

# EC-16-193



## CITY OF ALBUQUERQUE

Albuquerque, New Mexico  
Office of the Mayor

Richard J. Berry, Mayor

### INTER-OFFICE MEMORANDUM

DATE: AUGUST 18, 2016

**TO:** Dan Lewis, President, City Council

**FROM:** Richard J. Berry, Mayor *RB*

**SUBJECT:** Mayor's Recommendation of Cherry/See/Reames Architects, P.C. for Architectural Services for Singing Arrow Community Center, Project # 5441.94.

The Selection Advisory Committee (SAC) met on August 10, 2016 to consider the following project:

*Project:* Project No. 5441.94-Architecture for the Singing Arrow Community Center

*Agency:* Department of Municipal Development

Six proposals were received in response to the Request for Proposals.

**Project Description:** Architectural services will include full design, bidding and construction administrative services for a new community center to be located near Tramway and Central, SE, Albuquerque, New Mexico. The project design shall include programming, schematic design, design development, construction documents, construction administration, design and construction schedules, construction cost estimates, bidding and award support.

The Committee made the following recommendation:

1. Cherry/See/Reames Architects, P.C.
2. Baker Architecture + Design, P.C.
3. Vigil & Associates Architectural Group, P.C.

The Cover Analysis, Composite SAC Evaluation Form and Minutes of the SAC Meeting are attached.

Therefore, in accordance with Section 14-7-2-1 et seq, ROA 1994, the following is my consultant selection recommendation concerning the procurement of professional services for the above listed project:

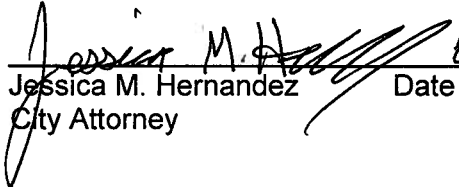
Mayor's Recommendation of Cherry/See/Reames Architects, P.C. for Architectural Services for the Singing Arrow Community Center.

This recommendation is being forwarded for Council consideration and action.

Approved:

 8/26/16  
Robert J. Perry Date  
Chief Administrative Officer

Approved as to Legal Form:

 8/25/16  
Jessica M. Hernandez Date  
City Attorney

Recommended:

 8/24/16 *CRS*  
Melissa R. Lopez, P.E. Date  
Acting Director, Department of Municipal Development

MLM/mlm

Attachments:

Cover Analysis  
Composite SAC Evaluation Form  
Minutes of the SAC Meeting

## **Cover Analysis**

### **1. What is it?**

This Executive Communication is the Mayor's recommendation of Cherry/See/Reames Architects P.C. for Architectural Services for the Singing Arrow Community Center, Project No. 5441.94.

### **2. What will this piece of legislation do?**

This legislation authorizes the selection of an Architect to design and provide construction documents for a community center located at 13001 Singing Arrow, SE, Albuquerque, New Mexico, 87123. The project is to include programming, schematic design, design development, construction documents, construction administration, design and construction schedules, construction cost estimates, bidding and award support services.

### **3. Why is this project needed?**

This project is necessary to expand needed services to the community in the southeast portion of the city.

### **4. How much will it cost and what is the funding source?**

The estimated project cost is \$4.5 million, funded by various funding sources. The estimated design compensation to the consultant is \$450,000.00.

### **5. Is there a revenue source associated with this contract?**

If so, what level of income is projected?

No revenue source is associated with this agreement or project.

### **6. What will happen if the project is not approved?**

Existing services in the southeast portion of the city will remain unchanged.

### **7. Is this service already provided by another entity?**

No other entity provides this service.

