

EC-20-31



CITY OF ALBUQUERQUE


Albuquerque, New Mexico
Office of the Mayor

Timothy M. Keller, Mayor

INTER-OFFICE MEMORANDUM

DATE: January 8, 2020

TO: Klarissa Peña, President, City Council

FROM: Timothy M. Keller, Mayor 

SUBJECT: Mayor's Recommendation of Bohannon Huston, Inc., Daniel B. Stephens & Associates, and WHPacific, Inc. for City Wide On-Call Engineering Services (Hydrology, Hydraulics, and Storm Drainage)

The Selection Advisory Committee (SAC) met on January 6, 2020 to consider the following project:

Project: Project No: 7150.59; City Wide On-Call Engineering Services (Hydrology, Hydraulics, and Storm Drainage)

Agency: Department of Municipal Development

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

Project Description:

On-call Engineering services from Hydrology, Hydraulics and Storm Drainage firms 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:

1. Bohannon Huston, Inc.
2. Daniel B. Stephens & Associates, Inc.
3. WHPacific, 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:

Bohannon Huston, Inc. Daniel B. Stephens & Associates, Inc. WHPacific, Inc.

Mayor's Recommendation of Bohannon Huston, Inc., Daniel B. Stephens & Associates, Inc., and WHPacific, Inc., for Project No: 7150.59; City Wide On-Call Engineering Services (Hydrology, Hydraulics, and Storm Drainage).

This recommendation is being forwarded for Council consideration and action.

Approved:

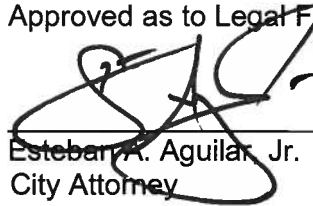


2/7/20

Sarita Nair, JD, MCRP Date
Chief Administrative Officer



Approved as to Legal Form:



1-23-2020

Esteban R. Aguilar, Jr. Date
City Attorney

Recommended:



1-22-2020

Patrick Montoya, Director Date
Department of Municipal Development

OR 1/22/2020

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 Bohannon Huston, Inc., WHPacific, Inc, and Daniel B. Stephens & Associates, Inc. for Project No: 7150.59; City Wide On-Call Engineering Services (Hydrology, Hydraulics and Storm Drainage).

2. What will this piece of legislation do?

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

3. Why is this project needed?

This project is needed to achieve 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 estimated cost is \$500,000.00; this includes studies, DAR, and design.

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: 7150.59; City Wide On-Call Engineering Services (Hydrology, Hydraulics, and Storm Drainage)

DATE: 1/6/20

Evaluation Criteria	Maximum Points	Firm Name	Firm Name	Firm Name
		Bohannon Huston, Inc.	WHPacific, Inc.	Daniel B. Stephens & Associates, Inc.
I. General Information				
1. Provide Name and Address of Respondent and, if firm, when firm was established.	25	24	24	24
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.	100	91	87	83
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.	175	156	148	145
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.	150	136	127	127
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	23	22	24
VI. Quality and Content of Proposal				
1. Evaluator's rating of overall quality of proposal.	25	20	20	20
Total Possible Points	500	500	500	500
Total Points (Before Point Deductions)		450	428	423
Minus High and Low Scores Total		179	174	170
Total Points (Minus High and Low Scores)		271	254	253
Minus Point Deductions (If Applicable)		10	0	0
Sub-Total (All Applicable Deductions Applied)		261	254	253
Plus Tie Breaker Points (If Applicable)		0	0	0
SAC TOTAL SCORES		261	254	253
Plus Interview Scores		0	0	0
FINAL SCORES		261	254	253

Minutes of the Meeting
of the
Selection Advisory Committee
January 6, 2020

Room 7096, City County Government Center

**City Wide, On-Call Engineering Services
(Hydrology, Hydraulics and Storm Drainage)**

Project No: 7150.59

Present:

Shellie Eaton, PE, PM, DMD
Kathy Verhage, PE, DMD
Paula Dodge-Kwan, PE, DMD
Logan Patz, PE, DMD
John MacKenzie, PE, DMD

Others:

Daniel B. Stephens & Associates, Inc.
Bohannon Huston, Inc.
Huitt-Zollars, Inc.
WHPacific, Inc.

Staff:

Myrna Marquez, Administrator, Selection Advisory Committee

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

Project Description:

On-call Engineering services from Hydrology, Hydraulics and Storm Drainage firms 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 9:30a.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 have ended. Members said the proposals were well done, overall, and appreciated the work from the design professionals; no matter which firm is selected, the City is happy to work with any of the firms. Committee members reminded the firms to assure all their pages in their proposals are bound. Committee members emphasized that the ability to use this contract as a "pass through" is key and wanted to make sure to mention and highlight this point, again.

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 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:


Bohannon Huston, Inc.	261
Daniel B. Stephens & Associates, Inc.	253
Huitt-Zollars, Inc.	234
WHPacific, Inc.	254

The Administrator informed the Committee of the following ranking of the firms based on their scores and subject to verification of Total Final Points:

1. Bohannon Huston, Inc.	261
2. WHPacific, Inc.	254
3. Daniel B. Stephens & Associates, Inc.	253

The Administrator asked if any Committee member wanted to make a motion to conduct interviews, no motion was raised.

There being no further business before the Committee, the Administrator adjourned the meeting at 9:40am.



Myrna Marquez, Administrator
Selection Advisory Committee

cc: City Clerk