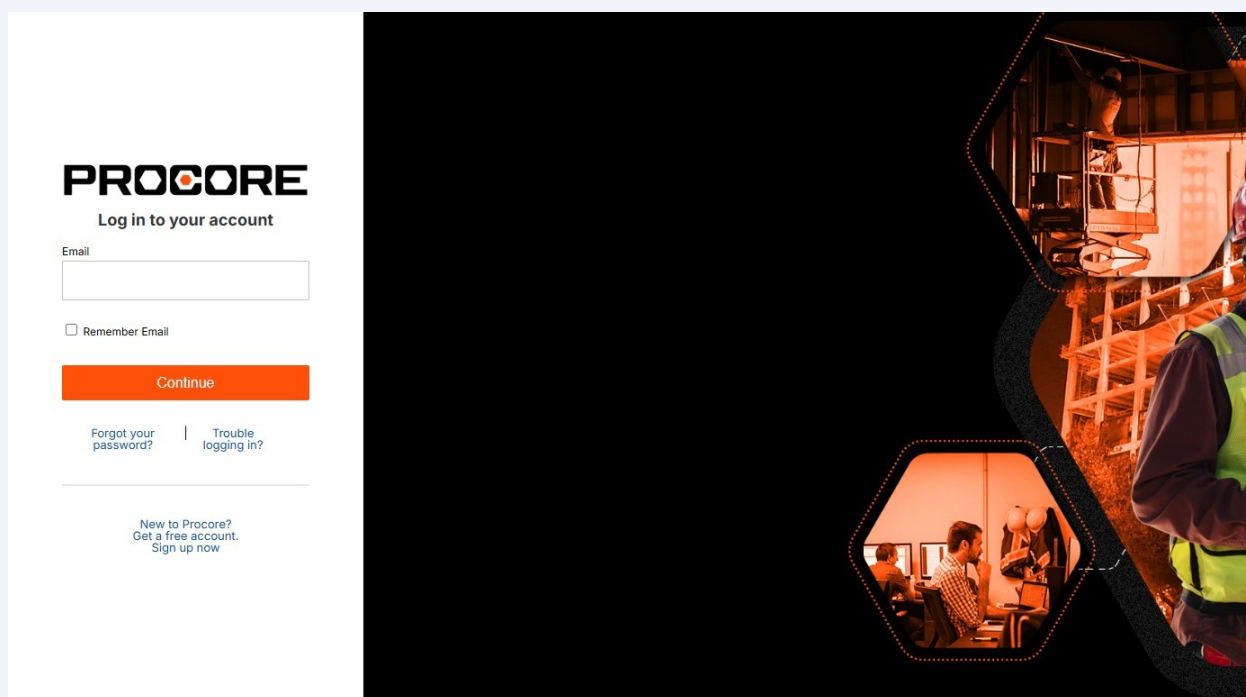


# General Obligation Bond Project Request Form Guide

All project request submissions must be completed through the City of Albuquerque's CIP project management system, ProCore.

Access to ProCore requires a username and password. To request access, please email all inquiries to [ProcoreAdmin@cabq.gov](mailto:ProcoreAdmin@cabq.gov).

- 1 Navigate to [https://login.procore.com/?cookies\\_enabled=true](https://login.procore.com/?cookies_enabled=true)



## Project Selection

- 2 Search for and select '2027 General Obligation Bond Program'.

Projects List

Search

More Filters

Select a column to g

Active: Yes

Project Name	Number	Address	Stage	Project Type	Region	Program	Department
<a href="#">WECH Air Quality</a>	<a href="#">pending</a>	7440 Jim McDowell Rd	<a href="#">Work in Progress</a>	Testing	Council District 1	155477 - Bruce...	Municipal Development
<a href="#">Herman Sanchez Foundation iss...</a>	<a href="#">Pending project</a>	1830 Williams St. SE	<a href="#">Potential - Upcoming</a>		Council District 2		Municipal Development
<a href="#">Micro Homes (Test)</a>	<a href="#">923</a>	3401 Pan American...	<a href="#">Post-Construction</a>	New Construction	Council District 7		Municipal Development
<a href="#">Pino Yard Bldg F - Lighting</a>	<a href="#">803100.5.16</a>	One Civic Plaza NW	<a href="#">Warranty</a>	Renovation	Council District 2	153470 - Wizer...	Municipal Development
<a href="#">Real Time Crime Center (RTCC...</a>	<a href="#">803100.4.5</a>	11510 Sunset Gardens Rd SW	<a href="#">Completed</a>	Renovation	Council District 3	152331 - WSP	Police
<a href="#">BioPark Zoo Catwalk Back of H...</a>	<a href="#">8031.00.4.20</a>	903 10th Street SW	<a href="#">Completed</a>	Renovation	Council District 2	105207 - Jaynes...	Arts & Culture
<a href="#">Explora Brillante Commissioning</a>	<a href="#">8028.021.12</a>	1701 Mountain Rd NW	<a href="#">Course of Construction</a>	Design	Council District 2	155569 - EEA	Arts & Culture
<a href="#">Gateway Center for Behavioral ...</a>	<a href="#">795400</a>	5400 Gibson	<a href="#">Warranty</a>	Renovation	Council District 6	124178 - Mullen...	Health, Housing

Projects List

2027

More Filters

Select a column to g

Active: Yes

Project Name	Number	Address	Stage	Project Type	Region	Program	Department
<a href="#">2027 General Obligation Bond Program</a>	<a href="#">2027 GO</a>	One Civic Plaza NW	<a href="#">Potential - Upcoming</a>		Council District 2		

## Correspondence Tool Access

3

Navigate to Correspondence tool via Project Tools menu.

