



UNIVERSITY BOULEVARD AT  
LOMAS BOULEVARD RECONSTRUCTION

# City of Albuquerque

Project No. 7246.92

August 27, 2020

**HUITT-ZOLLARS**  
ADVANCEDDESIGN<sup>SM</sup>

August 27, 2020

Eric Michalski and Selection Advisory Committee Office  
Department of Municipal Development  
One Civic Plaza, 7th Floor, Room 7057  
Albuquerque, NM 87102

RE: City of Albuquerque Notice of Requests for Proposals - Engineering Consultants for University Boulevard at Lomas Boulevard Reconstruction - Project No. 7246.92

Dear Selection Committee Members:

Our Huitt-Zollars, Inc. team is excited to present our expertise in response to the City's Request for Proposals for engineering services at the intersection of University and Lomas Boulevards. Through the leadership of our Project Manager, Savina Garcia, PE, we will work with you to successfully implement this vital reconstruction. Savina is a well-seasoned and dedicated project manager who has a record of working well with the City, and her teammates on projects of similar scope. Savina and her team are excited about this opportunity to provide quality services for such a project, and they are well aware of how important this intersection is to the surrounding community which includes several UNM affiliated organizations, UNM Hospital, and local businesses.

Savina will be supported by a Project Team with the knowledge and abilities to effectively manage this reconstruction effort. Our team, including our subconsultants, is composed of professionals that have worked on, and successfully completed recent City projects. As such, our team is most familiar with the City's review and approval process, as well as the City's current design standards. Our team understands key issues for such a project and is dedicated to providing the City with the following:

#### **Effective Relationship Management with Respective Property Owners**

Savina is very comfortable working with property owners, and she understands that communication is key to helping owners feel considered and respected throughout the duration of such a project. Savina will utilize early engagement, conceptual drawings, and thoughtful communication to manage the needs for the City of Albuquerque, as well as for involved property owners.

#### **Safe and Considerate Access Design**

Our team understands how vital this intersection is to the surrounding community, and we will pay special attention to the current, and future access needs of the area so that the City is ultimately providing the most efficient and safe flow of traffic possible for the intersection and its surrounding businesses.

#### **A Smart Concrete Pavement Implementation Plan**

Our team understands the benefits of concrete pavement and the importance of a smart implementation plan. The plan will be put in place through the geotechnical investigation and properly designed pavement section, a joint layout best suited for the geometry of the angled intersection, and a construction phasing plan.

#### **Seasonal Considerations**

We are aware that organizations like University of New Mexico and nearby hospital have more traffic during specific times of the year. Our team will consider these factors as we design solutions and improvements for the intersection.

#### **Quality Engineering and Construction Services**

We value our relationship with the City of Albuquerque and we are always resolute in our goal to provide the City with services that are innovative and smart, yet cost effective and timely.

We appreciate your time and effort in reviewing this proposal and look forward to being a part of this effort. If you have any questions or need any additional information please contact me at 883-8114.

Sincerely,  
Huitt-Zollars, Inc.



Kim Kemper, PE  
Senior Vice President | Principal-in-Charge



Savina Garcia, PE  
Senior Project Manager



# Table of Contents

## **Tab I - General Information**

1. Contact Info & Year Established	1
2. Employee Disciplines and Registration	1
3. Location of Services Provided	1

## **Tab II. Project Team Members**

1. Organization Plan & Org. Chart	2
2. Consultant Information	2
3. Team Qualifications	3-5
4. Unique Knowledge of Team Members	6

## **Tab III. Respondent Experience**

1. Previous Projects Similar in Nature	7-9
2. Project Manager's City Experience	9

## **Tab IV. Technical Approach**

1. Understanding of Scope	10-11
Exhibit 1	12-13
2. How HZ Plans to Perform Required Scope	12-14
3. Specialized Problem Solving	14

## **Tab V. Cost Control**

1. Cost Control and Estimating Techniques	15
2. Bid Comparisons	15



# **I. GENERAL INFORMATION**

## I.1 Provide name, address of respondent, and telephone number of respondent, if firm, when firm was established.

Huitt-Zollars, Inc.  
Savina Garcia, PE, Project Manager  
6501 Americas Pkwy NE, Suite 830  
Albuquerque, NM 87110  
PH: 505.883.8114  
Established in 1975

## I.2 Provide number of employees, technical discipline, registration, and registration number.

4	Architects
3	Architect Interns
8	Civil Engineers
7	Designers, BIM / CADD Techs
4	Surveyors
3	Construction Managers
1	I.T. Computer Support
3	Administrative
<b>34</b>	<b>Total New Mexico Personnel</b>

### Team Member Registrations

Demeule, Robert	PE #16014
Garcia, Savina	PE #16020
Kemper, Kim	PE #10542
Stelzer, Kim	PLS #7482
Villa, Nina	PE #25970
Vote, John Wesley	PE #16920

## I.3 Indicate where the services are to be performed.

All work performed on this contract will be provided by local personnel. Services will be performed in the Huitt-Zollars office at 6501 Americas Parkway NE, Suite 830, Albuquerque, New Mexico and work performed by our consultants will be performed in their respective local Albuquerque offices. We do not anticipate any travel expenses as part of this project. Our local engineers will perform field reconnaissance, attend meetings, and perform site visits and inspections on this project.

## FIRM INFORMATION

Huitt-Zollars understands that performance is the key to success and our clients find that our adherence to high standards of performance and responsiveness sets us apart from the competition. Our performance and success are measurable – more than 80 percent of our annual fees come from repeat clientele, proof that our philosophy is working. Huitt-Zollars offers you our mission statement that guides our interactions with clients:

---

*“Our **commitment** is to understand the needs of our clients and to meet those needs by delivering professional services with the highest level of **quality and integrity.**”*

---

Huitt-Zollars, Inc. is a full-service architectural and engineering firm providing design services to public and private clients throughout New Mexico and the southwest. The company was founded in Dallas, TX in 1975 and has been in business locally in Albuquerque and Rio Rancho since March 1997. Huitt-Zollars has a staff of 34 New Mexico personnel, and nearly 500 professional, technical, and support personnel corporate-wide, with diversified skills capable of handling highly complex multi-discipline assignments. Huitt-Zollars is ranked among the nation’s top design firms by *Architectural Record* and *Engineering News-Record*.

The strength of Huitt-Zollars lies in our people and in their ability to provide expertise in all disciplines required for a project. Our full-service capability affords coordination beyond the typical prime/consultant organization since in-house lines of communication are firmly established and easy to maintain. This arrangement provides a single focus for the project, resulting in smoother progression, efficient designs that balance function, economics, sustainability, and aesthetics. Huitt-Zollars can take a project from start to finish, from initial study through the design process to construction management.

The public sector percentage of the Huitt-Zollars offices in Albuquerque and Rio Rancho is approximately 80 percent of our clientele, who understand the importance of value based design. Huitt-Zollars’ Quality Management system earned the Piñon Recognition Award by Quality New Mexico for excellence in customer service and understanding. Dedication to these quality objectives has been documented by our adoption of ISO 9001-2015 quality management principles and proven by our active participation in a year-long state-administered program that led to ISO 9001-2015 (Quality Management Systems).

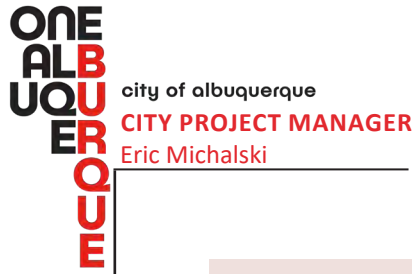




## **II. PROJECT TEAM MEMBERS**

# II. Project Team

II.1 Provide an organizational plan for management of the project.



