



EC-20-184
CITY OF ALBUQUERQUE

Albuquerque, New Mexico
Office of the Mayor

Timothy M. Keller, Mayor

INTER-OFFICE MEMORANDUM

DATE: May 18, 2020

TO: Patrick Davis, President, City Council
FROM: Timothy M. Keller, Mayor *TK*
SUBJECT: Mayor's Recommendation of Consensus Planning, Groundwork Studio, and Sites Southwest for City Wide On-Call Landscape Architectural Design for the Department of Parks and Recreation

The Selection Advisory Committee (SAC) met via email on April 27, 2020 to consider the following project:

Project: Project No: 740400; City Wide On-Call Landscape Architectural Design for the Department of Parks and Recreation

Agency: Department of Municipal Development

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

Project Description: Landscape Architectural design services for various parks and recreation facilities, including but not limited to playgrounds, irrigation, landscaping, sports fields, lighting, courts, and trails.

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

Consensus Planning Groundworks Studio Sites Southwest

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 Groundworks Studio Sites Southwest

Mayor's Recommendation of Consensus Planning, Groundworks Studio, and, Sites Southwest for Project No: 740400; City Wide On-Call Landscape Architectural Design for the Department of Parks and Recreation


This recommendation is being forwarded for Council consideration and action.

Approved:

  12/9/20


Sarita Naif, JD, MCRP Date
Chief Administrative Officer

Approved as to Legal Form:

 5/22/2020

DocuSigned by: Date
Esteban A. Aguilar, Jr.
City Attorney

Recommended:

 5/22/2020

DocuSigned by: Date
Patrick Montoya, Director
Department of Municipal Development
05.19.2020

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 Consensus Planning, Groundwork Studio, and Sites Southwest for City Wide On-Call Landscape Architectural Services for Parks and Recreation Department.

2. What will this piece of legislation do?

This legislation will implement Parks and Recreation projects quickly. It will provide the City with immediate services for design and planning support.

3. Why is this project needed?

The system infrastructure and amenities extend over 296 parks in all areas of the City. Over 30 sites have irrigation systems over half century old. Over 10% of playground are at the end of their life cycle. Many tennis courts and ballfields need significant renewal.

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

The 2019 GO Bond, existing State Capital Outlay, and CDBG will fund construction. The proposed GO Bond has over \$5 Million for Parks and Recreation facility renovation. Existing GO Bond funds are available to start design fees.

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

No revenue sources are being used, and no direct income is projected.

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

Infrastructure and amenities will be in jeopardy of aging beyond repair, and some amenities could become hazardous.

7. Is this service already provided by another entity?

No.

Composite Selection Advisory Committee Evaluation Form

Project No: 740400; City Wide On-Call Landscape Architectural Design for the Department of Parks and Recreation

DATE: 5/18/20

Evaluation Criteria	Maximum Points	Firm Name	Firm Name	Firm Name
		Consensus Planning	Groundwork Studio	Sites Southwest
I. General Information				
1. Provide Name and Address of Respondent and, if firm, when firm was established.	25	25	23	24
2. Provide number of employees, technical discipline and registration.				
3. Indicate where the services are to be performed.				
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.	100	88	82	84
4. Provide any unique knowledge of key team members relevant to the project.				
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.	150	133	117	124
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.				
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.	150	130	125	118
3. Describe specialized problem solving required in any phase of the project.				
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	25	24	20
VI. Quality and Content of Proposal				
1. Evaluator's rating of overall quality of proposal.	50	37	35	31
Total Possible Points	500	500	500	500
Total Points (Before Point Deductions)		438	406	401
Minus High and Low Scores Total		165	160	158
Total Points (Minus High and Low Scores)		273	246	243
Minus Point Deductions (If Applicable)		0	0	0
Sub-Total (All Applicable Deductions Applied)		273	246	243
Plus Tie Breaker Points (If Applicable)		0	0	0
SAC TOTAL SCORES		273	246	243
Plus Interview Scores		0	0	
FINAL SCORES		273	246	243

Minutes of the Meeting
of the
Selection Advisory Committee
April 27, 2020

via Email

**City Wide On-Call Landscape Architectural Design for the Department of
Parks and Recreation**

Project No. 704000

Present:

Christina Sandoval, Department of Parks and Recreation
Laurie Firor, PLA, Department of Parks and Recreation
Jesse Scott, PLA, Department of Parks and Recreation
David Flores, PLA, Department of Parks and Recreation
Joshua Herbert, 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:

Landscape Architectural design services for various parks and recreation facilities, including but not limited to playgrounds, irrigation, landscaping, sports fields, lighting, courts, and trails.

Estimated Compensation \$ 800,000.00

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 10:00am on April 27, 2020.

Members commented that some firms included an open-ended approach to include consultants so that the best fitting subs could be selected; this offered a very collaborative approach. Firms included significant experience relevant to this project. Committee members noted a unique knowledge and experience identified for a range of abilities. Also to note, there were inconsistencies in format labeling.

The Administrator 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 the two highest scores were not within 5% of each other therefore point deduction 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 were not sure if they wanted to conduct interviews, at first, and were also interested in awarding multiple vendors but were not sure of the process to proceed with either of these options. The SAC Administrator answered questions for the SAC Committee and advised them of their options. Finally, the SAC Committee decided against interviews and in favor of multiple awards. 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:

Consensus Planning	273
Groundwork Studio	246
Sites Southwest	243

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

Consensus Planning	273
Groundwork Studio	246
Sites Southwest	243

There being no further business before the Committee, the Administrator adjourned the email meeting by emailing everyone the final scores on May 18, 2020 at 2:54 p.m.

Myrna Márquez

Myrna Marquez, Administrator
Selection Advisory Committee

cc: City Clerk