

City of Albuquerque
Notice of Requests for Proposals from
Landscape Architectural Consultants for
City Wide On-Call Landscape Architectural Design for the
Department of Parks and Recreation

Project No: 7711.11

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

Proposals from professional Landscape Architectural firms must be emailed to myrnamarquez@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 proposals online at <http://www.cabq.gov/municipaldevelopment/architects-engineers-contractors/cip-selection-advisory-committee>

Project Description: Landscape Architectural design services for various parks and recreation facilities, including but not limited to playgrounds, irrigation, landscaping, sports fields, lighting, courts, and trails.

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. If available, this information will be uploaded, by 5:00pm on March 31, 2022.

Estimated Compensation: \$800,000.00
City Project Manager: Jesse Scott
Department: Parks and Recreation 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:

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

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. 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. Respondents must also provide an electronic copy of their proposal in PDF format in their sealed proposal. Any proposal received without a digital proposal in PDF format will be considered non-responsive. 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 landscape 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 at least two weeks after receipt of the proposals. For exact time and place call the Capital Implementation Program Office at 768-3821 after May 4, 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 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 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

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