

City of Albuquerque
Notice of Requests for Proposals from

Architectural Consultants for
City Wide On-Call Architectural Services for the City Council Services Department

Project No: 6573.00

Proposals Due: Wednesday, May 4, 2022 by 3:00pm

Proposals from professional Architectural firms or persons to provide professional services for the above project will be received until 3:00 p.m. on the date shown above. No proposals will be accepted after the time specified.

Request for proposal online at <https://www.cabq.gov/municipaldevelopment/architects-engineers-contractors/cip-selection-advisory-committee/request-for-proposals/request-for-proposals>

Project Description:

The purpose of this RFP is to create a pool of architectural consultants for the Department of City Council Services to help carry out the priorities and directives of the City Council by providing architectural design analysis reports, structural design, and landscaping design for a wide variety of projects. Work will mostly include concept planning and/or improvements for parks, roadway landscape, and building facilities.

Potentially full architectural services for select neighborhood level projects will be needed. Tasks could also include grant writing, compliance management and administration, and services pertaining to garnering project funding. Projects will be funded through local bond funds, State Capital Outlay funds and Federal Congressional Funds. Contracts will be awarded to 3 architectural firms through this solicitation.

Respondents to this Notice of Request for Proposals, please reference the DMD website (<https://www.cabq.gov/municipaldevelopment/architects-engineers-contractors/cip-selection-advisory-committee/request-for-proposals/request-for-proposals>) and look for documents under the "Project Pre-submittal Documents" for information about this project in lieu of a pre-submittal meeting. This information, if available, will be uploaded by 5:00pm on March 31, 2022.

Maximum Compensation: \$1,000,000.00
City Project Manager: Tom Menicucci
Department: City Council Services Department

Proposal Format:

Respondents shall provide an emailed PDF proposal no larger than 5MB. Interviews may be held from a "short list" of respondents determined by the Selection Advisory Committee. Short listed respondents will be required to make a presentation to the Selection Advisory Committee addressing project related items selected by the Committee. If interviews are not held, the proposal will be the basis for recommending firms or persons to the Mayor to provide professional services for the project. The format for the proposal plus the point value of each category that will be evaluated by the Selection Advisory Committee shall be as follows:

Category	Points
I. General Information	5
II. Project Team Members	30
III. Respondent Experience	30
IV. Technical Approach	20
V. Cost Control	5
VI. Quality and Content of Proposal (Reserved for Committee Use Only)	10

Proposals shall be bound and limited to a maximum of fifteen (15) pages (single sided) excluding the introductory letter, any applicable agreement and insurance certificates, the title page, the table of contents, dividers between categories, and the front and back cover/binder pages. Since this is a Federally funded project, respondents must provide their DUNS number for verification of status on the SAM.gov website. All other 8 ½" x 11" pages shall be numbered. Any 17" x 11" pages shall be numbered as two pages. Drawings on 24" x 36" sheets shall be numbered as four pages. Font size no smaller than 10 point shall be used. Your proposal should be as clear and concise as you can make it and still provide the Selection Advisory Committee with information addressing the requirements in each of the first five categories stipulated above (you do not respond to Category VI). Proposals longer than the specified page limitation will be rejected and will not be evaluated. The individual signing the proposal and any other submitted document on behalf of a legal entity shall be a New Mexico registered professional Architect.

If any significant text detailing any aspect of the current project, prior consultant projects or the consulting firm is found on any page not normally counted as part of the maximum page limitation, that page may be considered to be part of the respondent's proposal and may be counted as part of the maximum page limitation, as determined by the Administrator.

Selection of qualified professional firms and/or persons will be pursuant to the provisions of Section 14-7-2-1 et seq, of the Revised Ordinances of Albuquerque, New Mexico, 1994. The Selection Advisory Committee meeting to determine recommended selections will be held via email at least two weeks after receipt of the proposals. For exact date and time email the Selection Advisory Committee Administrator, Myrna Marquez, at myrnamarquez@cabq.gov after May 6, 2022.

Respondents must agree to enter into the Standard Agreement that applies to the project and to meet the insurance requirements described in that Agreement. All proposals submitted will contain a completed Pay Equity Worksheet PE10-249 and shall contain a fully completed and executed "Agreement and Insurance Certification" form. At least one copy of the respondent's proposal must contain the required Agreement and Insurance Certification form containing an original notary seal. Proposals not containing this form shall be non-responsive and shall not be considered for evaluation. A copy of the Standard Agreement that shall be used for the project and the "Agreement and Insurance Certification" form may be obtained from the Capital Implementation Program Office at the address given above.

For those projects which are federally funded, the selected firm and/or persons will be required to comply with the applicable federal requirements including those relating to Equal Opportunity in Employment.

Basic Services compensation for those firms and persons who are selected to provide services for the listed project will be negotiated in accordance with Section 14-7-1 et seq, of the Revised Ordinances of Albuquerque, New Mexico, 1994, entitled "Compensation for Services of Consulting Engineers, Architects and Landscape Architects."

Responses received pursuant to this advertisement may constitute public records of the City of Albuquerque subject to disclosure to any interested party under the Inspection of Public Records Act (Section 14-2-1 through 14-2-3 N.M.S.A. (1978)). A responding firm and/or person submitting a response believed to contain "trade secrets" within the meaning of Section 30-16-24 N.M.S.A. (1978) should clearly designate the response as such by printing the words "TRADE SECRET" on the top portion of the front cover of their response. The responding firm and/or person may restrict distribution of their response to only those individuals involved in review and analysis of responses. The City of Albuquerque will attempt to restrict distribution of a designated response as directed by the submitting party.

Signed: *Myrna Márquez*
Myrna Marquez, Administrator
Selection Advisory Committee
Department of Municipal Development

To be published in the Albuquerque Journal on March 23 and March 30 and April 6, 2022.