- 1. Email Marlene Chavez at MarleneChavez@cabq.gov requesting access to ProCore
- 2. Follow the email link from ProCore to set up your password
- 3. Go to login.procore.com and login using your cabq.gov email address and the password you entered on step 2.
- 4. Click select a project in the upper left:

| $\leftrightarrow$ $\rightarrow$ C $\textcircled{a}$ | O A                   | <b>≂≏ ⊠</b> https://u  | s02. <b>procore.co</b> m/ | 56294995      | 3507861/   | company/home, | list                            |       |
|---|-----------------------|------------------------|---------------------------|---------------|------------|---------------|---------------------------------|-------|
| G Legistar 🕘 Council 🖓 con                          | ning 🛛 🗿 ABC PAL 🍙 ID | O 🍙 AGIS 🔶 M           | MR-COG 😈 Krond            | s 💽 Proc      | ore CoA Ho | me 💮 HRMProd  | I 💮 FINProd                     | 🛞 A   |
|   | ect a Project         | mpany Tools<br>rtfolio | ★ Favorites               |               |            |               |                                 |       |
| PORTFOLIO   | Projects Execut       | tive Dashboard         | Health Dasht              | poard         | My Open    | Items Fina    | ncial Views                     | •     |
| Search projects Displaying 1 - 25 of 40             | Q Group By: N         | lone 🔻 🛛 Add           | Filters 🔻 🧍               | Active        | Clear All  |               |                                 |       |
| Name*   | Project Number        | Address                | City                      | State         | ZIP        | Phone         | Program                         |       |
| 2025 General Obligati<br>Bond Program               | ion                   |                        | ALBUQUERQUE               | New<br>Mexico | 87103      | 505-768-3616  |                                 |       |
| 60th and Central                                    | 798292(1)-<br>WO-04   | 109 60th<br>Street NW  | Albuquerque               | New<br>Mexico | 87105      |               | 798292(1) - Fra<br>Construction | anken |
| ABQ Balloon Museum                                  |                       | 9201 Balloon           | Albuquerque               | New           | 87113      |               | 7204.003 - Gre                  | er    |

5. This will bring you a search bar, enter 2025, and choose "2025 General Obligation Bond Program":

| $\leftarrow \rightarrow$ | C         | ŵ          |                           | 0               | 8 ≕             | http:                     | s://us02. <b>pr</b> | ocore.com | /5629499          | 53507861   | 1/compar | ny/home/ | list      |
|--------------------------|-----------|------------|---------------------------|-----------------|-----------------|---------------------------|---------------------|-----------|-------------------|------------|----------|----------|-----------|
| G Legistar               | Co        | uncil U    | pcoming                   | ABC Plan        | IDO             | AGIS                      | ♦ MR-CO             | G 😈 Kron  | nos 💽 Pro         | core CoA H | lome     | HRMProd  | 🕀 FIN     |
| one<br>Albu<br>R         |           |            | City of All<br>Sciect a F | Project         | Compa<br>Portfo | any Tools<br>D <b>lio</b> | • *                 | Fevorite  | 3                 |            |          |          |           |
| o PC                     | ORTF      | <b>GLI</b> | 2025                      |                 |                 |                           |                     | ×st       | ntoard            | Му Оре     | en Items | Fina     | ncial Vie |
| Search                   | projects  | 5          | 2025 Ge                   | neral Obligatio | n Bond Pr       | ogram                     |                     | Ζ         | Status:<br>Active | Clear A    | .11      |          |           |
| Display                  | ing 1 - 2 | 5 of 4C    |                           | City of A       | Albuque         | erque                     | C                   | hange     |                   |            |          |          |           |
| N                        | lame▼     |            |                           | Project Num     | ber A           | Address                   | City                |           | State             | ZIP        | Phone    |          | Program   |



7. Choose "Correspondence":

| $\leftarrow \   \rightarrow$ | Cí                  | ධ               | 0                           | 8 = 8        | https://   | us02. <b>pro</b>   | ore.com/56 | 629499545 | 91712/proj  | ject/home    |         |        |
|------------------------------|---------------------|-----------------|-----------------------------|--------------|------------|--------------------|------------|-----------|-------------|--------------|---------|--------|
| G Legistar                   | Cour                | ncil Upcoming 🧉 | 🕽 ABC Plan 🧯                | ) ido 🏼 🌒 A  | AGIS 🔶     | MR-COG             | U Kronos   | C Procore | CoA Home    | HRMProd      | FINProd | 🛞 ALTS |
| n A                          | DNE<br>LBUQU<br>RQU | City of<br>2025 | f Albuquerque<br>General Ob | ligation Bor | <b>n</b> • | Project To<br>Home | eloc       | • Q Se    | earch Proje | ct           |         |        |
|                              |                     | Core To         | ols                         |              | (          | Proje              | ect Manag  | gement    |             |              |         |        |
|                              |                     | Home            |                             |              |            | Corres             | pondence   |           |             | Drawings     |         |        |
|                              |                     | Reports         |                             |              |            | Emails             |            |           |             | Specificatio | ons     |        |
|                              |                     | Documen         | ts                          |              |            | RFIs               | Ð          |           |             |              |         |        |
|                              |                     | Directory       | ,                           |              |            | Submi              | ttals 🕀    |           |             |              |         |        |
|                              |                     | Tasks           |                             |              |            | Transn             | nittals    |           |             |              |         |        |
|                              |                     | Admin           |                             |              |            | Punch              | List 🕀     |           |             |              |         |        |

