

**The City of Santa Fe
AND
Office of Economic Development**

REQUEST FOR PROPOSALS (RFP)

**Project
Redevelopment of the Midtown Visual Arts Center**



CITY OF
Santa Fe

**RFP#
23/17/P**

Amendment #2

The Office of Economic Development is amending the Best and Final Offer and the Oral Presentation dates to the week of April 10, 2023.

The Evaluation Committee met pursuant to the Sequence of Events, as amended, and developed several Requests for Clarification that are currently being drafted for circulation to the Offeror(s), as part of the Best and Final Offer phase in the Sequence of Events.

The amended date for the Oral Presentations is provided below. The Procurement Manager will coordinate meeting date and time with the Offerors and the Evaluation Committee for the week of April 10, 2023.

Subsequent dates in the Sequence of Events have been amended accordingly and remain subject to change.

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the Solicitation contains the schedule of events, the descriptions of each event, and the conditions governing this procurement.

A. SEQUENCE OF EVENTS

The City’s Central Purchasing Office and the Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1) Issue Solicitation (RFP)	Central Purchasing Office	December 1, 2022
2) Pre-Proposal Conference (Site Tour) <i>Not Mandatory</i>	Requesting Department	December 13, 2022 11:30am -1:00pm <i>On-site walking tour</i>
3) Pre-Proposal Conference (Q&A Session) <i>Not Mandatory</i>	Requesting Department	December 15, 2022 11:30am -1:00pm <i>Web-based meeting</i>
4) Acknowledgement of Receipt Form	Potential Offerors	December 16, 2022 3:00pm
5) Deadline to submit Written Questions	Potential Offerors	December 30, 2022 3:00pm
6) Response to Written Questions	Procurement Manager	January 13, 2023
7) <u>Added Tour</u> Pre-Proposal Conference	Requesting Department	January 21, 2022 11:30am -1:00pm

(Site Tour #2) <i>Not Mandatory</i>		<i>On-site walking tour</i>
8) <u>Added Session</u> Pre-Proposal Conference (Q&A Session #2) <i>Not mandatory</i>	Requesting Department	January 23, 2022 11:30am -1:00pm <i>Web-based meeting</i>
9) Deadline to submit Written Questions #2	Potential Offerors	January 30, 2023 3:00pm
10) Responses to Written Questions #2	Requesting Department	February 10, 2023
11) <i>Submission of Proposal</i>	<i>Potential Offerors</i>	February 3, 2023 March 2, 2023 3:00pm
12) *Proposal Evaluation	Evaluation Committee	February 15, 2023 March 15, 2023
13) *Selection of Finalists	Evaluation Committee	February 17, 2023 March 17, 2023
14) *Best and Final Offers	Finalist Offerors	February 24, 2023 March 24, 2023 April 10-14, 2023
15) *Oral Presentation(s)	Finalist Offerors	February 27-28, 2023 March 27-28, 2023 April 10-14, 2023
16) *Finalize Contractual Agreements (<i>Exclusive Negotiations Agreement</i>)	Requesting Department/Finalist Offerors	March 31, 2023 April 28, 2023 May 31, 2023
17) *Contract Awards	Requesting Department/ Finalist Offerors	April 12, 2023 May 12, 2023 June 8 or 29, 2023
18) *Protest Deadline	Central Purchasing Office	+15 days

* Dates indicated in Events 12 through 18 are proposed and may be subject to change at the City's discretion without necessitating an amendment to this Solicitation.