



**CITY OF ALBUQUERQUE
CITY COUNCIL**

OC-26-7

INTEROFFICE MEMORANDUM

TO: All Councilors

FROM: Isaac Padilla, Council Services Director

SUBJECT: Recommendation of Award for "On-Call Planning Services for City Council" (RFP-2025-688-CCS-LB)

DATE: April 3, 2026

The City of Albuquerque Council Services in conjunction with the Department of Finance and Administrative Services, Purchasing Division, issued this solicitation for **On-Call Planning Services for City Council**.

The solicitation was posted on the Purchasing website. The number of **responses received for evaluation were Nineteen (19)**.

The Ad Hoc Evaluation Committee evaluated and scored the responses in accordance with the evaluation criteria published in the RFP and recommends awarding a contract to several companies. The contractors are recommended for award of a contract for the capacities set forth in **Attachment A**.

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

Company Name	Score
SITES SOUTHWEST LLC	3,057.75
Design Workshop (Raleigh)	3,041.75
Dekker	2,982.75
Consensus Planning	2,792.50
Moore Iacofano Goltsman, Inc. (MIG)	2,741.00
Interface Studio LLC	2,494.75
Place Makers	2,456.00
Wilson & Company, Inc., Engineers & Architects	2,357.75
Populus Design & Planning LLC, DBA Anthropopulus	2,347.75
Bohannan Huston Inc	2,340.50

Toole Design Group, LLC	2,089.00
Pland Collaborative	1,990.25
SB Friedman Development Advisors	1,579.50
Better Block Foundation	1,250.75
Houseal Lavigne Associates	1,153.25

The City of Albuquerque's Council Services will manage these contracts.

ATTACHMENT A

Development Services	Long Range Planning	Urban Design	Reports & Studies	Policies & Regulations	Public Outreach & Engagement	Architectural Services
Interface Studio LLC	Design Workshop (Raleigh)	Design Workshop (Raleigh)	Toole Design Group, LLC	Sites Southwest LLC	Design Workshop (Raleigh)	Design Workshop (Raleigh)
Design Workshop (Raleigh)	Sites Southwest LLC	Toole Design Group, LLC	Sites Southwest LLC	Consensus Planning	Interface Studio LLC	Populus Design & Planning LLC, DBA Anthropopulus
Sites Southwest LLC	Toole Design Group, LLC	Sites Southwest LLC	Populus Design & Planning LLC, DBA Anthropopulus	Design Workshop (Raleigh)	Populus Design & Planning LLC, DBA Anthropopulus	Dekker
Dekker	Moore lacofano Goltsman, Inc. (MIG)	Better Block Foundation	Dekker	Dekker	Sites Southwest LLC	Consensus Planning
SB Friedman Development Advisors	Dekker	Dekker	SB Friedman Development Advisors	Houseal Lavigne Associates	Better Block Foundation	Interface Studio LLC
Populus Design & Planning LLC, DBA Anthropopulus	Interface Studio LLC	Populus Design & Planning LLC, DBA Anthropopulus	Design Workshop (Raleigh)	Bohannon Huston Inc.	Moore lacofano Goltsman, Inc. (MIG)	Pland Collaborative
	Houseal Lavigne Associates	Moore lacofano Goltsman, Inc. (MIG)	Bohannon Huston Inc.			Wilson & Company, Inc., Engineers & Architects
	Bohannon Huston Inc.	Interface Studio LLC	Moore lacofano Goltsman, Inc. (MIG)			Moore lacofano Goltsman, Inc. (MIG)
		PlaceMakers	Wilson & Company, Inc., Engineers & Architects			
		Pland Collaborative	Consensus Planning			
			Interface Studio LLC			

City of Albuquerque

Request for Proposals

Solicitation Number: RFP-2025-688-CCS-LB

On-Call Planning Services for City Council

Open Date July 23, 2025



Deadline for Receipt of Proposals: August 22, 2025 : 4:00 p.m. (Mountain Time)
Deadline for Receipt of Proposals: October 9, 2025 : 4:00 p.m. (Mountain Time) as
per addendum #1

The City eProcurement System will not allow Proposals to be submitted after this date
and time.

City of Albuquerque
Department of Finance and Administrative Services

**Purchasing Division
V2024.07.10 JLB**

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INTRODUCTION

City Council Services acting as the direct staff to the Albuquerque City Council, has been tasked with managing and advancing some of the City's local planning, land use, economic development, housing, community development, and redevelopment efforts. Recent changes to New Mexico's Tax Increment Financing statute increase the City's opportunities to deploy Metropolitan Redevelopment tools to revitalize key areas. Albuquerque is, in many respects, a city in the midst of a significant reinvestment and redevelopment cycle — balancing the need to build on its historic, cultural, and environmental context while evolving into a contemporary urban environment that meets the needs of its current residents and reinforces its role as a vital link in regional and national economies.