**ONE ALBUQUE RQUE** City of Albuquerque 2027 GO - 2027 General O... Project Tools Home For each T&M Ticket, show the linked T&M subcontractor d Ctrl K ★ Favorites

You are currently viewing a test project. This is intended for learning purposes so you can get to know Procore.

## 2027 GO - 2027 General Obligation Bond Program

Overview

### Project Information

2027 General Obligation Bond Program

One Civic Plaza NW, Albuquerque, NM, US, 87102

49°F 55 | 42

Stage: Potential - Upcoming | Type: -- | Region: Council District 2 | Square Footage: --

### Project Links

Add a Project Link

Project Links help your team access and internal resources related to this project.

Add Project

### 2027 GO Bond Program and Decade Plan

This Procore project serves as the centralized platform for managing development of the City of Albuquerque's 2027 General Obligation (GO) Bond Program in accordance with Council Resolution R-25-217.

City departments shall use the Correspondence Tool to prepare and submit four-part Project Request Forms (PRFs). All submissions must align with the adopted evaluation criteria and weighted scoring framework established by resolution, including rehabilitation priorities, operating budget impact.

### Project Dates

12/15/2025 - 11/02/2027

Name	Baseline Date	Actual Date	Value
Start Date	12/15/2025	12/15/2025	0
Completion Date	11/02/2027	11/02/2027	0

### Navigation

- Core Tools: Home, 360 Reporting, Documents, Directory, Tasks, Connection Manager (New), Admin, Maps (Beta)
- Project Management: **Correspondence**, Emails, RFIs (+), Submittals (+), Transmittals, Punch List (+), Meetings, Schedule (Legacy), Daily Log, Photos
- Financial Management: Funding, Budget, Direct Costs, Commitments, Change Orders, Change Events (+), Invoicing

## Part 1 Request Creation

4 Click "+ Create" and select "Prt.1 - 2027 General Obligation Project Request".

Project Tools  
Correspondence

List all Timecards approved by David. Ctrl K ★ Favorites

Apps  
Select an App

Learn More


+ Create Export Insights

Filters

Select a column to group

Configure

0 Items

Subject	Last Activity	Assignees	Created By	Issued On	Due Date
 <p>No Correspondence found</p>					

Project Tools  
Correspondence

List all Timecards approved by David. Ctrl K ★ Favorites

Apps  
Select an App

Learn More


+ Create Export Insights

Filters

Select a column to group

Configure

0 Items

Subject	Last Activity	Assignees	Created By	Issued On	Due Date
 <p>No Correspondence found</p>					

- Prt.1 - 2027 General Obligation Project Request
- Prt.2 - 2027 General Obligation PRF
- Prt.3 - 2027 GO Sub-Project Plan
- Prt.4 - 2027 O&M Analysis/Decade Plan

5 Enter the project title in the Subject field.

Prt.1 - 2027 General Obligation Project Request #PRF Pg.1-1

General Information

Number: PRF Pg.1 - 1 | Status: OPEN

Created At: 2026-04-24 | Created By: Vanessa Martinez

Subject: [Empty field]

Private:  Private

Issued At: 2026-04-24 | Received From: [Empty field]

Description: Sent from Procure

Department: [Empty field] | Department Ranking: [Empty field] | Division: [Empty field] | City Council District(s): [Empty field]

Rehab %: [Empty field]

Funding Data

Amount requested for the 2027 GO cycle: [Empty field] | Department Request if 20% additional total funding is: [Empty field] | Previous Cycle Deadw. Plan Request: [Empty field] | Previous GO Cycle req: [Empty field]

6 Enter the funding intentions in the Description field.

Created At: 2026-04-24 | Created By: Vanessa Martinez | Iss: 20

Description: Sent from Procure

Department: [Empty field] | Department Ranking: [Empty field] | Div: [Empty field]

Rehab %: [Empty field]

## 7 Fill in Departmental information fields.

**General Information**

Number: PPF Pg.1 - 1 | Status: **OPEN** | Subject: | Private:

Created At: 2026-04-24 | Created By: Vanessa Martinez | Issued At: 2026-04-24 | Received From: |

