



EC-19-288

**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 *TJK*  
**SUBJECT:** Mayor's Recommendation of Studio Southwest Architects for City Wide On-Call Architectural Services

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

*Project:* Project No. 7215.01 City Wide On-Call Architectural Services

*Agency:* Department of Municipal Development

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

Project Description: On-call design services for architectural services for architectural projects on a city-wide basis. The projects may include the need for studies, analyses, site planning, pre-design, design and/or construction phase services.

The Committee made the following recommendation:

1. Studio Southwest Architects
2. Greer Stafford/SJCF Architecture
3. Vigil & Associates Architectural Group

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:

**Studio Southwest Architects**

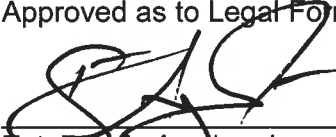
Mayor's Recommendation of Studio Southwest Architects for Project No. 7215.01 City Wide On-Call Architectural Services.

This recommendation is being forwarded for Council consideration and action.

Approved:

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

Approved as to Legal Form:

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



Recommended:

  
\_\_\_\_\_  
Patrick Montoya, Director                      12/5/18  
Department of Municipal Development                      Date

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 Studio Southwest Architects for Project Number 7215.01; City Wide On-Call Architectural Services.

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

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

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

This project is needed to ensure authorization of this on-call contract so that work can begin immediately.

### **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 architectural service contracts will impact the ability of City departments to construct and implement small city wide construction 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 architectural services from various City departments will exceed the capacity of these contracts in the near future.

## Composite Selection Advisory Committee Evaluation Form

Project No. 7215.01; City Wide On-Call Architectural Services

DATE: 11/27/2018

Evaluation Criteria	Maximum Points	Firm Name	Firm Name	Firm Name
		Studio Southwest	Greer Stafford	Vigil & Associates
<b>I. General Information</b>				
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.				
<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	127	128	126
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	128
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	85	81	81
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	20	20	18
<b>VI. Quality and Content of Proposal</b>				
1. Evaluator's rating of overall quality of proposal.	50	42	41	42
<b>Total Possible Points</b>	500	500	500	500
<b>Total Points (Before Point Deductions)</b>		427	420	420
<b>Minus High and Low Scores Total</b>		173	170	167
<b>Total Points (Minus High and Low Scores)</b>		254	250	253
<b>Minus Point Deductions (If Applicable)</b>		0	0	5
<b>Sub-Total (All Applicable Deductions Applied)</b>		254	250	248
<b>Plus Tie Breaker Points (If Applicable)</b>		0	0	0
<b>SAC TOTAL SCORES</b>		254	250	248
<b>Plus Interview Scores</b>		0	0	0
<b>FINAL SCORES</b>		254	250	248

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

Room 7096, City County Government Center

**City Wide On-Call Architectural Services**

**Project # 7215.01**

**Present:**

Stacy Herrera, Project Manager, Department of Municipal Development  
Hartwell Briggs, RA, Aviation Department  
Steve James, RA, Department of Municipal Development  
Jerry Francis, RA, Department of Municipal Development  
Rita Harmon, PE, Department of Municipal Development

**Others:**

The Hartman + Majewski Design Group  
Huitt-Zollars  
Gregory T. Hicks & Associates  
Vigil & Associates  
Studio Southwest  
FBT Architects  
Dyron Murphy Architects  
Sam Sterling Architecture  
Greer Stafford  
McClain + Yu Architecture

**Staff:**

Myrna Marquez, Administrator, Selection Advisory Committee  
Betty Greenbaum, Recording Secretary  
Johnny Chandler, DMD

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

**Project Description:**

This project will provide on-call design services for architectural services for architectural projects on a city-wide basis. The projects may include the need for studies, analyses, site planning, pre-design, design and/or construction phase services.

**Estimated Compensation:** \$350,000.00

The Administrator called the meeting to order at 10:30a.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 and according to their scoring, thought the scores would all be close. Members said all firms were qualified and were quite satisfied with the work presented in the proposals.

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 two ties created by this step and one tie involved three firms. In addition, two of the firms involved in the three-way tie had identical high scores dropped. In this rare case, the Rules and Regulations Governing the Selection of Firms states that the firm having the higher lowest score dropped receives a point. The other tie only involved two firms and the firm whose highest score was dropped also received a point.

After this step, there were now three ties but only the higher tie is addressed in order to prevent a cyclical or redundant tie. Again, the firm having the higher score dropped received a point. Finally the total scores were revealed for all eleven respondents and the two highest ranked firms were within 5% (or 5 points) of the total allowed earned points 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:

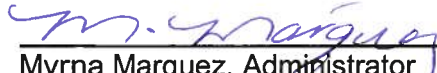
Dyron Murphy	247
FBT Architects	239
Greer Stafford/SJCF Architecture	250
Hartman + Majewski Design Group	239
Gregory T. Hicks	232
Huitt-Zollars Inc.	244
McClaine + Yu Architecture & Design	246
NCA Architects	238
Sam Sterling Architecture	240
Studio Southwest	254
Vigil & Associates	248

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. Studio Southwest
2. Greer Stafford/SJCF Architecture
3. Vigil & Associates

There being no further business before the Committee, the Administrator adjourned the meeting at 10:55a.m.

  
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Myrna Marquez, Administrator  
Selection Advisory Committee

cc: City Clerk