To support this work, the City Council has allocated funds to City Council Services for specific planning projects and capital investments in the current fiscal year. In addition, each City Councilor has discretionary funding that can be directed toward planning initiatives and community engagement processes. The planning work carried out by Council Services on behalf of the City Council and individual Councilors involves applying advanced planning principles, leveraging high-quality data and clear data visualization, and managing complex community processes with skillful facilitation among residents, developers, property owners, neighborhood associations, and community-based organizations.

City Council Services is issuing this Request for Proposals (RFP) to identify and engage qualified consultant teams with deep expertise in planning, redevelopment, and urban design.. Council Services seeks teams that excel in context-based land use planning and development, market research and analysis, clear and compelling data presentation and visualization, scenario modeling, stakeholder convening, and facilitation of multi-lingual public processes.

The selected consultant(s) will enter into an on-call contract with City Council Services to help carry out the planning priorities and directives of the Albuquerque City Council.

PART 1
INSTRUCTIONS TO OFFERORS

1.1 RFP Number and Title: RFP-2025-688-CCS-LB, On-Call Planning Services for City Council

1.2 Proposal Due Date: October 09, 2025 1 - NLT 4:00 PM (Local Time)

The time and date Proposals are due shall be strictly observed.

1.3 Purchasing Division: This Request for Proposals (“RFP”) is issued on behalf of the City of Albuquerque by its Purchasing Division, which is the sole point of contact during the entire procurement process.

1.4 Authority: Chapter 5, Article 5 of the Revised Ordinances of the City of Albuquerque, 1994, (“Public Purchases Ordinance”). The City Council, pursuant to Article 1 of the Charter of the City of Albuquerque and Article X, Section 6 of the Constitution of New Mexico, has enacted this Public Purchases Ordinance as authorized by such provisions and for the purpose of providing maximum local self-government. To that end, it is intended that this Public Purchases Ordinance shall govern all purchasing transactions of the City and shall serve to exempt the City from all provisions of the New Mexico Procurement Code, as provided in Section 13-1-98K, NMSA 1978.

1.5 Acceptance of Proposal: Acceptance of Proposal is contingent upon Offeror's certification and agreement by submittal of its Proposal, to comply and act in accordance with all provisions of the following:

1.5.1 City Public Purchases Ordinance

1.5.2 City Purchasing Rules and Regulations: These Rules and Regulations (“Regulations”) are written to clarify and implement the provisions of the Public Purchases Ordinance. These Regulations establish policies, procedures, and guidelines relating to the procurement, management, control, and disposal of goods, services, and construction, as applicable, under the authority of the Ordinance.

1.5.3 Civil Rights Compliance: Acceptance of Proposal is contingent upon the Offeror's certification and agreement by submittal of its Proposal, to comply and act in accordance with all provisions of the Albuquerque Human Rights Ordinance, the New Mexico Human Rights Act, Title VII of the U.S. Civil Rights Act of 1964, as amended, and all federal statutes and executive orders, New Mexico statutes and City of Albuquerque ordinances and resolutions relating to the enforcement of civil rights and affirmative action. Questions regarding civil rights or affirmative action compliance requirements should be directed to the City of Albuquerque Human Rights Office.

1.5.4 Americans with Disabilities Act Compliance: The Offeror certifies and agrees, by submittal of its Proposal, to comply and act in accordance with all applicable provisions of the Americans With Disabilities Act of 1990 and federal regulations promulgated thereunder.

1.5.5 Insurance and Bonding Compliance: Acceptance of Proposal is contingent upon Offeror's ability to comply with the insurance requirements as stated herein. Please include a certificate or statement of compliance in your Proposal and bonds as required.

1.5.6 Ethics:

1.5.6.1 Fair Dealing. The Offeror warrants that its Proposal is submitted and entered into without collusion on the part of the Offeror with any person or firm, without fraud and in good faith. Offeror also warrants that no gratuities, in the form of entertainment, gifts or otherwise, were, or will be offered or given by the Offeror, or any agent or representative of the Offeror to any officer or employee of the City with a view toward securing a recommendation of award or subsequent contract or for securing more favorable treatment with respect to making a recommendation of award.

1.5.6.2 Conflict of Interest. The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under the contract resulting from this RFP. The Offeror also warrants that, to the best of its knowledge, no officer, agent or employee of the City who shall participate in any decision relating to this RFP and the resulting contract, currently has, or will have in the future, a personal or pecuniary interest in the Offeror's business.

1.5.7 Participation/Offeror Preparation: The Offeror may not use the consultation or assistance of any person, firm company who has participated in whole or in part in the writing of these specifications or the Scope of Services, for the preparation of its Proposal or in the management of its business if awarded the contract resulting from this RFP.

1.5.8 Debarment or Ineligibility Compliance: By submitting its Proposal in response to this RFP, the Offeror certifies that (i) it has not been debarred or otherwise found ineligible to receive funds by any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States; and (ii) should any notice of debarment, suspension, ineligibility or exclusion be received by the Offeror, the Offeror will notify the City immediately.

