



EC-19-291

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 Tetra Tech for City Wide On-Call Environmental Engineering Services

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

Project: Project No. 7640 City Wide On-Call Environmental Engineering

Agency: Department of Municipal Development

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

Project Description: On-call services for a variety of planning and design projects. Required services include environmental studies and analyses, site planning design and construction phase services.

The Committee made the following recommendation:

1. Tetra Tech

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:

Tetra Tech

Mayor's Recommendation of Tetra Tech for Project No. 7640 City Wide On-Call Environmental Engineering.

This recommendation is being forwarded for Council consideration and action.

Approved:

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

Approved as to Legal Form:

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

Recommended:

G.P.S

Patrick Montoya 12-5-18
Date
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?

This Executive Communication is the Mayor's recommendation of Tetra Tech for Project No: 7640.00; City Wide On-Call Environmental Engineering Services.

2. What will this piece of legislation do?

This Project will enable the City departments to acquire professional environmental 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 \$300,000.00 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?

No, there is no revenue source associated with this contract.

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

The lack of on-call environmental 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. 7640 City Wide On-Call Environmental Engineering Services

DATE: 11/27/2018

Evaluation Criteria	Maximum Points	Firm Name	Firm Name	Firm Name	
		Tetra Tech			
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	22	0	0	
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	114	0	0	
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	118	0	0	
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	87	0	0	
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	23	0	0	
VI. Quality and Content of Proposal 1. Evaluator's rating of overall quality of proposal.	50	44	0	0	
Total Possible Points		500	500	0	0
Total Points (Before Point Deductions)			408	0	0
Minus High and Low Scores Total			161	0	0
Total Points (Minus High and Low Scores)			247	0	0
Minus Point Deductions (If Applicable)			0	0	0
Sub-Total (All Applicable Deductions Applied)			247	0	0
Plus Tie Breaker Points (If Applicable)			0	0	0
SAC TOTAL SCORES			247	0	0
Plus Interview Scores			0	0	0
FINAL SCORES			247	0	0

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

Room 7096, City County Government Center

City Wide On-Call Environmental Engineering Services

Project # 7640

Present:

Stacy Herrera, Project Manager, Department of Municipal Development
Rita Harmon, PE, Department of Municipal Development
Paul Olson, PE, Department of Municipal Development
Kathleen Verhage, PE, Department of Municipal Development
Juanito Serna, Department of Municipal Development

Others:

N/A

Staff:

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

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

Project Description:

On-call services for a variety of planning and design projects. Required services include environmental studies and analyses, site planning design and construction phase services.

Estimated Compensation: \$300,000.00

The Administrator called the meeting to order at 10:00a.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 did not ask Committee members to comment on the proposal because the respondent to the RFP was not present.

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. The Committee was advised

of the final score according to these scores. The Administrator stated that the proposal score would be verified prior to submitting the Committee's recommendation to the Mayor.

Final scores reported at the meeting are as follows:

Tetra Tech

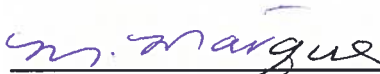
247

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 score, the following is the Committee's recommendation.

1. Tetra Tech

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



Myrna Marquez, Administrator
Selection Advisory Committee

cc: City Clerk