

Southeast New Mexico College
REQUEST FOR QUALIFICATIONS (RFQ)
RFQ# 202310001

Architect's Services
Trades x Technologies Building



Southeast New Mexico College

RFQ DUE TIME AND DATE: 2:00 pm MST 10/20/2023
PROCUREMENT CONTACT: Rebecca Silva at 575-234-9213
E-MAIL: purchasing@senmc.edu

LOCATION:
Southeast New Mexico College
Procurement Services
Main Building, Room 108

OFFICIAL CONTACTS ONLY

This RFQ contains restrictions on contact with Board of Trustees, SGSENMC, Faculty and Staff, SENMC's consultants or others working on behalf of SENMC. Violation of this policy may lead to disqualification. See General Instructions on page 7 of this document.

1500 University Dr.
Carlsbad, NM 88220

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OVERVIEW

Southeast New Mexico College Procurement Services has issued this competitive sealed request for qualifications for the purpose of obtaining responsive proposals from responsible parties to provide architectural services for the Trades x Technologies Building and related design services.

RFQ SCHEDULE

SENMC Procurement Services will make every effort to adhere to the following schedule:

Event	Responsibility	Date
1. Issuance of RFQ	SENMC	10/02/2023
2. Deadline to Submit Written Questions	Potential Respondents	10/09/2023
3. Response to Written Question/RFQ Amendments	SENMC	10/13/2023
4. Submission of Proposals	Respondents	10/20/2023
5. Review of Proposals	SENMC Evaluation Committee	10/23/2023
6. Agreement Negotiations	SENMC Procurement Services/Respondent	10/30/2023
7. Agreement Awarded	SENMC Procurement Services	11/15/2023
8. Agreement Effective Date		11/27/2023

BACKGROUND

Southeast New Mexico College “SENMC” was established in 1950 as the State’s first Community College and was named the Carlsbad Instructional Center. Ten years later, the Center was renamed as a branch campus of New Mexico State College System. In 1980, the campus was relocated to a new building, which was expanded with an additional wing of classrooms in 1987. In 1996, computer facility wing for occupational programs was added to the existing facilities. The newest building, the Allied Health Center was completed in 2011 to house programs in Nursing and Allied Health.

The College celebrated its 70th year record of accomplishments on October 2, 2020. Throughout its existence, the College has helped shape lives and in turn, shape the community of Carlsbad. The College appreciate the continued support of Carlsbad and Eddy County community. Effective July 1, 2021, SENMC Carlsbad started another phase of its rich history by transitioning from NMSU Carlsbad to Southeast New Mexico College as an independent Community College.

SCOPE OF WORK

Southeast New Mexico College (SENMC) is interested in architectural, planning, and professional engineering services for the new construction of a vocational training center (the Trades x Technologies Building), existing building renovations, and campus site improvements. SENMC is under new leadership and in the process of creating a campus master plan as an independent college. Included in this request are the working documents for the college's [Strategic Plan](#) (2022-2025), and SENMC's [Mission, Vision, and Values](#) statements. The community college in Carlsbad is the oldest two-year institution in the state of New Mexico and was founded in 1950 as the Carlsbad Instructional Center. Ten years later it became part of the New Mexico State University (NMSU) system as a branch campus. On April 10, 2022, it became an independent community college, transitioning from the state land grant system to a separate institution of higher education. SENMC is a fully accredited by the Higher Learning Commission (HLC).

SENMC serves a population of more than 55,000 in Eddy County and surrounding communities. Current student population is approximately 1,300, 41 full-time faculty, 63 part-time educators, and another 72 full-time staff employees. The [NMSU Carlsbad 2017-2027 Master Plan](#) (starting on page 88) listed a vocational training center for planned capital outlay priorities and the potential need for an increase in campus square footage to accommodate the educational training space. Technical and trade schools are critical to workforce development and career readiness. There is a shortage of qualified tradespeople and SENMC aims to satisfy much of this demand by supplying in the state with vocational training programs in the new modern facility.

See the attached SENMC campus map for the existing building and planned site location for up to 65,000 GSF expansion.

