

EC-21-396



CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM

June 10, 2021

TO: Cynthia D. Borrego, President, City Council

FROM: Timothy M. Keller, Mayor

SUBJECT: Mayor's Recommendation of Award (ROA) for RFP No. RFP-2021-111-CSD-CG
"Concert Productions and Backline Services"

The City of Albuquerque's Department of Arts & Culture, Community Events Division in conjunction with the Department of Finance, Purchasing Division, issued the RFP for concert productions and backline services.

The RFP was posted on the Purchasing E-Procurement, Bonfire website on February 12, 2021 and advertised in the Albuquerque Journal on February 14, 2021.


The City received two (2) responses to this solicitation. The ad hoc evaluation committee evaluated and scored the proposals received in accordance with the evaluation criteria published in the RFP. After thoroughly reviewing and scoring the proposal, db Production Services LLC earned the highest score of 913 points. The ad hoc committee found db Production Services LLC to be both responsive and qualified and recommends an award to db Production Services LLC.

I concur with this recommendation.

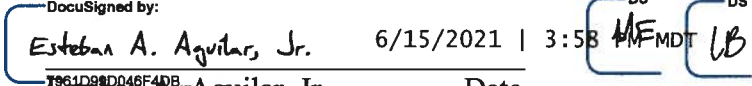
The City of Albuquerque's Department of Arts and Culture, Community Events Division will manage this contract.

Mayor's Recommendation of Award (ROA) for RFP No. RFP-2021-111-CSD-CG "Concert Productions and Backline Services"

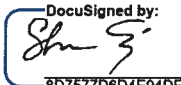
Approved:

 6/23/21
Sarita Nair Date
Chief Administrative Officer

Approved as to Legal Form:


DocuSigned by: Esteban A. Aguilar, Jr. 6/15/2021 | 3:58 PM MDT
Esteban A. Aguilar, Jr. Date
City Attorney

Recommended:


DocuSigned by: Dr. Shelle Sanchez 6/11/2021 | 3:09 PM MDT
Dr. Shelle Sanchez Date
Director, Department of Arts & Culture

FISCAL IMPACT ANALYSIS

TITLE:Recommendation for Award RFP Concert Production and Backline Services

R:O:

FUND:General Fund 110/
Albuquerque BioPark
Special Revenue Fund
235

DEPT:Arts & Culture

- ☒ No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- ☐ (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	2021	Fiscal Years 2022	2023	Total
Base Salary/Wages				-
Fringe Benefits at	-	-	-	-
Subtotal Personnel	-	-	-	-
Operating Expenses		-		-
Property		-	-	-
Indirect Costs	-	-	-	-
Total Expenses	\$ -	\$ -	\$ -	\$ -
<input type="checkbox"/> Estimated revenues not affected				
<input type="checkbox"/> Estimated revenue impact				
Revenue from program				0
Amount of Grant		-	-	
City Cash Match				
City Inkind Match				
City IDOH	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -

These estimates do not include any adjustment for inflation.
* Range if not easily quantifiable.

Number of Positions created

COMMENTS: No additonal appropriation of funds will be required to support this request. The costs are built into the base operating budgets.

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

PREPARED BY:

APPROVED:

DocuSigned by:
Denise Ortiz

FISCAL MANAGER

DocuSigned by:
Shirley E. Davis

6/11/2021 | 3:09 PM MDT

DIRECTOR (date)

REVIEWED BY:

DocuSigned by:
Emma Romero

EXECUTIVE BUDGET ANALYST

DocuSigned by:
Lawrence L. Davis

6/15/2021 | 2:49 PM MDT

BUDGET OFFICER (date)

DocuSigned by:
Christina Boerner

CITY ECONOMIST

Cover Analysis

1. What is it?

Recommendation for Award on the RFP for the Concert Production and Backline Services RFP-2021-111-CSD-CG.

2. What will this piece of legislation do?

As a result of the RFP process, approval for the recommendation to award DP Productions the contract for the Concert Production and Backline Services RFP-2021-111-CSD-CG.

3. Why is this project needed?

The Department of Arts & Cultural (DAC) produces concert entertainment throughout the year and throughout the City. The events range in size from the massive festival style to the small performance. The DAC requires a qualified contractor that has the capacity to meet all of the needs of event sound, lighting, staging, musical equipment (backline) and video. The experience of the engineers, stage hands, load in and out crews is the most crucial part of any production.

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

The cost of Concert Production and Backline Services is approximately \$425,000 per year. Fund 110 (General Fund) supports \$275,000 of these costs with the remaining \$150,000 supported by Fund 235 (Albuquerque BioPark Special Revenue Fund). These costs are built into the existing operating budgets for these Funds. No additional appropriation is requested.

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

N/A



City of Albuquerque

Department of Finance and Administrative Services

Timothy M. Keller, Mayor

Interoffice Memorandum

Date 5/13/2021 | 10:39 AM MDT

TO: Sarita Nair, Chief Administrative Officer

FROM: Shelle Sanchez, Director, The Department of Arts and Culture

SUBJECT: **Recommendation of Award –**
RFP Number: RFP-2021-111-CSD-CG
RFP Name: Concert Productions and Backline Services

The Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation in conjunction with the Department of Arts and Culture for Concert Productions and Backline Services.

The solicitation was posted on the Purchasing website and advertised in the Albuquerque Journal. The number of responses received for evaluation were two (2).

The Ad Hoc Evaluation Committee evaluated and scored the responses in accordance with the evaluation criteria published in the RFP and recommends award of contract to db Production Services LLC.

I concur with this recommendation. Listed below are the composite scores for the top three responses received:

COMPANY NAME	SCORE
db Production Services LLC	913
Ecirum LLC	439
N/A	N/A

The Department that will be managing this contract is the Department of Arts and Culture

Approved:

DocuSigned by:

5/13/2021 | 4:08 PM MDT

Sarita Nair (Date)
Chief Administrative Officer

Attachment: Scoring Summary



RFP-2021-111-CSD-CG - Concert Productions and Backline Services
Scoring Summary

Active Submissions

	Total	B - Main Evaluation	B-1 - Experience and qualifications of the Offeror and personnel from Part 2 to perform tasks described in Part 3, Scope of	B-2 - Demonstrate access to a variety of musical equipment and resources to be utilized by the Offeror to fulfill	B-3 - The Offeror's past performance on projects of similar scope and size.	B-4 - Cost Proposal	C - Preferences
Supplier	/ 1,300.00 pts	/ 1,000.00 pts	/ 300 pts	/ 300 pts	/ 300 pts	/ 100 pts	/ 300 pts
db Production Services LLC	913	867	250	267	250	100	46
Ecirum, LLC	439	439	125	125	150	39	0