Any Proposal received from an Offeror that is, at the time of submitting its Proposal or prior to receipt of award of a contract, debarred by or otherwise ineligible to receive funds from any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States, shall be rejected.

Upon receipt of notice of debarment of an Offeror awarded a contract as a result of this RFP (“Contractor”), or other ineligibility of the Contractor to receive funds from any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States, the City shall have the right to cancel the contract with the Contractor resulting from this RFP for cause in accordance with the terms of said contract.

1.5.9 Goods Produced Under Decent Working Conditions: It is the policy of the City not to purchase, lease, or rent goods for use or for resale at City owned enterprises that were produced under sweatshop conditions. The Offeror certifies, by submittal of its Proposal in response to this solicitation, that the goods offered to the City were produced under decent working conditions. The City defines “under decent working conditions” as production in a factory in which child labor and forced labor are not employed; in which adequate wages and benefits are paid to workers; in which workers are not required to work more than 48 hours per week (or less if a shorter workweek applies); in which employees are free from physical, sexual or verbal harassment; and in which employees can speak freely about working conditions and can participate in and form unions. [*Council Bill No. M-8, Enactment No. 9-1998*]

1.5.10 Graffiti Free: When required, the Contractor will be required to furnish equipment, facilities, or other items required to complete these services, that are graffiti-free. Failure of Contractor to comply with this requirement may result in cancellation of the contract resulting from this RFP.

1.6 City Contact: The sole point of contact for this RFP is the City of Albuquerque Purchasing Division. Questions regarding this RFP should be directed to the following Purchasing representative unless otherwise specified in the solicitation. The City Contact will communicate with Offerors through its e-procurement system, Bonfire. Offerors will receive e-mail notifications from Bonfire to the e-mail that Offeror included in its Bonfire registration. Offerors are responsible for monitoring any communications sent through Bonfire and responding to any requests for information or directives within stated deadlines. Offerors who fail to abide by this instruction may be deemed nonresponsive.

- Leticia Bowdon, Senior Buyer, Department of Finance and Administrative Services, Purchasing Division
- Phone: (505) 768-3342 or E-Mail: lbowdon@cabq.gov
- Post Office Box 1293, Albuquerque, New Mexico 87103

1.7 Contract Management: The contract resulting from this RFP will be managed by the City Council Services Department.

1.8 Clarification: Any explanation desired by an Offeror regarding the meaning or interpretation of this RFP must be requested in writing not less than ten (10) working days prior to the deadline for the receipt of Proposals to allow sufficient time for a reply to reach all Offerors before the submission of their Proposals. No extension of time will be granted based on submission of inquiries subsequent to the required date nor will such inquiries be answered. All inquiries must be directed to the Purchasing Division as stated herein and must be submitted through the City's eProcurement system Bonfire. **The City will not respond to questions that are submitted by any other means than electronically through the City's eProcurement system.** Oral explanations or instructions given before the award of the contract or at any time will not be binding. Purchasing shall prepare answers to questions in the form of Addenda to this RFP and shall post all such Addenda to the online eProcurement System.

1.9 Submission of Proposals. The Offeror's Proposal must be submitted **electronically** through the eProcurement system pursuant to the following requirements:

1.9.1 Electronic Copy. Submit your complete Proposal including all forms, attachments, exhibits, Technical Proposal, Cost Proposal, etc. using the eProcurement System at <https://cabq.bonfirehub.com/portal/?tab=openOpportunities>. Please allow a minimum of two (2) business days to submit your proposal. If you do not have a username and password, please register as this is the only method to submit electronically on the Bonfire portal. Please make sure to register on the system in order to receive notices and submit a response to a solicitation. For assistance, please contact support@gobonfire.com or 1-800-354-8010. **Failure to submit your proposal electronically through the City's eProcurement system shall result in your proposal being deemed nonresponsive.**

1.9.2 Format. Each file uploaded to the eProcurement System shall be in single PDF format unless otherwise indicated. The City's preferred format is Optical Character Recognition (OCR) searchable PDF format. Do not encrypt files and do not password protect the documents submitted.

1.9.3 ALL PROPOSALS MUST BE RECEIVED BY THE CITY PURCHASING DIVISION AS SPECIFIED HEREIN. IF YOU FAIL TO COMPLY WITH THE SUBMISSION REQUIREMENTS IN THIS SECTION 1.9, THE CITY SHALL DEEM YOUR PROPOSAL NONRESPONSIVE.

1.9.4 No other methods of Proposal delivery. Neither telephone, facsimile, nor telegraphic Proposals shall be accepted.

1.9.5 Modification. Proposals may be modified or withdrawn only by written notice, provided such notice is received prior to the Proposal Due Date.

1.9.6 Receipt of Proposals. The only acceptable evidence to establish the time of receipt of Proposals by City Purchasing Office is the time-date stamp of the eProcurement System.

