

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

Mayor Timothy M. Keller

**INTER-OFFICE MEMORANDUM**

**DATE: September 30, 2022**

**TO:** Isaac Benton, President, City Council  
**FROM:** Timothy M. Keller, Mayor *TK*  
**SUBJECT:** Mayor's Recommendation of Engineering Consultants for Developing Operating and Maintenance Manuals

The Selection Advisory Committee corresponded via email on September 28 and September 29, 2022 to consider the following project.

*Project:* Project No: 5658.06; Engineering Consultants for Developing Operating and Maintenance Manuals

*Agency:* Department of Municipal Development

Project Description: Develop Operating and Maintenance Manuals and standard operating procedures for the liquid fuel systems (Unleaded and Diesel) at Transits Yale and Daytona Maintenance Facilities. This is for the purpose of meeting state requirements for providing guidance concerning liquid fuel systems at these facilities. This project does not contain federal funding therefore point deductions will be applied.

The Committee made the following recommendation:

STV

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:

STV

Mayor's Recommendation of STV for Project No: 5658.06; Engineering Consultants for Developing Operating and Maintenance Manuals.

This recommendation is being forwarded for Council consideration and action.

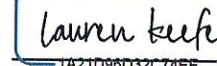
Approved:



Lawrence Rael  
Chief Administrative Officer

Approved as to Legal Form:

DocuSigned by:



10/4/2022 | 4:00 PM MDT

Lauren Keefe  
City Attorney

Recommended:

DS  
DK

DocuSigned by:



10/4/2022 | 12:53 PM PDT

Patrick Montoya, Director  
Department of Municipal Development

MIM

Attachments:

Cover Analysis  
Composite SAC Evaluation Form  
Minutes of the SAC Meeting

## **Cover Analysis**

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

The Transit Department is in need of Engineering services for the writing of an Operations and Maintenance Manual for the liquid fuel systems at the Yale and Daytona Facilities in Albuquerque, New Mexico

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

This piece of legislation will provide Transit a professional technical contract for the engineering services necessary to prepare Operations and Maintenance Manuals for the liquid fuel systems at the Yale and Daytona Maintenance Facilities in Albuquerque, New Mexico.

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

This project is needed so that the Transit Department can comply with meeting state requirements from the New Mexico Environmental Department's Petroleum Storage Tank Bureau for providing guidance concerning liquid fuel systems at these facilities as will be outlined in the Operations & Maintenance Manuals.

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

Operating fund 661 will be used to cover the costs. No Federal Funds will be used. The estimated cost is \$65,000.

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

N/A

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

If this project is not approved, the Transit Department will not be able to meet the state requirements from the New Mexico Environmental Department's Petroleum Storage Tank Bureau.

### **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: 5658.06; Engineering Consultants for Developing Operating and Maintenance Manuals**

**DATE: 8/19/22**

Evaluation Criteria	Maximum Points	Firm Name STV		
<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	15		
<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	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	118		
<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.	125	102		
<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	19		
<b>VI. Quality and Content of Proposal</b> 1. Evaluator's rating of overall quality of proposal.	50	36		
Total Possible Points	500	500		
Total Points (Before Point Deductions)		398		
Minus High and Low Scores Total		150		
Total Points (Minus High and Low Scores)		248		
Minus Point Deductions (If Applicable)		0		
Sub-Total (All Applicable Deductions Applied)		248		
Plus Tie Breaker Points (If Applicable)		0		
<b>SAC TOTAL SCORES</b>		<b>248</b>		
Plus Interview Scores		0		
<b>FINAL SCORES</b>		<b>248</b>		

Minutes of the Meeting  
of the  
Selection Advisory Committee  
September 28, 2022

via Email

**Engineering Consultants for  
Developing Operating and Maintenance Manuals**

**Project No: 5658.06**

**Present:**

Mark Eshelman, PM, RA, Transit Department  
Keith Reed, PE, Department of Municipal Development  
Eric Michalski, PE, Department of Municipal Development  
Steve Meyerhein, Transit Department  
Patrick Cordero, Transit Department

**Staff:**

Myrna Marquez, Administrator, Selection Advisory Committee

One proposal was received in response to the Request for Proposals.

**Project Description:**

Develop Operating and Maintenance Manuals and standard operating procedures for the liquid fuel systems (Unleaded and Diesel) at Transits Yale and Daytona Maintenance Facilities. This is for the purpose of meeting state requirements for providing guidance concerning liquid fuel systems at these facilities. This project does not contain federal funding therefore point deductions will be applied.

