


**CITY OF ALBUQUERQUE**  
Albuquerque, New Mexico  
Office of the Mayor

Mayor Timothy M. Keller

**INTER-OFFICE MEMORANDUM**

**DATE: June 9, 2022**

**TO:** Isaac Benton, President, City Council  
**FROM:** Timothy M. Keller, Mayor   
**SUBJECT:** Mayor's Recommendation of Architectural Consultants for City Wide On-Call Architectural Services for the City Council Services Department

The Selection Advisory Committee corresponded via email on June 8 and June 9, 2022 to consider the following project.

*Project:* Project No: 6573.00; Architectural Consultants for City Wide On-Call Architectural Services for the City Council Services Department

*Agency:* Department of Municipal Development

**Project Description:** The purpose of this RFP is to create a pool of architectural consultants for the Department of City Council Services to help carry out the priorities and directives of the City Council by providing architectural design analysis reports, structural design, and landscaping design for a wide variety of projects. Work will mostly include concept planning and/or improvements for parks, roadway landscape, and building facilities. Potentially full architectural services for select neighborhood level projects will be needed. Tasks could also include grant writing, compliance management and administration, and services pertaining to garnering project funding. Projects will be funded through local bond funds, State Capital Outlay funds and Federal Congressional Funds. Contracts will be awarded to 3 architectural firms through this solicitation.

The Committee made the following recommendation:

Dekker/Perich/Sabatini  
Studio SW  
Wilson & Company



## **Cover Analysis**

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

This is a City Wide On-Call Architectural Services Contract for City Council Set Aside Projects.

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

This piece of legislation will develop a pool of architectural firms to provide architectural services for projects funded with Council Set Aside funds.

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

This project is needed because nearly 100 City Council Set Aside Projects are awaiting implementation. Due to staffing shortages and already high workload at the Department of Municipal Development, project implementation is requiring years for even small projects. The Council Services Department will provide assistance to reduce the timelines through utilizing the services of this contract.

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

The estimated value of the contract is \$1,000,000. Funding will be from City Council Set Aside Funds and in a few cases State Capital Outlay Funding.

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

No, there is not a revenue source associated with this contract.

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

If this project is not approved, Neighborhood Projects funded by Council Set Aside General Obligation Bonds will continue to wait for implementation.

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

No, this service is not already provided by another entity.

## Composite Selection Advisory Committee Evaluation Form

**Project No: 6573.00; Architectural Consultants for City Wide On-Call Architectural Services for the City Council Services Department**      **DATE: 6/9/22**

Evaluation Criteria	Maximum Points	Firm Name	Firm Name	Firm Name
		Dekker/Perich/Sabatini	Studio SW	Wilson & Company
<b>I. General Information</b>				
1. Provide Name and Address of Respondent and, if firm, when firm was established.	25	25	24	24
2. Provide number of employees, technical discipline and registration.				
3. Indicate where the services are to be performed.				
<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.	150	130	127	130
4. Provide any unique knowledge of key team members relevant to the project.				
<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.	150	128	125	125
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.				
<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.	100	90	86	88
3. Describe specialized problem solving required in any phase of the project.				
<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	23	23	22
<b>VI. Quality and Content of Proposal</b>				
1. Evaluator's rating of overall quality of proposal.	50	45	45	42
<b>Total Possible Points</b>	500	500	500	500
<b>Total Points (Before Point Deductions)</b>		441	430	431
<b>Minus High and Low Scores Total</b>		178	176	177
<b>Total Points (Minus High and Low Scores)</b>		263	254	254
<b>Minus Point Deductions (If Applicable)</b>		0	0	0
<b>Sub-Total (All Applicable Deductions Applied)</b>		263	254	254
<b>Plus Tie Breaker Points (If Applicable)</b>		0	4	5
<b>SAC TOTAL SCORES</b>		<b>263</b>	<b>258</b>	<b>259</b>
<b>Plus Interview Scores</b>		0	0	0
<b>FINAL SCORES</b>		<b>263</b>	<b>258</b>	<b>259</b>

Minutes of the Meeting  
of the  
Selection Advisory Committee  
June 8, 2022

via Email

**Architectural Consultants for  
City Wide On-Call Architectural Services for the  
City Council Services Department**

**Project No: 6573.00**

**Present:**

Tom Menicucci, PM, City Council Services Department  
Hartwell Briggs, RA, Aviation Department  
Mark Eshelman, RA, Transit Department  
Jerry Francis, RA, Department of Municipal Development  
Melissa Roseman, Department of Municipal Development

**Staff:**

Myrna Marquez, Administrator, Selection Advisory Committee

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

**Project Description:**

The purpose of this RFP is to create a pool of architectural consultants for the Department of City Council Services to help carry out the priorities and directives of the City Council by providing architectural design analysis reports, structural design, and landscaping design for a wide variety of projects. Work will mostly include concept planning and/or improvements for parks, roadway landscape, and building facilities. Potentially full architectural services for select neighborhood level projects will be needed. Tasks could also include grant writing, compliance management and administration, and services pertaining to garnering project funding. Projects will be funded through local bond funds, State Capital Outlay funds and Federal Congressional Funds. Contracts will be awarded to 3 architectural firms through this solicitation.

**Maximum Compensation**                      \$ 1,000,000.00

The Administrator contacted the SAC Committee and RFP respondents on June 1, 2022 and advised them that this meeting would take place via email. She reminded the SAC Committee to have their scores and comments emailed to her by 11:00am on June 8, 2022.

The Administrator collected the Committee members' scores and she deleted the high score and low score and then totaled the proposal scores. The totaled scores resulted in ties so the Administrator followed the SAC Rules and Regulations to break all ties by adding one (1) point

to the respondent having the highest score dropped, this again resulted in ties. The Administrator followed the appropriate process for a total of five iterations which finally resulted in all ties broken. Point Deductions were not applied since this project contains federal funding. The Committee and respondents were advised of the final scores and the Administrator asked the Committee if there was a motion for interviews; no motion was made. The Administrator verified the scores prior to submitting the Committee's recommendation to the Mayor.

Final scores reported via the email meeting were as follows:

Dekker/Perich/Sabatini	263
FBT Architects	248
Greer Stafford	249
H+M Design Group	251
Huitt-Zollars	253
Jon Anderson Architecture	250
Molzen Corbin	257
SMPC Architecture	256
Studio SW	258
Vigil & Associates	241
Wilson & Company	259

The Administrator informed the Committee of the following ranking of the firms based on their scores and subject to verification of Total Final Points:

Dekker/Perich/Sabatini	263
Studio SW	258
Wilson & Company	259

There being no further business before the Committee, the Administrator adjourned the email meeting by emailing everyone at 9:10am on 6/9/22.

*Myrna Márquez*

Myrna Marquez, Administrator  
Selection Advisory Committee

cc: City Clerk