**PRINCIPAL-IN-CHARGE**  
**\*Kim R. Kemper, PE**  
Huitt-Zollars

**QUALITY MANAGER**  
**\*Jerry Prusik, PE**  
Huitt-Zollars

**PROJECT MANAGER**  
**\*Savina Garcia, PE**  
Huitt-Zollars



**ROADWAY DESIGN**  
**\*Robert Demeule, PE**  
Huitt-Zollars  
**\*Savina Garcia, PE**  
Huitt-Zollars

**GEOTECHNICAL/CONCRETE PAVEMENT DESIGN**  
**\*Jeff Boyd**  
Western Technologies  
**\*Robert Demeule, PE**  
Huitt-Zollars

**INTERSECTION GEOMETRICS**  
**\*Savina Garcia, PE**  
Huitt-Zollars  
**Karl Deissingner, EIT**  
Huitt-Zollars

**SUBSURFACE UTILITY ENGINEERING**  
**\*Sean Wolfe, PG**  
CobbFendley

**SIGNALIZATION & ITS**  
**\*Alejandra Gallegos, PE, PTOE**  
Huitt-Zollars

**AGENCY COORDINATION**  
**\*Savina Garcia, PE**  
Huitt-Zollars

**DRAINAGE/STORM DRAIN DESIGN**  
**\*Nina Villa, PE**  
Huitt-Zollars  
**Karl Deissingner, EIT**  
Huitt-Zollars

**CONSTRUCTIBILITY REVIEW & CONSTRUCTION MANAGEMENT**  
**John Sandoval**  
Huitt-Zollars

**UTILITIES (WATER/WW)**  
**\*Wes Vote, PE**  
Huitt-Zollars  
**Johanna Malouff, EIT**  
Huitt-Zollars

**PUBLIC INVOLVEMENT**  
**\*Savina Garcia, PE**  
Huitt-Zollars  
**\*Rob Demeule, PE**  
Huitt-Zollars

**SURVEY & RIGHT-OF-WAY**  
**\*Kim Stelzer, PLS**  
Huitt-Zollars

**AESTHETICS**  
**\*Brian Verardo**  
MRWM

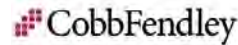
**ENVIRONMENTAL**  
**\*Eric Johnson**  
NV5

*\*Further detailed resume provided in following pages.*

II.2 Identify all consultants to be used on this project.



**Western Technologies Inc.** specializes in geotechnical engineering, environmental consulting, construction materials testing, and special inspection services. WT possess the capabilities, experience, and technical expertise to support geotechnical projects of any type or size, and has provided engineering services worldwide with projects ranging in size from small commercial developments to design and construction oversight of major international airports, high-rise buildings, dams and tunnels.



**CobbFendley** has provided complete Subsurface Utility Engineering (SUE) services for leading private and public sector clients including DOTs, toll road authorities, utility companies and various municipalities since 1997. Their well-trained and well-equipped SUE team has completed over 3,000 SUE projects to date, and they bring extensive knowledge and foresight in dealing with utility concerns.



**MRWM** is a full service firm, offering planning, complete design and design production, irrigation design, and thorough site observation services during construction. Founded in 1973, Project types include—among others—national, state, county, and municipal parks, plazas, schools, playgrounds, streetscapes, museums, libraries, universities, athletic facilities, botanical gardens, master plans, hospitals, ranches, wetlands, offices, shopping centers, cemeteries, housing, and historic landscapes.



**NV5** provides engineering and consulting services to public and private sectors, delivering solutions through five business verticals: Infrastructure, Program Management, Environmental, Utility Services, and Construction Quality Assurance. With offices nationwide and abroad, NV5 helps clients plan, design, build, test, certify, and operate projects that improve the communities where we live and work.

## II.3 Provide qualifications of project team members shown in organization plan, including registration and membership in professional organizations.

### **SAVINA GARCIA, PE** - PROJECT MANAGER

**Education:** BS, Civil Engineering - New Mexico State University | **Experience:** 22 years | **Registrations:** PE NM #16020

Savina is a Senior Project Manager and has more than 22 years of experience in civil/transportation engineering. She serves as Project Manager on various types of municipal projects. Her experience and skills include roadway and intersection design, multi-modal infrastructure design (peds, bikes, and transit), access management, grading and drainage design, utility design, plan preparation, cost estimating, public involvement and construction management. She has managed and led several highly complex projects in both design and public involvement, such as the University Boulevard at Lomas Boulevard Reconstruction project. Her experience working through access management challenges with agencies and property owners will directly benefit the City and this project.

#### RELEVANT PROJECTS

- City of Rio Rancho – Southern Boulevard Improvements Project | Rio Rancho, NM
- COA On-Call Traffic Operations Engineering and Neighborhood Traffic Management Program | Albuquerque, NM
- 50 Mile Activity Loop (Multi-Modal Infrastructure) | Albuquerque, NM
- COA East Central Landscaping Project (Pennsylvania to Juan Tabo) | Albuquerque, NM

### **KIM KEMPER, PE** - PRINCIPAL-IN-CHARGE

**Education:** BS, Civil Engineering - New Mexico State University | **Experience:** 37 years | **Registrations:** PE NM #16014

Kim has 37 years of experience in the planning, development, design and quality control for civil, transportation, and utility projects throughout New Mexico. He has served as the Principal-in-Charge, Project Manager, or Project Engineer on over one hundred infrastructure projects in the Albuquerque area. In addition, Kim possesses a New Mexico GB98 General Contractors License.

#### RELEVANT PROJECTS

- Central & Unser Transit Center Expansion | Albuquerque, NM
- Unser Boulevard Improvements from 1-40 to Central | Albuquerque, NM
- Albuquerque Sunport Survey & Engineering | Albuquerque, NM
- Seven Bar Park & Ride | Albuquerque, NM
- Rapid Ride Shelters (CA Services) | Albuquerque, NM

### **JERRY PRUSIK, PE** - QUALITY MANAGER

**Education:** BS, Civil Engineering Technology - Metro State University of Denver | **Experience:** 39 years | **Registrations:** PE NM #15881

Gerald “Jerry” Prusik has 39 years of transportation and municipal experience working in both the public and private sector. His experience includes roadway, municipal utilities, local and interstate roadways, and mountainous design experience. His work has included preparation of NEPA environmental documents, concept development, planning, cost estimating, preliminary and final design, contract documents, construction observation / administration / management, and public / agency coordination.

#### RELEVANT PROJECTS

- 120th Avenue/Pennsylvania Street Intersection Improvements, City of Thornton | Thornton, CO
- 20th Street and 71st Avenue Intersection Improvements, City of Greeley | Greeley, CO
- NM 585 Widening, Taos NM, New Mexico Department of Transportation | Taos, NM
- Long Road Reconstruction | Greenwood Village, CO

### **ROBERT DEMEULE, PE** - ROADWAY DESIGN / CONCRETE PAVEMENT DESIGN / PUBLIC INVOLVEMENT

**Education:** BS, Civil Engineering - University of New Mexico | **Experience:** 22 years | **Registrations:** PE NM #16014

Rob, a civil engineer with 22 years of engineering experience, has an extensive history with roadway, intersection, drainage, roads, and other public works projects. He has managed all aspects of civil/transportation projects from conception through final acceptance from both sides of the table. Rob recently spent four years as an Estimator / Project Manager for the largest heavy civil contractor in New Mexico. During this experience Rob oversaw construction of dozens of large scale civil construction projects and has gained an invaluable knowledge into contractor practices and construction means and methods, especially in the construction of concrete pavement.

#### RELEVANT PROJECTS

- Gibson/Louisiana Dam and Road Improvements | Albuquerque, NM
- Southern Boulevard Reconstruction | Albuquerque, NM
- Industrial Parkway Roadway and Utility Improvements | Rio Rancho, NM
- Idalia Rd Construction. Management Services | Rio Rancho, NM
- US 550 & NW Loop Rd. Intersection | Rio Rancho, NM



## Project Team

### WES VOTE, PE - UTILITIES (WATER/WW)

**Education:** MS, Civil Engineering - University of New Mexico | **Experience:** 20 years | **Registrations:** PE NM #16920

Wes has more than 20 years of civil engineering experience focusing on utilities, water and wastewater infrastructure, planning, and design. He is also experienced in the design and conveyance of water systems including water distribution/transmission lines, booster stations, and pressure reducing stations.