**Maximum Compensation**                      \$ 65,000.00

The Administrator contacted the SAC Committee and RFP respondents on September 28, 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 September 28, 2022.

The Administrator collected the Committee members' scores and she deleted the high score and low score and then totaled the proposal scores. Although Point Deductions were a consideration, they did not apply since there was only one respondent. The Committee and respondents were advised of the final score 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.

The final score, and subject to verification, reported via the email meeting was as follows:

STV

248

There being no further business before the Committee, the Administrator adjourned the email meeting by emailing everyone at 8:29am on 9/29/22.

*Myrna Márquez*

Myrna Marquez, Administrator  
Selection Advisory Committee

cc: City Clerk

September 2, 2022

Ms. Myrna Marquez  
Administrator, Selection Advisory Committee  
Department of Municipal Development  
Albuquerque, New Mexico

Reference: Project No: 5658.06 – O&M Manuals at the Yale and Daytona  
Maintenance Facilities

Subject: Proposal for Professional Services

STV Proposal No.: 00-80407 Rev. 1

Dear Ms. Marquez:

STV Incorporated (STV) is pleased to present this proposal to the City of Albuquerque Department of Municipal Development for the engineering services necessary to prepare Operations and Maintenance Manuals and standard operation procedures for the liquid fuel systems (Unleaded and Diesel) at the Yale and Daytona Maintenance Facilities in Albuquerque New Mexico. This proposal includes site visits to both sites to gather information on the existing systems. The scope of services has been prepared based upon our understanding of this project, initial email correspondence (March 1 and March 8, 2022), Notice of Request for Proposal 5658.06 received on August 5, 2022, and the requirements from the New Mexico Environmental Department's Petroleum Storage Tank Bureau.

For completing the O&M Manuals at the Yale and Daytona Facilities, STV proposes to provide the services defined herein for the time and material estimated cost of:

YALE STV FEE (excludes New Mexico Gross Receipts Tax):  
**THIRTY-FOUR THOUSAND FOUR HUNDRED EIGHTY DOLLARS.....\$34,480.00**

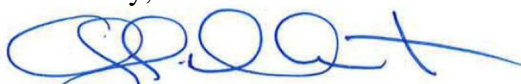
DAYTONA STV FEE (excludes New Mexico Gross Receipts Tax):  
**TWENTY-NINE THOUSAND TWENTY DOLLARS.....\$29,020.00**

We will invoice monthly for actual hours expended.

STV greatly appreciates the opportunity of providing services to the City of Albuquerque on this project. If there are any questions, please do not hesitate to contact us.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "C. Antoni", with a stylized flourish at the end.

Christopher D. Antoni, P.E., P.Eng.  
Senior Vice President



## CLIENT AUTHORIZATION

City of Albuquerque Transit Department agrees with the Scope of Work as presented in this proposal for professional services.

STV Proposal No.: 00-80407 Rev. 1

Proposed STV Costs Yale Site:	\$34,480.00
New Mexico Gross Receipts Tax:	\$ 2,715.00
Total with Tax:	\$37,195.00

Proposed STV Costs Daytona Site:	\$29,020.00
New Mexico Gross Receipts Tax:	\$ 2,285.00
Total with Tax:	\$31,305.00

If this proposal is acceptable, please sign and date on the line below, also providing any billing information, and return one (1) copy to STV Incorporated. STV will begin work upon receipt of your written notice-to-proceed and an executed copy of this proposal. This signed authorization will be considered your formal release to begin work.

## CITY OF ALBUQUERQUE TRANSIT

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Cost: \_\_\_\_\_

For STV Billing Information:

AFE/Release/PO #: \_\_\_\_\_

Email Address: \_\_\_\_\_



**SEPTEMBER 2, 2022**

**CITY OF ALBUQUERQUE  
ALBUQUERQUE, NEW MEXICO**

**YALE AND DAYTONA MAINTENANCE FACILITIES**

**OPERATION AND MAINTENANCE MANUAL PROPOSAL**

**STV PROPOSAL NO.: 00-80407 REV. 1**

**SCOPE OF SERVICES**

**PROJECT UNDERSTANDING / GENERAL INFORMATION**

STV Incorporated (STV) understands the City of Albuquerque Transit Department's (Transit's) requires detailed Liquid Fuel System Maintenance and Operations Manuals to be prepared for both the Yale and Daytona Maintenance Facilities in Albuquerque, NM. The Yale facility includes one underground diesel tank with one pump and two dispensers as well as one underground unleaded gasoline tank with one pump and one dispenser. The Daytona facility includes three underground storage tanks. One diesel/unleaded tank with two pumps and eight dispensers, one unleaded tank with one pump and three dispensers and one diesel tank for the backup generator system. Each site also includes existing CNG stations.