This study will start with an initial project kick-off meeting, and the next step of the design process and examination of programming document in this scope of work (the Analysis of Information), the A/P/E and the College will analyze:

- Enrollment and space utilization trends related to research faculty/staff and students, certificate programs and trades.
- Explanation for non-compliance with the no new net square footage policy, meaning justification of new square footage must be offset with campus-wide reduction of square footage and include a plan to consolidate existing spaces for post-pandemic usage. A phased approach for the vocational facility if necessary, and concept for campus-wide renovations.
- Focus on the New Mexico Higher Education priority to fund infrastructure and asset protection projects.
- Changes to academic and trades program needs for research that supports the mission.

- Technology needs for connection, which could encompass a network and wireless assessment.
- Concept for accessibility improvements related to any renovations of existing facilities and new construction.

The Trades x Technologies (T²) Building project will construct a new facility to provide postsecondary education and life-learning opportunities training to improve job-seeking skills and workplace development on the Southeast New Mexico College (SENMC) campus. The college hired an architectural consultant, Nine Degrees Architecture & Design, Inc., to assist in developing a feasibility study, draft document dated May 2021. The new facility will develop a physical structure for opportunities in the oil and gas industry, as well as electrical, industrial maintenance, radiologic technology, and other fields of study related to energy. The overall goal is to offer some of the most innovative and state-of-the-art training and workforce facilities in the Carlsbad region.

Design for new construction to provide postsecondary education and life-learning opportunities training to improve job-seeking skills and workplace development. A modern training facility planned to be flexible and technologically advanced learning environments that is safe, accessible, healthy, comfortable, and aesthetically pleasing with the SENMC campus context. The building will need to accommodate the specific space and equipment needs of the training program and curriculum.

The SENMC campus in Carlsbad serves a host community population of residents in Eddy County, with a significant portion of students commuting from the neighboring City of Artesia. The main industries in the area are in oil and natural gas exploration and agriculture. Partners in this venture are the Carlsbad business and industry with the Carlsbad campus. At present, SENMC does not have an existing building that meets these space needs. The proposed facility was initially planned for approximately 17,000 gross square feet options. The size of the facility and precedent programming case studies were enlarged to consider up to 65,000 gross square foot building. The current plan is for a facility slightly under 40,000 gsf. The programming document assumptions should be re-evaluated for current/future enrollment projections, spatial requirements, and regional needs. Site plan and design challenges should also be assessed for campus context and orientation.

Space Types

Trades x Technologies Building space needs:

- | | |
|----------------------------------------|----------------------------|
| • academic classrooms, | • lobby entry, |
| • hybrid lab/classrooms, | • restrooms, |
| • learning labs, | • administrative offices, |
| • computer training rooms, | • trainee offices, |
| • trainee storage spaces with lockers, | • operational storage, and |
| • business stations, | • work yard. |

Design considerations to focus on flexibility, connectivity, indoor air quality, lighting, signage, sustainability, and security/safety of the occupants. The campus occupies a hillside site and is organized north to south with a covered pedestrian walk and adjoining courtyards linking the three existing buildings. The proposed location is just west of the existing loop access road, and there are plans to add 34 additional parking spaces off the existing drive adjacent to the new vocational trades' facility. Final parking requirements to be determined based off the estimated demand for final building size, expected occupancy, and states educational institutions adequate parking.

Planning activities to include:

- Update key base data that potentially impacts physical planning
- Identify capital request needs, including Opinions of Probable Cost (OPC) estimates with materials used and associated costs by building for July 2025 construction start.
- Review Facilities Condition Assessment (FCA) evaluation for Carlsbad Main Building, currently planned for spring.
- Site visits for site selection, accessibility, visibility, wayfinding for visitors, and SENMC branding consistency.

Planning and Design process:

- Organize and Initiate Project
- Inventory/Analysis of Information
- Review Feasibility Study for Space and Programming Document

Architects and Engineers

- | | |
|--------------------------------|-------------------------------------|
| • Study and Report Phase | • Bidding and Negotiations Phase |
| • Schematic Phase | • Construction Phase |
| • Preliminary Design Phase | • Construction Administration Phase |
| • Design Development Phase | • Operational Phase |
| • Final Design Phase | • Post-Construction Phase |
| • Construction Documents Phase | • LEED and Commissioning |

Additional Services:

- Architectural services as otherwise defined.

Services will be provided in separate contracts for the vocational trades building, renovations of existing facilities, and campus site improvements.