#### RELEVANT PROJECTS

- Zaragoza Road Reconstruction | Rio Rancho, NM
- Coors Area Combination Vacuum/Gravity Lift Station and Collection System | Albuquerque, NM
- Village of Ruidoso Utility On-Call | Ruidoso, NM
- Southside Effluent Reuse for Albuquerque Bernalillo County Water Utility Authority | Albuquerque, NM
- Vista Ronda Water System Improvements | Santa Fe, NM

### KIM STELZER, PLS - SURVEY & RIGHT OF WAY

**Education:** AS, Land Surveying - Madison Area Technical College | **Experience:** 44 years | **Registrations:** PLS - NM #16014

Kim has 44 years of survey experience with 25 years of Project Management. His experience encompasses managing a branch office for a Subsurface Utility Engineering Company, as well as Managing Survey Groups for three top 100 Engineering Firms. Kim has experience establishing project scopes, budgets and schedules, as well as the QA/QC of all project fieldwork and deliverables.

#### RELEVANT PROJECTS

- Unser Blvd. Reconstruction | Albuquerque, NM
- Winrock Phase A | Albuquerque, NM
- Gunnison Road Extension | Albuquerque, NM
- Albuquerque Sunport Survey and Engineering | Albuquerque, NM
- Unser Blvd Improvements I-40 to Central | Albuquerque, NM

### NINA VILLA, PE - DRAINAGE / STORM DRAIN DESIGN

**Education:** MS, Civil Engineering - University of New Mexico | **Experience:** 11 years | **Registrations:** PE NM #25970

Nina has over 11 years of experience in civil and hydraulics/hydrology engineering. She serves as Project Engineer designing drainage infrastructure in support of various types of municipal projects. Her experience includes roadway drainage design, and masterplan design of storm drainage and utility facilities. Nina's expertise includes knowledge of HEC-HMS, AHYMO, StormCAD, Flowmaster, and Culvert Master software.

#### RELEVANT PROJECTS

- Chessman Drive and Idalia Road Drainage Design | Rio Rancho, NM
- Drainage Analysis And Recommendations for Northern Blvd | Rio Rancho, NM
- On-Call Eng - Erosion Mitigation: N/S 3 Dam Sites, City of Albuquerque | Albuquerque, NM
- Long Road Reconstruction, City of Greenwood Village | Greenwood Village, CO
- Sandia Resort Drainage | Pueblo of Sandia, NM

### ALEJANDRA GALLEGOS, PE, PTOE - SIGNALIZATION & ITS

**Education:** BS, Civil Engineering - University of Texas, El Paso; MS, Civil Engineering - University of Texas, El Paso | **Experience:** 8 years  
**Registrations:** PTOE #4220, PE #123237 TX & #0057424 CO

Alejandra has over eight years of experience in traffic and transportation engineering projects in various cities in Texas, New Mexico, California, Washington, Oklahoma, and Arizona. Her capabilities include traffic signal design, roadway design; as well as traffic and planning studies, parking studies, design of ADA compliant accessible routes, traffic control. Alejandra's expertise includes knowledge of Synchro Traffic Signal Optimization Software, VISSIM Traffic Simulation Software, TransCAD, Highway Capacity Software; as well as SignCAD and GuidSIGN.

#### RELEVANT PROJECTS

- City of El Paso Traffic Signal Design Services | El Paso, Texas
- Cypress Avenue & Foothill Boulevard Signal Design and Storm Drain Improvements | City of Fontana, CA
- Ventura Road & Wagon Wheel Road Traffic Signal Design | City of Oxnard, CA
- Cotton Belt Trail Signal Improvements | Grapevine, TX

**JEFF BOYD, PE** - GEOTECHNICAL/CONCRETE PAVEMENT DESIGN  
WESTERN TECHNOLOGIES INC.

**Education:** BS, Geological Engineering - University of Arizona | **Experience:** 34 years | **Registrations:** PE NM #12412

Jeff has been performing geotechnical evaluations in the City of Albuquerque since 1986. He has performed work for both the City of Albuquerque and numerous Architects and Engineers for the City, along with thousands of projects for private projects within the City. Jeff is very familiar with the soil and geologic conditions within the City of Albuquerque.

**RELEVANT PROJECTS**

- Menaul & Indian School Reconstruction | Albuquerque, NM
- International Library | Albuquerque, NM
- 12th Street Reconstruction | Albuquerque, NM
- Albuquerque Museum Renovations | Albuquerque, NM

**SEAN WOLFE, PG** - SUBSURFACE UTILITY ENGINEERING  
COBBFENDLEY & ASSOCIATES

**Education:** BS, Geology - Adam State College | **Experience:** 21 years | **Registrations:** PG # 10333

Sean has over 20 years of experience in the subsurface utility engineering (SUE) and surveying fields. As a Professional Geologist, he is uniquely suited and experienced with the geophysical equipment and techniques used in the SUE profession. He has completed numerous projects for DOT's, universities, municipalities, counties and private utilities. For a variety of SUE projects, Sean serves as Project Manager and Field Supervisor, actively participating and supervising multiple Level A and B field crews. His experience includes all levels of SUE activities.

**RELEVANT PROJECTS**

- Wyoming and Menaul Intersection Improvements | Albuquerque, NM
- Candelaria/Rio Grande Intersection Improvements | Albuquerque, NM
- Ladera Drive Improvements Phase I | Albuquerque, NM
- Zuni Road Improvements | Albuquerque, NM
- Westside Boulevard Widening | Albuquerque, NM

**BRIAN VERARDO, PLA, ASLA, LEED AP BD + C** - AESTHETICS  
MRWM LANDSCAPE ARCHITECTS

**Education:** BS, Landscape Architecture - Colorado State University | **Experience:** 23 years | **Registrations:** PLA NM # 309

Brian has twenty three years of experience working for private sector landscape architecture firms. He has been a landscape architect with MRWM since January 2003 and a partner since 2010. Brian has extensive experience working on projects for local governments and municipalities. His professional emphasis is on site planning, landscape design, irrigation design, client coordination, and project administration. Brian's experience includes a broad range of work from large-scale master planning to small-scale site design.

**RELEVANT PROJECTS**

- ABQ Complete Streets: East Central Median Landscape Improvements, Pennsylvania St. to Tramway Blvd. | Albuquerque, NM
- ABQ Complete Streets: West Central Median Landscape Improvements, Unser Blvd. to 106th St. | Albuquerque, NM
- City of Albuquerque, On-Call Prototype Median and Interstate Design and Construction | Albuquerque, NM
- West Central Avenue Landscape Improvements, Rio Grande Blvd. to San Pasquale Ave. | Albuquerque, NM
- Paseo del Norte and I-25 Landscape Improvements | Albuquerque, NM

**ERIC JOHNSON, AICP, CHMM** - ENVIRONMENTAL  
NV5

**Education:** BS, Range Ecology - Colorado State University | **Experience:** 25 years | **Registrations:** AICP #42448, CHMM #11632

Eric has more than 25 years experience in National Environmental Policy Act (NEPA), public involvement, and hazardous materials. He has prepared numerous categorical exclusions (CX), environmental assessments (EA), and environmental impact statements (EIS) for linear infrastructure, transportation, utilities, and infrastructure projects. He has developed and facilitated public involvement programs including public involvement plans, open houses, public meetings, and hearings.

**RELEVANT PROJECTS**

- University Bikeways | Albuquerque, NM
- I-25 and Paseo del Norte Interchange | Albuquerque, NM
- Westside Boulevard | Albuquerque, NM
- Indian School Road Underpass | Albuquerque, NM

### II.4 Provide any unique knowledge of key team members relevant to the project

Our unique knowledge rests in the ability of our team to not just design a new intersection with left turn bays, right turn bays, etc., but to implement a project that is successful for the City, the adjacent property owners, and the users. We anticipate that fear of the loss of access will be the first thought the property owners will experience. Instead of allowing this fear of the unknown, our team will use our communication skills to reach out to stakeholders, walk through each step of what the project will entail, how it will improve access to and the functionality of their property, how the intersection will function more efficiently, and how the improvements will enhance the function while improving the safety aspects of the intersection.

