



Mayor Timothy M. Keller

**EC-21-465**  
**CITY OF ALBUQUERQUE**  
**Albuquerque, New Mexico**  
**Office of the Mayor**

**INTER-OFFICE MEMORANDUM**

**DATE: July 15, 2021**

**TO:** Cynthia Borrego, President, City Council  
**FROM:** Timothy M. Keller, Mayor *TK*  
**SUBJECT:** Mayor's Recommendation of Architectural Consultants for City Wide On-Call Architectural Services

The Selection Advisory Committee corresponded via email on July 14, 2021 to consider the following project.

*Project:* Project No: 7303.98; Architectural Consultants for City Wide On-Call Architectural Services

*Agency:* Department of Municipal Development

Project Description: Architectural services for the properties included at the City of Albuquerque's Biopark which are the Zoo, Aquarium, Botanic Garden, Heritage Farm, and Tingley Beach, along with the supporting areas of those properties. Tasks may include but are not limited to on-going capital maintenance issues, studies, analyses, site planning, project scoping, project estimating, interpretive and theming, pre-design, design phase services, construction phase services, permitting, and landscape design.

The Committee made the following recommendation:

SSA/Sam Sterling Architecture, LLC.

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:


**SSA/Sam Sterling Architecture, LLC.**

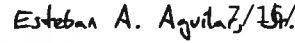
Mayor's Recommendation of SSA/Sam Sterling Architecture, LLC. for Project No: 7303.98;  
Architectural Consultants for City Wide On-Call Architectural Services.

This recommendation is being forwarded for Council consideration and action.

Approved:


Approved as to Legal Form:

  
\_\_\_\_\_  
Sarita Nair Date  
Chief Administrative Officer

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

Recommended:

DS  


DocuSigned by:  
  
\_\_\_\_\_  
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 is a request for On-Call Architectural services for the BioPark properties/areas: Zoo, Tingley Beach, Aquarium, Botanic Garden, and Heritage Farm.

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

This piece of legislation will allow for the BioPark staff to implement the GRT Masterplan and maintain facilities and exhibits.

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

The project is needed to allow for the BioPark to implement necessary renovations in support of GRT Masterplan timeline.

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

The maximum compensation for this project is \$500,000 and the BioPark GRT is the funding source.

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

The expected revenue source associated with this contract should result from the improved areas of the BioPark which will attract more frequent visitors to the BioPark.

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

If the project is not approved, the BioPark will have to delay projects in accordance with the BioPark Masterplan.

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

Yes, this service is currently provided by another entity but the current COA Biopark On-Call agreement currently in place will expire in April 2022 and the intention is to avoid a lapse in On-Call Architectural services.

## Composite Selection Advisory Committee Evaluation Form

**Project No: 7303.98; City Wide On-Call Architectural Services**
**DATE: 7/15/21**

Evaluation Criteria	Maximum Points	Firm Name	Firm Name	Firm Name
		SSA	Greer Stafford/SJCF Architecture Inc.	SMPC Architects
<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	25	25
<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.	75	60	60	63
<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	99	110	108
<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	115	109	122
<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.	75	63	63	62
<b>VI. Quality and Content of Proposal</b> 1. Evaluator's rating of overall quality of proposal.	50	39	43	43
Total Possible Points		500	500	500
Total Points (Before Point Deductions)		400	410	423
Minus High and Low Scores Total		155	162	168
Total Points (Minus High and Low Scores)		245	248	255
Minus Point Deductions (If Applicable)		0	11	20
Sub-Total (All Applicable Deductions Applied)		245	237	235
Plus Tie Breaker Points (If Applicable)		0	0	0
<b>SAC TOTAL SCORES</b>		<b>245</b>	<b>237</b>	<b>235</b>
Plus Interview Scores		0	0	
<b>FINAL SCORES</b>		<b>245</b>	<b>237</b>	<b>235</b>

Minutes of the Meeting  
of the  
Selection Advisory Committee  
July 14, 2021

via Email

**Architectural Consultants for  
City Wide On-Call Architectural Services**

**Project No. 7303.98**

**Present:**

Marisa Ortiz, PM, BioPark/Arts & Culture  
Jerry Francis, RA, Department of Municipal Development  
Hartwell Briggs, PM, RA, Aviation Department  
Mark Eshelman, RA, Transit Department  
Allyson, Zahm, BioPark/Arts & Culture

**Staff:**

Myrna Marquez, Administrator, Selection Advisory Committee

Nine proposals were received in response to the Request for Proposals but only eight proposals were considered; one proposal was deemed non-responsive because the firm did not provide a copy of their general and professional liability insurance coverage or a fully completed and executed Pay Equity Worksheet PE10-249 for the current calendar year as required per the legal ad.

**Project Description:**

Architectural services for the properties included at the City of Albuquerque's Biopark which are the Zoo, Aquarium, Botanic Garden, Heritage Farm, and Tingley Beach, along with the supporting areas of those properties. Tasks may include but are not limited to on-going capital maintenance issues, studies, analyses, site planning, project scoping, project estimating, interpretive and theming, pre-design, design phase services, construction phase services, permitting, and landscape design.

**Maximum Compensation** \$ 500,000.00

The Administrator contacted the SAC Committee and RFP respondents on July 12, 2021 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 July 14, 2021.

Committee members stated one firm in particular did not answer a lot of the questions and the scores reflect that. Firms are encouraged to carefully familiarize themselves with the evaluation criteria to avoid lower scores from the SAC Committee, or to avoid submittals which are non-

responsive. The Committee members stated that several respondents were unclear in regard to the status of their project examples status. Did the project continue beyond the Planning, or Conceptual Design phase into Design-Construction? Respondents are encouraged to provide examples of current germane project experience. Examples of project experience performed by individuals decades earlier in their career with prior firms does little to favorably influence the selection process. The Committee noted that there was a wide range of proposal quality.

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 but because this project was not procured Federally and the top two scores were within five percent of each other, point deductions were 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:

Donald Dudley Architect	220
Edward Fitzgerald Architects	218
Greer Stafford/SJCF Architecture Inc.	237
Indigenous Design Studio + Architecture	210
NCA Architects	234
SEH	216
SMPC Architects	235
SSA	245

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

Greer Stafford/SJCF Architecture Inc.	237
SMPC Architects	235
SSA	245

There being no further business before the Committee, the Administrator adjourned the email meeting by emailing everyone the final scores on July 14, 2021 at 4:35pm.

*Myrna Márquez*

Myrna Marquez, Administrator  
Selection Advisory Committee

cc: City Clerk