



EC-19-500


CITY OF ALBUQUERQUE

Albuquerque, New Mexico
Office of the Mayor

Timothy M. Keller, Mayor

INTER-OFFICE MEMORANDUM

DATE: October 7, 2019

TO: Klarissa J. Peña, President, City Council
FROM: Timothy M. Keller, Mayor 
SUBJECT: Mayor's Recommendation of Cherry/See/Reames Architects, PC, and Lee Gamelsky Architects PC, and Greer Stafford/SJCF Architecture, Inc. for City Wide On-Call Architectural Services

The Selection Advisory Committee (SAC) met on October 4, 2019 to consider the following project:

Project: Project No: 7656.01 City Wide On-Call Architectural Services

Agency: Department of Municipal Development

Eleven proposals were received in response to the Notice of Request for Proposals but two were deemed non-responsive because they were missing required documents per the Notice of Request for Proposals.

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

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

Cherry/See/Reames Architects, PC
Lee Gamelsky Architects PC
Greer Stafford/SJCF Architecture, 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 are my consultant selection recommendations concerning the procurement of professional services for the above listed project:

Cherry/See/Reames Architects, PC
Lee Gamelsky Architects PC
Greer Stafford/SJCF Architecture, Inc.

Mayor's Recommendation of Cherry/See/Reames Architects, PC, and Lee Gamelsky Architects PC, and Greer Stafford/SJCF Architecture, Inc. for Project No: 7656.01 City Wide On-Call Architectural Services.


This recommendation is being forwarded for Council consideration and action.

Approved:



Sarita Nair, JD, MCRP 10/31/19 Date
8 Chief Administrative Officer

Approved as to Legal Form:



Esteban A. Aguilar, Jr. 10-16-19 Date
City Attorney

Recommended:



Patrick Montoya, Director 10/15/19 Date
Department of Municipal Development (in 10/8/19)

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 Cherry/See/Reames Architects, PC, and Lee Gamelsky Architects PC, and Greer Stafford/SJCF Architecture, Inc. for City Wide On-Call Architectural Services for Project Number 7656.01.

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.

3. Why is this project needed?

It generally takes 6-8 months for the selection process to be completed. Authorization of this on-call contract will ensure that the mechanism is in place to begin work promptly.

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 departments/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. 7656.01 City Wide On-Call Architectural Services

DATE: 10/4/2019

Evaluation Criteria	Maximum Points	Firm Name	Firm Name	Firm Name
		Cherry/See/Reames Architects, PC	Lee Gamelsky Architects PC	Greer Stafford/SJCF Architecture, Inc.
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	25	25	25
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	123	121	123
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	128	128	122
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	88	84	87
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	21	21	22
VI. Quality and Content of Proposal 1. Evaluator's rating of overall quality of proposal.	50	42	41	41
Total Possible Points		500	500	500
Total Points (Before Point Deductions)		427	420	420
Minus High and Low Scores Total		171	168	167
Total Points (Minus High and Low Scores)		256	252	253
Minus Point Deductions (If Applicable)		0	1	1
Sub-Total (All Applicable Deductions Applied)		256	251	252
Plus Tie Breaker Points (If Applicable)		0	2	0
SAC TOTAL SCORES		256	253	252
Plus Interview Scores		0	0	0
FINAL SCORES		256	253	252

Minutes of the Meeting
of the
Selection Advisory Committee
October 4, 2019

Room 7096, City County Government Center

City Wide On-Call Architectural Services

Project No: 7656.01

Present:

Jesse Valdez, PM, Department of Municipal Development
Mark Motsko, Department of Municipal Development
Jerry Francis, RA, Department of Municipal Development
Hartwell Briggs, RA, Aviation
Mark Eshelman, RA, Transit Department

Others:

Vigil & Associates Architectural Group
Studio Southwest Architects, Inc.
Dyron Murphy Architects, PC
Greer Stafford/SJCF Architecture, Inc.
WHPacific, Inc.
Sam Sterling Architecture, LLC
Cherry/See/Reames Architects, PC
Lee Gamelsky Architects PC

Staff:

Myrna Marquez, Administrator, Selection Advisory Committee
Betty Greenbaum, Recording Secretary
Marisa Ortiz, Department of Municipal Development

Eleven proposals were received in response to the Notice of Request for Proposals but two were deemed non-responsive because they were missing required documents per the Notice of Request for Proposals.

Project Description:

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

Estimated Compensation: \$300,000.00

The Administrator called the meeting to order at 9:45a.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. Committee members thanked respondents for submitting their proposals and said the proposals were good overall with just some minor differences where some proposals were a bit better than others. Some committee members commented that some proposals felt "canned" as if the same information is just recycled from previous projects or work and not written specifically for City solicitation; that is oftentimes discouraging for the SAC Committee. Committee members reminded the respondents to read the evaluation criteria closely and answer the questions asked as well as including on call work, specifically, in their experience.

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 resulted and one point was added to the firm holding the highest low score dropped because the highest high score dropped was identical to both firms. Point deductions were applied because the two highest ranked firms were within fifteen points of each other. After point deductions were applied, ties resulted. Again, one point was added to the firm holding the highest low score dropped because the highest high score dropped was identical to both firms. Once again, a tie resulted. The tie was with the third highest ranked score and the Administrator announced the scores. After the SAC Committee meeting was adjourned, the SAC Administrator consulted with the SAC Rules and Regulations to resolve the tie and once again added one point to the firm holding the highest high score dropped; finally all ties were resolved.

The SAC Administrator continued with her meeting agenda and, as required, asked if any Committee member wanted to make a motion to conduct interviews. No motion was requested. The Administrator reminded the Committee and the respondents that the proposal scores would need to be verified prior to submitting the Committee's recommendation to the Mayor.


Final scores are as follows:

Cherry/See/Reames Architects, PC	256
Lee Gamelsky Architects PC	253
Dyron Murphy Architects, PC	246
NCA Architects, LLC	251
Studio Southwest Architects, Inc.	249
Greer Stafford/SJCF Architecture, Inc.	252
Sam Sterling Architecture, LLC	239
WHPacific, Inc.	245
Vigil & Associates Architectural Group	248

In accordance with the Rules and Regulations, subject to verification of the scores, the following firms are the Committee's recommendation.

Cherry/See/Reames Architects, PC
Lee Gamelsky Architects PC
Greer Stafford/SJCF Architecture, Inc.

There being no further business before the Committee, the Administrator adjourned the meeting at 10:15a.m.



Myrna Marquez, Administrator
Selection Advisory Committee

cc: City Clerk