Our Project Manager Savina Garcia's experience will ensure that she will be the right leader for the project. She has experience with the following important issues for projects of this type:

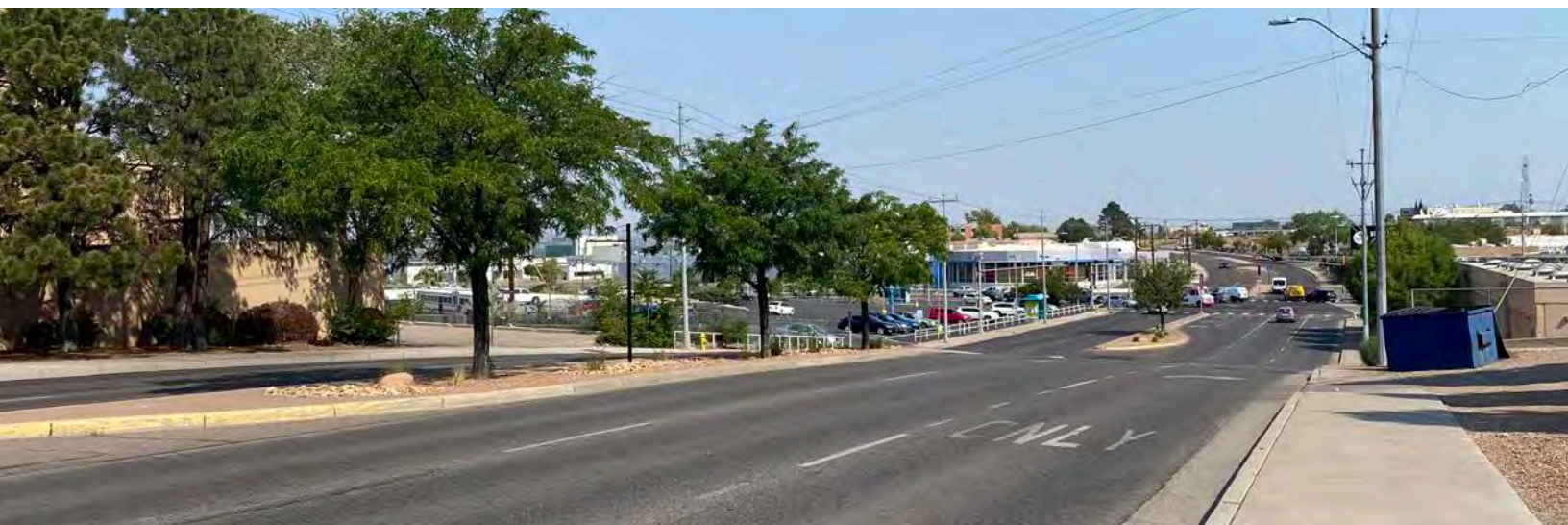
#### **Effective Relationship Management with Respective Property Owners**

Savina is very comfortable working with property owners, and she understands that communication is key to helping owners feel considered and respected throughout the duration of such a project. Savina has utilized early engagement, conceptual drawings, and thoughtful communication to manage the needs for her clients and involved property owners on past projects. She'll apply her knowledge from this experience to this effort.

#### **Safe and Considerate Access Design**

Our team understands how vital this intersection is to the surrounding community, and Savina understands from her past experience with projects, such as the Southern Boulevard Improvements project, the importance of great intersections and the accompanying access design. She will pay special attention to the current, and future access needs of the area so that the City is ultimately providing the most efficient and safe flow of traffic possible for the intersection and its surrounding businesses.

Rob Demeule, our Roadway Design Engineer, has unique knowledge and experience as an Estimator and Project Manager for the largest heavy civil contractor in New Mexico, which will be extremely valuable to the team. He understands the key issues on a project such as this, and that concrete pavement intersections need to be carefully phased to minimize construction traffic delays and complaint calls to 311.



---

### **TEAM EXPERIENCE FOR THE CITY OF ALBUQUERQUE**

Our team members were selected in part because of their experience working on projects for the City of Albuquerque and similar projects for other municipal clients. This team understands the requirements of this contract and is knowledgeable of the Department of Municipal Development's planning and design processes, as well as the Planning Department's DRC processes and requirements. Our experience will ensure our ability to provide responsive and quality services to the City of Albuquerque.



## **III. RESPONDENT EXPERIENCE**

## |||. Respondent Experience

III.1 Describe previous projects of a similar nature, including client contact (with phone numbers), year services provided, construction cost (if applicable), and narrative description of how they relate to this project.



**CLIENT CONTACT:**

City of Rio Rancho, Project Manager:  
Arnell Friedt, PE, 505.768.3657,  
afriedt@rrnm.gov

**COMPLETION DATE:** 12/2019

**COST:** \$14.6 million

**COMMON TEAM MEMBERS:**

Savina Garcia - Project Manager/  
Project Engineer

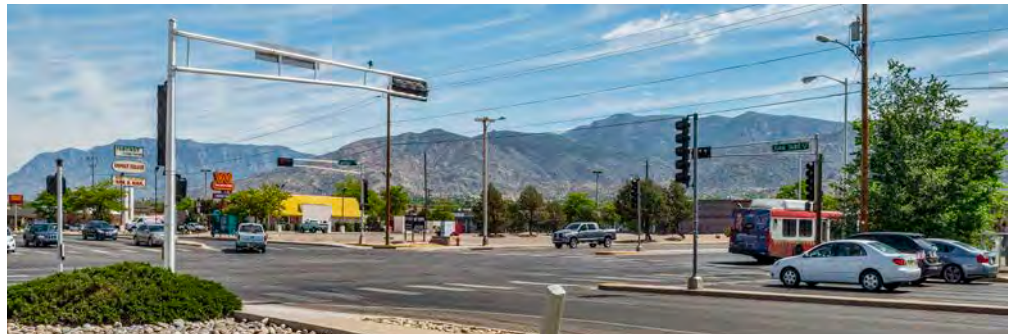
### SOUTHERN BOULEVARD IMPROVEMENTS PROJECT, PHASE I (GOLF COURSE ROAD TO NM 528) - Rio Rancho, NM

*Savina Garcia served as the Project Manager and Project Engineer for this project while with another firm.*

The City of Rio Rancho project included final design and construction management services for Southern Boulevard from just west of Golf Course Road to NM 528. It included the design of the corridor with 4-driving lanes, on-street bicycle lanes, curb & gutter, sidewalk along the north side of the corridor and a multi-use trail along the south side, signals, lighting, ITS, 8" and 16" water lines, sanitary sewer lines, and storm drainage infrastructure. Construction was completed in December 2019.

**RELEVANCE:** COA procedures, Federal/NMDOT approval/certification procedures, Intersection and roadway design, signal and ITS design, multi-modal infrastructure design (bicycle lanes, multi-use trail, and sidewalk), ADA ramp design, access management, public involvement program, drainage design, and utility design/relocations for roadway reconstruction.

### SOUTHERN BOULEVARD RECONSTRUCTION (EUBANK TO JUAN TABO) - Albuquerque, NM



**CLIENT CONTACT:**

City of Albuquerque, Richard  
Costales, PE (Now with ABCWUA),  
505.768.2774

**COMPLETION DATE:** 7/2013

**COST:** \$3,028,138

**COMMON TEAM MEMBERS:**

Kim Kemper - Principal  
Kim Stelzer - Survey

This City of Albuquerque project included the reconfiguration of the previous Y-intersection of Juan Tabo Blvd and Southern Blvd into a more effective 90 degree cross-intersection it is today. The project also included the reconstruction of the eastbound lanes of Southern Blvd between Juan Tabo Blvd and Eubank Blvd (approx. 1.02 miles). This was accomplished by shifting the eastbound lanes further to the north of the right of way and reducing the median width from 65-ft to 34-ft. The design of three signalized intersections along Southern Blvd with Eubank Blvd, Elizabeth Street and Juan Tabo Blvd, and access management implementation at intermediate roadways (Pike Street and Stephen Moody Street) completed the upgrades to the major collector roadway. Other design characteristics included corridor roadway lighting, multi-use trail, ADA ramp design, and depressed raised medians with curb cuts to collect roadway runoff and to effectively store the 100-year six-hour design storm event from the contributing roadway.