**SCOPE OF WORK**

1. The work scope is based on the requirements from the New Mexico Environmental Department's Petroleum Storage Tank Bureau for O&M manuals.
2. STV proposes to attend one existing conditions site visit per site (Yale and Daytona), for a total of two trips. During this initial site visit, the objective will be to document the existing conditions, document the operation of the systems (gasoline and, diesel, and CNG), and start to develop the process flow diagrams.
3. STV proposes to participate in a 50%, 75%, and 100% review meetings.
4. STV proposes to conduct the 50% review as a virtual meeting using "Microsoft TEAMS". The purpose of the 50% review is to identify information that may have been missed during the initial existing conditions meeting and to confirm the general level of description for each system.
5. STV proposes the 75% and 100% meeting to be virtual using "Microsoft TEAMS".
6. STV assumes that the review meetings will be working meetings.

7. STV proposes to develop a simplified flow schematic for each system. A total of four flow schematics is proposed:

- Yale Gasoline
- Yale Diesel
- Daytona Gasoline
- Daytona Diesel

The simplified flow schematic will show the major valves, pumps, and pieces of equipment. In addition, tag numbers will be used or assigned and referenced in the operations manual.

8. STV proposes to develop an equipment list based on the simplified flow schematics. The equipment list will reference the tag numbers in the flow schematic and provide a description. It is noted that all information may not be available for each component. This is the reason the 50% review meeting is proposed so that Transit can decide on how to proceed if system or equipment information is identified as unavailable. STV proposes a total of four equipment lists, one for each system.
9. It is understood that Yale and Daytona are existing facilities, and all reference material may not be available. Therefore, the level of detail of the final deliverables may reflect some missing details.
10. For each O&M manual, it is assumed the major headings for the operation section may include an Executive Summary, a System Description (where major pieces of equipment could be described and their function), and then the steps for different operations as described from the existing conditions meeting. For the maintenance section, the basic items will be listed and the frequency (daily, weekly, monthly, etc.), however, detailed step by step work order instructions will not be listed.
11. STV will issue draft O&M manuals for Transit review, update manuals to reflect Transit's comments and issue final O&M manuals per the list below.
12. The final deliverable will be two Liquid Fuel System O&M manuals – Two hard copies and one electronic version for each site. Each manual will have a gasoline and a diesel section with a separate brief description of the existing CNG system included.
13. Each manual will include a simplified flow schematic, major equipment list, a description of the system, document the operation of the system, and list the major maintenance activities.

## **PROJECT MANAGEMENT, ORGANIZATION, ADMINISTRATION AND MEETINGS**

The following project management and administration services will be provided during the design of the project.

1. STV will provide a project manager, Jim Dong (Registered PE in New Mexico) as the primary point of contact for Albuquerque Transit. The project manager will coordinate

all activities, organize meetings, distribute relevant information, control the budget, and schedule, while ensuring quality deliverables.

2. STV will participate in three review meetings: 50%, 75%, and 100%.
3. STV will participate in bi-weekly project review teleconferences.
4. STV will issue meeting minutes for the meetings.

STV's Project Manager will be responsible for confirming all deliverables are prepared in general conformance with Albuquerque Transit's standards, State of New Mexico requirements for O&M manuals, and STV's QA/QC program standards. This includes internal STV QC reviews prior to issuing deliverables.

### **PROJECT TEAM MEMBERS**

Jim Dong, PE: Project Manager (Registered PE in New Mexico)

Dave Soyster, PE: Mechanical Engineer. Will attend the site walk downs and assemble the project manuals.

Regan Allarie, PE: Mechanical coordination and QC

### **RESPONDENT EXPERIENCE**

See end of document with resumes of project team members.

### **TECHNICAL APPROACH**

The over-arching goal for the Albuquerque Transit O&M Manual is for STV to partner with Albuquerque Transit to produce a manual that addresses the requirements of the State of New Mexico as well as a manual that meets the needs of Albuquerque Transit.

The first step in the process is an in-person on-site meeting to understand the operation of the system. During this meeting, interviews with site personnel will be conducted to document the steps required for every operation. In addition, the system will be reviewed to document the major pieces of equipment to develop a process flow diagram. The process flow diagram will be referenced in the O&M manual. If existing tag number have been assigned, those tag numbers will be listed on the process flow diagram. If there are no tag numbers, STV will work with Albuquerque Transit to determine appropriate tag numbers.