Description

**B I U S** | **☰ ☰ ☰** | **☰ ☰ ☰** | **☰ ☰ ☰** | **☰ ☰ ☰** | 12pt | **A** | **🔗** | **📄** | **↶** | **↷**

Sent from Procore

**Department**: | **Department Ranking**: | **Division**: | **City Council District(s)**: |

**Rehab %**: |

**Funding Data**

**Amount requested for the 2027 GO cycle**: | **Department Request if 20% additional total funding is available**: | **Previous Cycle Decade Plan Request**: | **Previous GO Cycle requested**: |

\* Required fields

## 8 Complete the Funding Data section.

**Funding Data**

**Amount requested for the 2027 GO cycle**: | **Department Request if 20% additional total funding is available**: | **Previous Cycle Decade Plan Request**: |

**Previous GO Cycle received**: |

**Other Funding Sources**

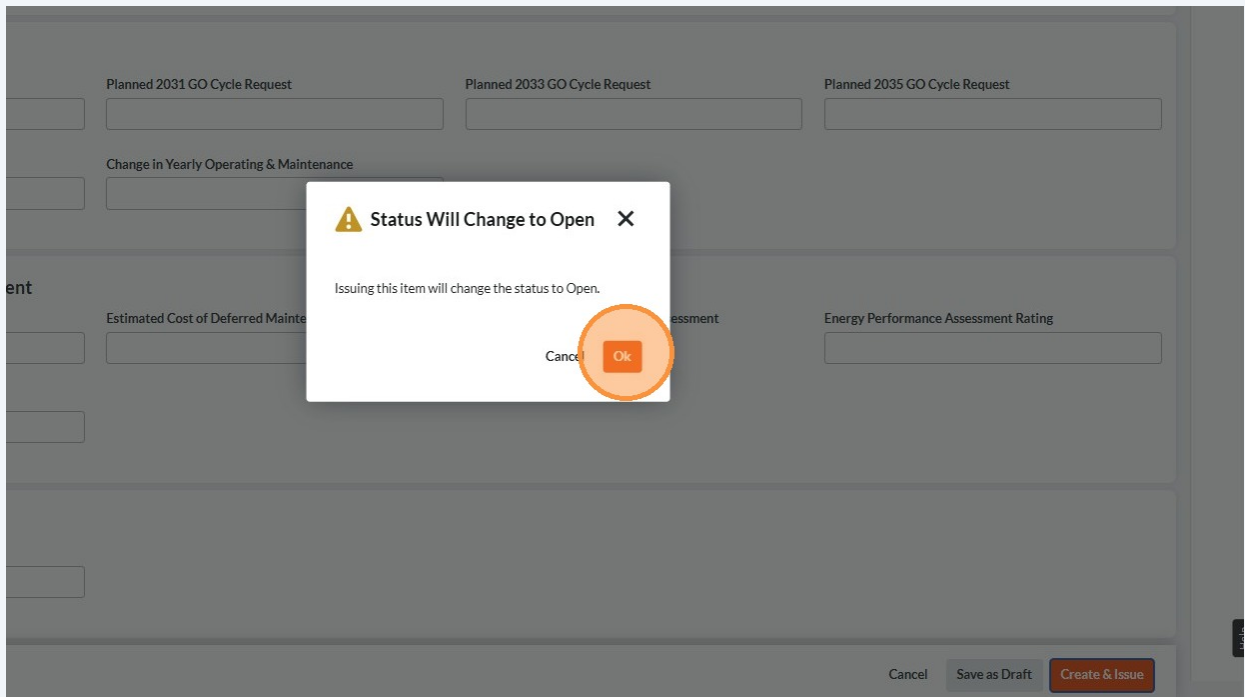
**B I U S** | **☰ ☰ ☰** | **☰ ☰ ☰** | **☰ ☰ ☰** | **☰ ☰ ☰** | 12pt | **A** | **🔗** | **📄** | **↶** | **↷**