**RELEVANCE:** Intersection design, ADA ramp design, multi-use trail infrastructure, intersection reconstruction and realignment, access management and driveway/turnout reconstruction, drainage infrastructure design, median design, public involvement, and survey/mapping.



## UNSER BOULEVARD & CENTRAL AVENUE INTERSECTION IMPROVEMENTS - Albuquerque, NM

The City of Albuquerque project included the design and construction of the intersection of Unser Boulevard and Central Avenue with a concrete pavement section instead of asphalt pavement. The intersection geometry and functionality were improved with the addition of dual left turn bays at all approaches and right turn bays for the eastern, western, and northern approaches. With the removal of the free-right turn lanes, the intersection was more appropriate for pedestrian use. The project also included roadway widening, multi-modal infrastructure (bicycle lanes), sidewalks and ADA ramps, ITS modifications, and traffic signal modifications. Additional right of way was needed for the improvements and Huitt-Zollars assisted the City through the right of way acquisition process.

**RELEVANCE:** COA procedures, Federal/NMDOT approval/certification procedures, Intersection and roadway design, ADA ramp design, multi-modal infrastructure, intersection reconstruction and realignment, concrete pavement section implementation, median design, right of way acquisition, public involvement, and survey/mapping.

**CLIENT CONTACT:**

City of Albuquerque, John McKenzie  
505.768.3657

**COMMON TEAM MEMBERS:**

Kim Kemper - Principal  
Kim Stelzer - Survey

**COMPLETION DATE:** 9/2019

**COST:** \$5,874,502

## IDALIA ROAD RECONSTRUCTION - Rio Rancho, NM



**CLIENT CONTACT:**

City of Rio Rancho, Jamie Marruffo  
505.891.5043

**COMPLETION DATE:** 4/2016

**COST:** \$11,500,000

**COMMON TEAM MEMBERS:**

Kim Kemper - Principal  
Kim Stelzer - Survey

The scope of this City of Rio Rancho project included the reconstruction of Idalia Road from Iris Road to NM 528 (approximately 2.7 miles). The existing minor arterial was one lane each way with a double yellow centerline stripe, and it was widened to include one driving lane each way separated by a raised median, bicycle lanes, sidewalk, drainage infrastructure, intersection improvements with left turn bays, a new signalized intersection at Nativitas Road, and signalization improvements at NM 528. The project followed Local Government Lead Process with Phase 1A/1B, Phase 1C, Phase 1D and Phase II services. Huitt-Zollars worked with the City to purchase new right of way for the project including right of way maps, title reports, and appraisals.

**RELEVANCE:** COA procedures, Federal/NMDOT approval/certification procedures, Intersection and roadway design, bicycle lane and ADA ramp design, drainage infrastructure design, right of way acquisition, survey and mapping, and public involvement.

## LOUISIANA BOULEVARD & GIBSON BOULEVARD DRAINAGE FACILITY AND GIBSON GATE ENTRANCE - Albuquerque, NM



**CLIENT CONTACT:**

AMAFCA, Brad Bingham,  
505.884.2215

**COMPLETION DATE:** 4/2019

**COST:** \$2,519,933

**COMMON TEAM MEMBERS:**

Robert Demeule - Project Manager  
Kim Stelzer - Survey

Huitt-Zollars was selected by the Albuquerque Metropolitan Arroyo Flood Control Authority (AMAFCA) to design a regional storm-drainage detention facility at the Kirtland Air Force Base (KAFB) property, adjacent of the intersection of Louisiana and Gibson. During the design process the Air Force requested assistance from AMAFCA and from Huitt-Zollars to redesign the Gibson Gate roadway entrance into KAFB in a fast-track environment due to security threats. Completion of the design and bidding had to be done in time to construct the new security gate approach at the same time as the flood control project.

Huitt-Zollars assisted the Air Force and AMAFCA in creating a team-driven design environment to expedite the entrance gate and approach roadway design. The roadway design needed to allow the stormwater facility design to remain intact and had to be completed in a manner that also allowed the use of federal dollars to be utilized in a local agency lead contract, without the typical long-lead federal project time frame.

This has resulted in the formation of a new partnership, a successfully constructed, fast-tracked federal project responding to a security threat, and a huge success story of teaming between federal and local agency design and construction.

**RELEVANCE:** Intersection design, roadway design, drainage infrastructure design, survey and mapping

### III.2 Provide examples of project manager’s city experience within the past five (5) years that serve to demonstrate the Project Manager’s knowledge of City’s procedure.



Our Project Manager, Savina Garcia, PE comes to Huitt-Zollars with a solid background in arterial roadway and intersection design gained over the course of her over 22 years of experience. This includes a variety of City of Albuquerque final design projects, and conceptual design/study projects. Through this she understands the City’s procedures and design requirements. She served as the Project Manager for the following City of Albuquerque Projects within the last 5 years:

- COA On-Call Traffic Operations Engineering and NTMP (2018-2020, while with another firm)
- COA Solid Waste Management Department Maintenance & Administration Buildings Project (2014-2020 while with another firm)

Recently, Savina has served as Task Engineer for the 12th Street and Sawmill Road Roundabout & Road Diet Study (COA On-Call Engineering, Project No. 6098.92). Other projects that demonstrate her abilities as a Project Manager include the following projects:

- City of Rio Rancho Southern Boulevard Improvements Project, Phase I (2015-2019, while with another firm)
- NMDOT Corridor Access Management Plans (2018-2020, while with another firm)

Throughout all of these experiences, Savina has gained an exceptional knowledge of project delivery, public involvement and stakeholder relationship building methods, City procedures, and protocols and procedures for working with agencies.



## **IV. TECHNICAL APPROACH**



# IV. Technical Approach

## IV.1 Understanding the Project Scope

### Project Purpose

Based on the project description in the RFP and our review of the project site, the project limits along University Boulevard are from Mesa Vista Road to just north of Tucker Avenue; and along Lomas Boulevard are from approximately 550-ft west of University to Buena Vista Drive.

According to COA Traffic Engineering maintenance records, the concrete pavement intersection and asphalt approaches are in poor to very poor pavement condition. During our field visit, we observed that the raised median on the north leg of the intersection is in disrepair with crumbled and missing asphalt curb without any backfill between the curbs. ADA wheelchair ramps are not built per current ADA standards, as some are missing truncated domes, are not directional, and the push buttons are far from the ramps. The non-right-angle/skewed intersection (skew angle 62°) does not include right turn bays, and traffic was observed driving over the ADA ramp at the NE corner.

The signalized intersection of University Blvd and Lomas Blvd has all modes interacting with each other including vehicles traveling to and from UNM and UNM hospital, UNM facilities and parking issues on nearly all quadrants of the intersection, vehicles commuting to and from their destinations, transit stops and riders, pedestrians, and bicyclists. Therefore, the purpose of this project is the implementation of an improved intersection design and roadway approaches that:

- considers all modes (bicycles, pedestrians, transit and motor vehicles),
- improves capacity and function,
- incorporates City of Albuquerque requirements, and
- minimizes the impacts to the adjacent properties.



### Existing Conditions

#### Intersection & Roadways

University Blvd and Lomas Blvd are arterial roadways that serve a variety of modes of travel, with a heavy pedestrian flow during UNM spring and fall semesters. The existing roadway characteristics are further described in Exhibit I on pages 12-13. The signalized intersection currently includes protected left turn movements, and it appears that the existing traffic signal heads are not LED.

#### Access

Throughout the project limits, there are numerous access points. The side streets are mainly located at the project limits including Tucker Avenue and Mesa Vista Road at University Blvd, and Buena

Vista Drive at Lomas Blvd. Driveway access along the two arterial roadways is not as organized with properties having up to four separate driveways. The UNM Office of Contract Archeology's four driveways are within 50-ft of the intersection. Please see Exhibit I on pages 12-13 for locations of all the existing driveways within the project limits.