During the initial site visit, the conceptual layout of the manual will be discussed. The purpose of this discussion is for STV to receive any preferences that Albuquerque Transit has for the layout or organization of the manual.

After the initial site visit, STV will start to work on the manual. STV proposes a second meeting when the manual is approximately 50% complete. The purpose of this meeting is to

confirm with Albuquerque Transit that the manual will meet the expectations and provide feedback early in the process. In addition, if any information is missing from the initial site visit, that information can be collected during the in-person review. Furthermore, the process flow diagram can be checked with the physical piping and components to confirm nothing has been missed. During this time, the tag numbers can be discussed. The 50% review is planned as a virtual meeting. However, if Albuquerque Transit prefers in-person, this can be accommodated for an additional cost.

After the 50% review, STV proposes a 75% review and 100% review of the manuals. The purpose of the intermediate reviews is to continually receive feedback from Albuquerque Transit and incorporate comments and suggestions. The final deliverable will be an O&M manual that Albuquerque Transit has had continued input and review so that there are no surprises or changes at the end. The 75% review and 100% review are planned as virtual meetings. However, if Albuquerque Transit prefers in-person, this can be accommodated for an additional cost.

The final result will be a manual that accurately describes the bus fueling system. The manual can be used as reference for current employees as well as a training manual for new employees. Furthermore, the manual will meet the requirements of the State of New Mexico.

## **COST CONTROL**

1. STV will assign a project controls person to the project who will generate weekly cost reports. The STV project manager will track project costs and progress and will identify any issues as they arise. The STV project manager will review any potential project cost issues with the client to help avoid project overruns.
2. STV will maintain a project change order spreadsheet to identify and log any potential project scope changes and associated costs. These potential project scope changes will be reviewed with the client and additional scope will not be started unless approved by the client.

## **CLARIFICATIONS**

This proposal is based on the following clarifications:

1. The CNG fueling system descriptions within the Liquid O&M manuals for each site will be brief and will refer to existing CNG system manuals and documentation.
2. This proposal excludes obtaining approval of the O&M manuals from the New Mexico Environmental Department's Petroleum Storage Tank Bureau, but this could be provided as an additional task for an additional fee.
3. Proposal fees are based on STV being awarded O&M manual preparation at both the Yale and Daytona sites.

SEPTEMBER 2, 2022

CITY OF ALBUQUERQUE TRANSIT DEPT  
ALBUQUERQUE, NEW MEXICO

YALE AND DAYTONA O&M MANUALS

STV PROPOSAL NO.: 00-80407 REV. 1

**YALE COST BREAKDOWN**

<u>Description</u>	<u>Hours</u>	<u>Cost</u>
<b><u>LABOR:</u></b>		
Process-Mechanical	202	\$30,200
Project Management	10	\$1,780
<b>SUBTOTAL:</b>	<b>212</b>	<b>\$31,980</b>
<b><u>OTHER DIRECT COSTS:</u></b>		
Travel Expenses (1 Trip)		\$2,500
<b>SUBTOTAL:</b>		<b>\$2,500</b>
<b>TOTAL:</b>	<b>212</b>	<b>\$34,480</b>
New Mexico Gross Receipts Tax (7.875%)		\$2,715
<b>TOTAL WITH TAX:</b>		<b>\$37,195</b>

SEPTEMBER 2, 2022

CITY OF ALBUQUERQUE TRANSIT DEPT  
ALBUQUERQUE, NEW MEXICO

YALE AND DAYTONA O&M MANUALS

STV PROPOSAL NO.: 00-80407 REV. 1

**DAYTONA COST BREAKDOWN**

<u>Description</u>	<u>Hours</u>	<u>Cost</u>
<b><u>LABOR:</u></b>		
Process-Mechanical	165	\$24,740
Project Management	10	\$1,780
<b>SUBTOTAL:</b>	<b>175</b>	<b>\$26,520</b>
<b><u>OTHER DIRECT COSTS:</u></b>		
Travel Expenses (1 Trip)		\$2,500
<b>SUBTOTAL:</b>		<b>\$2,500</b>
<b>TOTAL:</b>	<b>175</b>	<b>\$29,020</b>
New Mexico Gross Receipts Tax (7.875%)		\$2,285
<b>TOTAL WITH TAX:</b>		<b>\$31,305</b>

**EDUCATION**

Bachelor of Science,  
Mechanical Engineering,  
University of Alberta (Canada)