The expectation is the professional design services will be from a team with much experience in space planning, master planning and vocational design for higher education institutions for current and future needs, specifically focused on current student enrollment trends in the region and state. Include examples of an understanding of changing higher education strategies, technologies, and

learning behaviors in the context of collegiate facilities environments and student success. Present examples in the context of vocational and workforce development facilities that are outlined in the evaluation criteria.

The professional design team should consider that Southeast New Mexico College has committed to neutralizing all the university's global warming emissions and accelerating research and educational efforts that will help stabilize the earth's climate. At SENMC, a building project of this size and complexity is required to be designed to meet LEED Silver standards and reduce energy consumption by 50%, according to NM Executive Order 2006-01. Construction projects on campus should work towards addressing climate change and energy waste prevention directives defined in Executive Order 2019-003.

SENMC's current physical master plan for the Carlsbad Campus was created in 2017 as part of the NMSU system. The College's current Campus Master Plan is for 2017-2027 and SENMC is in the process of updating that document. The revised programming document report information will be incorporated into the SENMC Campus Master Plan 2024-2029.

TERMS AND CONDITIONS

Following the selection of a firm, SENMC will enter into good faith negotiation of a formal agreement that will be consistent with the provisions in this RFQ and which will include the Southeast New Mexico College Standard Terms and Conditions and the AIA Standard Contract. By submitting a proposal, Respondent acknowledges that these terms and conditions will be included in the agreement unless exceptions to the terms and conditions are included in the proposal. SENMC reserves the right to reject proposals requesting major deviations from the standard terms and conditions.

PROPOSAL GENERAL INSTRUCTIONS

1. Proposals must be received by SENMC at Procurement Services no later than at 2:00 P.M. on the due date in the table (local time) at which time said proposals will be opened and recorded as received.
2. SENMC is seeking proposals from qualified individuals and/or companies in accordance with the RFQ scope of work.
3. Any inquiries or requests regarding clarification of this procurement document should be submitted to SENMC Procurement Services in writing at 1500 University Dr., Carlsbad, NM 88220, or purchasing@senmc.edu. Respondents may only contact Procurement Services with questions regarding the Request for Proposals or other procurement documents. Other SENMC departments or employees do not have the authority to respond on behalf of SENMC. Respondents MAY NOT contact other SENMC departments. Any other communication will

be considered unofficial and non-binding. Communication directed to parties other than Procurement Services will have no legal bearing on this RFQ or resulting agreement(s).

4. Any contact during the RFQ evaluation process, or attempt to have contact with the Evaluation Committee, where it is unsolicited by the Evaluation Committee's members, is grounds for disqualification of any offer.
5. Respondents should promptly notify Procurement Services of any ambiguity, inconsistency, error, or missing attachments that they may discover upon examination of the RFQ. Any response made by Procurement Services will be provided in writing to all Respondents by addendum, no verbal responses will be authoritative.
6. No Addendum will be issued later than five (5) days prior to the date for receipt of proposals, except an Addendum withdrawing the Request for Qualifications or one which extends the time for submission of proposals/qualifications.
7. The envelope containing the completed proposal and literature **must** be marked "Request for Qualifications" with the corresponding RFQ# and addressed as follows:

MAIL TO: Southeast New Mexico College
Procurement Services
1500 University Dr.
Carlsbad, NM 88220

PHYSICAL ADDRESS: SENMC Business Office
1500 University Dr.
Carlsbad, NM 88220

OR SUBMIT THRU EMAIL: purchasing@senmc.edu

Important Information: All proposals must be submitted before the due date. It is the Respondent's responsibility to ensure that RFQ documents arrive before the established due date and time.

Respondents are strongly encouraged to review, create, and submit all bid responses several days in advance of the bid closing time. It is the responsibility of the Respondent to allow sufficient time for the hazards of traffic, weather, finding parking space, and locating the proper office.