1.9.7 Acknowledgment of Addenda to the Request for Proposals. Receipt of Addenda to this RFP by an Offeror must be acknowledged in the City's eProcurement system. Failure to acknowledge an Addendum may result in your response being deemed non-responsive.

1.10 Modifications to Scope of Services: In the event that sufficient funds do not become available to complete each task in the Scope of Services, the Scope of Services may be amended, based upon the cost breakdown required in the Cost Proposal.

1.11 Required Contract Terms: The Required Contract Terms can be accessed at this link <https://www.cabq.gov/dfa/purchasing-division/vendor-services/terms-and-conditions>, click on "Request for Proposals Required Contract Terms". The Offeror certifies that it accepts the Required Contract Terms, or has uploaded its exceptions to the Required Contract Terms in the City's e-Procurement system, under "Requested Information" "Exceptions to Section 1.11 Required Contract Terms." Any exceptions shall be identified by the RFP Section, Subsection, and must state the specific exception the Offeror has, as well as any alternative language. The City's receipt of exceptions in a response is not an acceptance of any requested changes to the Required Contract Terms. The Required Contract Terms may differ from the terms in the final contract awarded under this RFP.

1.12 Contract Term: The contract resulting from this solicitation is anticipated to have a term of **three (3) years** with possible extensions of **two (1) years**.

1.13 Evaluation Period: The City reserves the right to analyze, examine and interpret any Proposal for a period of ninety (90) days after the hour and date specified for the receipt of Proposals. The City reserves the right to extend the evaluation period if it feels, in its sole discretion, such an extension would be in the best interest of the City.

1.14 Evaluation Assistance: The City, in evaluating Proposals, reserves the right to use any assistance deemed advisable, including City contractors and consultants.

1.15 Rejection and Waiver: The City reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received.

1.16 Award of Contract:

1.16.1 When Award Occurs: Award of contract occurs when a Purchase Order is issued or other evidence of acceptance by the City is provided to the Offeror. A Recommendation of Award does not constitute award of contract.

1.16.2 Award: If a contract is awarded, it shall be awarded to the responsive and responsible Offeror whose Proposal conforming to this RFP will be most advantageous to the City as set forth in the Evaluation Criteria.

1.17 Cancellation: This RFP may be canceled for any reasons and any and all Proposals may be rejected in whole or in part when it is in the best interests of the City.

1.18 Negotiations: Negotiations may be conducted with the Offeror(s) recommended for award of contract.

1.19 City-Furnished Property: No material, labor, or facilities will be furnished by the City unless otherwise provided for in this RFP.

1.20 Public Records:

1.20.1 The Purchasing Division's procurement file and any documents relating to this RFP, including the Proposals submitted by Offerors, shall be open to public inspection in accordance with applicable law after the recommendation of award of a contract has been approved by the Mayor or the Mayor's designee.

1.20.2 An Offeror who chooses to submit material they consider a "Trade Secret" must do so in a segregated file clearly designated as containing trade secrets both in the file name and within the contents of the file itself. These segregated files are to be used by the City for reference only. An Offeror's failure to segregate such materials constitutes a failure to reasonably, under the circumstances, maintain the materials' secrecy and Offeror indemnifies and holds the City harmless for any and all liability resulting from the disclosure of any materials not segregated as described above.

1.20.3 If an Offeror submits with a proposal material required by law to be kept confidential, the Offeror must segregate such material in a separate file. Such a file should be clearly designated as "Legally Confidential" in both the file name and within the contents of the file. The contents of the file must include a description and citation to the legal basis for why the material must be kept confidential. Failure to segregate the material and describe the legal basis for why it is to be kept confidential may result in the information being disclosed. Designating the entire proposal confidential is not acceptable without providing the legal basis and may result in the information being disclosed. Offeror indemnifies and holds the City harmless for any and all liability resulting from such disclosure resulting from information not segregated as described above.

1.20.4 Pricing, makes and models or catalog numbers of items offered, delivery terms, and terms of payment shall not be designated as trade secrets or required to be kept confidential by law.

1.20.5 The City will endeavor to restrict the release of material segregated and designated as "Trade Secret" or "Legally Confidential" to only those individuals involved in the review and analysis of the Proposals, and to any other party as required by law or court order. Under the New Mexico Inspection of Public Records Act (Sections 14-2-1 et seq, NMSA 1978) ("Act") the City may redact trade secrets and other material required to be kept confidential by law, but may not redact proprietary or confidential information. Any Proprietary or Confidential Data

provided as part of a Proposal is subject to public inspection under the Act. **Notwithstanding any provision of this RFP, the City shall not be responsible or liable to the Offeror for any disclosure of records required by the Act or an order of a court or other tribunal with jurisdiction over the City.**

1.21 Procurement Preferences: A Pay Equity Preference as provided in Section 5-5-31 R.O.A. 1994 (as amended by C/S O-17-33) and the State Preferences as provided in 13-1-21 NMSA 1978 are applicable to this solicitation. To request the application of a preference, as applicable, Offeror shall submit with its Proposal a City Pay Equity Preference Form or the New Mexico State Certification for the requested preference.

