



EC-20-160


CITY OF ALBUQUERQUE

Albuquerque, New Mexico
Office of the Mayor

Timothy M. Keller, Mayor

INTER-OFFICE MEMORANDUM

DATE: June 15, 2020

TO: Patrick Davis, President, City Council
FROM: Timothy M. Keller, Mayor 
SUBJECT: Mayor's Recommendation of Vigil & Associates, Dyron Murphy Architects, P.C., and SMPC Architects for City Wide On-Call Architectural Services

The Selection Advisory Committee (SAC) met via email on June 11, 2020 to consider the following project:

Project: Project No: 722400; City Wide On-Call Architectural Services

Agency: Department of Municipal Development

Eleven proposals were received in response to the Request for Proposals but only nine were reviewed by the SAC Committee. Two proposals were deemed non-responsive and were not considered for review; one proposal exceeded the number of pages allowed per the proposal format listed on the RFP and the other proposal did not include a Pay Equity Form as required in the RFP.

Project Description: The purpose of this RFP is to increase the pool of architectural firms contracted to provide Architectural On-Call Services to the City of Albuquerque; therefore, proposals will not be accepted from any architectural firm currently holding a contract with the City for such services unless that firm's current contract has been fully exhausted and contains no remaining capacity. Multiple contracts may be awarded under this RFP. The total number of contracts awarded will not exceed three (3).

This solicitation requires professional Architectural services on a City wide basis. The scope is to include but not limited to: studies, analyses, site planning, pre-design, design, and/or construction phase services.

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

Vigil & Associates Dyron Murphy Architects, P.C. SMPC 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:

Vigil & Associates Dyron Murphy Architects, P.C. SMPC Architects

Mayor's Recommendation of Vigil & Associates, Dyron Murphy Architects, P.C., and SMPC Architects for Project No: 7020; City Wide On-Call Architectural Services.

This recommendation is being forwarded for Council consideration and action.

Approved:

DS
El

9/17/20

Sarita Nair, JD, MCRP
Chief Administrative Officer

Date

Approved as to Legal Form:

DocuSigned by:

6/15/2020 | 4:18 PM MD

Esteban A. Aguilar, Jr.
City Attorney

Date

Recommended:

DocuSigned by:

6/15/2020 | 3:13 PM PDT

Patrick Montoya, Director
Department of Municipal Development

Date

06.15.2020 as to form

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 Vigil & Associates, Dyron Murphy Architects, P.C., and SMPC Architects for Project Number 7224.00, Citywide On-Call Architectural Services.

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 in a quick turn-around time.

3. Why is this project needed?

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

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

It is estimated that this project will not exceed \$500,000.00 in design and/or construction phase services per firm. Funding will come from various 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 citywide 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: 722400; City Wide On-Call Architectural Services

DATE: 6/11/20

| Evaluation Criteria | Maximum Points | Firm Name | Firm Name | Firm Name |
|--|----------------|--------------------|-------------------------------|-----------------|
| | | Vigil & Associates | Dyron Murphy Architects, P.C. | SMPC Architects |
| 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 | 23 | 24 | 24 |
| 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 | 127 | 124 | 127 |
| 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 | 130 | 129 |
| 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 | 86 | 85 |
| 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 | 24 | 23 | 22 |
| VI. Quality and Content of Proposal 1. Evaluator's rating of overall quality of proposal. | 50 | 46 | 46 | 47 |
| Total Possible Points | 500 | 500 | 500 | 500 |
| Total Points (Before Point Deductions) | | 436 | 433 | 434 |
| Minus High and Low Scores Total | | 179 | 178 | 181 |
| Total Points (Minus High and Low Scores) | | 257 | 255 | 253 |
| Minus Point Deductions (If Applicable) | | 0 | 0 | 0 |
| Sub-Total (All Applicable Deductions Applied) | | 257 | 255 | 253 |
| Plus Tie Breaker Points (If Applicable) | | 0 | 0 | 0 |
| SAC TOTAL SCORES | | 257 | 255 | 253 |
| Plus Interview Scores | | 0 | 0 | 0 |
| FINAL SCORES | | 257 | 255 | 253 |

Minutes of the Meeting
of the
Selection Advisory Committee
June 11, 2020

via Email

City Wide On-Call Architectural Services

Project No. 722400

Present:

Stacy Herrera, Project Manager, Department of Municipal Development
Jerry Francis, RA, Department of Municipal Development
Hartwell Briggs, RA, Aviation Department
Mark Eshelman, RA, Transit Department
J. Gabriel Rivera, Department of Municipal Development

Staff:

Myrna Marquez, Administrator, Selection Advisory Committee

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Estimated Compensation \$ 500,000.00

The Administrator contacted the SAC Committee and RFP respondents on June 3, 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 11:30am on June 11, 2020.

SAC Committee members commented that many of the proposals included projects that were not representative in scale of an On-Call project. It was also noted that the technical approach sections of the proposals were generic and tailored to large projects.

The Administrator collected the Committee members' scores and she deleted the high scores and low scores and then totaled the proposal scores. A tie did not result but the two highest scores were within 5% of each other therefore point deduction were applied; point deductions, however, did not affect the highest ranked firms. The Committee and respondents were advised of the final scores and the Administrator asked the Committee if there was a motion for interviews; no motion was made. 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:

| | |
|-------------------------------|-----|
| Baker Architecture + Design | 244 |
| Campoverde Architecture | 239 |
| Dyron Murphy Architects, P.C. | 255 |
| Formative Architecture | 242 |
| Huitt-Zollars | 240 |
| Jon Anderson Architecture | 249 |
| SMPC Architects | 253 |
| Vigil & Associates | 257 |
| WHPacific | 230 |

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

| | |
|-------------------------------|-----|
| Dyron Murphy Architects, P.C. | 255 |
| SMPC Architects | 253 |
| Vigil & Associates | 257 |

There being no further business before the Committee, the Administrator adjourned the email meeting by emailing everyone the final scores on June 12, 2020 at 10:27a.m.

Myrna Márquez

Myrna Marquez, Administrator
Selection Advisory Committee

cc: City Clerk