**Total Secured Funding**: | **Total Project Cost**: |

**Funding Impacts**

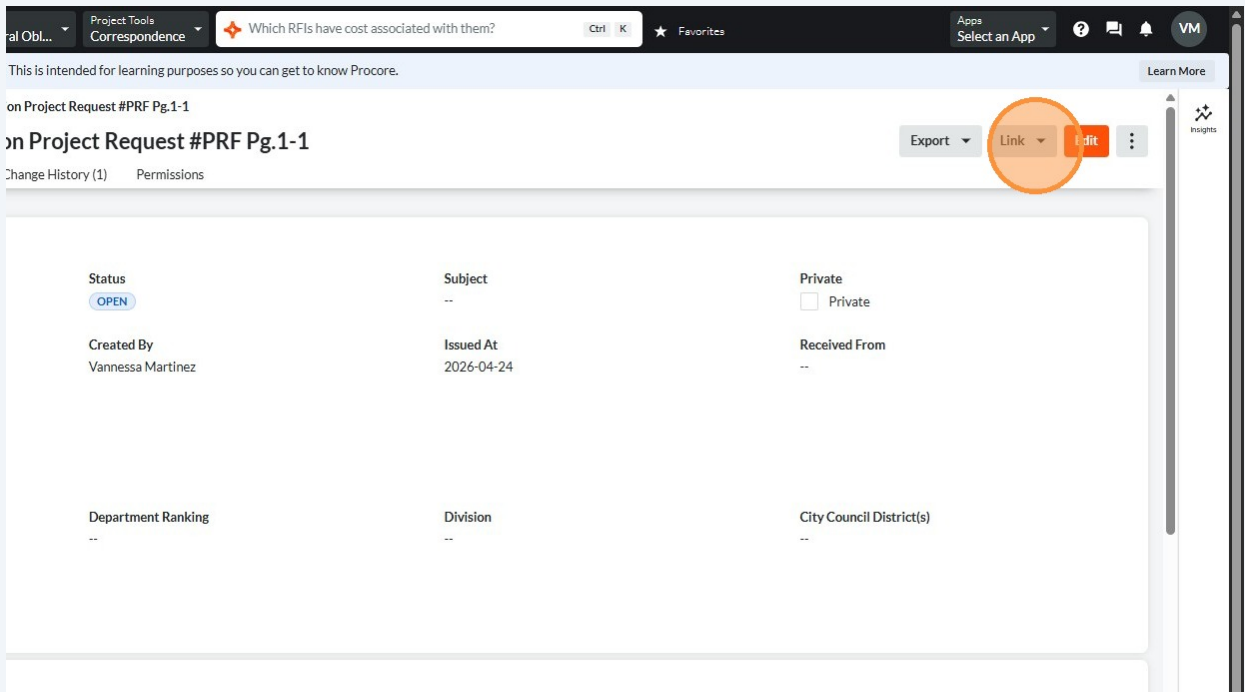
**Planned 2029 GO Cycle Request**: | **Planned 2031 GO Cycle Request**: | **Planned 2033 GO Cycle Request**: |

