

Request for Proposal (RFP)

Facility Master Plan (FMP) for Kwiyatag Community Academy (KCA)

PURPOSE

This RFP is designed to develop a Facilities Master Plan for KCA and the design team must, above all else, develop a planning model based on the KCA Educational Philosophy and incorporate cultural aspects relating to the mission of the school.

Kwiyatag (Word meaning Bear) Community Academy (KCA) will be a kindergarten through 5th grade Native American Community Academy (NACA) Inspired School in Towaoc, Colorado, on the UMU Reservation, located in the southwest corner of the state, geographically within the rural district of Montezuma-Cortez School District RE-1), opening in Fall 2021 with 30 students grades K-1, growing one grade and 15 students each year until reaching K-5 with 90+ students by 2025-26 with approximately 90% of students qualifying for the Free and Reduced Lunch Program.

Kwiyatag Community Academy envisions a future where the graduates of the school will have a strong grounding in Nuchiu culture and language while incorporating modern perspectives as contributing members of the UMU community. The new generation of school graduates will foster a revitalization of the Nuchiu language and culture and use this knowledge to ground them in a positive self-identity and create community connections built on mutual respect, academic success and focused career goals.

The mission of Kwiyatag Community Academy will be to ensure an educational program where the Nuchiu culture and language guides the educational experience and is characterized by small class sizes with an interdisciplinary, indigenous, and project-based approach that results in high academic expectations and desired character skills, personal wellness and community involvement.

Scope of Work:

The Design team will develop a Phased Approach Facilities Master Plan (FMP):

Phase One: Create a FMP related to the current school, located 450 Sunset Blvd in Towaoc, Colorado. The school plans to operate at this location from August 2021-June 2023 with grades K-1 in the first year with 30 children and grades K-2 with 45 students the second year. If a permanent location is not secured by July 2023, the school would need new module classrooms for third and fourth year to accommodate growth for 60 students in year three in 2023-24 and for 75 students in year four in the 2024-2025 school year. If the permanent facility is not secured by July 2024, the full enrollment of the school is envisioned to be 90 students in 2025-26 school year and the school may need to accommodate enough room for 90 students. The school currently has a building for four classroom and multi-purpose classroom in the Ute Mountain Ute K12 Education Building, approximately 7440 square feet. The current location has south-facing grassy area, approximately 7000 square feet.

Facilities Master Plan for this site will include the exterior septic and plumbing, parking, exterior electric, playground area (compatible for K-3 or K-5), Elder gathering amphitheater, fencing around outdoor area, parking and drop-off and pick-up lanes and future location for up to three

additional modular classrooms that potentially could house spaces for third, fourth and fifth grade classrooms, two or three elective classrooms, upper grades playground and athletic fields. FMP should also include a Capital Improvement Projects and Cost Estimates.

450 Sunset Blvd School Location Timelines:

Project Scoping with KCA School Design Team and Community Members with virtual and (if possible) on-site visits: February 18-23, 2021

Preliminary Design: March 16, 2021

Preliminary Design Review by KCA School Design Team and Community Members: March 22-26, 2021

Final FMP: April 12, 2021

Phased Two Feasibility Study and Site Assessment Plan:

Feasibility and Site Assessment Study: Review potential sites in coordination with Ute Mountain Ute Planning Department and Ute Mountain Ute Education Department and other critical departments for determining a future location for a comprehensive K-5 Elementary School in the Towaoc area. The Assessment Plan would identify potential school sites and provide the School Design Team with advantages and drawbacks of each site.

Feasibility and Site Assessment Study should include Civil, Landscape, Mechanical, Electrical, Plumbing and Structural Assessment, relative to each of the proposed sites.

Feasibility Study and Site Assessment Plan Timelines:

Project Scoping with KCA School Design Team and Community Members with virtual and (if possible) on-site visits: March 16-25, 2021

Preliminary Plan: April 20, 2021

Preliminary Plan Review by KCA School Design Team and Community Members: April 22-29, 2021

Second Draft of Assessment Plan: May 20, 2021

Second Review of Plan by School Design Team and Community Members: May 20- June 5, 2021

Final Assessment Plan: June 20, 2021

Phased Three Building Design Vision: Provide School Design Team with Indigenous and inspirational building design concept drawings which will provide potential funders with a vision of the overall physical building, parking and traffic flow, outdoor learning areas, and approximate square footage of existing buildings and surrounding amenities.

Project Scoping with KCA School Design Team and Community Members with virtual and (if possible) on-site visits: June 14, 2021

Preliminary Plan: July 9, 2021

Preliminary Plan Review by KCA School Design Team and Community Members: July 9-23, 2021

Second Draft of Assessment Plan: July 25, 2021

Second Review of Plan by School Design Team and Community Members: July 28- Aug 5, 2021

Final Assessment Plan: August 20, 2021

NACA INSPIRED SCHOOLS NETWORK (NISN) MISSION

NISN's mission is to transform Indigenous Education by engaging communities, building networked schools of academic excellence and cultural relevance, and serving Indigenous students from early learning to adulthood so that they are secure in their identity, healthy, and holistically prepared as lifelong learners and leaders in their communities.