1.22 Request for Proposals Protest Process:

1.22.1 RFP Documents: If the protest concerns the specifications for the RFP or other matters pertaining to the solicitation documents, the protest must be filed with the Chief Procurement Officer no later than 5:00 p.m., ten (10) business days prior to the deadline for the receipt of Proposals.

1.22.2 Recommendation of Award: If the protest concerns the Recommendation of Award, the protest must be filed with the Chief Procurement Officer no later than 5:00 p.m. of the tenth (10th) business day after the receipt of notice of the Recommendation of Award.

1.22.3 Timely Protests: Protests must be received by the Chief Procurement Officer prior to the appropriate deadline as set out herein, or they will be rejected. The Chief Procurement Officer may waive the deadline for good cause, including a delay caused by the fault of the City. Late delivery by the U.S. Postal Service or other carrier shall not be considered good cause.

1.22.4 How to File a Protest: Any Offeror who is aggrieved in connection with a competitive solicitation or recommendation of award of a contract may protest to the City Chief Procurement Officer. The protest shall be addressed to the Chief Procurement Officer, must be submitted in written form and must be legible. Protests may be electronically delivered via email or mailed. Facsimile, telephonic, telegraphic or any other type of electronic protests will not be accepted.

1.22.5 Required Information: The protest shall contain at a minimum the following:

1.22.5.1 The name and address of the protesting party;

1.22.5.2 The number of the competitive solicitation;

1.22.5.3 A clear statement of the reason(s) for the protest detailing the provisions believed to have been violated;

1.22.5.4 Details concerning the facts, which support the protest;

1.22.5.5 Attachments of any written evidence available to substantiate the claims of the protest; and

1.22.5.6 A statement specifying the ruling requested.

1.22.6 Delivery of Protests:

1.22.6.1 By Mail: Protests may be mailed in an envelope marked “PROTEST” with the solicitation number. Protests which are mailed should be addressed as follows:

Chief Procurement Officer
City of Albuquerque, Purchasing Division
P.O. Box 1293
Albuquerque, NM 87103
PROTEST, RFP Number

1.22.6.2 By Electronic Mail: Protests may be emailed to:

Kathleen Oney, Chief Procurement Officer
koney@cabq.gov

The message should clearly indicate “PROTEST” and the RFP number in the subject line.

1.22.7 Protest Response by Chief Procurement Officer: The Chief Procurement Officer will, after evaluation of a protest, issue a response. Only the issues outlined in the written protest will be considered by the Chief Procurement Officer.

1.22.8 Protest Hearing: If a hearing is requested, the request must be included in the protest and received within the time limit. Only the issues outlined in the protest will be considered by the Chief Procurement Officer, or may be raised at a protest hearing. The granting of a hearing shall be at the discretion of the Chief Procurement Officer following review of the request.

1.23 Insurance:

1.23.1 General Conditions: The City will require the successful Offeror, referred to as the Contractor, to procure and maintain at its expense during the term of the contract resulting from the RFP, insurance in the kinds and amounts hereinafter provided with insurance companies authorized to do business in the State of New Mexico, covering all operations of the Contractor under the contract. Upon execution of the contract and on the renewal of all coverages, the Contractor shall furnish to the City a certificate or certificates in form satisfactory to the City as well as the rider or endorsement showing that it has complied with these insurance requirements. All certificates of insurance shall provide that thirty (30) days written notice be given to the Risk Manager, Department of Finance and Administrative Services, City of Albuquerque, P.O. Box 470, Albuquerque, New Mexico, 87103, before a policy is canceled, materially changed, or not renewed. Various types of required insurance may be written in one or more policies. With respect to all coverages required other than professional liability or workers' compensation, the City shall be named an additional insured. All coverages afforded shall be primary with respect to operations provided.

1.23.2 Approval of Insurance: Even though the Contractor may have been given notice to proceed, it shall not begin any work under the contract resulting from this RFP until the required insurance has been obtained and the proper certificates (or policies) are filed with the City. Neither approval nor failure to disapprove certificates, policies, or the insurance by the City shall relieve the Contractor of full responsibility to maintain the required insurance in full force and effect. If part of the contract is sublet, the Contractor shall include any or all subcontractors in its insurance policies, or require the subcontractor to secure insurance to protect itself against all hazards enumerated herein, which are not covered by the Contractor's insurance policies.

1.23.3 Coverage Required: The kinds and amounts of insurance required are as follows:

1.23.3.1 Commercial General Liability Insurance. A commercial general liability insurance policy with combined limits of liability for bodily injury or property damage as follows:

\$2,000,000	Per Occurrence
\$2,000,000	Policy Aggregate
\$1,000,000	Products Liability/Completed Operations
\$1,000,000	Personal and Advertising Injury
\$ 5,000	Medical Payments

Said policy of insurance must include coverage for all operations performed

for the City by the Contractor and contractual liability coverage shall specifically insure the hold harmless provisions of the contract resulting from this RFP.

