



Ciudad Soil and Water Conservation District
100 Sun Ave NE Room 160
Albuquerque, NM 87109
505-510-3478



February 13th, 2026

To: All Prospective Offerors
From: Joshua O'Halloran, Chief Procurement Officer

RE: Ciudad SWCD RFP# 0002-3478-2026, Office Space Lease Agreement

Subject: Amendment No. 1

Notice to Offerors:

This Amendment #1 forms a part of the Contract Documents and modifies the original electronic Bidding Documents posted on www.ciudadswcd.org. All other provisions of the RFP and Draft Lease Agreement shall remain unchanged, unless otherwise outlined below. This amendment is hereby made a part of the Contract Documents to the same extent as those provisions contained in the original documents and all itemized listing thereof. Where provisions of the following supplementary data differ from those of the original Contract Documents, this Amendment shall govern and take precedence

The Amendment consists of four (4) pages of information.

II. Scope of the Procurement:

Ciudad SWCD is seeking an office lease agreement for up to a three-year term. The District encourages the development of creative solutions to meet the procurement needs and critical path deliverables, such as build-to-suit, existing space, or a combination of the two.

PREMISES MUST ADHERE TO THE FOLLOWING:

1. The premises must be located within Albuquerque, New Mexico.
2. Square Footage Requirement
 - A. 4000+ Usable Square Footage (USF) and/or Rentable Square Footages (RSF).
 - i. Lobby or Public Waiting, USF or RSF
 - ii. Central Breakroom or Kitchen Space, RSF
 - iii. Public Restrooms. USF or RSF
 - iv. Minimum of 5 Office Spaces, RSF
 - v. Central Office Location, RSF

- vi. Training or Conference Room, **USF or RSF**
 - vii. Storage Space, **USF or RSF**
3. Desired Term Specifics: Initial term of 3-years with one-year renewal option. **Notice of renewal will be in writing given three months prior to lease expiration**
 4. -Desired Occupancy, **Possession of Premises: Ciudad SWCD requests possession of premise 30 days prior to Lease Effective Date.**
 5. Parking:
 - . Total Number of Parking Spaces: **15**
 - . Secured Parking (Company Fleet): **5**
 - . General Public Parking (Employees and Visitors): **10**
 - . Handicapped Parking as required by ADA, state, city or local ordinances. Parking to include accessible and van accessible space to be provided according to city, county and or state standards.
 6. Utilities and Janitorial:

Ciudad SWCD is flexible on the utilities and janitorial services. It is not a requirement that the offeror provides and covers cost for basic utilities and janitorial services. However, the offeror should indicate what would be included and what would ideally be the responsibility of Ciudad SWCD.
 7. Cost shall be submitted separately as indicated below.
 - A. Base Rent: The base rent shall not increase throughout the initial term of the lease.
 - B. Operating Expenses: Offeror shall submit **itemized invoices** in the proposal, per **rentable** square foot, and identify what costs should be considered as operating costs, for example utilities, janitorial services, internet, **taxes, insurance and common area maintenance.**
 - C. An annual escalation on **base rent** and operating costs may be proposed at a rate not to exceed **5%** per annum beginning on the first day of the thirteenth month of the initial lease term and annually thereafter.
 - D. **Reconciliations of operating costs are to be submitted in writing to Ciudad SWCD no later than 90 days after December 31st. Failure to provide reconciliations within 60 days will result in the offeror forfeiting reconciliation payment for that year.**
 8. Ciudad SWCD Lease Agreement, see Appendix D.

Offeror must agree to enter into an all-inclusive/full-service lease agreement., **unless otherwise proposed.**

 - A. Offeror must be able to abide by all the terms and conditions as outlined in the lease agreement.
 - B. Offeror must abide by all local, city, county, state and any applicable statute, rules, policy, etc. that govern the lease agreement.
 9. IT and Telecommunication Requirements

The offeror should describe available IT and Telecommunications that are available on premises **and within the rental square footage**. Offeror should provide drawings of the demarcation line within the building and specify whose responsibility it will be to install IT. Offeror should disclose any phone board that is already in the space.

III. Evaluation Criteria, B. Evaluation Criteria:

Evaluation Criteria

1. Cost Criteria – Total 45 points.
For the purposes of this proposal, Ciudad SWCD has a specific budget for the first year and as stated below the highest points will go to the lowest cost proposal. Cost will be evaluated in three parts as follows:
 - a) Base Cost: 20 points.
Responsive proposals at the highest cost will be given minimum points; the lowest cost proposal will be given the maximum points possible; all others will be prorated.
 - b) Operating Cost: 20 points.
Responsive proposals at the highest cost will be given minimum points; the lowest cost proposal will be given the maximum points possible; all others will be prorated. NOTE: Should only include **CAM, Tax, Insurance**, Janitorial, Electric, Gas, Sewer, Water, and Internet.
 - c) Escalation provision: 5 points.
Responsive proposals at the highest percentage will be given minimum points; the lowest percentage proposal will be given the maximum points possible; all others will be prorated.

NOTE: The desired escalation is **5%**: a lower escalation shall result in a high evaluation score, a higher escalation shall result in a lower evaluation score.

IV. Proposal Organization, C. Proposal Format:

The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

Proposals must be submitted as follows:

1. Technical Proposals:

The Technical Proposal must include all the following mandatory items:

- A. Acknowledgement of Receipt Form.
- B. Letter of Transmittal.
- C. Campaign Contribution Form.
- D. Description and **drawing of** Proposed Premises.
- E. Lease Commencement Date and **Lease Effective Date**
- F. Description of Property, including but not limited to: **usable and rentable** square footage; public restroom; kitchen and or break room space; conference or training room, parking; utilities and special services; current floor plan; and

map of proposed premises (aerial view, Google map, etc.).

- G. Description Quality of Lease Space and address added incentives.
- H. Description of IT and Telecommunications.
- I. List of energy efficient technology, products and services that have been or will be incorporated into the premises.
- J. Organizational References, include resume, project list with location and cost; and Financial Reference Letter, on bank letterhead, containing Offeror's name and other DBA and AKAs of a business or personal nature under which the Offeror operates; length of association, and a statement as to the current financial stability of the Offeror that demonstrates a presumed ability to maintain a healthy business relationship with a financial institution; with the official seal of the banking institution.
- K. Proof of Ownership of Proposed Premises.
- L. Exceptions to the Draft Lease Agreement Terms and Conditions.
- M. Additional Terms and Conditions to Draft Lease Agreement.
- N. **Certification from Offeror and Owner that the premises is free of Hazardous Materials.**

2. Cost Proposals:

All discussion of cost must occur ONLY in the Cost Proposal. Cost Proposal shall include all the following mandatory items:

- C. Base Lease Cost.
- D. Operating Expenses, including estimates for items not provided by Offeror, such as **CAM, tax, insurance**, utilities, janitorial services and/ or internet expenses.
- E. Term Options.