

Request for Proposal (RFP)

On Comprehensive

Master Development Plan

PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

This RFP is designed to collect service proposals in order to procure design and planning services for the development of master development plans for each of several school sites. The chosen design and planning team must, above all else, develop a planning model based on the NACA Inspired Schools Network's (NISN), educational philosophy and incorporate cultural values and aspects relating to the mission of each school.

The services will be performed for the following schools and locations listed here. Each will, in turn, be included in NISN's comprehensive master development plan. **1) Dream Dine School, Shiprock, New Mexico 2) American Indian Academy of Denver, Denver, CO 3) Dzil Diti'ooi School of Empowerment Action and Perseverance (DEAP), Navajo, NM 4) Homies Empowerment Community High School for Oakland's Success (HECHOS), Oakland, CA 5) Sovereign Community School, Oklahoma City, OK**

Scope of Work

The design and planning team will develop a comprehensive master development plan that will encompass each site. A general overview of each masterplan to the five sites shall be developed for the purpose of alignment and bridging the different styles of architecture at each site.

The Comprehensive Master Development Plan development for each campus will be primarily conceptual master planning that will demonstrate the massing of existing and future buildings, and identify the architectural characteristics of each site.

The master planning development will include Civil Engineering, MEP Engineering and Landscape Architecture at each site.

The master plan will determine the overall physical development, phasing and growth concepts and will include, Location and square footage of existing buildings and for future buildings, Specific programs that occupy current and future buildings, parking and circulations concepts for each site, architectural exterior guidelines and concepts for future buildings, and will include sustainability goals and strategies for each campus. FMP should also include a Capital Improvement Project and Cost Estimate.

Teams may choose to include all sites or only specific sites in their proposals.

A proposal team may be awarded a single or multiple locations, depending on each location, their overall needs, and the experience of the proposing team within the area.

NISN is also requesting Feasibility Studies and Site Assessment Plans for schools who are in need of this facilities phase.

Feasibility and Site Assessment Plan will include reviewing potential sites in coordination with a school's local planning department, education department and other critical departments for determining a future location in the respective area. The Assessment Plan would identify potential school sites and provide the School Design Team 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.

If awarded, NISN will follow up with coordination for contract creation.

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. The potential contractor can pick and choose which school/location to submit proposals. Or the contractor can choose all of the schools/locations. Please clarify which school/location you will be submitting.

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@nacainspiredschoolsnetwork.org

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

Director of Community Outreach, Troy Hunt, NISN

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: February 10, 2021

Deadline to submit questions: Potential applicants: February 19, 2021

Response to questions NISN: February 24, 2021

Submission of applications :Potential applicants: March 1, 2021

Evaluation of applications Review Panel March 1-March 5, 2021

Selection of Review Panel March 1, 2021

Selection of Contractors: March 5, 2021

Finalize contractual agreements NISN: March 10, 2021

Contract awards NISN: March 10, 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 at daniel@nacainspireschoolsnetwork.org to the intent or clarity of the RFP until 4:00pm MST on February 19, 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 at daniel@nacainspireschoolsnetwork.org no later than **4:00 PM MST on March 1, 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 March 5th 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 document. 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 familiar with the FMP preparation landscape in New Mexico.