1.23.3.2 Automobile Liability Insurance. A comprehensive automobile liability insurance policy with liability limits in amounts not less than \$1,000,000 combined single limit of liability for bodily injury, including death, and property damage in any one occurrence. The policy must include coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment both on and off work.

1.23.3.3 Workers' Compensation Insurance. Workers' compensation insurance policy for the Contractor's employees, in accordance with the provisions of the Workers' Compensation Act of the State of New Mexico, (the "Act"). If the Contractor employs fewer than three employees and has determined that it is not subject to the Act, it will certify, in a signed statement, that it is not subject to the Act. The Contractor will notify the City and comply with the Act should it employ three or more persons during the term of the contract resulting from this RFP.

1.23.3.4 Professional Liability (Errors and Omissions) Insurance: Professional liability (errors and omissions) insurance in an amount not less than \$1,000,000.00 combined single limit of liability per occurrence with a general aggregate of \$1,000,000.00.

1.23.4 Increased Limits: During the life of the contract the City may require the Contractor to increase the maximum limits of any insurance required herein. In the event that the Contractor is so required to increase the limits of such insurance, an appropriate adjustment in the contract amount will be made.

1.23.5 Additional Insurance: The City may, as a condition of award of a contract, require a successful Offeror to carry additional types of insurance. The type and limit of additional insurance is dependent upon the type of services provided via the contract by the successful Offeror.

1.24 Pay Equity Documentation. All Proposals shall include a Pay Equity Reporting Form that can be accessed at <https://www.cabq.gov/gender-pay-equity-initiative>. Offerors who believe they are exempt because they are an out-of-state contractor (meaning that you have no facilities and no employees working in New Mexico) are not required to report data, but must still submit a Pay Equity Reporting Form with the box verifying the exempt status checked. **Any Proposal that does not include a Pay Equity Reporting Form shall be deemed nonresponsive, as stated in the Public Purchases Ordinance, 5-5-31.** A Pay Equity Reporting Form will be automatically issued within two (2) business days of completing your information at the link above. To ensure you have your form before the deadline for solicitation close, please access the link at least three (3) business days prior to the solicitation deadline. Please contact the “City Contact” identified above in Section 1.6 with any questions about the Pay Equity Reporting Form.

PART 2
PROPOSAL FORMAT

A “Proposal” consists of two distinct sections—a “Technical Proposal” and a “Cost Proposal”—that are submitted separately in Bonfire. Failure to submit the Technical Proposal and Cost proposal separate, shall result in the City deeming your submission non-responsive.

2.1 Technical Proposal Format, Section One

2.1.1 Offeror Identification: State name and address of your organization or office and nature of organization (individual, partnership or corporation, private or public, profit or non-profit). Subcontractors, if any, must be identified in a similar manner. Include name, email address and telephone number of person(s) in your organization authorized to execute the contract resulting from this RFP. Submit a statement of compliance with all laws stated herein. Submit a statement of agreement to the Required Contract Terms; state exceptions as directed in Section Show receipt of Addenda if applicable. Provide a statement or show ability to carry the insurance specified.

2.1.2 Submission Materials. The Council Services intends to establish a pool of vendors for each capability listed under Section 3.3 of this RFP. Proposals must clearly identify:

1. Offerors must submit a narrative response describing their experience with subjects listed under Section 3.2 Demonstrated Experience in Key Areas of the RFP.
2. The Project Capabilities being applied for.
3. Additional materials as outlined in the sections below.

2.1.3 Minimum Number of Project Capabilities. Offerors must submit proposals for two (2) or more Project Capabilities as identified in Section 3.3 of this RFP. Proposals may address all seven (7) capabilities, but evaluations will be solely based on each specific capability submitted for.

2.1.4 Identification of Key Professional Staff. Offerors must submit resumes for all key professional staff members, along with a brief description of their specialty and relevant experience in planning, redevelopment, and community engagement.

2.1.5 Samples of Services. For each Project Capability being applied for, Offerors must provide two (2) full samples of past services, submitted via pdf or hyperlink within the proposal. For example, if an applicant has conducted work on a full Comprehensive Plan, the submission should include the full plan document in pdf form or via hyperlink. Include a narrative describing successful outcomes beyond plan making.

2.2 Cost Proposal Format

2.2.1 Total Cost: Submit your Cost Proposal separately from your technical Proposal by uploading it into the City's eProcurement system.

2.2.2 The Cost Proposal is required to contain the following information:

The hourly rates of all key professional staff whose service will be billed under the contract resulting from this RFP, including, but not limited to, the Offeror's principal(s). Include applicable New Mexico gross receipts tax in all rates.

