



# EC-19-426

## CITY OF ALBUQUERQUE


Albuquerque, New Mexico  
Office of the Mayor

Timothy M. Keller, Mayor

### INTER-OFFICE MEMORANDUM

**DATE: May 28, 2019**

**TO:** Klarissa J. Peña, President, City Council

**FROM:** Timothy M. Keller, Mayor 

**SUBJECT:** Mayor's Recommendation of Smith Engineering for City Wide On-Call Engineering Services for Hydrology, Hydraulics and Storm Drainage Work

The Selection Advisory Committee (SAC) met on May 20, 2019 to consider the following project:

*Project:* Project No. 7538.00 City Wide On-Call Engineering Services for Hydrology, Hydraulics and Storm Drainage Work

*Agency:* Department of Municipal Development

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

Project Description: Hydrology, Hydraulics and Storm Drainage firms to provide on-call services for a variety of planning and design projects on a city-wide basis. Required services include hydrology, hydraulics and storm drainage, DAR'S, studies and analyses, pre-design, design and construction phase services.

The Committee made the following recommendation of the three highest ranked respondents:

Carollo Engineers

Smith Engineering

Souder, Miller & Associates

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:

### **Smith Engineering**


Mayor's Recommendation of Smith Engineering for Project No. 7538.00 City Wide On-Call Engineering Services for Hydrology, Hydraulics and Storm Drainage Work.

This recommendation is being forwarded for Council consideration and action.

Approved:

  
\_\_\_\_\_  
Sarita Nair, JD, MCRP                      Date  
Chief Administrative Officer                      6/13/19

Approved as to Legal Form:

  
\_\_\_\_\_  
Esteban A. Aguilar, Jr.                      Date  
City Attorney                      6-4-2019

Recommended:

  
\_\_\_\_\_  
Patrick Montoya, Director                      Date  
Department of Municipal Development                      5/29/19

MIM

Attachments:

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

## **Cover Analysis**

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

Hydrology, Hydraulics and Storm Drainage firms will provide on-call services for a variety of planning and design projects on a City wide basis. Required services include hydrology, hydraulics and storm drainage, DAR'S, studies and analyses, pre-design, design, and construction phase services.

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

City wide on-call studies and design will mitigate, contain storm water, and eliminate the potential for flooding in areas within the City of Albuquerque and other agencies.

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

This project is needed to perform various timely City wide on-call work/tasks in the fields of Hydrology, Hydraulics and Storm Drainage.

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

The studies, Design Analysis Report (DAR), and design will cost \$500,000.00

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

No.

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

If the project is not approved many tasks/works in the field of Hydrology, Hydraulics and Storm drainage will suffer for a timely action in order to mitigate, contain storm water and eliminate the potential for flooding.

### **7. Is this service already provided by another entity?**

No.

## Composite Selection Advisory Committee Evaluation Form

**Project No: 7538.00 City Wide On-Call Engineering Services for Hydrology, Hydraulics and Storm Drainage Work**

**DATE: 5/20/2019**

Evaluation Criteria	Total Committee Points	Firm Name Smith Engineering	Firm Name Carollo Engineers	Firm Name Souder, Miller & Associates
<b>I. General Information (points available: 5)</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	23	21	22
<b>II. Project Team Members (points available: 20)</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.	100	92	90	80
<b>III. Respondent Experience (points available: 35)</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.	175	152	142	136
<b>IV. Technical Approach (points available: 30)</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.	150	134	130	124
<b>V. Cost Control (points available: 5)</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	21	21	22
<b>VI. Quality and Content of Proposal (points available: 5)</b> 1. Evaluator's rating of overall quality of proposal.	25	23	22	21
Total Possible Points	500	500	500	0
Total Points (Before Point Deductions)		445	426	405
Minus High and Low Scores Total		178	168	160
Total Points (Minus High and Low Scores)		267	258	245
Minus Point Deductions (If Applicable)		0	0	5
Sub-Total (All Applicable Deductions Applied)		267	258	240
Plus Tie Breaker Points (If Applicable)		0	0	0
<b>SAC TOTAL SCORES</b>		<b>267</b>	<b>258</b>	<b>240</b>
Plus Interview Scores		0	0	0
<b>FINAL SCORES</b>		<b>267</b>	<b>258</b>	<b>240</b>

Minutes of the Meeting  
of the  
Selection Advisory Committee  
May 20, 2019

Room 7096, City County Government Center

**City Wide On-Call Engineering Service for Hydrology, Hydraulics and Storm  
Drainage Work**

**Project # 7538.00**

**Present:**

Dustin Davidson, EA, Department of Municipal Development  
Kathy Verhage, PE, Department of Municipal Development  
Paula Dodge-Kwan, PE, Department of Municipal Development  
Shellie Eaton, PE, Department of Municipal Development  
Moby Mirza, Department of Municipal Development

**Others:**

Smith Engineering  
Carollo Engineers

**Staff:**

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

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

**Project Description:**

Hydrology, Hydraulics and Storm Drainage on-call services for a variety of planning and design projects on a city-wide basis. Required services include hydrology, hydraulics and storm drainage, DAR'S, studies and analyses, pre-design, design and construction phase services.

**Estimated Compensation:** \$500,000.00

The Administrator called the meeting to order at 9:00a.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 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 four proposals were good overall although one firm did not include relevant work to the one solicited.

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. Ties did not result but because the two highest scores were within 5% of each other, point deductions were applied. After the point deductions were applied, the two highest ranked firms switched places so that the first ranked firm was now ranked second and the second ranked firm was ranked first. The third ranked firm was not affected by the point deductions. At this point, the Administrator announced the firm's ranking and the firm who dropped from first ranked to second ranked, due to the point deductions, asked for clarification to explain when the point deductions get removed. The Administrator confirmed that point deductions are only applicable for one year after contract execution. At this point, the Recording Secretary chimed in and further said that point deductions "fall off" the following first of the month. The firm who dropped from first to second asked for further clarification and had the SAC Rules and Regulations on hand and reiterated his understanding that point deductions should only be applicable for one year after contract execution. Again, the Recording Secretary repeated that per the software, point deductions fall off at the beginning of every month. At this point, the Administrator asked that this conversation be taken off line because she required further investigation. The Administrator stated what appeared to be the final scores at this point but was very clear to note that the scores and point deductions needed to be verified. Knowing there was a discrepancy, the Committee was advised of the final scores. The Administrator stated that the proposal scores would indeed be verified prior to submitting the Committee's recommendation to the Mayor.

Final scores reported at the meeting were as follows:

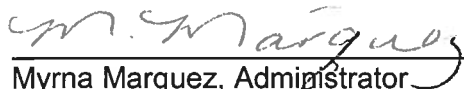
Carollo Engineers	258
JE Fuller	223
Souder, Miller & Associates	240
Smith Engineering	245

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 firms are the Committee's recommendation.

Carollo Engineers                      Souder, Miller & Associates                      Smith Engineering

There being no further business before the Committee, the Administrator adjourned the meeting at 9:20a.m.

  
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Myrna Marquez, Administrator  
Selection Advisory Committee

cc: City Clerk