

Request for Proposals (RFP)

Architectural and Engineering Design Services

For Educational Facility Projects

Issued by:

Farmington Municipal School District
3401 E 30th suite A
Farmington, NM 87402
www.farmingtonschools.us

RFP Number: RFP 2026-02

Issue Date: January 7, 2026

Due Date: January 28, 2026 – Time 2:00 PM Local Time

1. Introduction and Purpose

The Farmington Municipal School District (“the District”) is soliciting proposals from qualified architectural firms to provide **comprehensive architectural and engineering design services** for various educational facility projects.

The selected firm will provide comprehensive professional services to support the District in the planning, design, and construction administration of multiple capital improvement projects. These projects include:

- Renovation and modernization of the **C.A.T.E. Facility**
- **Restroom renovations** at Esperanza Elementary School
- **Press box renovation** and the addition of **ADA-compliant restrooms** at Hutchison Field, Farmington High School
- **Electrical system upgrades** for the gymnasium at Piedra Vista High School
- **Security control center** at Central office

The firm will be expected to deliver coordinated design solutions, ensure compliance with all applicable codes and standards, and oversee project execution through successful completion.

The purpose of this RFP is to identify and contract with a firm that demonstrates:

- Experience with K–12 or higher education projects
 - Ability to deliver innovative, functional, and sustainable designs
 - Proven record of maintaining budget and schedule
-

2. Scope of Services

The selected architectural firm shall provide services including, but not limited to:

A. Pre-Design Phase

- Site analysis and feasibility studies
- Programming and space planning
- Cost estimation and schedule development

B. Design Phase

- Schematic design
- Design development
- Construction documents
- Coordination with consultants (structural, MEP, civil, landscape, etc.)

C. Bidding/Procurement Phase

- Assistance in bid preparation and evaluation
- Contractor selection support

D. Construction Phase

- Construction administration
- Site observation and progress meetings
- Review of submittals, RFIs, and change orders
- Final inspections and closeout documentation

3. Project Description

The District is undertaking a series of facility improvements across multiple campuses. The selected firm will provide planning, design, and construction administration services for renovations to the C.A.T.E. facility, restroom upgrades at Esperanza Elementary, press box and ADA restroom improvements at Farmington High School's Hutchison Field, and electrical upgrades to the gymnasium at Piedra Vista High School. In addition, the project includes the development of a new security control center at the District's Central Office. Together, these improvements aim to enhance functionality, safety, accessibility, and overall campus infrastructure.

4. Proposal Requirements

Firms must submit proposals including the following sections:

1. **Cover Letter** – signed by an authorized representative.
2. **Firm Profile** – history, size, and organization.

3. **Relevant Experience** – descriptions of at least three (3) similar educational projects within the last five (5) years.
 4. **Project Team** – résumés of key personnel and subconsultants.
 5. **Approach and Methodology** – outline of design process, communication, and quality control methods.
 6. **Schedule** – preliminary timeline for the project.
 7. **Fee Proposal** – proposed fee structure (percentage or lump sum) and reimbursable expenses.
 8. **References** – at least three client references for similar projects.
-

5. Evaluation Criteria

Proposals will be evaluated on the following factors:

Criteria	Weight
Firm experience with educational projects	25%
Qualifications of proposed team	20%
Design approach and methodology	20%
Past performance and references	10%
Fee proposal and value	20%
Local knowledge and availability	5%

6. Submission Instructions

Deadline: Proposals must be received no later than **January 28, 2026 at 2:00 PM local time.**

Delivery Method:

- **Hand Deliver or Mail**
- **Electronic Submission:** N/A
- **Hard Copy:** Submit One (1) original and five (5) electronic copies of proposal
- **To:**
Farmington Municipal Schools
Attn: Lisa Evans Chief Procurement Officer
RFP 2026-02 Architectural & Engineering Design Services
3401 E 30th, Suite A Farmington, NM 87402

Late proposals will not be accepted.

7. Schedule

Event	Date
RFP Issued	January 7, 2026

Event	Date
Mandatory Pre-Proposal Meeting	January 9, 2026 at 1:00 PM local time at 3401 E. 30 th St., Suite A, Farmington, NM 87402
Deadline for Questions	January 14, 2026
Proposals Due	January 28, 2026 at 2:00 PM local time
Interviews	TBD
Selection and Notification	February 11, 2026
Contract Award	February 13, 2026

8. Additional Information

- The District reserves the right to reject any or all proposals.
 - All costs incurred in preparing a response are the responsibility of the proposing firm.
 - The District may negotiate final terms and conditions with the selected firm prior to contract execution.
-

9. Contact Information

All inquiries concerning this RFP shall be directed in writing to:

Lisa Evans
 Chief Procurement Officer
 levans@fms.k12.nm.us
 (505) 324-9840 x 1518