#### Storm Drain Infrastructure and Utilities

Existing utilities include water lines and fire hydrants, sanitary sewer lines and manholes, water service lines and meters, communication lines and appurtenances, overhead-fed roadway lighting, and gas lines. Along the north side of Lomas Blvd, existing power poles travel the length of the project. Along the west side of University Blvd, existing power poles are in place the length of the project. Several drainage inlets and manholes for the storm drain mainline were observed during our field visit.

### Proposed Project Design Components

A preliminary intersection layout was prepared to determine how the project purpose could be achieved and to begin the discussion for determining the design components. See Exhibit I on pages 12-13.

#### Traffic Engineering

The first step in determining the new layout for the intersection and roadway will lie in the intersection analysis. A traffic study will be completed to determine the number of lanes and length for left and right turn bays needed for the efficient operation of the intersection. The proposed length of turn bay, left turn bay in particular, will dictate modifications to access. Based on preliminary calculations, lengthened left turn bays (200-ft long on Lomas Blvd and 180-ft long on University Blvd) are illustrated in Exhibit I. This length will necessitate the relocation of the full access driveway from Lomas Blvd to the UNM Parking Lot (SW corner of intersection).

It is our understanding that a temporary signal may be installed at University Blvd and Tucker Avenue for maintenance of traffic and access to the UNM Hospital. With this and the new configuration of the University Blvd and Lomas Blvd intersection, corridor timing will need to be analyzed to design and program the appropriate timing for the updated traffic signal as well as ITS infrastructure. Lomas Blvd is a designated ITS corridor.

#### Roadway Design

The proposed roadway typical section for Lomas Blvd will likely remain the same except for the addition of right turn bays for the intersection, and it would be beneficial to widen the sidewalk 7-ft

# IV. Technical Approach

or possibly 8-ft wide because of its proximity to UNM, and Lomas Blvd being a six-lane facility. The MRCOG Long Range Bicycle Plan includes a multi-use trail that would remain on the south side of the roadway.

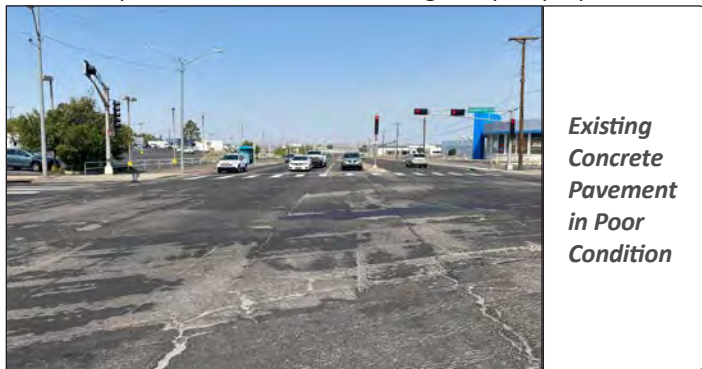
The proposed typical section for University Blvd, north of Lomas Blvd, will need to change to accommodate the proposed bicycle lanes required by the Long-Range Plan, and the addition of a right turn lane. The proposed typical section for University Blvd, south of Lomas Blvd could take advantage of current six-lane typical section. Based on the traffic volumes for this section, a four-lane roadway would handle the volumes. The outside driving lane could be transformed into a buffered bicycle lane and minimize the need for additional right of way. See Exhibit I on pages 12-13.

### Access Design

Based on the preliminary layout, access for the adjacent private properties may need to change. The important thing to communicate are the benefits of access management to the property owners. Through access management crashes can be reduced, capacity is increased, and the users experience accessing the property is less confusing and stressful. Existing access points and how they can be improved are shown in Exhibit I on pages 12-13.

### Geotechnical Engineering and Analysis / Pavement Design

While the condition of the existing pavements within the project may be due to age, we will perform a geotechnical investigation to evaluate the subsurface conditions so that appropriate designs for concrete and asphalt pavement sections, foundations, and any other components needed for the design may be prepared.



### Utility Coordination and SUE

Based on the preliminary layout, several areas with utility conflicts have been identified. Early communication and coordination with the utility owners will be important related to the design and subsequent right of way acquisition. Because the area is fully built-out, it is unlikely that the vertical alignment would be modified and therefore cover over underground utilities should remain the same. Adjustments may need to be made to coincide with new mastarm foundations and ADA ramps/curb returns; or if the utility has shallow cover to begin with. The design will need to consider the location of the power poles, as it is unlikely that relocating all of them for the sidewalk placement would be cost effective.

### Right of Way Acquisition

We anticipate that right of way acquisition will be needed to implement the improvements, and we will support the City throughout that process. Title reports for each property will be ordered, and legal descriptions and exhibits will be prepared to assist the City with the acquisition of the property. Should the NMDOT be involved, we will prepare a right of way map following the NMDOT format. Several locations have been identified for potential ROW need and are shown on Exhibit I.

### Drainage Analysis and Infrastructure

A portion of the intersection drains to two triple-grate inlets at the east leg and two inlets at the south leg, where it appears to continue north via a 36" storm drain pipe. Runoff not captured in these inlets and additional roadway runoff is captured further west in inlets along Lomas Blvd, where it continues west in a 42" storm drain pipe. Further analysis to any drainage issues experienced at the intersection will need to be completed to determine the limits of the drainage analysis and possibility of improving the current mainline infrastructure. It will likely be controlled by the downstream capacity.

