.
- Restoration of Bathroom #4:
- Remove and dispose of all plumbing fixtures and partitions.
  - Remove all electrical fixtures and low-voltage devices.
  - Remove all vanities, sinks, and countertops.
  - Repair flooring as needed and concrete where appropriate.
  - Install new floor and wall tile throughout or polished concrete  
**(Please provide a submittal for approval).**
  - Repair drywall on both walls and ceilings as needed.
  - Replace partitions with a superior assembly  
**(Please provide a submittal for approval).**
  - Drywall and painting
  - Install new vanities, countertops, and sinks.
  - Install new plumbing fixtures throughout.
  - Install electrical light fixtures and wall devices. Install two 2x4 ft LED light fixtures in each bathroom.
  - Replace mirrors.

### **South Campus Improvements:**

- Traffic Loop Circle:
- Layout and Surveying
  - Grading
  - Fence modifications
  - Fire hydrant relocation
  - Basecourse Allowances
  - Traffic control design

- Concrete/Flatwork/Asphalt allowances
- Portable Buildings Relocation:
  - Design-build / Permitting
  - Concrete foundations
  - Surveying
  - Concrete
  - Relocation of two existing portable buildings  
(one from the north campus and one from the south campus)
  - Excavation and Utility Connections

### C. DESIGN AND DOCUMENT REQUIREMENTS:

- Project design shall comply with all applicable standards and codes.
- The **DB contractor** Architectural and Engineering team shall be responsible for performing all necessary inspections, geotechnical surveys and site survey visits as required to successfully complete the scope of this project.
- The **Client** has a limited amount of documentation on existing construction and remodeling work at this facility. This documentation is available to the **DB Contractor** in its original format for their use on this project. The **Client** assumes no liability for any of the documentation provided to the **DB contractor** on this project; the **DB contractor** assumes all liability and risk in using and relying on this information in the preparation of the RFP response, development of the construction design and execution of the construction work. The **DB contractors** Architectural and Engineering Team shall field verify ALL CONDITIONS to ensure that the design is accurate. It is the **DB Contractor's** Design Team's responsibility to determine existing conditions and to base the design on this information.
- Planning should include any Interim Life Safety Measures (ILSM) that may need to be put in place due to construction impact.
- **DB Contractor** shall have a Safety Manager, and a Competent Person (CP) that can adhere to a Safety Plan that is to be submitted in the specifications and monitor safety conditions throughout the entire design build process.

### D. Design Review Meetings:

- A review meeting to resolve design issues, will be held for each design review package submitted.
- Participants will include **Client's** Staff and **DB Contractor's** team members as appropriate for the specific package to be reviewed and others.

#### E. Design Review Submissions:

- The **DB Contractor's** Architectural and Engineering Team shall prepare and submit complete construction documents for review and approval by the **Client's** representative in accordance with standard professional practice and prevailing codes.
- All submission packages will be reviewed at (50%) and (100%) completion stages. Each subsequent review submission packages will incorporate the previous review comments. If any package is not complete for the required stage a post review may be required, the cost of which will be at the expense of the **DB Contractor's** Team. The (100%) set of drawings will be the final set of drawings that will be used for construction and stamped by engineer and architect of record.
- The project design phase will consist of 30 days.
  - Timeline/Details
    - i. From the Notice to Proceed, **DB Contractor** shall submit 50% drawings within 30 calendar days. The **Client** will have 10 calendar days to review the drawings and return them to the **DB Contractor**.
    - ii. **DB Contractor** shall submit 100% drawings which incorporates the **Client's** comments from the 50% submission within 15 calendar days. The **Client** will have 10 calendar days to review the drawings and return them to the **DB Contractor**. The **DB Contractor** then will submit a final set of drawings for construction within 10 calendar days.
    - iii. Each review submission package shall include 3 hard copy sets and 3 CAD sets. The package will include an index of drawings (by sheet number and title).
    - iv. In addition to the Project Specific Specifications, the **DB Contractor** shall submit a binder of product cut sheets, MSDSs, and all required Contract submittals.
    - v. A review cycle consists of:
      - **Client's** receipt of the design review submission package.
      - The review meeting,
      - **DB Contractor's** receipt of comments from **Client**, either electronically, or by hard copy delivery.
      - Coordination of the review meeting schedules will be the responsibility of the **DB Contractor's** Project Manager
      - **DB Contractor** will be responsible to submit as-build drawings at the end of the project reflecting the new floor layout changes.

