



EC-20-161
CITY OF ALBUQUERQUE


Albuquerque, New Mexico
Office of the Mayor

Timothy M. Keller, Mayor

INTER-OFFICE MEMORANDUM

DATE: June 17, 2020

TO: Patrick Davis, President, City Council

FROM: Timothy M. Keller, Mayor 

SUBJECT: Mayor's Recommendation of Molzen Corbin, Smith Engineering, and WSP USA Inc. for City Wide On-Call Engineering Services for Transportation and Storm Drainage

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

Project: Project No's: 7843, 7844, & 7845; City Wide On-Call Engineering Services for Transportation and Storm Drainage

Agency: Department of Municipal Development

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

Project Description: The scope of work may include miscellaneous transportation engineering and storm drainage design and consultation on a variety of projects throughout the city. This includes, but is not limited to studies and reports, surveying, testing, public meetings, street/ landscape design, traffic engineering, hydrology projects, bicycle facility design, construction management, preparation of plans, specifications, estimates, and construction contract documents as well as other tasks. This will be a three (3) year contract.

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

Molzen Corbin Smith Engineering WSP USA 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:

Molzen Corbin Smith Engineering WSP USA Inc.

Cover Analysis

1. What is it?

City Wide On-Call Engineering services contract for transportation and storm drain related work.

2. What will this piece of legislation do?

This legislation will approve the selected Engineering firms to provide professional technical services in support of transportation and storm drain projects led by DMD.

3. Why is this project needed?

The project is needed to provide continued support for the Engineering division as current On-Call contracts reach capacity.

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

The maximum compensation is \$1,000,000 and funding sources will vary by task and may include local, state, or federal funds.

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 is not approved, the Engineering Division will not have the ability to produce designs for infrastructural projects around the city.

7. Is this service already provided by another entity?

Yes, however the current On-Call contracts are near their respective capacities and will not be available once those limits have been reached.

Composite Selection Advisory Committee Evaluation Form

Project No's: 7843, 7844, & 7845; City Wide On-Call Engineering Services for Transportation and Storm Drainage

DATE: 6/17/20

| Evaluation Criteria | Maximum Points | Firm Name | Firm Name | Firm Name |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------|-------------------|--------------|
| | | Molzen Corbin | Smith Engineering | WSP USA 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 | 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. | 125 | 104 | 102 | 108 |
| 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 | 121 | 119 | 123 |
| 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. | 125 | 106 | 106 | 112 |
| 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. | 50 | 42 | 40 | 41 |
| VI. Quality and Content of Proposal 1. Evaluator's rating of overall quality of proposal. | 25 | 23 | 22 | 23 |
| Total Possible Points | 500 | 500 | 500 | 500 |
| Total Points (Before Point Deductions) | | 419 | 413 | 431 |
| Minus High and Low Scores Total | | 166 | 168 | 169 |
| Total Points (Minus High and Low Scores) | | 253 | 245 | 262 |
| Minus Point Deductions (If Applicable) | | 0 | 0 | 0 |
| Sub-Total (All Applicable Deductions Applied) | | 253 | 245 | 262 |
| Plus Tie Breaker Points (If Applicable) | | 0 | 1 | 0 |
| SAC TOTAL SCORES | | 253 | 246 | 262 |
| Plus Interview Scores | | 0 | 0 | 0 |
| FINAL SCORES | | 253 | 246 | 262 |

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

via Email

**City Wide On-Call Engineering Services for
Transportation and Storm Drainage**

Project No's. 7843, 7844, & 7845

Present:

Eric Michalski, Project Manager, Department of Municipal Development
Paula Dodge-Kwan, PE, Department of Municipal Development
John MacKenzie, PE, Department of Municipal Development
Savannah Torres, PE, Department of Municipal Development
Debbie Bauman, Department of Municipal Development

Staff:

Myrna Marquez, Administrator, Selection Advisory Committee

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Estimated Compensation \$ 1,000,000.00

The Administrator contacted the SAC Committee and RFP respondents on June 9, 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 16, 2020.

The SAC Committee did not have any comments on the proposals. The Administrator collected the Committee members' scores; one of the SAC Committee members experience technical difficulties and did not have her score sheet emailed to the Administrator until 2:15pm on June 16, 2020. Upon receipt of all the score sheet, the Administrator deleted the high scores and low

scores and then totaled the proposal scores. Two ties result therefore the Administrator added one (1) point to each of the respondents participating in the ties whose highest scores were dropped. Scores were totaled once again and there were no longer any ties. Because these projects are federally funded, point deductions were not applied. 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:

| | |
|------------------------|-----|
| AECOM | 237 |
| Huitt-Zollars | 241 |
| Molzen Corbin | 253 |
| Smith Engineering | 246 |
| T.Y. Lin International | 235 |
| WHPacific | 238 |
| Wilson & Company | 245 |
| WSP USA Inc. | 262 |

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

| | |
|-------------------|-----|
| Molzen Corbin | 253 |
| Smith Engineering | 246 |
| WSP USA Inc. | 262 |

There being no further business before the Committee, the Administrator adjourned the email meeting by emailing everyone the final scores on June 17, 2020 at 10:39a.m.

Myrna Márquez

Myrna Marquez, Administrator
Selection Advisory Committee

cc: City Clerk