




EC-20-74  
**CITY OF ALBUQUERQUE**

Albuquerque, New Mexico  
Office of the Mayor

Timothy M. Keller, Mayor

**INTER-OFFICE MEMORANDUM**

**DATE: April 16, 2020**

**TO:** Patrick Davis, President, City Council  
**FROM:** Timothy M. Keller, Mayor   
**SUBJECT:** Mayor's Recommendation of MRWM Landscape Architects for Landscape Architectural Consultants for Los Altos Park Renovation

The Selection Advisory Committee (SAC) met via email on April 16, 2020 to consider the following project:

*Project:* Project No: 3858.93; Landscape Architectural Consultants for Los Altos Park Renovation

*Agency:* Department of Municipal Development

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

Project Description: Renovation of Los Altos Park in Albuquerque. The project may include the need for studies, analysis, site planning, design, bidding and or/construction phase services.

The Committee made the following recommendation of the ranked respondent:

MRWM Landscape Architects

The Cover Analysis, Score-Sheet Compilation and Minutes of the SAC Meeting are attached.

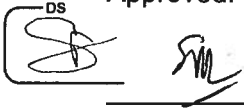
Therefore, in accordance with Section 14-7-2-1 et seq, ROA 1994, the following is my consultant selection recommendation concerning the procurement of professional services for the above listed project:

**MRWM Landscape Architects**

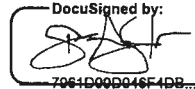
Mayor's Recommendation of MRWM Landscape Architects for Project No: 3858.93; Landscape Architectural Consultants for Los Altos Park Renovation.

This recommendation is being forwarded for Council consideration and action.


Approved:

 5/1/20  
Sarita Nair, JD, MCRP      Date  
Chief Administrative Officer

Approved as to Legal Form:

 4/20/2020  
DocuSigned by:  
Esteban A. Aguilar, Jr.      Date  
City Attorney

Recommended:

 4/20/2020  
DocuSigned by:  
Patrick Montoya      Date  
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Patrick Montoya, Director      Date  
Department of Municipal Development

MIM

Attachments:

Cover Analysis  
Composite SAC Evaluation Form  
Minutes of the SAC Meeting

## **Cover Analysis**

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

This project will renovate Los Altos Park in Albuquerque. The project may include the need for analysis, design, bidding, and construction phase services.

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

This legislation will provide a renovation project involving inter agency coordination with DMD and DOT, coordination with multiple sporting groups and multiple uses in Los Altos Park.

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

The park has an aged irrigation system, concerns with hiding places and under secure parking areas, will undergo changes such as the moving of the Park Maintenance yard, and an agreeable partner with the DOT to utilize right of way for recreational purposes.

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

Funds will consist of Lodger's Tax funds, future state Grants, and potentially GO Bond funds. Cost will be about \$11 million.

### **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?**

We will miss opportunities to positively impact revenue for the City and quality services to the community.

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

No

## Composite Selection Advisory Committee Evaluation Form

**Project No: 3858.93; Landscape Architectural Consultants for Los Altos Park Renovation**

**DATE: 4/16/20**

Evaluation Criteria	Maximum Points	Firm Name	Firm Name	Firm Name
		MRWM Landscape Architects		
<b>I. General Information</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	25	0	0
<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. 4. Provide any unique knowledge of key team members relevant to the project.	100	96	0	0
<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. 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	142	0	0
<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. 3. Describe specialized problem solving required in any phase of the project.	150	144	0	0
<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	24	0	0
<b>VI. Quality and Content of Proposal</b> 1. Evaluator's rating of overall quality of proposal.	50	47	0	0
Total Possible Points	500	500	500	
Total Points (Before Point Deductions)		478	0	0
Minus High and Low Scores Total		191	0	0
Total Points (Minus High and Low Scores)		287	0	0
Minus Point Deductions (If Applicable)		0	0	0
Sub-Total (All Applicable Deductions Applied)		287	0	0
Plus Tie Breaker Points (If Applicable)		0	0	0
<b>SAC TOTAL SCORES</b>		<b>287</b>	<b>0</b>	<b>0</b>
Plus Interview Scores		0	0	
<b>FINAL SCORES</b>		<b>287</b>	<b>0</b>	<b>0</b>

Minutes of the Meeting  
of the  
Selection Advisory Committee  
April 16, 2020

via Email

**Landscape Architectural Consultants for  
Los Altos Park Renovation**

**Project No. 3858.93**

**Present:**

David Flores, RLA, Project Manager, Department of Parks and Recreation  
Laurie Firor, RLA, Department of Parks and Recreation  
Jesse Scott, RLA, Department of Parks and Recreation  
Anthony Villanueva, Department of Municipal Development  
Christina Sandoval, Department of Parks and Recreation

**Staff:**

Myrna Marquez, Administrator, Selection Advisory Committee

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

**Project Description:**

Renovation of Los Altos Park in Albuquerque. The project may include the need for studies, analysis, site planning, design, bidding and or/construction phase services.

**Approximate Construction Cost**                      \$ 11,000,000.00

The Administrator contacted the SAC Committee and RFP respondents on April 13, 2020 and advised them that this meeting would take place via email. She reminded the SAC Committee to have their scores and comments emailed to her by 10:00am on April 16, 2020.

Members thanked the respondent for submitting a well thought-out proposal. It was noted that the respondent turned in a new proposal layout with lots of new content that was obviously created specifically for this project. In addition, the Committee appreciated the legend MRWM applied to each team member relating to elements of a City project plus how the legend was used to illustrate key aspects of design for Los Altos.

The Administrator collected the Committee members' scores and she deleted the high scores and low scores and then totaled the proposal scores. Because there was only one respondent

to score, there were no ties or point deductions to apply. The Committee and respondents were advised of the final score. The Administrator verified the scores prior to submitting the Committee's recommendation to the Mayor.

Final scores reported via the email meeting were as follows:

MRWM Landscape Architects	287
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The Administrator informed the Committee of the following score of the firm based on their scores and subject to verification of Total Final Points:

MRWM Landscape Architects	287
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There being no further business before the Committee, the Administrator adjourned the email meeting by emailing everyone the final scores.

*Myrna Márquez*

Myrna Marquez, Administrator  
Selection Advisory Committee

cc: City Clerk