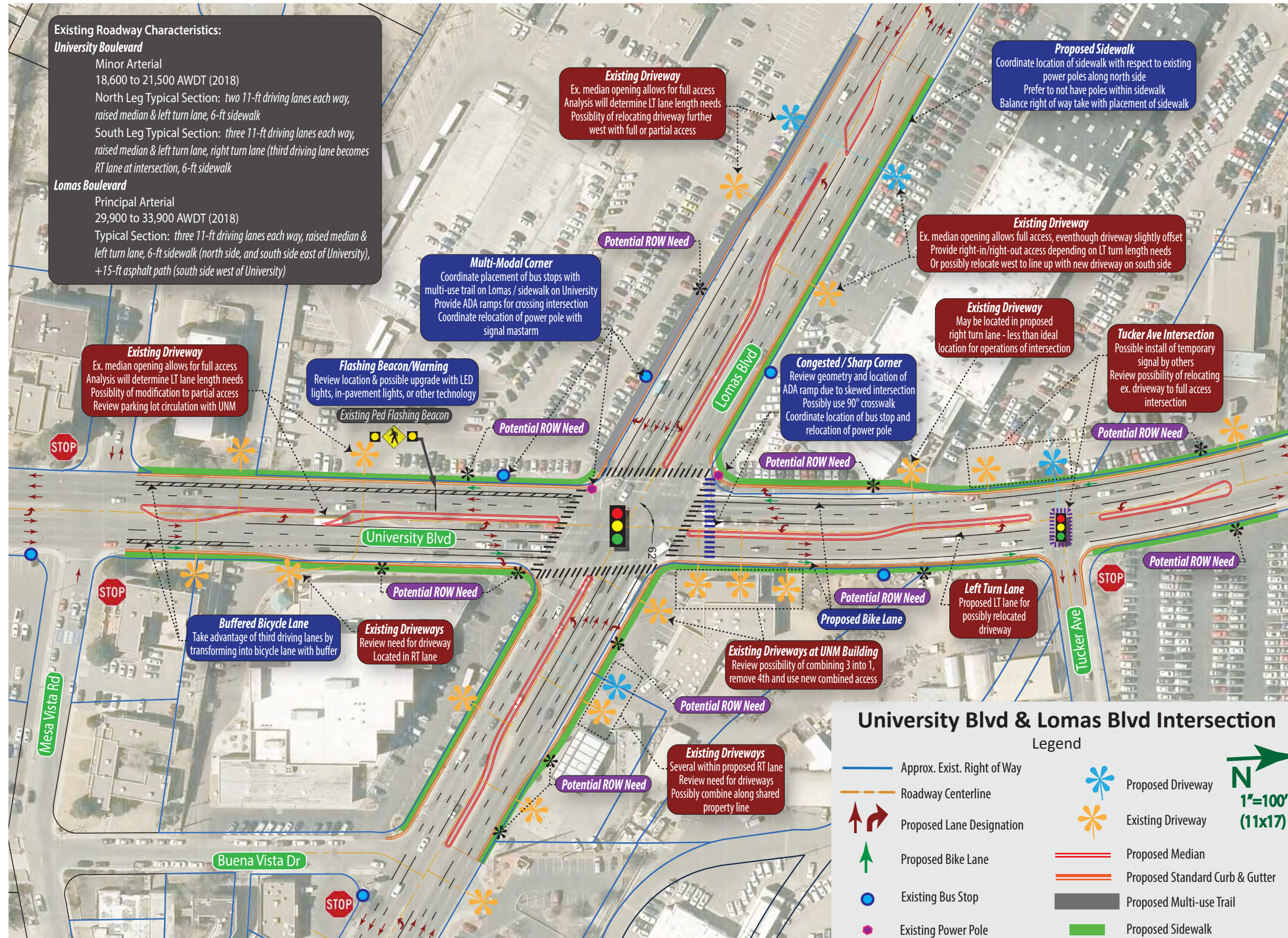


### Public Involvement

As we proceed with the conceptual/preliminary design process, and develop and refine the intersection design, we will work with the City to develop a community outreach plan. This plan will be geared to provide information about the project, receive input and comments, and tackle the issues and concerns of the adjacent neighbors and other stakeholders. First, we will identify the stakeholders. We will first focus on the stakeholders affected by right of way needs of the project, and modifications to access. Beginning with a "hearing" session, we will get to learn and understand the current issues faced by these stakeholders that are likely caused by patrons trying to access their property. We can then educate them about the benefits of access management and work to find solutions for them. This methodology would be used for the larger public audience that may be needed should the project be funded with federal funding.



Exhibit I



**IV.2 Plan to Perform Services Required by the Project Scope**

Our plan to perform these services will begin with a detailed Project Work Plan. It will include budgets, schedule, quality plan, submittal milestones, agency coordination checklists, design review checklists, and our project specific quality assurance/quality control plan. As we begin the work, a thorough inventory of the existing and future issues relative to traffic, pedestrians, bicycles, transit, storm drainage, water and sanitary sewer, dry utilities, and existing ROW will be completed by our team. Should the project need to prepare an environmental document we will prepare an inventory of any existing environmental issues. Our survey staff will research property records and create an inventory of adjoining plats. This will lead to a project constraints map that will be used to walk the project corridor with the City's Project Manager and discuss critical issues; such as using existing infrastructure, right-of-way constraints, and project funding.

**Studies and Plan Preparation**

Several studies will be completed to inform the design including traffic analysis, geotechnical investigation and analysis, and drainage analysis. Should federal funding be assigned to the project we will bring our subconsultant NV5 into our project team to perform environmental investigations and documents as needed.

This information will become part of the Design Analysis Report (DAR) and Conceptual Engineering (30%) Plans. The DAR will include options for typical roadway sections that address the City's requirements, an evaluation of the options, and a selection of the final option(s) to move on to conceptual engineering. The 30% Plans will be used to prepare a right of way needs map for discussion with the property owners.

This submittal will provide the Project Team opportunities to explore creative cost-effective solutions. These solutions shall be discussed and evaluated at regular meetings with the City's Project Manager. Solutions worth pursuing shall be evaluated in Agency coordination meetings including COA DMD, COA Transit, ABCWUA, COA Planning, COA CIP, and NMDOT.

**60%, 90%, Final Design**

The 60%, 90% and Final submittals will be developed in a timely manner in order to have appropriate checks and QA/QC reviews and submittal updates. Additionally, we integrate Value Engineering throughout the project. Based on our experience, key elements for Value Engineering on this project could include:

- Current construction costs for concrete versus asphalt pavement
- Impacts to the traveling public during construction of a concrete pavement intersection

## IV. Technical Approach

### Bidding Phase and Construction Phase

Once the final plans have been approved we will complete bidding documents and bid analysis after bid opening. We can continue to assist the City, as needed, with construction phase services (weekly meetings, RFIs, submittals, field visits, inspection (if needed), change order/pay app review, and close out).

### Quality Control Procedures

Throughout the life of the project our team, guided by our Quality Manager, will ensure that all submittals and deliverables will go through Project Quality Plan (PQP). The objective of our PQP is to provide processes during professional services that will produce quality design products that meet the requirements of the contract and the expectations of the Client. The quality tool of Plan-Do-Check-Act, one of continual improvement, is used in the preparation of project deliverables. Our Quality Tools include plan mark-ups using Huitt-Zollars Tip Sheet, Checkprint Stamp, Track Changes, and Comment Forms.

The PQP implementation will include:

- Project Manager and Quality Manager prepare the project's PQP
- Design schedule will include tasks for when the PQP will take place within the overall project schedule
- Project Manager will present our Quality Manager with a clean set of deliverables at each stage of the project
- Quality Manager completes their review and provides comments within a comment tracker table
- Project Manager and design staff reviews the comments, and completes any revisions needed
- Quality Manager verifies that the comments were addressed
- Documentation is completed and added to the project folder

### IV 3. Specialized Problem Solving required in any phase of the project

Our team understands key processes and timing, and has the technical ability to respond in a very efficient manner to all requests for service. We understand the needs of the City and the project, and we have a process to develop solutions, then quickly and efficiently execute the needed effort to implement that solution. We also have a very unique understanding of not only the design aspects, but the public involvement needs and construction implementation and costs so that full impacts can be addressed.

### Federal Funding and Certifications

Our understanding of the Federal Funding and NMDOT processes for certification of federally funded projects is key to the success of this project should federal funding become available. We propose to follow the NMDOT procedures for the project even if the Federal dollars aren't identified at the start. They have very specific requirements for the environmental documentation, and especially right of way acquisition.

Following their process will ensure that the project can use federal dollars. Based on the procedures outlined in the NMDOT's Location Study Procedures manual, we would likely begin this project at the Phase C: Environmental Documentation & Processing. Evaluation of the alternatives will be a part of this phase but due to the limited project footprint it can be combined. Phase II: Final Design would continue with 60%/90%/PSE plan submittals, along with the tasks needed for the project certifications (Environmental -Bio and Cultural, Utility, Railroad, ITS, and ROW). The right of way certification will be the critical element in this process and should begin at the onset of the project.

Our team includes NV5 and their Senior Project Manager Eric Johnson. He has the knowledge and experience needed to achieve the Environmental certification for the project.

### Traffic Control and Construction Phasing Concepts

Our team understands the benefits of concrete pavement and the importance of a smart implementation plan. As the geotechnical investigation is prepared, and the concrete pavement is determined to be the best type of pavement for the intersection, we will review several options for the construction phasing plan. This could include a full closure of the intersection for construction. This method was used at the intersection of Louisiana Blvd and Central Avenue recently. It was determined that a savings of time and cost would be realized by closing the intersection for the placement of the concrete pavement. Other options would include building quadrants and closing different legs of the intersection, and other phasing plans.



# **V. COST CONTROL**

## V.1 Describe cost control and cost estimating techniques to be used for the project.



### COST CONTROL OF DESIGN PROCESS

The most effective method to achieve cost control in the design process is to develop a detailed work plan and schedule upon initiation of the project, then monitor progress against budget and work plan milestones on a weekly basis. This work plan defines key work activities, discusses technical means and methods that will be employed, assigns responsibilities, defines deliverables, and establishes man-hour requirements for each activity, as well as quantities and quality of end products. The Project Manager then develops a schedule using Microsoft Project, where key activities can be networked and loaded with personnel resources. Resources are scheduled with other projects in mind, and budgets are established by task or activity. Working with the City staff, we can readjust the task budgets while maintaining the bottom line. If at any time the project becomes out of scope or budget growth is anticipated, the City will be informed immediately and solutions will be developed to maintain the project within budget.