8. Choose "Create" and then "Prt. 1 - 2025 General Obligation Project Request" in the upper right:

| TRUE         |                        |         |               |            |           |          |  |
|--------------|------------------------|---------|---------------|------------|-----------|----------|--|
| Corr         | espondence List Archiv | e       |               |            |           |          | Export 🔹 🚺 + Create                                |
| Search       | Q Add Filter 🔻         |         |               |            |           |          | Prt.1 - 2025 General Obligation<br>Project Request |
| Bulk Actions | •                      |         |               |            |           | 1-15     | Prt.2 - 2025 General Obligation<br>PRF             |
|              |                        |         |               |            |           |          | Prt.3 - Sub-Project Plan/O&M<br>Analysis           |
|              | Number                 | Subject | Last Activity | Created By | Issued On | Due Date | Prt.4 - Decade Plan - Needs                        |

## 9. Fill in the appropriate information, be sure to click "Create and Issue" at the bottom right when finished:

|                          | Deficiency %   | Growth %        |
|--------------------------|--|-----------------|
| landate %                | Mandate Name and Information                         |                 |
| ustification/Alternative |  |                 |
|                          | 12pt ~ <u>A</u> ~ <u>e</u> ~ <u>e</u> ~ <del>o</del> |                 |
| rolect Address/Location  | Citywide   | Activity Center |
| M House District(s)      | NM Senate District(s)                                | Census Tract    |
| n -                      |  | 1               |

## 10. Select "Create & Link" and Choose "Prt.2 - 2025 General Obligation PRF" in the upper right:

| < → C @                               | ○ 合 #2 10 https://us02.pro                     | core.com/562949954526432/proje | ct/generic_tool/show/56 | 29499550307387kubt    | ab vitemõrtool jid x 56294 | 19953522392              |                        |                 |            |                      | . ₹              | 10       | ۵ غ     | <u>ه</u> |
|---------------------------------------|--|--------------------------------|-------------------------|-----------------------|----------------------------|--------------------------|------------------------|-----------------|------------|----------------------|------------------|----------|---------|----------|
| 🕒 Legistar 🕘 Council Upcoming 🏼 🕘 ABI | C Plan 🎯 IDO 🎯 AGIS 🔶 MR-COG                   | Kronos 💽 Procore CoA Home      | HRMProd 🕀 FINProd       | 😥 ALTS Capital Outlay | ③ NMDFA Capital Sh         | narepoint-DMD 👶 ICIP/CPM | 5 🕀 Albuquerque, NM L  | aws 🚺 Public We | orks 💿 IDO | 📀 Capital Outla      | /Web 🕃           | 2.61.6 N | мас     | - 3      |
| ALBUQUE City of Albu                  | querque Project Tools<br>andbox Correspondence | Q Search Project               |                         | Ch1 K                 | ★ Favorites                |                          |                        |                 |            | Apps<br>Select an Ap | <sub>ю</sub> - ( | 9 🗳      | ٠       | SM       |
| Correspondence > 2025 General C       | Ubligation Project Request #25 GO              | -1                             |                         |                       |                            |                          |                        |                 |            |                      |                  |          |         |          |
|                                       |  |                                |                         |                       |                            |                          |                        |                 | Export •   | Create &             | Link •           | Ed       | it      | :        |
| General Related Items (0) Ema         | ils (0) Change History (1) Per                 | missions                       |                         |                       |                            |                          |                        |                 |            | Tools                |                  |          |         |          |
|                                       |  |                                |                         |                       |                            |                          |                        |                 |            | RFI                  | C                |          |         |          |
|                                       |  |                                |                         |                       |                            |                          |                        |                 | ~          | Change               | event            |          |         |          |
| General Information                   |  |                                |                         |                       |                            |                          |                        |                 |            | 2025 G               | eneral Ot        | ligation | PRFpt   | 2        |
| Number<br>25 GO1                      |  | State                          | is<br>m                 |                       |                            | Sut                      | ject                   | -               |            | 2025 Ge<br>Request   | eneral Ob        | ligation | Project | t        |
| Private                               |  | Crea                           | ted At                  |                       |                            | Cre                      | ated By                |                 |            | Sub-Pro              | ject Plan        | /0&M A   | nalysis |          |
| No                                    |  | 2/22                           | /2024                   |                       |                            | Sha                      | wn Maden (City of Albe | uquerque)       |            |                      |                  |          |         |          |

## 11. Repeat Step 8

## IF this program needs a Sub Project form or impacts Operating or Maintenance costs, proceed to step 12. Otherwise, repeat Steps 6-11 for each additional request.

12. Repeat Step 10, except choose "Prt. 3 - Sub Project Plan/O&M Analysis" instead of "2025 General Obligation PRF pt. 2" from the "Create & Link" pulldown menu.