2.2.3 All Costs: All costs to be incurred and billed to the City should be described by the Offeror for each item, to allow for a clear evaluation and comparison, relative to other Proposals received. All costs should include any applicable gross receipts taxes. The Offeror should understand that the City will not pay for any amounts not included in the cost Proposal -- for example, insurance or taxes -- and that liability for items not included remains with the Offeror.

PART 3 SCOPE OF SERVICES

3.1 Services: Shall include on-call professional land-use planning, architectural services, community engagement, facilitation/mediation, market research and other services, which may include but are not limited to metropolitan redevelopment plans, site planning, charrettes, task force support and reports, urban design, policy work based on different City reports and plans, and other services as directed by City Council Services.

3.2 Demonstrated Experience in Key Areas: All Offerors shall provide a narrative response describing their demonstrated experience in the following fields. The criterion identified in this Section will be scored. The response should include depth of knowledge, practical application, and successful outcomes:

A. Social Vulnerability Approaches

- Provide existing company policies, mission statement or other relevant language identifying commitment to engaging with vulnerable communities.
- Offerors must demonstrate experience engaging and working with historically under-resourced communities. Experience should include bringing communities into the planning process, effective outreach methods, culturally competent facilitation, and engagement strategies.
- Experience with working with the Federal social vulnerability index and creating analyses based off of relevant census data.

Multilingual skills, translation services, or experience working with linguistically diverse communities.

B. Current Best Practices

Offerors shall demonstrate an ability to use best practice planning methods, analysis, communication techniques, and/or community engagement techniques.

C. Project Management

- Provide detailed examples of your firm's experience managing projects of varying scales and complexities, including:
 - Large-scale, high-impact projects with multiple stakeholders.
 - Multi-phase projects requiring strategic planning over an extended timeline
 - Multi-jurisdictional and multi-agency coordination
 - Integration of private and public sector partnerships
 - Strategies for stakeholder engagement, including community organizations, private citizens and public offices
 - Methods for transparent and consistent project reporting to client and project stakeholders

3.3 Project Capabilities. Council Services seeks a pool of vendors for each of the following capabilities:

3.3.1 Redevelopment Services to include, but not limited to, expertise in redevelopment planning and Tax Increment Financing district services, including boundary definition, eligibility analysis, fiscal and economic impact projections, and drafting of redevelopment plans, tax increment plans, and related legislation. Additional capabilities may include real estate market analysis, site identification for acquisition, and evaluation of redevelopment and programmatic opportunities. Expertise in schematic site planning, cultural preservation analysis, capital needs assessments, zoning code analysis, or site-specific redevelopment plans. To include programmatic redevelopment strategies that support gentle density, missing middle housing, infill development, commercial revitalization of urban mixed-use corridors, and broader quality-of-life improvements, while respecting the cultural character and stability of existing communities.

3.3.2 Long Range Planning. This work Includes corridor plans, Comprehensive Plan amendments, Rank 2 and 3 Plans and any work that could be categorized as having a goal that exists 10 years or more out from the creation of the inception of the work.

3.3.3 Urban Design. Any work that looks to improve public spaces through creative and innovative ways. This goes beyond repaving or restriping a street, but inherently changing the space through road diets, activation of sidewalks, creation of plazas and any other strategy that benefits all users.

3.3.4 Reports and Studies. This work can be done at multiple scales, from a Council District to the entire Albuquerque Metropolitan Area. This work will look at and research aspects of the planning world where we need to understand trends, gaps, social challenges, market dynamics, demographic analysis, quantitative and qualitative data, or anything else that will benefit decisions by City Council, as the ultimate land use decision makers, as well as legislative body that controls the City's budget.

3.3.5 Policies and Regulation. This work includes ordinance and resolution creation, as well as amendments, research, rezoning designations, or any other development application for Council Services or relevant stakeholder or partner agency.

3.3.6 Public Outreach and Engagement. The work of public outreach and community engagement will generally be accompanied by any of the other work categorized under Section 3.2, but generally focuses on different strategies of community participation, qualitative data collection, trust building and fieldwork.

3.3.7 Architectural Services. Planning and design of structures and site plans, landscape architecture, green stormwater infrastructure (GSI), experience in sustainable systems, and code analyses.

3.4 Selection for Individual Projects for Awarded Pool.

3.4.1 The City will award contracts to a pool of on-call contractors to provide the type of services described in this Part 3. The on-call contractors shall be grouped in one or more of seven (7) categories according to their responses to Section 3.3

3.4.2 For each project, the City shall request from the on-call contractors in the particular project category a detailed statement of work (“SOW”) with total hours per key professional and other staff broken down by task.

3.4.3 The City Council shall select one on-call contractor’s SOW from among the on-call contractors’ submissions based on the City’s determination, in its sole discretion, of the suitability, skills, and experience of the Contractor relative to the type of project, and the Contractor’s availability, resources, and proposed project costs. The City shall release a purchase order for each selected SOW. The contractor shall not commence services until it receives a valid purchase order and a written notice to proceed from Council Services. The City will endeavor to provide work to all on-call contractors awarded contracts but cannot guarantee that any work will be assigned to any of the on-call contractors.