Charter Schools Program Facilities Dissemination Grant U282T180018: Work under this project is funded by a federal grant focused on facilities financing. The goal of the overall project is to expand educational opportunities for underserved students by developing and disseminating information and best practices in accessing, planning, and funding facilities for charter schools. The project focuses on 15 charter schools serving Native American and other historically marginalized communities in rural, tribal, and other under-resourced areas. All materials developed will be directly and indirectly disseminated to other charter schools.

ELIGIBLE ENTITIES

Eligible entities are all professional Facilities Master Planning contractors.

PROGRAM OVERSIGHT AND MANAGEMENT

NISN has assigned three individuals to oversee and manage the progress of the projects/programs, listed below:

Director of Operations and Facilities, Daniel Ulibarri, NISN
daniel@nacainspireschoolsnetwork.org

Operations Coordinator, Kenaba Hatathlie, NISN
kenaba@nacainspireschoolsnetwork.org

Director of Community Outreach, Troy Hunt, NISN
troy@nacainspireschoolsnetwork.org

SCORING GUIDELINES

Each application will be scored across five (5) application sections:

- I. Roles and Responsibilities (Clear organizational chart establishing roles and responsibilities for plan components)
- II. Project Narrative (Detailed narrative illustrating intended goals, scope, partners, timeline, and any evidence-based justification)
- III. Project Budget (Budget overview detailing the proposal through September 30, 2021)
- IV. Project Timeline (Timeline detailing expected program progress through at least September 30, 2021)
- V. Three References

Additionally, applications will be scored across five rubric areas ranging from “complete, coherent, convincing” to “section not included in application, or is conspicuously incomplete.” **Either a score of ‘0’ or ‘no submission’ of any of the components of the application will result in a disqualification of the application.**

TIMELINE

Program managers will make every effort to adhere to the following schedule:

Action Responsible Party Due Dates

Issue RFP: NISN: January 22, 2021

Deadline to submit questions: Potential applicants: February 1, 2021

Response to questions NISN: February 3, 2021

Submission of RFP by applicants: February 5, 2021

Evaluation of applications by Review Panel: February 8-12, 2021

Selection of grantees Review Panel February 12, 2021

Finalize contractual agreements NISN: February 18, 2021

Contract award NISN: February 26, 2021

EXPLANATION OF EVENTS

Issuance of RFP

This RFP is being issued on behalf of the NACA Inspired Schools Network on the date specified in the above timeline.

Deadline to Submit Questions

Potential vendors may submit questions to Daniel Ulibarri @ daniel@nacainspiredschoolsnetwork.org to the intent or clarity of the RFP until 4:00pm MST on February 1, 2021 as indicated in the timeline above. Questions shall be clearly labeled and shall cite the relevant sections of the RFP or any other attending document.

Response to Questions

Responses to questions will be distributed as indicated in the timeline above and according to order in which the questions were received.

Submission of Application

All applications must be received for review and evaluation to Daniel Ulibarri @ daniel@nacainspiredschoolsnetwork.org no later than **4:00 PM MST on February 5, 2021**. Applications received after this time will not be accepted. The date and time of receipt of application will be noted on the application itself.

Evaluation of Proposals

The Evaluation Committee will perform the evaluation of proposals. The process will take place as indicated in the timeline above depending on the number of proposals received. Discussions may not be initiated by Applicants.

Selection of Contractors

The Evaluation Committee will notify all Applicants of the decision on their application by February 12, 2021 or earlier. Each application will be scored by the panelists individually

and then discussed at a meeting of the entire panel in order to arrive at final scores for each component. For more detail on the scoring guidelines, see “Scoring Guidelines” section above.

Finalize Contractual Agreements

During the window of time stipulated in the timeline above, NISN will work directly with successful contractors to establish contract terms leading to execution of a contractual agreement.

Contract Awards

After review of the Evaluation Committee Report and the signed contractual agreement, the Agency Procurement Office will award as per the schedule in the timeline above. The contract(s) shall be awarded to the Applicants whose proposals are most advantageous to the NISN, taking into consideration the evaluation factors set forth in this RFA. The award is subject to appropriate NISN approval, and both entities reserve the right to not fund any of the applications, if none are judged to be advantageous and/or do not score sufficiently.

REPORTING

Successful contractors will work together with NISN to establish a reporting schedule focused on progress to goals and project budgeting aligned to milestones.

EVALUATION COMMITTEE COMPOSITION

The committee tasked with the evaluation of applications has a broad level of experience with Facilities Master Planning (FMP) preparation collectively, representing a variety of perspectives and seniority in the field. Members are highly familiar with the FMP preparation landscape in New Mexico and Colorado.