

EC-20-234




CITY OF ALBUQUERQUE

Albuquerque, New Mexico
Office of the Mayor

Timothy M. Keller, Mayor

INTER-OFFICE MEMORANDUM

DATE: March 16, 2020

TO: Patrick Davis, President, City Council
FROM: Timothy M. Keller, Mayor 
SUBJECT: Mayor's Recommendation of Lee Engineering, LLC for Traffic Engineering On-Call for NTMP Traffic Calming Program

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

Project: Project No: 8050.00 Traffic Engineering On-Call for NTMP Traffic Calming Program

Agency: Department of Municipal Development

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

Project Description: The scope of work will include miscellaneous traffic engineering support on variety of projects and Neighborhood Traffic Mitigation Program (NTMP) around the City. Work could include traffic studies, traffic counts, signal designs, traffic operations, street lighting design, traffic calming design, public meetings, safety studies, street designs, construction contract documents preparation, and other engineering duties. Consultant must show that they have a depth and variety of technical and professional personnel to support most requests. These projects will require immediate scope and fee responses and quick achievement of project goals.

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

Lee Engineering, LLC

Souder, Miller & Associates

WHPacific 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:


Lee Engineering, LLC

Mayor's Recommendation of Lee Engineering, LLC for Project No. 8050.00 Traffic Engineering On-Call for NTMP Traffic Calming Program.

This recommendation is being forwarded for Council consideration and action.

DS
EAJ

Approved:



Sarita Nair, JD, MCRP Date
Chief Administrative Officer

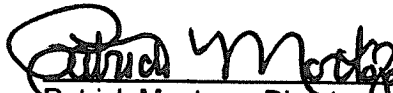
Approved as to Legal Form:

DocuSigned by:
Esteban A. Aguilar, Jr. 9/18/2020 | 4:43 PM MD

7961D89D046F4DB
Esteban A. Aguilar, Jr. Date
City Attorney

DS
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Recommended:



Patrick Montoya, Director Date
Department of Municipal Development

9/18/2020 | 12:39 PM MDT

9/18/2020 | 12:22 PM PDT

MIM

Attachments:

Cover Analysis
Composite SAC Evaluation Form
Minutes of the SAC Meeting

Cover Analysis

1. What is it?

This is the design contract for On-Call Engineers for the NTMP Traffic Calming Program

2. What will this piece of legislation do?

- Provide designs for Traffic Engineering and traffic operational improvements
- Analyze traffic safety and congestion and make reports and recommendations
- Provide traffic study and traffic analysis to support the mission of the task orders
- Attend public meetings and make technical presentations on issues
- Support the engineering and planning missions of the Traffic Engineering Division

3. Why is this project needed?

To quickly respond to various citizen, council and administrative requests for service.

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

- Funds will come from various GO Bond funds as appropriate to the specific project
- The cost will be different from project to project based on the traffic calming devices installed. Maximum \$500,000.

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?

- Citizen, Council and Administration expectations will not be met
- Opportunities to save money by coordinating with other projects will be lost
- Quick responses can enhance traffic safety and congestion management

7. Is this service already provided by another entity?

No it is the first in the State of New Mexico.

Composite Selection Advisory Committee Evaluation Form

Project No: 8050.00-Traffic Engineering On-Call for NTMP Traffic Calming Program

Date: 3/1/20

Evaluation Criteria	Total Committee Points	Firm Name	Firm Name	Firm Name
		Lee Engineering	WHPacific Inc.	Souder, Miller & Associates
I. General Information (points available: 5) 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	23	22
II. Project Team Members (points available: 20) 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	123	114	116
III. Respondent Experience (points available: 35) 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	123	116	121
IV. Technical Approach (points available: 30) 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	83	82	87
V. Cost Control (points available: 5) 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	20	20	20
VI. Quality and Content of Proposal (points available: 5) 1. Evaluator's rating of overall quality of proposal.	50	41	38	38
Total Possible Points	500	500	500	0
Total Points (Before Point Deductions)		413	393	404
Minus High and Low Scores Total		166	157	160
Total Points (Minus High and Low Scores)		247	236	244
Minus Point Deductions (If Applicable)		4	0	11
Sub-Total (All Applicable Deductions Applied)		243	236	233
Plus Tie Breaker Points (If Applicable)		0	0	1
SAC TOTAL SCORES		243	236	234
Plus Interview Scores		0	0	0
FINAL SCORES		243	236	234

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

Room 7096, City County Government Center

Traffic Engineering On-Call for NTMP Traffic Calming Program

Project # 8050.00

Present:

Tim Brown, PE, Division Manager, Department of Municipal Development
Melissa Lozoya, PE, Department of Municipal Development
Paula Dodge-Kwan, PE, Department of Municipal Development
Bryan Wolfe, PE, Department of Municipal Development
Jill Cuppernell, Department of Municipal Development

Others:

WHPacific
Souder, Miller & Associates
Wilson & Company
Lee Engineering

Staff:

Myrna Marquez, Administrator, Selection Advisory Committee

Four proposals were received in response to the Notice of Request for Proposals.

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Maximum Compensation: \$500,000.00

The Administrator called the meeting to order at 11:00 a.m. to review responses to the project. She reminded the Committee members of the section of the Rules and Regulations regarding lobbying and asked if anyone would like to make a motion to discuss the issue further. No motion was forthcoming.

The Administrator asked each Committee member to comment on the proposal, but to withhold giving their scores until all discussions ended. Members thanked the respondents for their interest in the project and said all proposals were good overall.

The Administrator asked the Committee members to report their scores and she deleted the high scores and low scores and then totaled the proposal scores. Point deductions were applied because the two highest scores were within 5% of each other; doing so, resulted in a tie. Because of the tie after point deductions were applied, the Administrator added one (1) point to the firm having the highest score dropped. At this point, the tie was broken.

The Administrator stated that the proposal scores would be verified prior to submitting the Committee's recommendation to the Mayor.

Final scores reported at the meeting were as follows:


Lee Engineering	243
Souder Miller & Associates	234
WHPacific Inc.	236
Wilson & Company	233

The Administrator asked if any Committee member wanted to make a motion to conduct interviews. No motion was made to do so.

In accordance with the Rules and Regulations, subject to verification of the scores, the following firms are the Committee's recommendation:

Lee Engineering	Souder, Miller & Associates	WHPacific Inc.
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There being no further business before the Committee, the Administrator adjourned the meeting at 11:15 a.m.



Myrna Marquez, Administrator
Selection Advisory Committee

cc: City Clerk