

EC-20-138



**CITY OF ALBUQUERQUE**

Albuquerque, New Mexico  
Office of the Mayor

Timothy M. Keller, Mayor

**INTER-OFFICE MEMORANDUM**

**DATE: May 28, 2020**

**TO:** Patrick Davis, President, City Council  
**FROM:** Timothy M. Keller, Mayor *TK*  
**SUBJECT:** Mayor's Recommendation of Consensus Planning, Inc. for Landscape Architectural Consultants for Singing Arrow and Tijeras Arroyo Open Space Improvements

The Selection Advisory Committee (SAC) met via email on April 29, 2020 to consider the following project:

*Project:* Project No: 5423.90; Landscape Architectural Consultant for Singing Arrow and Tijeras Arroyo Open Space Improvements

*Agency:* Department of Municipal Development

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

Project Description: Improvements to Open Space areas at Singing Arrow and the Tijeras Arroyo in SE Albuquerque. The projects 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 respondents:

Consensus Planning, Inc.                      Sites Southwest                      Surroundings

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:

**Consensus Planning, Inc.**


Mayor's Recommendation of Consensus Planning, Inc. for Project No: 5423.90; Landscape Architectural Consultant for Singing Arrow and Tijeras Arroyo Open Space Improvements.

This recommendation is being forwarded for Council consideration and action.

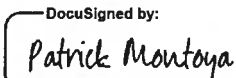
Approved:

 8/21/20  
Sarita Nair, JD, MCRP      Date  
Chief Administrative Officer

Approved as to Legal Form:

 5/29/2020  
DocuSigned by:  
Esteban A. Aguilar, Jr.      Date  
City Attorney

Recommended:

 5/29/2020  
DocuSigned by:  
Patrick Montoya, Director      Date  
Department of Municipal Development  
05.28.2020

MIM

Attachments:

Cover Analysis  
Composite SAC Evaluation Form  
Minutes of the SAC Meeting

## **Cover Analysis**

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

This project will improve the Singing Arrow and Tijeras Arroyo Open Space in SE Albuquerque. The projects may include the need for analysis, design, bidding, and construction phase services.

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

This legislation will provide an Open Space project involving multiple disciplines and agencies in collaborative that will result in more education and recreation in Open Space in SE Albuquerque.

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

There are archaeological findings that deserve proper recognition and wayfinding in the Tijeras Arroyo that will provide education and recreation that is important to our community and culture.

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

Funds will consist of GO Bond Funds. Improvements could be over \$1 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?**

If this project is not approved, our local history will continue to be unnoticed and opportunities for education and recreation in this area will be lost.

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

No.

## Composite Selection Advisory Committee Evaluation Form

**Project No: 5423.90; Landscape Architectural Consultant for Singing Arrow and Tijeras Arroyo Open Space Improvements**

**DATE: 5/28/20**

Evaluation Criteria	Maximum Points	Firm Name	Firm Name	Firm Name
		Consensus Planning Inc.	Sites Southwest	Surroundings
<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	24	24	23
<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	90	84	84
<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	126	131	107
<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	124	124	110
<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	23	22	22
<b>VI. Quality and Content of Proposal</b> 1. Evaluator's rating of overall quality of proposal.	50	41	40	38
Total Possible Points	500	500	500	500
Total Points (Before Point Deductions)		428	425	384
Minus High and Low Scores Total		169	171	163
Total Points (Minus High and Low Scores)		259	254	221
Minus Point Deductions (If Applicable)		2	0	0
Sub-Total (All Applicable Deductions Applied)		257	254	221
Plus Tie Breaker Points (If Applicable)		0	0	0
<b>SAC TOTAL SCORES</b>		<b>257</b>	<b>254</b>	<b>221</b>
Plus Interview Scores		0	0	
<b>FINAL SCORES</b>		<b>257</b>	<b>254</b>	<b>221</b>

Minutes of the Meeting  
of the  
Selection Advisory Committee  
April 29, 2020

via Email

**Landscape Architectural Consultant for Singing Arrow and Tijeras Arroyo  
Open Space Improvements**

**Project No. 5423.90**

**Present:**

Colleen Langan-McRoberts, Project Manager, Department of Parks and Recreation  
Laurie Firor, RLA, Department of Parks and Recreation  
Jesse Scott, RLA, Department of Parks and Recreation  
Jess Martinez, Family & Community Services  
David Flores, RLA, Department of Parks and Recreation

**Staff:**

Myrna Marquez, Administrator, Selection Advisory Committee

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

**Project Description:**

Improvements to Open Space areas at Singing Arrow and the Tijeras Arroyo in SE Albuquerque. The projects may include the need for studies, analysis, site planning, design, bidding, and/or construction phase services.

**Estimated Compensation**                      \$ 200,000.00

The Administrator contacted the SAC Committee and RFP respondents on April 21, 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 1:00pm on April 29, 2020.

Members commented that all three respondents had great experience and therefore made this a tough choice. It was noted, however, that two of the firms had a stronger grasp of the scope and the team experience, both with the City and elsewhere, to address a wide variety of issues that may surface. Furthermore, the all-local team offers a much larger variety of professional disciplines that addresses not only physical, but cultural & historical elements. In addition, the all-local team provided a very good variety of relevant projects, mostly in Albuquerque and directly with the City, with references to Project Manager's extensive knowledge of a variety of COA procedures, both in planning and design; while the other strong proposal included relevant

example projects in terms of scope, there was much reliance on the out-of-state firm's inclusions, and indication of not having the same level of City experience to address a wide range of needs not only in design, but for the potential planning tasks.

The Administrator collected the Committee members' scores and she deleted the high scores and low scores and then totaled the proposal scores. There were no ties to break but point deductions were applied because the two highest ranked firms were within 5% of each other. The Committee and respondents were advised of the final score. The Administrator verified the scores and asked if there was a motion for interviews and reminded the Committee that there would also need to be a second motion for interviews if desired. A motion was made and a second motion followed. The other three Committee members did not speak up for interviews and a vote was never made towards interviews which would have resulted in a consensus by the Committee. The motions for interviews by the two Committee members was withdrawn. Scores were verified prior to submitting the Committee's recommendation to the Mayor.

Final scores reported via the email meeting were as follows:

Consensus Planning Inc.	257
Sites Southwest	254
Surroundings	221

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

Consensus Planning Inc.	257
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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