8. Any and all submissions not received by the proposal submission date and time will be rejected and returned unopened.

9. SENMC may, in its sole discretion, extend the time for the submission of offers if determined to be in the best interest of SENMC. Such extensions will be by addendum, which may be issued before the submission due date.
10. Definitions: This section contains definitions that apply to this RFQ, and any proposal submitted in response, except as may be otherwise noted in the Proposal:
- a) "Agreement" will mean an agreement for the procurement of items of tangible personal property or services.
 - b) "Contractor" will mean successful Respondent
 - c) "Determination" will mean successful Respondent.
 - d) "Desirable" the terms "may," "can," "should," or "prefers," identify a desirable or discretionary item or factor.
 - e) "Evaluation Committee" will mean a body of SENMC employees and/or other representatives assigned to perform the evaluation of Respondent proposals.
 - f) "Finalist" is defined as a Respondent who meets all the mandatory specifications of the Request for Bid and whose score on evaluation factors is sufficiently high to qualify that Respondent for further consideration by the Evaluation Committee.
 - g) "Mandatory" the terms "must," "will," "is required," or "are required," identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Respondent's proposal or bid.
 - h) "Respondent" is any person, corporation, or partnership who chooses to submit a proposal or a bid.
 - i) "Purchase Order" will mean the document that directs a contractor to deliver items of tangible personal property or services pursuant to an existing agreement.
 - j) "Request for Proposal" or "RFQ" and "Request for Qualifications" or "RFQ" means all documents, including those attached or incorporated by reference, used for soliciting proposals.
 - k) "Responsive Respondent" will mean a Respondent who submits a responsive offer and who has furnished, when required, information and data to prove its financial resources, production or service facilities, personnel, service reputation, and experience are adequate

to make satisfactory delivery of the services or items of tangible personal property described in the bid.

- l) “Responsive Offer” will mean an offer, which conforms in all material respects to the requirements set forth in the request for proposal.
11. Any exceptions to the terms and conditions, scope of work, and/or specifications will be listed separately in the proposal and unless otherwise stated. The specifications included are the minimum requirements. The specifications submitted herein are all available to SENMC at the time of this mailing. Minor deviations to the listed specifications may be considered.
12. This request for proposal may be canceled or proposals may be rejected in whole or in part when it is in the best interest of SENMC.
13. SENMC reserves the right, in its sole discretion, to waive minor informalities in offers submitted provided that such informalities have no effect on the price, quality, quantity, fitness, delivery or any matter to be evaluated in making a selection and confer no material advantage on the Respondent whose non-conformity is waived.
14. Any response received may be rejected by SENMC depending on available competition and the timely needs of SENMC. SENMC reserved the right to award the agreement to the responsive Respondent submitting a Responsive Offer with the resulting agreement most advantageous and in the best interest of SENMC.
15. All costs incurred by a Respondent in connection with responding to this RFQ, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with SENMC will be borne by the Respondent.
16. This procurement in no manner obligates SENMC until a valid signed agreement or valid Purchase Order is executed.
17. SENMC may add to or delete from the Scope of Work set forth in this RFQ.
18. SENMC reserves the right to eliminate any Respondent who submits incomplete or inadequate responses or is not responsive to the requirements of this RFQ.
19. SENMC reserves the right to discontinue negotiations with any selected Respondent.
20. In submitting an offer to this invitation, Respondent certifies Respondent has not, either directly or indirectly, entered into action in restraint of full competition in connection with the proposal submitted by SENMC.

21. The contents of the proposals will be kept confidential until SENMC awards an agreement. At that time, all proposal documents pertaining to this procurement will be open to the public, except SENMC Procurement Services will not disclose or make public any pages of a bid or otherwise required by law, and subject to the following requirements:
 - a) Proprietary or confidential data will be readily separable from the offer in order to facilitate eventual public inspection of the non-confidential portion of the offer. Confidential data is normally restricted to confidential financial information concerning the Respondent's Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered, or the cost of services proposed may not be designated as proprietary or confidential information.
22. Where a brand name or equal specification is used in a solicitation, the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. If a Respondent proposes an "equal" to the scope of work/specifications, SENMC reserves the right to refuse any or all Proposals and is the sole interpreter of the scope of work/specifications and sole judge as to Whether the "equal" proposed complies with the scope of work/specifications.
23. By responding to RFQ, Respondents acknowledge and agree to the terms and conditions set forth in this RFQ.
24. Respondent will submit one (1) original proposal and one (1) identical emailed copy of the proposal to the location specified in item 7 of this section. Fax copies are not accepted.
25. In accordance with 13-1-129 NMSA 1978, Respondents are hereby notified that other Governmental entities within the State of New Mexico, or as otherwise allowed by their respective governing directives, may contract for services with the awarded Respondent.
26. A business (contractor, subcontractor, or supplier) that has either been debarred or suspended Pursuant to the requirements of 12-1-177 through 13-1-180, and 13-4-11 through 13-14-17NMSA 1978 as amended, will not be permitted to do business with SENMC and will not be considered for award of the agreement during the period it is debarred or suspended.
27. By submitting a proposal, the Respondent certifies that no relationship exists between the Respondent and SENMC that interferes with fair competition or is a conflict of interest; and a relationship exists between such Respondent and another person or firm that constitutes a conflict of interest adverse to SENMC.