**PROFESSIONAL  
REGISTRATIONS**

Professional Mechanical  
Engineer registered in  
California, Colorado,  
Connecticut, Florida,  
Maryland, Michigan, New  
Jersey, New Mexico, Ohio,  
Oklahoma, Pennsylvania, and  
Texas

**CERTIFICATIONS**

Project Management  
Professional (PMP); Project  
Management Institute (PMI)

**MEMBERSHIPS**

International Society of  
Automation (ISA)

Project Management Institute  
(PMI)

**REGAN ALLARIE, PE, PMP**

***Project Manager, Chief Mechanical Engineer***

Mr. Allarie is the chief mechanical engineer for the Energy Services division, with more than 38 years of experience in the petrochemical industry. Mr. Allarie oversees the group's mechanical engineering design team. He is responsible for scheduling, QA/QC, proposal development, and coordination of project labor. Mr. Allarie also provides support for project management and mechanical engineering tasks. He has held numerous sequential roles with increasing responsibilities, including those at the Sunoco refinery in Philadelphia, one of the largest oil refineries in the nation and the largest on the East Coast.

**PROJECT EXPERIENCE**

***Explorer Pipeline's Hammond Tank Farm Redraw - Project Manager***

Provided project management for the redrawing of Explorer Pipeline's existing Hammond Tank Farm, located in Hammond, IN. The work was completed in two phases. Phase one included completion of electrical, mechanical, hydraulic, civil, concrete, and safety and fire water models. Phase two included updates to the drawings utilizing the new models. The firm developed the drawings using CadWorx 3D for existing mechanical models supplied by client, which involved adding provers, pumps, strainers, vessels, adjusting drain piping, adjusting tank lines, connections to main lines, adding valve numbers, line numbers and bill of materials descriptions, as well as electrical models and updates to dimensions, annotations, and bubbles on the drawings.

***Sunoco-Butane Blending at Explorer Pipeline's Glenpool Terminal - Mechanical Engineer***

Provided mechanical engineering support as part of final design engineering services and permitting for the installation of a butane blending system at the Explorer Pipeline Terminal in Glenpool, Tulsa County, OK. The design included the layout of the butane blending system, which encompassed four truck offload stations, eight 90,000-gallon butane storage tanks (with provisions for two future tanks), two butane pumps, one pre-manufactured electrical/compressor support building, one pre-manufactured extended analyzer building with ethanol blend skids, and a pre-engineered operations building that houses a locker room, lab, and monitoring stations. The project included a butane injection skid with a connection to one product line, a gas fast loop skid, ethanol fast loop skid and day tank, two sample recovery tanks, annubar flowmeter, along with associated system remote panels and pipe supports.

***Sunoco Logistics ETCO-Nederland Terminal Connection - Lead Mechanical Engineer***

Directed mechanical engineering design resources to connect the new 36-inch Dakota Access Pipeline to multiple piping manifolds and multiple storage tanks at a Sunoco Logistics terminal in Nederland, TX. The effort consisted of new pipelines, piping manifolds, motor-operated valves, and pipe racks and pipe supports. Mr. Allarie was responsible for all mechanical design, including process flow diagram and P&ID development, piping plans, bills of materials, and equipment bids and selection. He also coordinated and reviewed all work with the client. Mr. Allarie also assisted with 3-D model reviews, bid review meetings, project scheduling, and the preparation of the construction SOW.

**DAVID SOYSTER, PE**  
**Lead Mechanical Engineer**

**EDUCATION**

Master of Science,  
Mechanical Engineering;  
Pennsylvania State University

Bachelor of Science,  
Mechanical Engineering;  
Pennsylvania State University

**PROFESSIONAL  
REGISTRATIONS**

Professional Mechanical  
Engineer registered in  
Pennsylvania - #PE077040,  
exp. 9/30/23

**TRAINING**

GE Power Systems and  
Energy; General Electric  
(2012 - 2013)

**MEMBERSHIPS**

American Society of  
Mechanical Engineers  
(ASME)

Mr. Soyster is a senior mechanical engineer with more than 28 years of experience designing and managing projects within the petrochemical and electric utility industries. Most recently, he has been engaged in developing and managing pipeline relocations and installations, pumping and metering station modifications, and product distribution system networks throughout the East and Gulf coasts.

**PROJECT EXPERIENCE**

***CT Transit O&M Manual for Aboveground Fuel System - Mechanical Engineer***

Lead author for the O&M manual for a new aboveground fuel storage system for CT Transit in Hartford, CT. The facility consisted of three aboveground storage tanks with distribution pumps, truck offload pump, and four bus-filling locations. The system is controlled by a PLC with a touch-screen interface. The system also supplies fuel for the on-site diesel generator. The final deliverable included a flow schematic of the system, and the O&M manual addressed all operational aspects of the system. Mr. Soyster provided staff training for the new system.

