

EC-20-168



**CITY OF ALBUQUERQUE**


Albuquerque, New Mexico  
Office of the Mayor

Timothy M. Keller, Mayor

**INTER-OFFICE MEMORANDUM**

**DATE: September 1, 2020**

**TO:** Patrick Davis, President, City Council

**FROM:** Timothy M. Keller, Mayor 

**SUBJECT:** Mayor's Recommendation of RoVolus for On-Call Engineering for Aviation Sustainability and Environmental Services

The Selection Advisory Committee (SAC) met via email on September 1, 2020 to consider the following project:

*Project:* Project No: 7740.00; On-Call Engineering for Aviation Sustainability and Environmental Services

*Agency:* Department of Municipal Development

Two proposals were received in response to the Request for Proposals but only one was considered because the other firm did not include all of the required paperwork in their proposal as required per the legal ad.

**Project Description:** To provide project formulation, preparation and submittal of Federal Aviation Administration (FAA), Federal Environmental Protection Agency (EPA), State, and Local environmental and sustainability grant applications; to include the Airport Improvement Program (AIP) Voluntary Airport Low Emissions (VALE) Program for the following projects (purchase of low-emission vehicles, preconditioned air units, chargers for electric ground support equipment like bag tugs and belt loaders; natural gas refueling stations for airport buses and shuttles; and electric gates at the terminal., and other major infrastructure improvements the FAA AIP Program under Section 511 and Zero Emission Airport Vehicles (ZEV) for the following projects (vehicles that transport airport passenger and employees, light and heavy duty trucks and the construction or modification of infrastructure to facilitate fuel delivery to funded ZEV's that includes refueling stations, rechargers, on-site fuel storage tanks, and other equipment needed for station operation.. and the FAA AIP Program under Section 512 Energy Efficiency of Airport Power Sources for the following projects (energy efficiency measures in airport buildings, glycol recovery vehicles; and other projects may be assigned; and the EPA Diesel Emission Reduction Act (DERA) for the Albuquerque International Sunport and Double Eagle II Airport; and to provide assistance in the development and implementation of sustainability initiatives; energy conservation and management, renewable energy, airport carbon accreditation, greenhouse gas emission reductions and inventory preparation as it relates to aviation and airports. Per 49 CFR part 26 "Participation by Disadvantaged Business Enterprise (DBE)" is encouraged.

801-05-03

The Committee made the following recommendation:

RoVolus

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:

RoVolus

Mayor's Recommendation of RoVolus for Project No: 7740.00; On-Call Engineering for Aviation Sustainability and Environmental Services

This recommendation is being forwarded for Council consideration and action.

Approved:

DS  
SH

*SN* 9/28/20

Sarita Nair, JD, MCRP Date  
Chief Administrative Officer

Approved as to Legal Form:

DocuSigned by:  
*Samantha Hults* 9/3/2020 | 4:58 PM MDT  
CA74979A8399D4E...  
Esteban A. Aguilar, Jr. Date  
City Attorney

Recommended:

DocuSigned by:  
*Patrick Montoya* AV  
9/2/2020 | 9:59 AM PDT  
1ED93102F75A44F...  
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 piece of Legislation is for On-call Engineering Services for Aviation Sustainability and Environmental services.

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

This piece of Legislation will provide project formulation, preparation and submittal of Federal Aviation Administration (FAA), Federal Environmental Protection Agency (EPA), State, and Local environmental and sustainability grant applications; to include the Airport Improvement Program (AIP) Voluntary Airport Low Emissions (VALE) Program, the FAA AIP Program under Section 511 and Zero Emission Airport Vehicles (ZEV), and the FAA AIP Program under Section 512 Energy Efficiency of Airport Power Sources, and the EPA Diesel Emission Reduction Act (DERA) for the Albuquerque International Sunport and Double Eagle II Airport; and to provide assistance in the development and implementation of sustainability initiatives; energy conservation and management, renewable energy, airport carbon accreditation, greenhouse gas emission reductions and inventory preparation as it relates to aviation and airports.

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

This project is needed to support and meet the sustainability initiatives of the Aviation Department that are outlined in the Sunport Sustainability Master Plan recently approved by and to also support the ongoing sustainability initiatives of the City of Albuquerque.

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

The cost of the resulting On-call Engineering Services for Aviation Sustainability and Environmental will be a maximum amount of \$500,000 with each work authorization funded by the Aviation Department.

The funding source will be from the Aviation Department, Fund 613, Account and Activity to be determined.

### **5. Is there a revenue source associated with this contract? If so, what level of income is projected?**

There will be no revenue generated by this contract.