28. The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and Criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

PROTESTS

1. Any Respondent who is aggrieved in connection with a solicitation or award of an agreement (Protestant) may protest to SENMC Procurement Services in accordance with the requirements of the Contracting Procurement Regulations and the State Procurement Code. The protest should be made in writing within 24 hours after the facts or occurrences giving rise thereto, but in no case later than 15 calendar days after the facts or occurrences giving rise thereto (13-1-172 NMSA 1978). The protest must be in writing and delivered to the Director of Finance, Procurement Services (Director), Southeast New Mexico College, 1500 University Dr., Carlsbad, NM 88220.
2. In the event of a timely protest under this section, the Director of Finance and SENMC may not proceed further with the procurement unless the Director of Finance makes a determination that the award Agreement is necessary to protect substantial interests of SENMC (13-1-173 NMSA 1978).
3. The Director of Finance or her/his design have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Respondent concerning a procurement. This will be exercised in accordance with adopted regulations, but will not include the authority to award money damages or attorneys' fees (13-1-173 NMSA 1978).
4. The Director of Finance or her/his designee will promptly issue a determination relating to the protest. The determination will:
 - a) State the reasons for the action taken; and
 - b) Inform the Protestant of the right to judicial review of the determination pursuant to 13-1-183 NMSA 1978.
5. A copy of the determination issued under 13-1-175 NMSA 1978 will immediately be mailed to the Protestant and other Respondents involved in the procurement (13-1-176 NMSA 1978).

EVALUATION CRITERIA

Proposals must address each of the following criteria. Each proposal may be awarded points up to the numeric value listed. Points will be awarded in compliance with NMSA 13-1-21 for New Mexico In-State Resident Business and Resident Veteran Business. If proposal is Joint Venture,

Offeror shall state in submitted proposal the percentage of work that will be performed by Resident Business and/or Resident Veteran Business. Please Note: An Offeror cannot be awarded both a resident preference and a resident veteran business preference. Offerors shall include in their proposal a copy of certificate issued by State of New Mexico Taxation & Revenue.

	Weight
<p>Specialized Planning & Design & Technical Competence of Firm regarding the type of services described in Scope of Work</p> <ul style="list-style-type: none"> • Vision/mission and business philosophy • Brief history of firm in New Mexico • Provide firms' owner(s), Principal Officers, state date of incorporation. • Describe your firm's organization, including joint venture or other form of contractual association Provide number of employees and organization chart • Provide current resumes for Architects/Engineers, Project Managers, and each additional employee who will be providing services under this project including those required for LEED certification. • Provide qualifications for each consultant or sub-contractor the firm proposes to use for all consultant and sub contracted work 	35
<p>Capacity and Capability of Firm, including any consultants, their representatives, qualifications and locations, to perform the work, including specialized services, within the time limitations.</p> <ul style="list-style-type: none"> • Describe your firm's approach to providing & managing the required services as identified in this RFQ. • Provide information that demonstrates your firm's and proposed sub-consultants' capacity and capability work of the nature and scope of the RFQ project. • Identify any specialized services you feel may be required to complete the performance of the proposed projects and describe how your firm proposes to meet those identified needs. • Describe techniques planned to ensure that schedule milestones will be met. • Provide a proposed project timeline, broken down by labor category and level of effort to perform the services described within this RFQ. • Outline and completely describe your firm's commitment and guarantee for the successful completion of the project. • Describe the approach your firm will take to ensure that all specifications, drawings, bid, construction, and design documents will be thorough, accurate and complete. • Describe how your firm proposes to address any deficiencies uncovered in the above documents. 	25

