



EC-17-271

CITY OF ALBUQUERQUE

Albuquerque, New Mexico
Office of the Mayor

Richard J. Berry, Mayor

INTER-OFFICE MEMORANDUM

DATE: November 9, 2016

TO: Isaac Benton, President, City Council

FROM: Richard J. Berry, Mayor *[Signature]*

SUBJECT: Mayor's Recommendation of CDM Smith, Inc. for On Call Environmental Engineering Services for the Aviation Department.

The Selection Advisory Committee (SAC) met November 9, 2016 to consider the following project:

Project: Project No. 7260 On-Call Environmental Engineering Services for the Aviation Department

Agency: Aviation Department

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

Project Description: To provide studies, mapping and GIS support, analysis, design, surveys, assessments, reports, updates, planning, sampling and inspections related to the Environmental Protection Agency (EPA) Multi Sector General Permit (MSGP) and Storm Water Pollution Prevention Plan (SWPPP) for the Albuquerque International Sunport and Double Eagle II Airport.

The Committee made the following recommendation:

1. CDM Smith, Inc.
2. Daniel B. Stephens and Associates, Inc.

The Cover Analysis, Score-Sheet Compilation and Minutes of the SAC Meeting are attached.

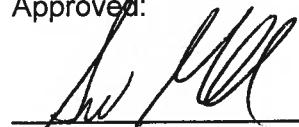
Therefore, in accordance with Section 14-7-2-1 et seq, ROA 1994, the following is my consultant selection recommendation concerning the procurement of professional services for the above listed project:

CDM Smith, Inc.

Mayor's Recommendation of CDM Smith, Inc. for On Call Environmental Engineering Services for the Aviation Department.

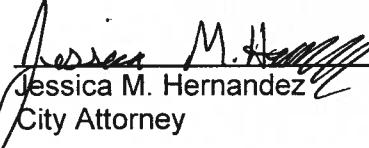
This recommendation is being forwarded for Council consideration and action.

Approved:


Robert J. Perry
Chief Administrative Officer

12/29
Date

Approved as to Legal Form:


Jessica M. Hernandez
City Attorney

12/20/16
Date

Recommended:


Melissa R. Lozoya, P.E.
Acting Director, Department of Municipal Development

12/1/16
Date

GRJ

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 CDM Smith, Inc. for Project Number 7260, On-Call Environmental Engineering Services for the Aviation Department.

2. What will this piece of legislation do?

To provide studies, mapping and GIS support, analysis, design, surveys, assessments, reports, updates, planning, sampling and inspections related to the Environmental Protection Agency (EPA) Multi Sector General Permit (MSGP) and Storm Water Pollution Prevention Plan (SWPPP) for the Albuquerque International Sunport and Double Eagle II Airport.

3. Why is this project needed?

This project is needed in order to maintain compliance with the EPA mandated MSGP and SWPPP requirements, and to provide annual SWPPP training for Aviation Department personnel, airlines, operators, and other tenants at the Sunport and Double Eagle II.

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

The cost of the resulting On-Call Environmental Engineering Services agreement will be a maximum amount of \$500,000.00 with each work authorization funded by the Aviation Department.

The funding source will be from the Aviation Department, Fund 613, Account # 527599, Activity #1175230.

5. Is there a revenue source associated with this contract? If so, what level of income is projected?

There is no revenue source associated with this contract.

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

Should this project not be approved it would be necessary to find other sources to provide services for EPA, MSGP and SWPPP inspection and reporting requirements, as well as required annual training.

Composite Selection Advisory Committee Evaluation Form

Project No. 7260-OC ENV. ENGR. (AVIATION)

11/9/2016

Evaluation Criteria	Maximum Points	Firm Name		Firm Name
		C D M	DANIEL STEPH	
I. General Information 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	0
II. Project Team Members 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.	100	90	79	0
III. Respondent Experience 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 Project Manager's knowledge of City procedures.	150	134	117	0
IV. Technical Approach 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.	125	114	102	0
V. Cost Control 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.	50	41	37	0
VI. Quality and Content of Proposal 1. Evaluator's rating of overall quality of proposal.	50	41	40	0
Total Possible Points	500	500	500	500
Total Points (Before Point Deductions)		445	400	0
Minus High and Low Scores Total		180	158	0
Total Points (Minus High and Low Scores)		265	242	0
Minus Point Deductions (If Applicable)		0	0	0
Sub-Total (All Applicable Deductions Applied)		265	242	0
Plus Tie Breaker Points (If Applicable)		0	0	0
SAC TOTAL SCORES		265	242	0
Plus Interview Scores				
FINAL SCORES		265	242	0

Minutes of the Meeting
of the
Selection Advisory Committee

November 9, 2016

Room 7096, City County Government Center

ON-CALL ENVIRONMENTAL ENGINEERING SERVICES FOR THE AVIATION DEPARTMENT

PROJECT # 7260

Chris Albrecht, Project Manager, Aviation Department
Jack Scherer, Associate Director, Aviation Department
Shellie Eaton, PE, Department of Municipal Development
Kathy Verhage, PE, Department of Municipal Development
Curtis Cherne, PE, Planning Department/Hydrology

Others:

CDM Smith
Daniel B. Stephens

Staff:

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

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

PROJECT DESCRIPTION:

To provide studies, mapping and GIS support, analysis, design, surveys, assessments, reports, updates, planning, sampling and inspections related to the Environmental Protection Agency (EPA) Multi Sector General Permit (MSGP) and Storm Water Pollution Prevention Plan (SWPPP) for the Albuquerque International Sunport and Double Eagle II Airport.

Estimated Compensation: **\$500,000.00**

The Chairman called the meeting to order at 9:00 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. No additional information was provided.

The Chairman asked each Committee member to comment on the proposals, but to withhold giving their scores for each proposal until all discussion ended. Members commented they were surprised only two responses were received but were impressed with both respondents' proposals.

The Chairman asked the Committee members to report their scores. The Chairman deleted the high score and low score and then totaled the scores. The Committee was advised of the scores and of the

ranking according to these scores. The Chairman totaled the scores and stated that the proposal scores would be verified prior to submitting the committee's recommendations to the Mayor. Scores reported were as follows:

CDM Smith	265
Daniel B. Stephens	242

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 firms are the Committee's recommendation as ranked by the final scores.

1. CDM Smith, Inc.
2. Daniel B. Stephens and Associates, Inc.

There being no further business before the Committee, the Chairman adjourned the meeting at 9:15 a.m.



Michael L. McCan
Michael L. McCan, Interim Administrator
Selection Advisory Committee

cc: City Clerk