


CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM

DATE: August 9, 2022

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

The Selection Advisory Committee corresponded via email on August 4, 2022 to consider the following project.

Project: Project No: 7600.00; Engineering Consultants for City Wide On-Call Engineering 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 engineering consultants for the Department of City Council Services to help carry out the priorities and directives of the City by providing design analysis reports, planning, studies and analyses, pre-design, design, and construction phase services for transportation, traffic engineering, and hydrology projects. 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 engineering firms through this solicitation.

The Committee made the following recommendation:

Bohannon Huston	258
Horrocks Engineers	239
Lee Engineering	275
Parametrix	271
Wilson & Company	261

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:

**Lee Engineering
Parametrix
Wilson & Company**

Mayor's Recommendation of Lee Engineering, Parametrix, and Wilson & Company Project No: 7600.00; Engineering Consultants for City Wide On-Call Engineering Services for the City Council Services Department.

This recommendation is being forwarded for Council consideration and action.

Approved:

Lawrence Rael Date
Chief Administrative Officer

Approved as to Legal Form:

DocuSigned by:

8/9/2022 | 5:27 PM MDT

Lauren Keefe
City Attorney

Date

DS
DK

Recommended:

DocuSigned by:

8/9/2022 | 2:13 PM PDT

Patrick Montoya, Director Date
Department of Municipal Development

MIM

Attachments:

- Cover Analysis
- Composite SAC Evaluation Form
- Minutes of the SAC Meeting

Cover Analysis

1. What is it?

This is a request for Engineering firms to provide on-call services for planning and design for a variety of transportation, hydrology, and storm drainage projects on a city-wide basis. Required services include DAR'S, studies and analyses, pre-design, design, and construction phase services.

2. What will this piece of legislation do?

This legislation will approve the selected engineering firm to provide professional technical services in support of transportation and storm drain projects.

3. Why is this project needed?

The project is needed to provide continued support for the engineering division as current On-Call contracts reach capacity.

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

The maximum compensation is \$1,000,000 and funding sources will be through a variety of sources, including federal, state, and local.

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 is not approved the City Council Services will not have the ability to produce designs for infrastructural projects and/or projects will suffer for a timely action.

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: 7600.00; Engineering Consultants for City Wide On-Call Engineering Services for the City Council Services Department

DATE: 8/4/22

Evaluation Criteria	Maximum Points	Firm Name	Firm Name	Firm Name
		Lee Engineering	Parametrix	Wilson & Company
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	24	24	23
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.	150	140	140	134
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 the Project Manager's knowledge of City procedures.	150	140	138	140
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.	100	93	89	92
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.	25	21	21	20
VI. Quality and Content of Proposal 1. Evaluator's rating of overall quality of proposal.	50	36	35	33
Total Possible Points	500	500	500	500
Total Points (Before Point Deductions)		454	447	442
Minus High and Low Scores Total		179	176	181
Total Points (Minus High and Low Scores)		275	271	261
Minus Point Deductions (If Applicable)		0	0	0
Sub-Total (All Applicable Deductions Applied)		275	271	261
Plus Tie Breaker Points (If Applicable)		0	0	0
SAC TOTAL SCORES		275	271	261
Plus Interview Scores		0	0	0
FINAL SCORES		275	271	261

Minutes of the Meeting
of the
Selection Advisory Committee
August 4, 2022

via Email

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

Project No: 7600.00

Present:

Shanna Schultz, PM, City Council Services Department
Tim Brown, PE, Department of Municipal Development
Paula Dodge-Kwan, PE, Department of Municipal Development
Melissa Roseman, PE, Department of Municipal Development
Tom Menicucci, PM, City Council Services Department

Staff:

Myrna Marquez, Administrator, Selection Advisory Committee

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

Project Description:

The purpose of this RFP is to create a pool of engineering consultants for the Department of City Council Services to help carry out the priorities and directives of the City by providing design analysis reports, planning, studies and analyses, pre-design, design, and construction phase services for transportation, traffic engineering, and hydrology projects. 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 engineering firms through this solicitation.

Maximum Compensation \$ 1,000,000.00

The Administrator contacted the SAC Committee and RFP respondents on July 29, 2022 and advised them that this meeting would take place via email on August 4, 2022. She reminded the SAC Committee to have their scores and comments emailed to her by 11:30am on August 4, 2022.

The Administrator collected the Committee members' scores and she deleted the high score and low score and then totaled the proposal scores. 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:

Bohannan Huston	258
Horrocks Engineers	239
Lee Engineering	275
Parametrix	271
Wilson & Company	261

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

Lee Engineering	275
Parametrix	271
Wilson & Company	261

There being no further business before the Committee, the Administrator adjourned the email meeting by emailing everyone at 8:30am on 8/5/22.

Myrna Márquez

Myrna Marquez, Administrator
Selection Advisory Committee

cc: City Clerk