<ul style="list-style-type: none"> Firm's ability to incorporate energy-conserving and sustainable measures into project design. Firm's approach to project cost estimating. 	
Past Record of Performance on contracts with government agencies or private industry with respect to such factors as control of costs, quality of work, and ability to meet schedules. <ul style="list-style-type: none"> Information on the last five (5) similar completed architect and engineering projects to include owners, project budget, final cost estimate, bid price including accepted alternates, the total number and cost of change order(s), and reasons for change orders. Information on these projects showing the owner's schedule compared to the actual project schedule. Please explain any project difficulties and how the Offeror handled these issues. Please explain control of costs, quality of work, and ability to meet schedules. 	25
Proximity to or familiarity with the area in which the project is located. <ul style="list-style-type: none"> Indicate previous projects completed in the vicinity, including references (Please do not list NMSU or SENMC personnel). 	5
Amount of Design work that will be done in New Mexico. <ul style="list-style-type: none"> Indicate the volume of work that will be done within the state of New Mexico as a percentage of the total work. 	5
Eddy County Vendor <ul style="list-style-type: none"> Points will be awarded to Eddy County vendors 	5
Total Weight	100
In-State New Mexico Business Preference: Offeror shall supply a copy of their In-State Certificate issued by the State of New Mexico Tax & Revenue	5, or
New Mexico Resident Veteran Business/Contractor <ul style="list-style-type: none"> 10 points for Resident Veteran Business/Contractor with annual revenues of \$3 million or less as verified by the State of NM Tax & Revenue. 	10

Total Possible Weight and Preference Points:

100-110

Note: FAILURE to adequately address and meet the above requirements may be cause for the proposal to be deemed non-responsive by the procurement officer.

SUBMITTAL REQUIREMENTS

(For ease of evaluation, Proposals should be formatted in the order listed below)

The Respondent is particularly encouraged to address all points to be evaluated as described in each factor of the evaluation criteria. If a factor of evaluation is not adequately responded to by the Respondent, the Respondent may be determined to be non-responsive. The Respondent should contact SENMC for clarification of evaluation criteria or terminology.

Proposals must not exceed thirty-five (35) single-sided pages, excluding front and back cover, vendor questionnaire, debarment and suspension certificate, non-collusion certificate, copy of In-State preference certificate, any required attachments, blank dividers, table of contents, and Federal form requirement.

Proposals Must Include:

A letter of transmittal containing the following:

- A. Name, address, telephone/fax number and email address of business
- B. Primary contact
- C. Authorized signature and title of Respondent
- D. Date of proposal
- E. Statement that Respondent has the ability to provide the services requested and will comply with the agreement terms and conditions set forth in this RFQ and acknowledgment of any addendums unless specifically requesting changes to certain terms and conditions if awarded an agreement.

Firm Experience: Overview of current and prior experience in work comparable to the scope of work required in this RFQ. Include years of experience providing these services for institutions of comparable size and complexity. Demonstrate firm's ability to act in this capacity for SENMC, capability to handle proposed workload and industry performance supporting Respondent's ability to perform the required services in a timely, effective, and efficient manner. Include a list of at least three (3) client references including name and telephone number of clients for which these services have been performed, currently or in the recent past. Please do not include SENMC personnel.

Response and Approach to Requested Scope of Work: Provide an in-depth response to the requested Scope of Work with a detailed description of services to be offered and an indication of capabilities to provide these services. Any services that cannot be provided as required should be noted.

Relevant Staff Experience and Qualifications: Background, qualifications, education, training, and years of experience of personnel that will be providing services to SENMC. A resume is

recommended. All information should be included for any subcontractor the Respondent has indicated to be part of the project team. Include all areas of work to be performed by the subcontractor(s).

Attachment: Debarment & Suspension Form, Non-Collusion Form, Vendor Questionnaire, and W9.

PROPOSAL CHECKLIST

- ✓ Include one (1) original and one (1) identical electronic copy of your proposal. Please provide a CD or Jump Drive with the proposal loaded. Fax copies are not accepted.
- ✓ Include List of References.
- ✓ Acknowledge all addenda in letter of transmittal.
- ✓ Review all clarifications/questions/answers.
- ✓ Clearly mark your proposal with “Request for Qualification” and the corresponding RFQ number on the front of the envelope.
- ✓ Deliver sealed proposal to Southeast New Mexico College, Procurement Services located in Carlsbad, New Mexico 88220 before the due date.

If not completed as required, your proposal may be deemed non-responsive.

Contact Procurement Services immediately if any portion of the RFQ is missing. This Proposal Checklist is for informational purposes only and is not required to be submitted with your proposal. The Proposal Checklist is not all-inclusive, so Respondents are advised to read the RFQ carefully to ensure all items are addressed in your proposal.