3.4.4 The approved SOW will become part of the awarded contract with the Contractor and performed in accordance with its terms and conditions.

3.5 Billing Requirements

3.5.1 Offerors shall agree to bill at hourly rates which are no greater than the rates submitted with their proposal. The hourly rates submitted, which are maximum rates which may be charged to the City, must remain fixed for a two-year period following the receipt of the proposal in response to this solicitation.

3.5.2 Offerors shall state that the rates submitted are not greater than those accorded to their most favored clients. Final contract rates will be negotiated by the City and the selected Contractor(s) at the time of assignment of the project. Rates must follow the two-year period identified in 3.5.1. After the two-year period, offerors hourly rates shall not exceed 5% above the hourly rates submitted in response to this proposal. All rate increases must be submitted with a letter justifying change in rates.

3.5.3 Offerors shall agree to obtain approval before incurring costs, including, but not limited to, expense related travel. The City will reimburse pre-approval items at cost.

3.5.4 Offerors shall agree that only those professionals and paraprofessionals set out in the offer proposal shall provide services to the City unless the City approves, in writing, its request for a change in personnel.

Part 4 Evaluation of Proposals

4.1 Selection process. Council Services shall name, for the purpose of evaluating the proposals, an Ad Hoc Advisory Committee. On the basis of the evaluation criteria established in this RFP, the committee shall submit to the Council President a list of qualified firms in the order in which they are recommended. Proposal documentation requirements set forth in this RFP are designed to provide guidance to the Offeror concerning the type of documentation that will be used by the Ad Hoc Advisory Committee. Offerors should be prepared to respond to requests by the Purchasing Office on behalf of the Ad Hoc Advisory Committee for oral presentations, facility surveys, demonstrations or other areas deemed necessary to assist in the detailed evaluation process. Offerors are advised that the City, at its option, may award this request on the basis of the initial Proposals.

4.2 Evaluation Criteria. The following general criteria, not listed in order of significance, will be used by the Ad Hoc Advisory Committee in recommending contract award to the Council President. The Proposal factors will be rated on a scale of 0-400 per capability with weight relationships as stated below.

4.2.1 Evaluation Factors:

4.2.1.1. Identification of Key Professional Staff (200 Points) Offerors must submit resumes for all key professional staff members, along with a brief description of their specialty and relevant experience in planning, redevelopment, and community engagement.

4.2.1.2. Cost Proposal Format (100 points) The hourly rates of all key professional staff whose service will be billed under the contract resulting from this RFP, including, but not limited to, the Offeror's principal(s). Include applicable New Mexico gross receipts tax in all rates. All costs to be incurred and billed to the City should be described by the Offeror for each item, to allow for a clear evaluation and comparison, relative to other Proposals received.

4.2.1.3. Experience in Key Areas (300 points total): The Offeror's submission will be graded on (A) Social Vulnerability Approaches, (B) Current Best Practices and (C) Project Management, as detailed in Section 3.2 of this RFP. The offeror's response to Section 2.1.4 Identification of Key Professional Staff will be included in this grading. Each evaluation criterion will be scored at 100 points with a possible 300-point total.

4.2.1.4. Project Capabilities (400 points each): The Offeror's submission will be graded on based on each separate capability submitted with an understanding that only those capabilities that the offeror submits for will be the only ones they're graded for. The offeror's response to Section 2.1.4

Identification of Key Professional Staff will be included in the grading of each individual capability. Each Project Capability will be scored at 400 points.

- 3.3.1 Redevelopment Services
- 3.3.2 Long Range Planning
- 3.3.3 Urban Design
- 3.3.4 Reports and Studies
- 3.3.5 Policies and Regulations
- 3.3.6 Public Outreach and Engagement
- 3.3.7 Architectural Services

4.3 Scoring Analysis: The scoring will be based off of the total score for 4.2.1.1 - 4.1.2.3, plus the total score for each individual project capability (4.2.1.2). For each project capability submission, the offeror has the potential to score a maximum of 1,000 points. If an offeror scores below 700 for an individual capability, then that offeror will not be included on the on-call list for that particular capability.

APPENDIX A COST PROPOSAL

Identify Fully inclusive Rates by Positions identified in 2.1.4 to be billed under the contract resulting from this RFP. The billing rates should be fully burdened, including overhead, profit, all benefit expenses, training, costs for obtaining insurance, support and administrative services, etc.

The City will only allow for reimbursement costs for travel and travel-related expenses actually incurred during and for the performance of services for the contract awarded under this RFP and requires that such expenses shall have prior written approval of the City.

Position	Hourly rate

Include applicable New Mexico gross receipts tax in all rates.

DO NOT INCLUDE THE COST PROPOSAL (OR ANY COSTS) IN THE TECHNICAL PROPOSAL.