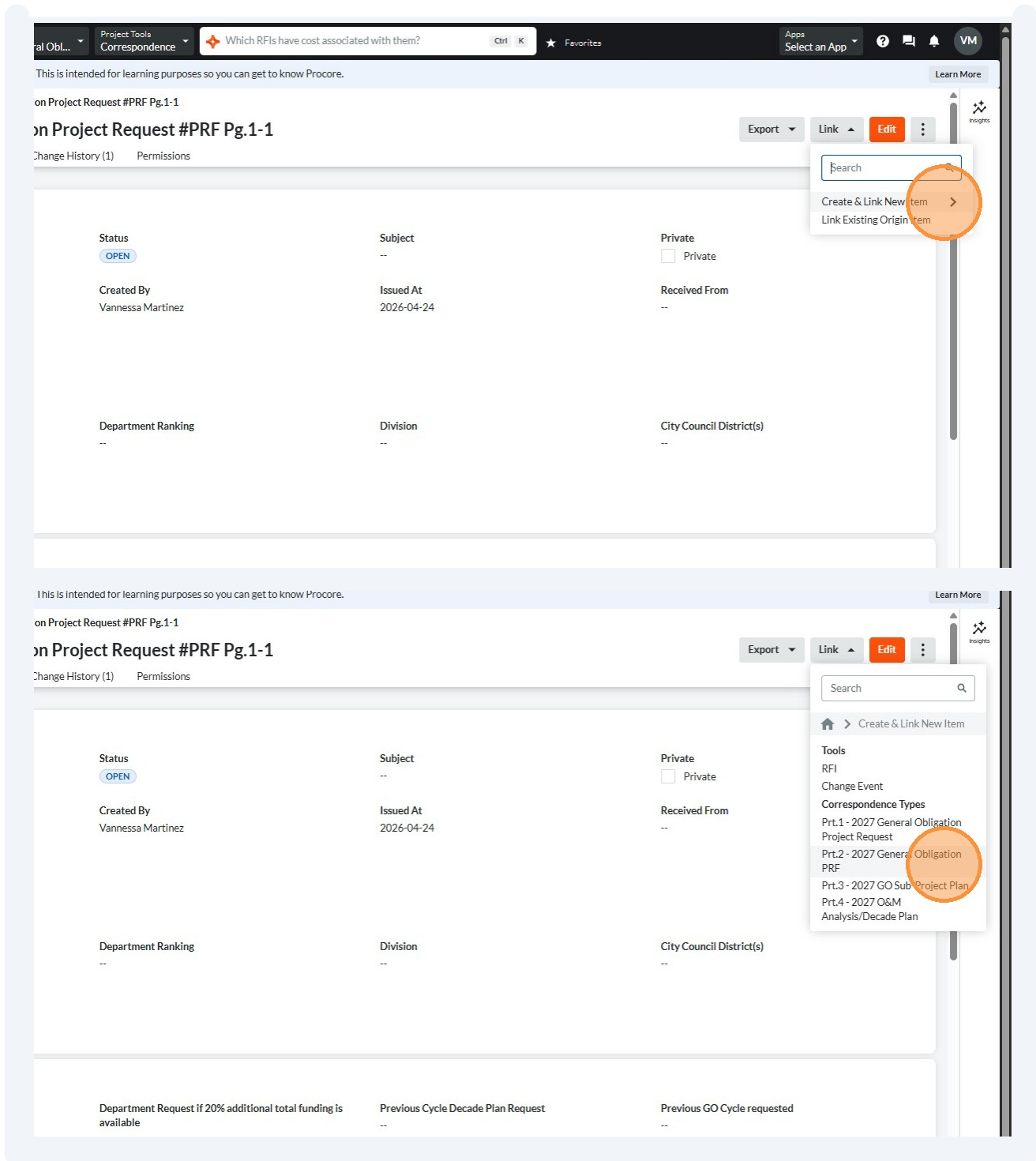




## Linked Item Creation

11 Click 'Link' and select 'Create & Link New Item' to generate the Part 2 form.





## Part 2 Form Completion

## 12 Verify Subject matches Part 1 request and select Due Date.

Correspondence > New Prt.2 - 2027 General Obligation PRF

### New Prt.2 - 2027 General Obligation PRF

General Information

Number \* PRF Pg.2 - 1 Status \* DRAFT X -

Subject

Created At -- Created By -- Issued At --

Leave this section as is

Attachments \* Attach Files or Drag & Drop

Scope

B I U S [List Icons] 12pt [Font Icons]

## 13 Fill in Scope, Current Project Status, and ICIP # fields.

Attachments \* Attach Files or Drag & Drop

Scope

B I U S [List Icons] 12pt [Font Icons]

Current Project Status

B I U S [List Icons] 12pt [Font Icons]

ICIP #

## 14 Upload files to the Attachments section.

Obligation PRF



Status \*  X

Subject

Private  Private

Created By --

Issued At --

Due Date

Attach Files  
or Drag & Drop

12pt

12pt

## 15 Complete the Criteria section fields.

Criteria

Program or Priority Objective

5 and/or 1 Year Goals

Justification/Alternative

**16** Fill in Project Data and Map/Location Data sections.

Visit [cabq.gov/gomaps](http://cabq.gov/gomaps) for detailed location data.

The screenshot shows two sections of a form, both highlighted with an orange border. The first section, titled 'Project Data', contains a date field for 'Project Start Date' (format mm/dd/yyyy), a text field for 'Growth %', a text field for 'Deficiency %', and a text field for 'Mandate Name and Information'. The second section, titled 'Map/Location Data', contains a text field for 'Project Address/Location', a checkbox for 'Citywide', a checkbox for '1980's Boundary', a checkbox for 'Activity Center', a text field for 'Social Vulnerability Index', a text field for 'Census Tract', and a text field for 'NM Senate District(s)'.