### CONTROL OF CONSTRUCTION COST

At the very beginning of the job we will prepare an independent estimate of probable construction cost based on estimated quantities and current unit cost data; this base line cost estimate will be updated throughout the life of the project. We will provide the City a monthly progress report discussing progress achieved during the month, work expected to be performed in the upcoming month, an analysis of actual versus expected progress, as well as identifying issues which could cause delays to the on-time completion of work. Included with the progress report will be a cost control report that will track design costs and construction cost estimates. We will identify significant changes impacting the cost of construction to the City whenever they occur throughout the design process. Updated construction cost estimates will be compared to the City's budget and will be discussed with the City staff on a regular basis. We will incorporate construction techniques into the design process through constructibility reviews. All elements of the design are reviewed for cost saving potentials to include reducing the construction schedule.



### COST ESTIMATING TECHNIQUES

Accurate cost estimating is essential to evaluating alternatives and establishing construction cost budgets. We maintain a database of unit costs that include low-bidder cost on similar project types, and bid unit prices on projects that we have designed. We use this database and published City Unit Prices and other published data to establish project unit prices. In establishing these unit costs, we will also consider local contractor workload, availability of local materials, skilled labor requirements, and site constraints. This approach will allow us to track cost in a similar format in which the bid form will be prepared. We work closely with local contractors and have a keen understanding of how they approach and manage risk. This enables us to provide the most reasonable opinions of construction cost to our clients.

## V.2 Provide comparisons of bid award amount to final cost estimate for projects designed by respondent during the past two (2) years.

Name of Project	Month/Year of Bid	No. Of Bids	Final Cost Estimate	Low Bid Amount
Louisiana-Gibson Regional Drainage Facility at Kirtland Air Force Base	July 2018	4	\$2,516,400	\$ 2,199,561
Central & Unser Transit Center	August 2018	2	\$601,428	\$584,000
Meadowlark Road and Waterline Reconstruction	November 2018	4	\$2,300,000	\$2,100,000
Salce Basin	May 2019	2	\$1,900,000	\$2,200,000
Lift Station 27 and Force Main, and Lift Station 16 Upgrades	May 2019	3	\$5,828,314.89	\$5,047,559
WWTP #2 UV Disinfection System Replacement	October 2019	3	\$1,779,626	\$1,659,409



# **APPENDIX**

**Pay Equity Reporting Form PE10-249, Version 03-2018**

<b>Company name:</b>	Huitt-Zollars, Inc.
<b>Mailing address line 1:</b>	6501 Americas Parkway NE
<b>Mailing address line 2:</b>	Suite 830
<b>City, state, zip code:</b>	Albuquerque, NM 87110
<b>Phone:</b>	505.883.8114
<b>E-mail address:</b>	krkemper@huitt-zollars.com
<b>FEIN number:</b>	75-1500178
<b>EAN number:</b>	02-279106-000
<b>SUPPLIER ID:</b>	0

Job Category	No. Females	No. Males	Gap (Absolute %)
1.1 Exec/Senior Level Officials/Mgrs	0	4	N/A
1.2 First/Mid Level Officials/Mgrs	0	0	N/A
2 - Professionals	4	13	18.71%
3 - Technicians	3	6	9.48%
4 - Sales Workers	0	0	N/A
5 - Office and Admin. Support	4	0	N/A
6 - Craft Workers (Skilled)	0	0	N/A
7 - Operatives (Semi-Skilled)	0	0	N/A
8 - Laborers (Unskilled)	0	0	N/A
9 - Service Workers	0	0	N/A

Total # Job Categories With No Employees	6
Total # Female Only Job Categories	1
Total # Male Only Job Categories	1
Total # Females (all categories)	11
Total # Full Time Females	11
Total # Part Time Females	0
Total # Males (all categories)	23
Total # Full Time Males	23
Total # Part Time Males	0
Total # Employees	34
Female % Workforce	32.35%
Male % Workforce	67.65%
<b>Calculated Weighted Average Gap</b>	<b>15.52%</b>

**Submit only this form**

**Must be signed by the principal executive of the company:**

RFP#: 7246.92

**Signature certifies that all employees working in New Mexico are included, the data is for the current calendar year, and any challenges to your information may require you to get third party verification at your own expense.**

Kim R. Kemper, Senior Vice President

Name and title, printed



Signature

August 27 2020

Date submitted





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/21/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Risk Strategies 12801 North Central Expy. Suite 1710 Dallas, TX 75243	<b>CONTACT NAME:</b> Joe Bryant
	<b>PHONE (A/C, No, Ext):</b> (214) 503-1212 <b>FAX (A/C, No):</b> (214) 503-8899 <b>E-MAIL ADDRESS:</b> certificatedallas@risk-strategies.com
<b>INSURED</b> Huitt-Zollars, Inc. 1717 McKinney Ave. Ste. 1400 Dallas TX 75202	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> INSURER A : Berkley Insurance Company      32603 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

**COVERAGES**      **CERTIFICATE NUMBER:** 53702375      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ _____ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ _____ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ _____ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Pollution Liability		✓	AEC-9034415-04	1/23/2020	1/23/2021	Per Claim \$1,000,000 Annual Aggregate \$2,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
The claims made professional liability coverage is the total aggregate limit for all claims presented within the annual policy period and is subject to a deductible. Thirty (30) day notice of cancellation in favor of the certificate holder on all policies.

<b>CERTIFICATE HOLDER</b>  Master Certificate	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Joe Bryant

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)      The ACORD name and logo are registered marks of ACORD



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/29/2019
--------------------------------

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> MHBT, a Marsh & McLennan Agency, LLC company 8144 Walnut Hill Lane, 16th Fl Dallas TX 75231	<b>CONTACT NAME:</b> Stacy Brimer		
	<b>PHONE (A/C, No, Ext):</b> 972-770-1689	<b>FAX (A/C, No):</b> 972-376-8108	
<b>E-MAIL ADDRESS:</b> stacy_brimer@mhbt.com			
<b>INSURED</b> Huitt-Zollars, Inc. 1717 McKinney Ave., Ste. 1400 Dallas TX 75202-1236	HUITTZOL	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
		<b>INSURER A :</b> Hartford Casualty Insurance Company	29424
		<b>INSURER B :</b> Federal Insurance Company	20281
		<b>INSURER C :</b> Hartford Underwriters Insurance Company	30104
		<b>INSURER D :</b>	
		<b>INSURER E :</b>	
<b>INSURER F :</b>			

**COVERAGES**                      **CERTIFICATE NUMBER:** 1457846565                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

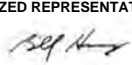
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			46UUNIQ7596	9/1/2019	9/1/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> Coll \$1,000 <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Comp \$1,000			46UENIQ7978	9/1/2019	9/1/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			46XHUIQ6629	9/1/2019	9/1/2020	EACH OCCURRENCE	\$ 10,000,000
							AGGREGATE	\$ 10,000,000
								\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A	46WEAO4105	9/1/2019	9/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Hired Car Physical Dam: \$50,000			46UENIQ7978	9/1/2019	9/1/2020	Hired PD Comp/Coll	Ded \$1,000/\$1,000
B	Employee Theft			82241508	9/1/2019	9/1/2020	Employee Theft	Limit: \$1,000,000
A	Valuable Papers			46UUNIQ7596	9/1/2019	9/1/2020	Valuable Papers	Limit: \$25,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Additional Insured form #HG0001 edition 09/16 applies to the General Liability policy.  
 Waiver of subrogation form #HG0001 edition 09/16 applies to the General Liability policy.  
 Primary & Non-Contributory General Liability form #HG0001 edition 09/16.

Additional Insured form #HA9916 edition 03/12 applies to the Automobile Liability policy.  
 Waiver of subrogation form #HA9916 edition 03/12 applies to the Automobile Liability policy.  
 Primary & Non-Contributory Auto Liability form #HA9916 edition 03/12.

See Attached...

<b>CERTIFICATE HOLDER</b>  Master Certificate . .	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  

© 1988-2014 ACORD CORPORATION. All rights reserved.



**6501 AMERICAS PARKWAY NE, SUITE 830**  
**ALBUQUERQUE, NM 87110**  
**P: 505.883.8114**  
**F: 505.883.5022**  
**[WWW.HUITT-ZOLLARS.COM](http://WWW.HUITT-ZOLLARS.COM)**

A full-service design firm transforming how we  
live, work, and connect with our world through

**ADVANCEDDESIGN<sup>SM</sup>**

**HUITT-ZOLLARS**