## Composite Selection Advisory Committee Evaluation Form

Project No. 5441.94-SINGING ARROW CC

Date: 8-10-2016

Evaluation Criteria	Maximum Points	Firm Name	Firm Name	Firm Name
		Cherry/See/Reames	Baker Architecture	Vigil & Assoc
<b>I. General Information</b> 1. Provide Name and Address of Respondent and, if firm, when firm was established. 2. Provide number of employees, technical discipline and registration. 3. Indicate where the services are to be performed.	25	25	25	25
<b>II. Project Team Members</b> 1. Provide organization plan for management of the project. 2. Identify all consultants to be used on the project. 3. Provide qualifications of project team members shown in organization plan, including registration and membership in professional organizations. 4. Provide any unique knowledge of key team members relevant to the project.	125	105	105	108
<b>III. Respondent Experience</b> 1. Describe previous projects of a similar nature, including client contact (with phone numbers), year services provided, construction cost (if applicable), and a narrative description of how they relate to this project. 2. Provide examples of the Project Manager's City experience within the past five (5) years that serve to demonstrate the the Project Manager's knowledge of City procedures.	150	127	117	126
<b>IV. Technical Approach</b> 1. Describe respondent's understanding of the project scope. 2. Describe how respondent plans to perform the services required by the project scope. 3. Describe specialized problem solving required in any phase of the project.	150	125	124	122
<b>V. Cost Control</b> 1. Describe cost control and cost estimating techniques to be used for this project. 2. Provide comparisons of bid award amount to final cost estimate for projects designed by the respondent during the past two (2) years. The consultant may provide justification for any discrepancies that may exist with this information.	25	21	22	23
<b>VI. Quality and Content of Proposal</b> 1. Evaluator's rating of overall quality of proposal.	25	19	21	20
Total Possible Points	500	500	500	500
Total Points (Before Point Deductions)		422	414	424
Minus High and Low Scores Total		160	163	170
Total Points (Minus High and Low Scores)		262	251	254
Minus Point Deductions (If Applicable)				4
Sub-Total (All Applicable Deductions Applied)		262	251	250
Plus Tie Breaker Points (If Applicable)				0
<b>SAC TOTAL SCORES</b>		<b>262</b>	<b>251</b>	<b>250</b>
Plus Interview Scores				
<b>FINAL SCORES</b>		<b>262</b>	<b>251</b>	<b>250</b>

Minutes of the Meeting  
of the  
Selection Advisory Committee

August 10, 2016

Room 7096, City County Government Center

**ARCHITECTURE – SINGING ARROW COMMUNITY CENTER**

**PROJECT # 5441.94**

**Present:**

Steve James, RA, Project Manager, Department of Municipal Development  
Jerry Francis, RA, Department of Municipal Development  
Brett Frauenglass, RA, Risk Management  
Jess Martinez, Division Manager, Department of Family and Community Services  
Dawn Marie Emilio, Policy Analyst, City Council

**Others:**

Vigil & Assoc.  
Baker Arch.  
Hartman + Majewski  
Cherry/See/Reames  
DWL Architects

**Staff:**

Michael McCan, Interim Administrator, Selection Advisory Committee  
Betty Greenbaum, Recording Secretary

Six proposals were received in response to the Notice of Request for Proposals.

**Project Description:**

Architectural services will include full design, bidding and construction administrative services for a new community center to be located near Tramway and Central, SE, Albuquerque, New Mexico. The project design shall include programming, schematic design, design development, construction documents, construction administration, design and construction schedules, construction cost estimates, bidding and award support.

Estimated Construction Cost                    **\$4,500,000.00**

The Chairman called the meeting to order at 0:00 a.m. to review the response to the project. He reminded the Committee members of the section of the Rules and Regulations regarding lobbying and asked if anyone would like to make a motion to discuss the issue further. No motion was forthcoming.

The Chairman asked the Project Manager if he wished to provide any additional information pertinent to the project. The Project Manager reviewed the project but added no additional information.

The Chairman asked each Committee member to comment on the proposals, but to withhold giving their scores for each proposal until all discussions have ended. Members stressed the importance of following the proposal category outline provided in the Request for Proposals and to verify content. The Chairman asked the Committee members to report their scores. The Chairman deleted from each the high score and low score and then totaled the score.

Because the point difference between the first and second-ranked firms was less than 5% of the total points obtainable, point deductions were applied to the scores. The Committee was advised of the scores and of the ranking according to these scores. The Chairman stated that the proposal scores would be verified prior to submitting the committee's recommendations to the Mayor. Scores reported at the meeting are as follows:

Baker Architects	251 pts.
Cherry/See/Reames	262 pts.
DWL Architects	245 pts.
Hartman + Majewski	249 pts.
NCA Architects	244 pts.
Vigil & Associates	250 pts.

After reporting the scores, the Chairman asked if any Committee member wanted to make a motion to conduct interviews. No motion was made to do so.

In accordance with the Rules and Regulations, subject to verification of the scores, the following three firms are the Committee's recommendation as ranked by the final scores.

1. Cherry/See/Reames Architects, P.C.
2. Baker Architecture + Design, P.C.
3. Vigil & Associates Architectural Group, P.C.

There being no further business before the Committee, the Chairman adjourned the meeting at 10.20 a.m.

  
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Michael McCan, Interim Administrator  
Selection Advisory Committee

cc: City Clerk