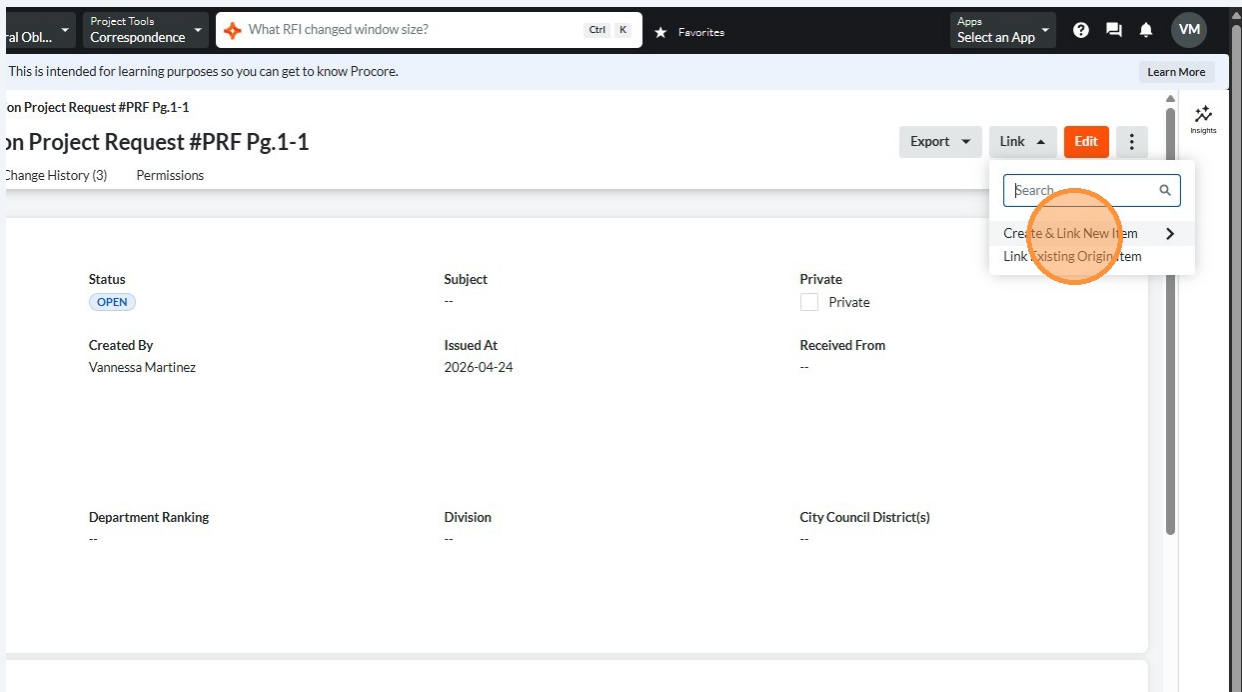
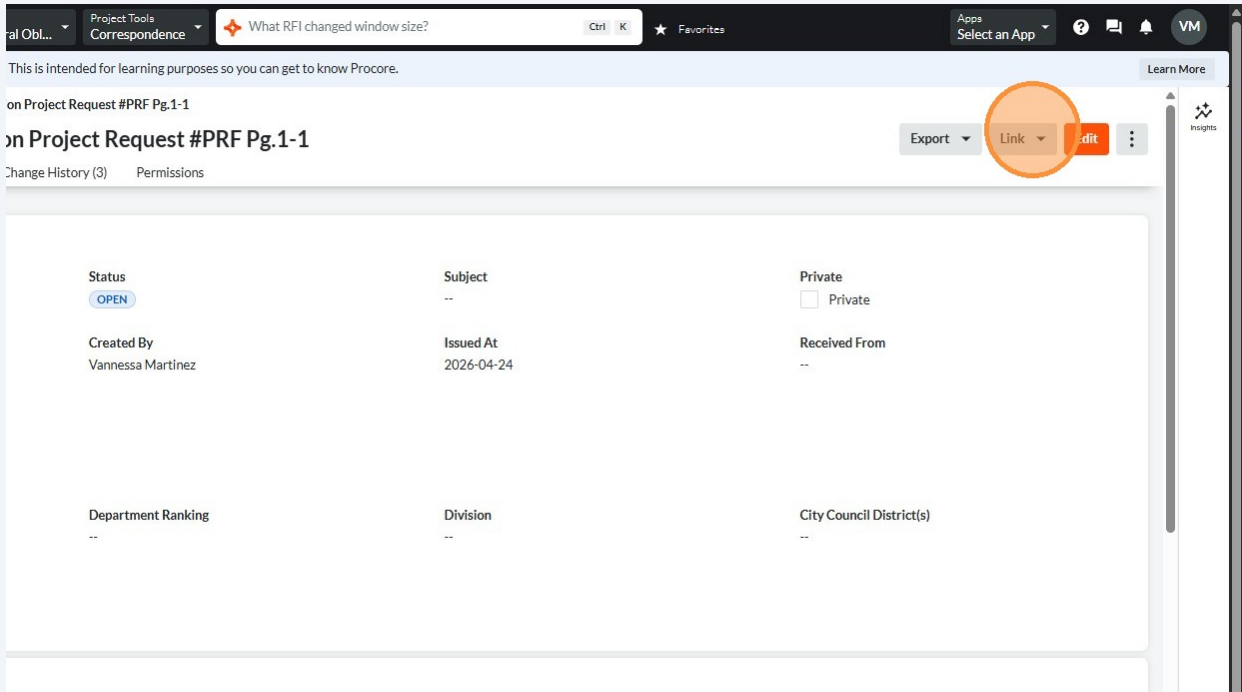
**17** Click 'Create & Issue' to submit the Part 2 request.

The screenshot shows the bottom portion of the form. It includes a text field for 'SRC Priority Ranking'. At the bottom right, there are three buttons: 'Cancel', 'Save as Draft', and 'Create & Issue'. The 'Create & Issue' button is circled in orange. A 'Help' button is visible on the right side of the form. The footer of the page reads 'POWERED BY PROCORE'.

# Linked Item Creation

18

Click 'Link', select 'Create & Link New Item', and choose 'Prt.3 - 2027 GO Sub-Project Plan'.



on Project Request #PRF Pg.1-1

## on Project Request #PRF Pg.1-1

Change History (3) Permissions

Export Link Edit

Search

Create & Link New Item

Tools

- RFI
- Change Event

Correspondence Types

- Prt.1 - 2027 General Obligation Project Request
- Prt.2 - 2027 General Obligation PRF
- Prt.3 - 2027 GO Sub-Project Plan
- Prt.4 - 2027 O&M Analysis/Decade Plan

Status: OPEN

Subject: --

Private:  Private

Created By: Vanessa Martinez

Issued At: 2026-04-24

Received From: --

Department Ranking: --

Division: --

City Council District(s): --

Department Request if 20% additional total funding is available: --

Previous Cycle Decade Plan Request: --

Previous GO Cycle requested: --

## Part 3 Form Completion

### 19 Verify Subject matches Prt. 1 - 2027 General Obligation Project Request.

Correspondence > New Prt.3 - 2027 GO Sub-Project Plan

#### New Prt.3 - 2027 GO Sub-Project Plan

##### General Information

Number \*  
PRF Pg.3 - 1

Status \*  
DRAFT X

Subject

Created At  
--

**Leave this section as is**

Created By  
--

Issued At  
--

##### Sub-Project 1

Sub Name 1

Sub Location 1

##### Sub Description 1

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Sub Amount Estimate 1

20

Enter Sub-Project details including Name, Location, Description, and Amount Estimate.