#### F. Professional Licensing:

- The **DB Contractor's** Design Professional who prepares the construction documents shall be an architect and /or engineer licensed in the State of New Mexico.

- The professional seal indicating such license by the state shall appear on the final construction documents. The architect / engineer whose seal is shown will be known as the Architect / engineer of Record. The **DB Contractor** shall certify compliance with the **Client's** RFP and all applicable codes.

#### G. Approved Construction Documents:

- The final construction document submission package will be submitted by the **DB Contractor** for approval by the **Client** after completion of the 100% review cycle. The **Client** will have 5 days to take final approval action.
- The final construction documents submission package will include a full set of construction documents including all disciplines/packages.
- The final construction documents submission package will incorporate all the **Client's** supplied comments from the earlier submission package reviews and will comply with the **Client's** requirements.

#### H. Construction Drawing Preparation:

Mandatory material and equipment schedules and details may be indicated either on the drawings or in the specifications, at the option of the **DB Contractor**. The construction drawings shall include a coordinated set of the following (if applicable to the project).

- Structural drawings including framing plans, schedules, and details including general notes and all calculations.
- Architectural drawings including floor plans, elevations, wall sections, reflected ceiling plans, and other details.
- Fire protection- including general notes calculations and all related calculations.
- Control drawings providing sequence of operation for all equipment.
- Electrical drawings including site demolition plans, site, floor, and roof plans (power, lighting, and other systems), one-line diagrams, panel schedules, equipment schedules, light fixture schedules calculations and details.
- Asbestos abatement drawings including site demolition plans and floor plans indicating asbestos abatement method (if required)

#### I. Construction Specifications:

Project specifications shall include specifications for all products, materials, equipment, methods, and systems shown on the construction drawings in accordance with standard professional practice and the **Clients** requirements. The specification submitted for review shall include:

- The name of the manufacturer, the product name, model number, or other identification as appropriate to clearly identify the product that will be used in the construction of the project.

- Other data as appropriate to clearly identify the product that will be used in the construction of the project i.e. shop drawings, product data, and samples as required by the Client's documents; and
- The required stamp of the licensed architect or engineer of record will be considered as certification of compliance with the project's requirements.

*J. CONSTRUCTION REQUIREMENTS*

The **DB Contractor** shall:

- Develop a plan detailing project fire-safety specifics.
- Develop a plan detailing the project specific interim life safety measures for all phases of construction.
- Maintain site and building access free and unobstructed to facility emergency services.
- Separate temporary facilities from existing buildings and new construction by appropriate distances.
- All temporary construction partitions must meet fire-safety requirements.
- Temporary heating and electrical installations must comply with OSHA 1926, NFPA 241 and NFPA 70.
- Means of egress shall not be blocked.
- Egress routes for construction workers must be maintained free and unobstructed.
- **DB Contractor** furnished fire extinguishers must be provided and maintained in construction areas and in temporary storage areas.
- Flammable and combustible liquids must be stored, disposed, and used in accordance with OSHA 1926, NFPA 241 and NFPA 30.
- All Hazardous materials shall be disposed of in accordance with applicable standards.
- **DB Contractor** shall be responsible for compliance with OSHA / NM requirements.
- Existing fire protection must not be impaired. Provide fire watch for impairments more than four (4) hours in a 24-hour period.
- Prevent accidental smoke detector operation.
- Perform Hot Work in accordance with NFPA 241 and NFPA 51B.
- Maintain all construction permits visible and updated as required.
- Prohibit smoking in and adjacent to construction areas.
- Dispose of waste and debris from buildings DAILY.

