



EC-19-287

CITY OF ALBUQUERQUE

Albuquerque, New Mexico
Office of the Mayor

Timothy M. Keller, Mayor

INTER-OFFICE MEMORANDUM

DATE: December 5, 2018

TO: Klarissa J. Peña, President, City Council
FROM: Timothy M. Keller, Mayor *TK*
SUBJECT: Mayor's Recommendation of Huitt-Zollars, Inc. for Engineering Consultants for City Wide On-Call Engineering Services

The Selection Advisory Committee (SAC) met on November 27, 2018 to consider the following project:

Project: Project No. 6098.92 for Engineering Consultants for City Wide On-Call Engineering Services

Agency: Department of Municipal Development

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

Project Description: On-call engineering services for a variety of city-wide projects. Projects may require civil, structural (civil and architectural) mechanical, electrical engineering services to be provided on an as-needed basis for all City departments. Services may include all phases of design, including studies and reports, public information activities, preliminary design, final design, permitting and possible bidding and construction phase services. On-call assignments may require same day response by the selected engineering team, therefore the team will be expected to have engineering services available locally.

The Committee made the following recommendation:

1. Huitt-Zollars, Inc.
2. HDR Engineering
3. Bohannon Huston 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:

Huitt-Zollars, Inc.

Mayor's Recommendation of Huitt-Zollars, Inc. for project No. 6098.92 for Engineering Consultants for City Wide On-Call Engineering Services.

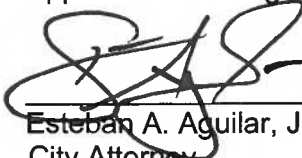
This recommendation is being forwarded for Council consideration and action.

Approved:



Sarita Nair, JD, MCRP Date
Chief Administrative Officer 12/26/18

Approved as to Legal Form:



Esteban A. Aguilar, Jr. Date
City Attorney 12-11-18

Recommended:



Patrick Montoya, Director Date
Department of Municipal Development 12-5-18



MIM

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 Huitt-Zollars, Inc. for Project Number 6098.92, City Wide On-Call Engineering Services.

2. What will this piece of legislation do?

This Project will enable the City departments to acquire professional engineering consulting services on an as-needed basis in a quick turn-around time.

3. Why is this project needed?

The on-call contract will allow small and time sensitive projects to be designed in a timely manner.

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

It is estimated that this project will not exceed \$350,000.00 in design and/or construction phase services. Funding will come from various sources as required.

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?

The lack of on-call engineering service contracts will impact the ability of City departments to construct and implement small city wide engineering projects in a timely manner.

7. Is this service already provided by another entity?

Other on-call contracts are available; however the current demand for engineering services from various City departments will exceed the capacity of these contracts in the near future.

Composite Selection Advisory Committee Evaluation Form

Project No. 6098.92 Engineering for City Wide On-Call Engineering Services

DATE: 11/27/2018

Evaluation Criteria	Maximum Points	Firm Name	Firm Name	Firm Name
		Huitt-Zollars	HDR Engineering	Bohannon Huston Inc.
I. General Information				
1. Provide Name and Address of Respondent and, if firm, when firm was established.	25	25	25	25
2. Provide number of employees, technical discipline and registration.				
3. Indicate where the services are to be performed.				
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.	150	112	116	120
4. Provide any unique knowledge of key team members relevant to the project.				
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.	150	120	119	124
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.				
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.	100	90	91	88
3. Describe specialized problem solving required in any phase of the project.				
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	22	21	19
VI. Quality and Content of Proposal				
1. Evaluator's rating of overall quality of proposal.	50	44	39	41
Total Possible Points	500	500	500	500
Total Points (Before Point Deductions)		413	411	417
Minus High and Low Scores Total		163	162	168
Total Points (Minus High and Low Scores)		250	249	249
Minus Point Deductions (If Applicable)		1	0	4
Sub-Total (All Applicable Deductions Applied)		249	249	245
Plus Tie Breaker Points (If Applicable)		1	0	1
SAC TOTAL SCORES		250	249	246
Plus Interview Scores		0	0	0
FINAL SCORES		250	249	246

Minutes of the Meeting
of the
Selection Advisory Committee
November 27, 2018

Room 7096, City County Government Center

Engineering Consultants for City Wide On-Call Engineering Services

Project # 6098.92

Present:

Stacy Herrera, Project Manager, Department of Municipal Development
Rita Harmon, PE, Department of Municipal Development
Kathleen Verhage, PE, Department of Municipal Development
Shellie Eaton, PE, Department of Municipal Development
Jerry Francis, RA, Department of Municipal Development

Others:

Bohannon Huston Inc.
Testudo Engineering
Smith Engineering
AECOM
HDR Engineering
Johnny Chandler, DMD

Staff:

Myrna Marquez, Administrator, Selection Advisory Committee
Betty Greenbaum, Recording Secretary

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

Project Description:

On-call engineering services for a variety of city-wide projects. Projects may require civil, structural (civil and architectural) mechanical, electrical engineering services to be provided on an as-needed basis for all City departments. Services may include all phases of design, including studies and reports, public information activities, preliminary design, final design, permitting and possible bidding and construction phase services. On-call assignments may require same day response by the selected engineering team, therefore the team will be expected to have engineering services available locally.

Estimated Compensation: \$350,000.00

The Administrator called the meeting to order at 9:30a.m. to review responses to the project. She 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 Administrator asked each Committee member to comment on the proposal, but to withhold giving their scores until all discussions ended. Members thanked the respondents for their interest in the project and said all the proposals were good overall. Committee members reminded respondents to follow the guidelines set forth in the legal ad and commented that some respondents did not follow those guidelines and their scores suffered for that oversight.

The Administrator asked the Committee members to report their scores and she deleted the high scores and low scores and then totaled the proposal scores. There were ties that needed to be broken so the Administrator added one point to the firm with the highest removed score involved in the tie. Again, there were ties so the Administrator added one point to the firm involved in the tie whose lowest score was removed. Still again, there were ties so point deductions were applied. The Committee was advised of the final scores according to these scores. The Administrator stated that the proposal scores would be verified prior to submitting the Committee's recommendation to the Mayor.

Final scores reported at the meeting are as follows:

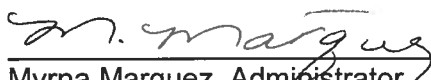
AECOM	240
Bohannon Huston, Inc.	246
Chavez-Grieves	227
Engineered Environments	191
HDR Engineering	249
Huitt-Zollars Inc.	250
Smith Engineering	229
Testudo Engineering	242

The Administrator 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 order of the firms is the Committee's recommendation.

1. Huitt-Zollars Inc.
2. HDR Engineering
3. Bohannon Huston Inc.

There being no further business before the Committee, the Administrator adjourned the meeting at 9:50a.m.



Myrna Marquez, Administrator
Selection Advisory Committee

cc: City Clerk