

City of Albuquerque  
Notice of Requests for Proposals from

City Wide On-Call Architectural Services

Project No: 7232.00

Proposals Due: Wednesday, June 19, 2024 by 3:00pm

Proposals from professional Architectural firms must be emailed to [jyoung@cabq.gov](mailto:jyoung@cabq.gov) by the deadline noted. For now, a copy of your general and professional liability insurance coverage is acceptable in lieu of the notary stamp. In order to assure your proposal is delivered, make sure it is 5MB or less and is in PDF format.

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

Project Description:

The purpose of this RFP is to increase the pool of architectural firms contracted to provide Architectural On-Call Services to the City of Albuquerque. This solicitation requires professional Architectural services on a City wide basis. The scope is to include but not be limited to: studies, analyses, site planning, pre-design, design, and/or construction phase services. We are interested in knowing how you will include opportunities for innovation. Incorporate sustainable design principles and energy efficiency standards including but not limited to LEED standards. If a firm has a current OC agreement with the City, their proposal will not be considered.

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 May 30, 2024. If you have questions regarding this solicitation, please email them to [jyoung@cabq.gov](mailto:jyoung@cabq.gov) by 5:00pm, MST on June 12, 2024.

Maximum Compensation: monetary cap removed  
City Project Manager: Javier Serna  
Department: Department of Municipal Development

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 project may contain Federal funds, respondents must provide their Unique Entity ID 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 Jeanne Young at [jyoung@cabq.gov](mailto:jyoung@cabq.gov) after June 19, 2024.

Any respondent submitting a proposal in response to this notice must be free of any previous involvement with this project or conflict of interest as determined in the sole discretion of the City, or be deemed non responsive. 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. Proposals not containing the fully executed "Agreement and Insurance Certification" form shall be non-responsive and shall not be considered for evaluation. Copies of the Pay Equity Worksheet, the Standard Agreement that shall be used for the project and the "Agreement and Insurance Certification" form may be obtained from the City website by searching for Agreement and Insurance Certification.

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 May 22 and May 29 and June 5, 2024.