



Mayor Timothy M. Keller

EC-21-467  
**CITY OF ALBUQUERQUE**  
Albuquerque, New Mexico  
Office of the Mayor

**INTER-OFFICE MEMORANDUM**

October 5, 2021

**TO:** Cynthia D. Borrego, President, City Council

**FROM:** Danny Holcomb, Director, Transit Department

A handwritten signature in black ink, appearing to be 'D. Holcomb', is written over the 'FROM' line.

**SUBJECT:** Mayor's Recommendation of Award (ROA) for RFP No. RFP-2021-166-TRA-TC  
"ABQ RIDE System Evaluation and Redesign"

The City of Albuquerque's Transit Department in conjunction with the Department of Finance, Purchasing Division, issued the RFP for ABQ RIDE System Evaluation and Redesign.

The RFP was posted on the Purchasing E-Procurement, Bonfire website on May 21, 2021 and advertised in the Albuquerque Journal on May 23, 2021.


The City received three (3) 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, Jarrett Walker & Associates, LLC, earned the highest score of 1714 points. The ad hoc committee found Jarrett Walker & Associates, LLC to be both responsive and qualified and recommends an award to Jarrett Walker & Associates, LLC.

I concur with this recommendation.

The City of Albuquerque's Transit Department will manage this contract.

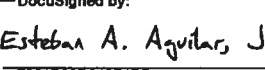
Mayor's Recommendation of Award (ROA) for RFP No. RFP-2021-166-TRA-TC "ABQ RIDE System Evaluation and Redesign"

Approved:

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

10/14/21

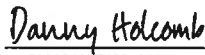
Approved as to Legal Form:

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

10/6/2021 | 9:42 AM MDT

DS  
  
DS  


Recommended:

DocuSigned by:  
  
\_\_\_\_\_  
Danny Holcomb Date  
Director, Transit Department

10/5/2021 | 9:18 AM PDT

## Cover Analysis

### **1. What is it?**

The Mayor's recommendation of award for RFP-2021-166-TRA-TC "ABQ RIDE System Evaluation and Redesign"

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

Approve the Recommendation of Award for the ABQ RIDE System Evaluation and Redesign which will allow the City to enter into an agreement with Jarrett Walker & Associates, LLC to perform consulting services to evaluate and redesign the ABQ RIDE routes.

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

The Transit Department intends to use this contract to provide management, oversight and services for ABQ RIDE's initiative to update its existing fixed route transit system. The consultant will engage local stakeholders, analyze existing fixed-routes, demographics, and origin-destination data, and identify service changes that will allow ABQ RIDE to provide better service to existing and new customers, grow its ridership base, and deliver transit services that are consistent with customer demand.

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

The contract will be for approximately \$575,000. The funding source is the Transit Operating Grant Fund 663.

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

No, there is no revenue source associated with this contract.

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

The Transit Department will not be able to proceed with its planned evaluation and redesign of its fixed-route bus service.

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

No, this service is not already provided by another entity.

**FISCAL IMPACT ANALYSIS**

TITLE: Mayor's Recommendation of Award for RFP-2021-166-TRA-TC "ABQ RIDE System Evaluation and Redesign" R: O: 663  
 FUND: Transit  
 DEPT: Transit

- 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:

	Fiscal Years			Total
	2022	2023	2024	
Base Salary/Wages	-	-	-	-
Fringe Benefits at	-	-	-	-
Subtotal Personnel	-	-	-	-
Operating Expenses	-	-	-	-
Property	-	-	-	-
Indirect Costs	-	-	-	-
Total Expenses	\$ -	\$ -	\$ -	\$ -
[X] Estimated revenues not affected				
[ ] 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.

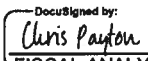
Number of Positions created 0

**COMMENTS:** The Transit Department will be contracting with a consultant to evaluate and redesign its fixed-route bus system to provide better service to existing and new customers, grow its ridership base, and deliver transit services that are consistent with customer demand.

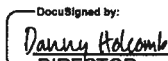
**COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:**

This contract will assist the Transit Department in its efforts to provide transit service within its existing budget that is most consistent with customer demand and public input.