Sub-Project 1

Sub Name 1

Sub Location 1

Sub Description 1

**B** *I* U ~~S~~ 12pt

Sub Amount Estimate 1

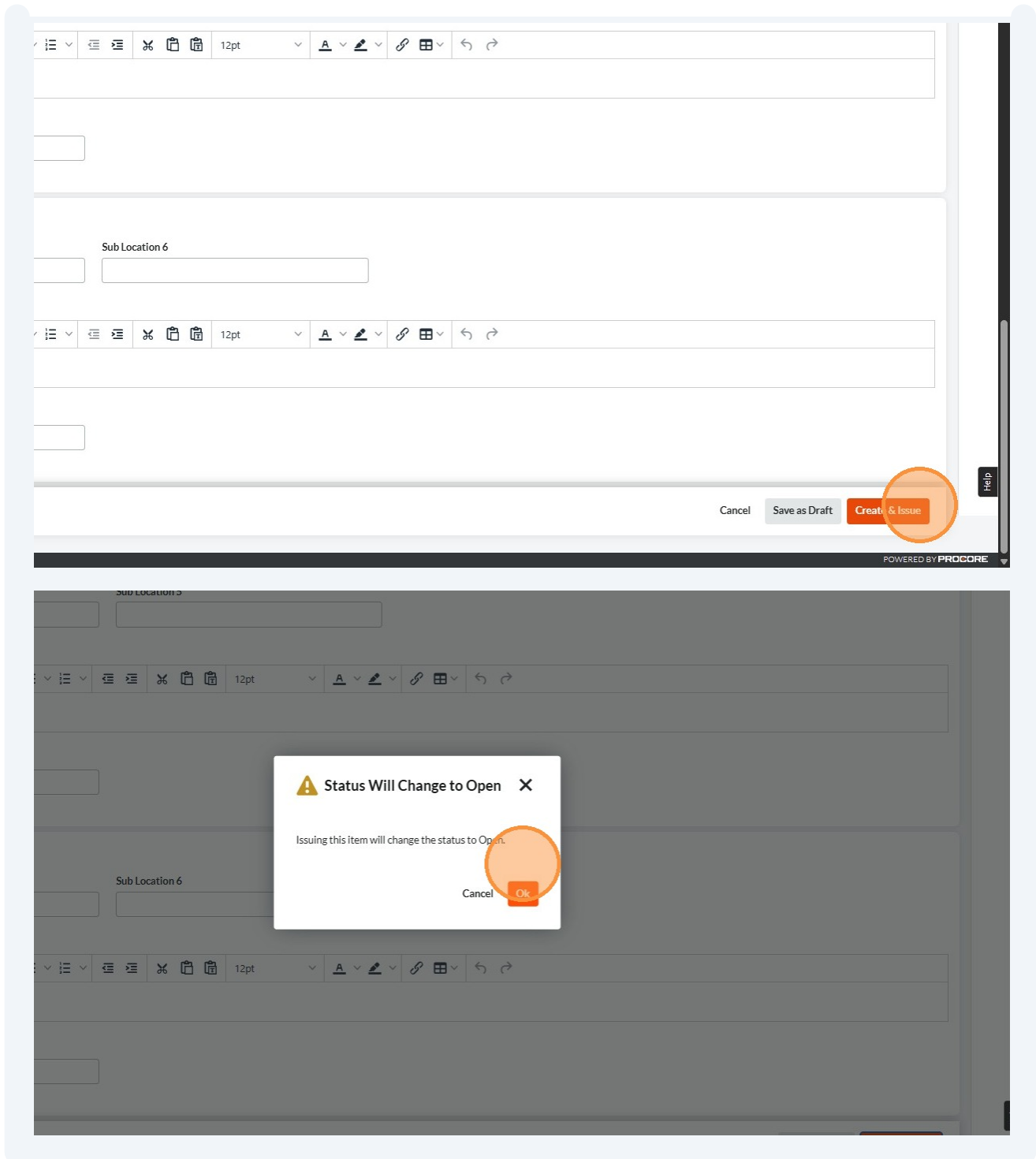
Sub Project 2



Enter details for up to six sub-projects in the subsequent sections.

21

Click 'Create & Issue' and select 'Ok' to submit the Part 3 request.



## Linked Item Creation

22

Click 'Link', select 'Create & Link New Item', and choose 'Prt.4 - 2027 O&M Analysis/Decade Plan'.