*K. SCHEDULING, PHASING AND WORKING HOURS:*

- All work in areas involved shall be scheduled with the **Client's** appointed staff. Work shall be scheduled for proper execution to completion of this contract.
- Hours of Work: TBD based upon **Client's** operational needs.
- All shutdowns involving temporary impairment of utilities shall be coordinated beforehand.
- Parking- due to the nature of this project parking will be limited on site, therefore the

prime contractor will be required to secure offsite parking for both prime and sub-contractor performing work on this project.

- Cranes: Prior to crane arriving on site contractor shall submit: Crane maintenance logs, crane operator's license, drawings showing crane's operational and exclusion zone.

#### L. PROJECT DURATION:

- Project's design and construction MUST be completed in no more than 180 days from Award of Contract (subject to changes in scopes)

#### M. QUALIFICATIONS:

- The **DB Contractor's** Architectural and Engineering team shall be licensed and insured in the State of New Mexico.
- The **DB Contractor** shall designate a "competent person" in accordance with 29 CFR 1926.32(f) which states, "One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees and who has authorization to take prompt corrective measures to eliminate them". The contractor shall instruct each of his employees in the recognition and avoidance of unsafe conditions and the regulations applicable to this work environment to control or eliminate any hazards or other exposure to illness or injury.
- Additionally, the **DB Contractor** shall develop a plan detailing project safety with regards to school operations for approval

#### N. QUALITY ASSURANCE / QUALITY CONTROL:

- To reduce design errors and omissions, the **DB Contractor's** team shall develop and execute a QA/QC plan that demonstrates the project plans and specifications have gone through a rigorous, thorough review and coordination effort.

#### O. NOTES, DEFINITIONS AND ACRONYMS:

- **DB Contractor:** This term, as used herein, refers to the contractor under this contract.
- **Interim Life Safety Measures (ILSM):** Measures that are instituted to compensate for significant hazards posed by existing life safety (fire) code deficiencies or construction/renovation activities methods, and materials.
- **Competent Person (CP):** One who can identify any existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

### III. Content and Structure of Proposals

Exclusions or deviations from the information requested below may result in disqualification of the submitter's proposal.

#### A. Title Block

"CHRISTINE DUNCAN RFP"

- Name, Address, Phone Number, Email Address, Main Point of Contact for the Proposal
- The time period that the proposal is valid for (minimum of 3 weeks from submission date)
- Proposal acceptance area with space for signatures signed by an authorized party of the **DB Contractor**. Acceptance area for the client should be left blank.

#### B. Short Description of **DB Contractor's** company

- This should include the **DB Contractor's** company size, location, and years in business.
- Any other relevant information that demonstrates submitter's qualifications to perform the "scope of work."

#### C. **DB Contractor's** Company Organization

- Which individuals from the submitter's company will be responsible for the "scope of work" on this project?
- What qualifications do these proposed individuals have?

#### D. References and Experience

- Provide examples of previous experience that demonstrates successful completion of projects similar in nature to the "scope of work."
- Provide references.

#### E. Description of Work

- Provide your description of the "scope of work."
- Enumerate "scope of work" milestones from commencement to completion with an estimated schedule/timeframe for each milestone.

#### F. Proposed Costs

- Provide the proposed cost for the "scope of work" broken down into each milestone.
- The proposed cost should include all materials, labor, permitting and engineering. ALL costs.

#### G. Insurance and Licensure

- Provide a copy of each of the following: proof of insurance, W-9, proof of licensure for all trades necessary to complete the “scope of work”, copy of active business registration with the appropriate permitting authority.

#### ***IV. Proposal Selection***

- Proposals received by the **Client** will be reviewed and selected in an internal multi-faceted manner. The **Client** may request a physical meeting after review with the **DB Contractor**.
- In accordance with The Procurement Code, Section 13-1-28 through Section 13-1-199 NMSA 1978, imposes civil, misdemeanor and felony criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.
- All **DB Contractor’s** will be notified of their acceptance or denial after the review process has been completed.

---

Thank you for your time and consideration. We look forward to your proposals!