PREPARED BY:

DocuSigned by:  
  
 CHRIS PAYTON  
 FISCAL ANALYST


APPROVED:

DocuSigned by:  
  
 DANNY HOLCOMB  
 DIRECTOR (date) 10/5/2021 | 9:18 AM PDT

REVIEWED BY:

DocuSigned by:  
  
 JAYNE ARANDA  
 EXECUTIVE BUDGET ANALYST

DocuSigned by:  
  
 LAWRENCE L. DAVIS  
 BUDGET OFFICER (date) 10/6/2021 | 9:28 AM PDT

DocuSigned by:  
  
 CHRISTINE BOERNER  
 CITY ECONOMIST



# City of Albuquerque

Department of Finance and Administrative Services

Timothy M. Keller, Mayor

## Interoffice Memorandum

Date 9/8/2021 | 11:49 AM MDT

**TO:** Sarita Nair, Chief Administrative Officer

**FROM:** Danny Holcomb, Director, Transit Department

**SUBJECT:** **Recommendation of Award –**  
 RFP Number: RFP-2021-166-TRA-TC  
 RFP Name: ABQ RIDE System Evaluation and Redesign

DS  
DH

The Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation in conjunction with the Transportation Department for ABQ RIDE system evaluation and redesign services.

The solicitation was posted on the Purchasing website and advertised in the Albuquerque Journal. The number of responses received for evaluation were three (3).

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 Jarrett Walker & Associates, LLC.

I concur with this recommendation. Listed below are the composite scores for the top 2 response(s) received:

COMPANY NAME	SCORE
Jarrett Walker & Associates, LLC	1714
HDR, Inc.	1653

The Department that will be managing this contract is the Transit Department.

Approved:

DocuSigned by: 9/8/2021 | 3:29 PM MDT

Sarita Nair (Date)  
Chief Administrative Officer

Attachment: Scoring Summary





**RFP-2021-166-TRA-TC - ABQ RIDE System Evaluation and Redesign Scoring Summary**

Supplier	/2,000 pts	B - Evaluation Factors / 900 pts	B-1 - General approach / 100 pts	B-2 - Plans to meet objectives, tasks, activities, etc. / 200 pts	B-3 - Experience and Qualifications to perform public involvement tasks / 100 pts	B-4 - Experience and Qualifications to perform technical tasks / 100 pts	B-5 - Project management / 100 pts	B-6 - Past Performance / 150 pts	C-1 - Cost Proposal / 100 pts	D - Interviews / 1,000.00 pts	D-1 - How you gathered public feedback and ways that priorities in decision-making in the context of trade-offs? / 150 pts	D-2 How you developed, presented options to the public and decision-makers, including tools such as mapping or otherwise presenting relevant information? / 150 pts	D-3 How you supported the decisions local leaders made that produced a final outcome? / 100 pts	D-4 - When you gather survey data: How did you ensure representative participation among people with limited English proficiency? / 100 pts	D-5 - When you gather survey data: How did you ensure participation from current riders and non-riders, ensuring demographic groups who may not be adequately represented in more standard forums for public input like public meetings? / 100 pts	D-6 Opinion surveys: How did you gather these opinions in a way that helped you inform decision-makers of the public's priorities, given the need to weight trade-offs? / 100 pts	D-7 - Opinion surveys: How did you gather opinions from current riders, ensuring participation from demographic groups who may not be adequately represented in more standard forums for public input like public meetings? / 100 pts	D-8 - Experience conducting equity assessments of service changes / 100 pts	D-9 - How will you manage the project to ensure cohesive progress / 100 pts
Jarrett Melker & Associates, LLC	1714	747	79	161	81	88	79	137	89	878	142	141	83	84	88	88	81	85	86
HDR, Inc.	1653	734	82	165	76	88	84	119	100	819	129	131	76	75	78	79	81	87	81

**Eliminated Submissions**

Supplier	/1,000 pts	B-1 - General approach / 100 pts	B-2 - Plans to meet objectives - tasks. / 200 pts	B-3 - Experience and Qualifications to perform tasks. / 100 pts	B-4 - Experience and Qualifications to perform tasks. / 100 pts	B-5 - Project management / 100 pts	B-6 - Past Performance / 150 pts	B-7 - Innovative Approaches / 150 pts	C-1 - Cost Proposal / 100 pts	D - Interviews / 1,000.00 pts
Hult-Zollars Inc.	786	79	170	81	87	84	117	109	59	Did not make the short list for interviews