***ExxonMobil PAPL/BIPL Pipeline Expansion - Lead Mechanical Engineer***

Coordinated the mechanical design efforts during a FEED study followed by final design to develop equipment modifications/upgrades to a 149-mile pipeline segment between Hearne and Irving, TX, as part of proposed improvements to facilities located along the new Pasadena Pipeline (PAPL) and Baytown-to-Irving Pipeline (BIPL). Mr. Soyster was responsible for the overall mechanical design package, including P&ID, piping plans, sections, and details for six sites.

***Buckeye Partners - Argo & Des Plaines Terminals - Lead Mechanical Engineer***

Assisted with the construction cost estimate for the design of a booster pump and associated infrastructure at the Argo Terminal and the transmix tank and replacement delivery valve at the Des Plaines Terminal. The updates at the Argo Terminal would increase gasoline, distillate, and jet fuel rates on the 28-mile, 14-inch pipeline segment to the Des Plaines Terminal. The new tank at Des Plaines would provide additional transmix storage capacity.

***ExxonMobil Pasadena Magellan Connection - Lead Mechanical Engineer***

Oversaw mechanical design and site layout as part of the front-end engineering design (FEED) phase of a \$10 million pipeline connection to deliver gasoline and distillate products from the ExxonMobil Pasadena, TX, substation to the nearby Magellan terminal. The project increased throughput capacity to 10,000 bph of product via the new 20-inch Magellan pipeline. Included pump suction hydraulic and pump analyses to determine the need for a new suction header.

***Sunoco Logistics Fuel Storage Tanks at Nederland - Lead Mechanical Engineer***

Performed quality review of the mechanical design package to connect piping from multiple new storage tanks at the Sunoco Logistics terminal in Nederland, TX, to the facility's central manifold area. Included new pipelines, piping manifold modifications, valves, pipe supports, and platform installation and modifications.



**JAMES DONG, PE**  
**Senior Process Engineer**

**EDUCATION**

Masters, Chemical Engineering; the University of California, Berkeley

Bachelor of Science, Chemical Engineering; the University of California, Berkeley

**PROFESSIONAL REGISTRATIONS**

Professional Chemical Engineer registered in California, Arizona, Colorado, Florida, Georgia, Idaho, Illinois, Kansas, Kentucky, Missouri, Nevada, New Mexico, Nebraska, Oregon, and Texas

Mr. Dong is a senior engineering operations manager with more than 40 years of experience in the transportation, utility, and industrial markets overseeing alternate fuels infrastructure projects, including fueling stations and methane gas detection, totaling more than \$75 million. He has led design engineering and consulting services for more than 60 alternate fuels infrastructure projects in the public and private sectors. Mr. Dong has also authored more than three dozen facility assessments summarizing applicable codes and describing recommendations to upgrade maintenance facilities for compressed natural gas (CNG).

**PROJECT EXPERIENCE**

***City of Albuquerque Daytona CNG Fueling Station – CNG Engineer***

Performed a feasibility study and bridging documents, and provided CNG technical support for a new transit-scale fast-fill CNG fueling facility to fuel Transit's CNG-powered buses. The study included recommendations for new CNG fueling equipment, site layout, and a budgetary construction cost estimate. The bridging documents included plans and specifications suitable for competitive bidding by contractors to complete the design, procure the equipment, and construct the facility. Provided expert CNG technical support during design and construction, including design reviews, submittal reviews, RFI responses, performance testing support, and project close-out assistance. Estimated project value - \$3.5 million.

***City of Albuquerque Daytona Methane Detection – CNG Consultant***

Provided over-the-shoulder design review support for a new methane gas detection system at the Daytona Maintenance Facility. The project is in the bid evaluation phase..

***Omnitrans CNG Fueling Stations - Project Engineer***

Prepared bridging documents and provided bid-phase support for two new state-of-the-art, \$6 million pipeline compression CNG stations at Omnitrans' East Valley facility in San Bernardino, to replace the obsolete liquefied-to-compressed natural gas equipment. The facilities produce the equivalent of 6,500 gallons of gasoline per day and save the client approximately \$1.6 million per year on their fleet of 176 buses.