Project Tools Correspondence In the concrete pour schedule email, what inspection was reques Ctrl K Favorites Apps Select an App ? VM

This is intended for learning purposes so you can get to know Procore. Learn More

on Project Request #PRF Pg.1-1

### on Project Request #PRF Pg.1-1

Export Link Edit

Change History (3) Permissions

Status	Subject	Private
OPEN	--	<input type="checkbox"/> Private
Created By	Issued At	Received From
Vannessa Martinez	2026-04-24	--
Department Ranking	Division	City Council District(s)
--	--	--

Project Tools Correspondence In the concrete pour schedule email, what inspection was reques Ctrl K Favorites Apps Select an App ? VM

This is intended for learning purposes so you can get to know Procore. Learn More

on Project Request #PRF Pg.1-1

### on Project Request #PRF Pg.1-1

Export Link Edit

Change History (3) Permissions

Status	Subject	Private
OPEN	--	<input type="checkbox"/> Private
Created By	Issued At	Received From
Vannessa Martinez	2026-04-24	--
Department Ranking	Division	City Council District(s)
--	--	--

Search

- Create & Link New Item
- Link Existing Origin Item

on Project Request #PRF Pg.1-1

Change History (3) Permissions

Export Link Edit

Search

Create & Link New Item

Tools

- RFI
- Change Event
- Correspondence Types
- Prt.1 - 2027 General Obligation Project Request
- Prt.2 - 2027 General Obligation PRF
- Prt.3 - 2027 GO Sub Project Plan
- Prt.4 - 2027 O&M Analysis/Decade Plan

Status	Subject	Private
OPEN	--	<input type="checkbox"/> Private
Created By	Issued At	Received From
Vannessa Martinez	2026-04-24	--
Department Ranking	Division	City Council District(s)
--	--	--
Department Request if 20% additional total funding is available	Previous Cycle Decade Plan Request	Previous GO Cycle requested
--	--	--

## Part 4 Form Completion

**23** Verify Subject matches Prt. 1 - 2027 General Obligation Project Request.

### Prt. 1 - 2027 O&M Analysis/Decade Plan

General Information

Status \*

Created By

Subject

Issued At

Attach Files

or Drag & Drop

Attachments & Maintenance Budget Impact

Project Completion (FY Quarter) Example -

Cause of Budget Increase

24

Download the O&M Worksheet from, complete it, and upload the file.

<https://www.cabq.gov/municipaldevelopment/documents/o-m-analysis-fillable.pdf>

General Information

Number: PRF Pg.4 - 1      Status: DRAFT      Subject:      Private:  Private

Created At: --      Created By: --      Issued At: --

Upload Operating & Maintenance Expense Analysis worksheet

Attach Files  
or Drag & Drop

Operations & Maintenance Budget Impact

Projected Project Completion (FY Quarter) Example - FY29 Q1:

Cause of Budget Increase:

Ramifications for delaying implementation

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Net Budget Impact FY28:       Net Budget Impact FY29:       Net Budget Impact FY30:       Net Budget Impact FY31:

25

Complete the Operations & Maintenance Budget Impact Section

Operations & Maintenance Budget Impact

Projected Project Completion (FY Quarter) Example - FY29 Q1:

Cause of Budget Increase:

Ramifications for delaying implementation

**B I U S**    **≡ ≡ ≡**    **≡ ≡ ≡**    **≡ ≡ ≡**    12pt    **A**    **↶ ↷**

Net Budget Impact FY28:       Net Budget Impact FY29:       Net Budget Impact FY30:

Net Budget Impact FY32:

Budget Increase Explanatory Notes

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26

Select the appropriate option from the drop-down list: Deferred Maintenance, Planned Growth, or Service Deficiency Correction

[Attach Files](#)  
or Drag & Drop

---

**Operations & Maintenance Budget Impact**

Projected Project Completion (FY Quarter) Example - FY29 Q1

Cause of Budget Increase

Ramifications for delaying implementation

**B I U S** [align icons] [list icons] [indent icons] [undo redo] 12pt [font color] [background color] [link] [table] [undo redo]

Net Budget Impact FY28  Net Budget Impact FY29  Net Budget Impact FY30  Net Budget Impact FY31

Net Budget Impact FY32

Budget Increase Explanatory Notes

**B I U S** [align icons] [list icons] [indent icons] [undo redo] 12pt [font color] [background color] [link] [table] [undo redo]

27

Complete the Cost Avoidance / Savings Impact Section.

**Cost Avoidance/Savings Impact**

Cost Avoidance Source	If other - Explain Source	Total Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Cost Avoidance Amount FY30	Total Cost Avoidance Amount FY31	Total Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>

Cost Avoidance Explanatory Notes

**B I U S** [align icons] [list icons] [indent icons] [undo redo] 12pt [font color] [background color] [link] [table] [undo redo]

\* Required fields

28 Select the applicable source from the drop-down list for Cost Avoidance Source

Cost Avoidance/Savings Impact

Cost Avoidance Source

If other - Explain Source

Total Cost Avoidance Amount FY31

Energy Conservation Savings

Other

Productivity Savings

12pt

29 Click 'Create & Issue' and select 'Ok' to confirm and submit the Part 4 request.

act

	If other - Explain Source	Total Cost Avoidance Amount FY28	Total Cost Avoidance Amount FY29
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total Cost Avoidance Amount FY31	Total Cost Avoidance Amount FY32	
	<input type="text"/>	<input type="text"/>	

Cancel Save as Draft Create & Issue

POWERED BY PROCORE