### **6. What will happen if the project is not approved?**

If not approved, applying for the specify types of grants available for Aviation, without the additional resource of this knowledge and expertise, could be jeopardized and losing the opportunity of grant funding not otherwise financially possible within the Aviation Department.

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

This service is not provided by another entity.

## Composite Selection Advisory Committee Evaluation Form

**Project No: 7740.00; On-Call Engineering for Aviation Sustainability and Environmental Services**

**DATE: 9/1/20**

Evaluation Criteria	Maximum Points	Firm Name	Firm Name	Firm Name
		RoVolus		
<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	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.	125	115	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.	125	117	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	139	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	46	0	0
Total Possible Points	500	500		
Total Points (Before Point Deductions)		465	0	0
Minus High and Low Scores Total		184		
Total Points (Minus High and Low Scores)		281	0	0
Minus Point Deductions (If Applicable)		0	0	0
Sub-Total (All Applicable Deductions Applied)		281	0	0
Plus Tie Breaker Points (If Applicable)		0	0	0
<b>SAC TOTAL SCORES</b>		<b>281</b>	<b>0</b>	<b>0</b>
Plus Interview Scores		0	0	
<b>FINAL SCORES</b>		<b>281</b>	<b>0</b>	<b>0</b>

Minutes of the Meeting  
of the  
Selection Advisory Committee  
September 1, 2020

via Email

**On-Call Engineering for Aviation Sustainability and Environmental Services**

**Project No. 7740.00**

**Present:**

Chris Albrecht, PM, Aviation Department  
Rhonda Methvin, PE, Aviation Development  
Shellie Eaton, PE, Department of Municipal Development  
Isreal Tavarez, PE, Air Quality/Environmental Health  
Kelsey Rader, Environmental Health

**Staff:**

Myrna Marquez, Administrator, Selection Advisory Committee

Two proposals were received in response to the Request for Proposals but only one was scored because the other proposal was missing its Pay Equity Worksheet and deemed non-responsive.

**Project Description:**

To provide project formulation, preparation and submittal of Federal Aviation Administration (FAA), Federal Environmental Protection Agency (EPA), State, and Local environmental and sustainability grant applications; to include the Airport Improvement Program (AIP) Voluntary Airport Low Emissions (VALE) Program for the following projects (purchase of low-emission vehicles, preconditioned air units, chargers for electric ground support equipment like bag tugs and belt loaders; natural gas refueling stations for airport buses and shuttles; and electric gates at the terminal., and other major infrastructure improvements the FAA AIP Program under Section 511 and Zero Emission Airport Vehicles (ZEV) for the following projects (vehicles that transport airport passenger and employees, light and heavy duty trucks and the construction or modification of infrastructure to facilitate fuel delivery to funded ZEV's that includes refueling stations, rechargers, on-site fuel storage tanks, and other equipment needed for station operation.. and the FAA AIP Program under Section 512 Energy Efficiency of Airport Power Sources for the following projects (energy efficiency measures in airport buildings, glycol recovery vehicles; and other projects may be assigned; and the EPA Diesel Emission Reduction Act (DERA) for the Albuquerque International Sunport and Double Eagle II Airport; and to provide assistance in the development and implementation of sustainability initiatives; energy conservation and management, renewable energy, airport carbon accreditation, greenhouse gas emission reductions and inventory preparation as it relates to aviation and airports. Per 49 CFR part 26 "Participation by Disadvantaged Business Enterprise (DBE)" is encouraged.

**Maximum Compensation**

\$ 500,000.00

The Administrator contacted the SAC Committee and RFP respondents on September 1, 2020 and advised them that this meeting took place via email. She sent an Outlook invitation to reminded the SAC Committee to have their scores and comments emailed to her by 11:00am on September 1, 2020.

There weren't any comments from the SAC Committee.

The Administrator did not receive all scores until 12:59pm at which time she collected the Committee members' scores and she deleted the high scores and low scores and then totaled the proposal scores.

There was not a tie and because this project is 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. Committee members did not make a motion for interviews. The SAC Administrator said she would verify the scores before making the Committee's recommendation to the Mayor.

Final scores reported via the email meeting were as follows:

RoVolus	281
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The Administrator informed the Committee of the following ranking of the firms based on their scores and subject to verification of Total Final Points:

RoVolus	281
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There being no further business before the Committee, the Administrator adjourned the email meeting by emailing everyone the final scores on September 1, 2020 at 2:23 p.m.

*Myrna Márquez*

Myrna Marquez, Administrator  
Selection Advisory Committee

cc: City Clerk