***SolTrans CNG Fueling Station - Design Team Manager/Project Engineer***

Provided detailed designs and equipment specifications for a new \$3.5 million fast-fill CNG fueling station in Vallejo, CA for Solano County Transit (SolTrans). Mr. Dong developed construction documents and supported the permitting and bidding phase. He also provided post-design technical support, including reviews of equipment submittals, response to RFIs, construction oversight, and punch audits.

***Spire Duncan CNG Fueling Station - Project Engineer***

Provided detailed designs and equipment specifications for a new, \$6.2 million public-access fast-fill CNG station in Duncan, SC, for light-, medium-, and heavy-duty CNG vehicles. Mr. Dong was responsible for post-design technical support, including reviews of equipment submittals, response to requests for information, construction oversight, and punch audits.

## Agreement and Insurance Certification

We have reviewed the standard agreement for Engineering or Architectural or Landscape Architectural Services that are required for the project listed below, and hereby certify that we will, if selected for the project, enter into this standard agreement for this project and meet all insurance requirements listed therein.

This Certification is intended for the use of the City of Albuquerque only, in conjunction with the award of the Engineering or Architectural or Landscape Architectural Services Agreement for Project:

Project Name Develop Operating & Maintenance Manuals at Yale and Daytona Facilities

Project Number Project No: 5658.06

Date September 2, 2022 Firm Name STV Incorporated

Signature 

Title Senior Vice President

STATE OF NEW MEXICO )

) ss

COUNTY OF BERNALILLO )

Form is not notarized per first paragraph of RFP.

The above Certification was subscribed before me, the undersigned authority, by:

\_\_\_\_\_

who swore upon oath that this Certification was signed of free act and deed, on this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public)

My commision expires: \_\_\_\_\_

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/30/2022

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 any rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>Conner Strong &amp; Buckelew</b> <b>PO Box 99106</b> <b>Camden, NJ 08101</b> <b>877 861-3220</b>		<b>CONTACT NAME:</b> <b>Alec Simhony</b> <b>PHONE (A/C, No, Ext):</b> <b>856-479-2201</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> <b>asimhony@connerstrong.com</b>															
<b>INSURED</b> <b>STV Incorporated</b> <b>205 West Welsh Drive</b> <b>Douglassville, PA 19518</b>		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Underwriters At Lloyds</td> <td>085202</td> </tr> <tr> <td>INSURER B : National Union Fire Insurance Co.</td> <td>19445</td> </tr> <tr> <td>INSURER C : XL Insurance America, Inc.</td> <td>24554</td> </tr> <tr> <td>INSURER D : New Hampshire Ins. Co.</td> <td>23841</td> </tr> <tr> <td>INSURER E : Starr Surplus Lines Ins. Co.</td> <td>13604</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Underwriters At Lloyds	085202	INSURER B : National Union Fire Insurance Co.	19445	INSURER C : XL Insurance America, Inc.	24554	INSURER D : New Hampshire Ins. Co.	23841	INSURER E : Starr Surplus Lines Ins. Co.	13604	INSURER F :	
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## COVERAGES

## CERTIFICATE NUMBER:

## 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <b>\$10,000,000</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	GLL1064903	04/01/2022	04/01/2023	EACH OCCURRENCE <b>\$2,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) <b>\$100,000</b> MED EXP (Any one person) <b>\$5,000</b> PERSONAL & ADV INJURY <b>\$2,000,000</b> GENERAL AGGREGATE <b>\$4,000,000</b> PRODUCTS - COMP/OP AGG <b>\$4,000,000</b> \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	<b>CA4489616 (AOS)</b>  <b>\$250 COMP DED</b> <b>\$500 COLL DED</b>	04/01/2022	04/01/2023	COMBINED SINGLE LIMIT (Ea accident) <b>\$2,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ <b>Med Expense \$5,000</b>
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	X	X	<b>US00083352LI22A</b>	04/01/2022	04/01/2023	EACH OCCURRENCE <b>\$5,000,000</b> AGGREGATE <b>\$5,000,000</b> \$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	<b>015893609 (AOS)</b> <b>015893610 (CA)</b>	04/01/2022	04/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT <b>\$1,000,000</b> E.L. DISEASE - EA EMPLOYEE <b>\$1,000,000</b> E.L. DISEASE - POLICY LIMIT <b>\$1,000,000</b>
E	<b>Professional Liability</b>			<b>1000633951221</b>	04/01/2022	04/01/2023	<b>Per Claim: \$5,000,000</b> <b>Aggregate: \$5,000,000</b>

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

## 1. Property Coverage: (Including Blanket Limit)

Policy #: MXI93088686 / Policy Term: 4/1/2022 - 4/1/2023

Insurance Carrier: AGCS Marine Insurance Company (Allianz Global Corporate & Specialty) / NAIC#: 22837

Blanket Limit: \$25,000,000; Real, BPP & BI/EE

Valuable Papers Limits: \$25,000,000 (included in blanket)

(See Attached Descriptions)

## CERTIFICATE HOLDER

## CANCELLATION

Evidence of Coverage

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

*W. Michael Thompson*

## DESCRIPTIONS (Continued from Page 1)

All Risk Coverage - Agreed Value

Leased / Rented / Borrowed Equipment from Others Sublimit: \$100,000

2. Contractor's Pollution Liability:

Policy #: 03106092 / Policy Term: 4/1/2022 - 4/1/2023

Insurance Carrier: Allied World Assurance Company (U.S.) Inc. / NAIC#: 19489

Per Pollution Condition: \$5,000,000

Aggregate Limit: \$5,000,000

3. The Captioned Commercial General Liability Policy includes the following coverage:

a. XCU

b. Contractual Liability

c. Contractual Liability - Railroads is included by amending the definition of an "Insured Contract" when working within 50ft of a Railroad (CG 24 17 10 01)

4. The Captioned Workers Compensation & Employers Liability coverage includes the following coverage on an if any basis:

a. USL&H

b. Maritime

c. FELA

5. The captioned Workers Compensation Policy includes Employers Liability / Stop GAP Coverage for the following states subject to the following limits:

1. North Dakota

2. Washington

3. Wyoming

4. Ohio

Limits:

1. \$1,000,000 Employers Liability - Each Accident

2. \$1,000,000 Employers Liability - Disease - Each Employee

3. \$1,000,000 Employers Liability - Disease - Policy Limit

6. A Waiver of Subrogation is provided in favor of the Additional Insureds under the captioned Commercial General Liability, Business Automobile Liability, Commercial Excess Liability, Workers Compensation & Employers Liability and Contractor's Pollution Liability Coverages if required by written contract & permitted by state law.

7. The captioned Commercial Excess Liability policy is following form of the Commercial General Liability, Automobile Liability, and Employers Liability Policies.

8. 30 Days Notice of Cancellation and Non-Renewal, 10 Days Notice in the event of Non-Payment of Premium, will be provided subject to the terms and conditions of the policy.

RE: 2015 Mercedes Benz SL550 VIN #WDDJK7DA1FF033577 Comprehensive and Collision Coverage subject to deductibles of \$250 and \$500 Uninsured and Underinsured Motorists Coverage subject to the minimum state law Auto Loan Lease GAP Coverage Rental Reimbursement: \$50 per day / 30 Day Maximum Totals \$1,500 in any one period The captioned Commercial Umbrella Liability policy is following form of the Automobile Liability Policy.

# Pay Equity Reporting Form



City of Albuquerque  
www.cabq.gov



Bernalillo County  
www.berncogov



Water Authority  
www.abcwua.org

## Company Details

Company Name	STV Energy Services Inc	Mailing Address	205 West Welsh Drive Douglassville, Pa 19518-8713
Phone	16103858316		
Email Address	regan.allarie@stvinc.com	NM Employees?	no

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

Total # of Females (all categories)		Total # of Males (all categories)	
Total # Female Only Job Categories		Total # Male Only Job Categories	
Total # Part Time Females		Total # Part Time Males	
Female % Workforce		Male % of Workforce	
Total # Employees		Total # Non-Binary Employees	

**Must be signed by a representative of the company.** Signature certifies that all employees working in New Mexico are included, the data is for one year ending when the form is signed, and any challenges to your information may require you to get third party verification at your own expense.

Christopher D. Antoni, Sr. VP      Sep 1, 2022  
Name and Title      Signature      Date Submitted

**All Pay Equity Reporting Forms are reviewed by the Gender Pay Equity Initiative within two business days of submission. A copy of the reviewed form will be emailed to you for inclusion with your bid or proposal. If the Overall Total Pay Gap on your form is 0%, the Gender Pay Equity Initiative will certify your Pay Equity Reporting Form. A Certified Pay Equity Reporting Form may allow you to obtain a 5% preference. Please keep in mind that a Pay Equity Reporting Form - whether certified or uncertified - must be submitted with all bids and proposals. Please contact the Gender Pay Equity Initiative with any questions: oei@cabq.gov or (505) 768-3512.**

☐

Certified - Overall Gap is 0%

☒

Uncertified - Overall Gap is more than 0%

Gender Pay Equity Representative

Company ID: 735