

**CITY OF ALBUQUERQUE  
NOTICE OF REQUEST FOR PROPOSALS FROM  
ENVIRONMENTAL ENGINEERING CONSULTANTS FOR  
ON CALL ENVIRONMENTAL ENGINEERING SERVICES FOR THE AVIATION DEPARTMENT**

**PROJECT NO. : 7260.00  
PROPOSALS DUE: WEDNESDAY, OCTOBER 26, 2016**

Proposals from professional **Environmental Engineering** firms or persons to provide professional services for the above project will be received until 3:00 p.m. on the date shown above, at the Selection Advisory Committee Office, Capital Implementation Program (CIP) Division Office, One Civic Plaza, 7th Floor, Room 7057, Albuquerque/Bernalillo County Government Center, Albuquerque, NM 87102. No proposals will be accepted after the time specified.

Request for proposals online at <http://www.cabq.gov/municipaldevelopment/architects-engineers-and-developers/cip-selection-advisory-committee/request-for-proposals>

**Project Description:**

To provide studies, mapping and GIS support, analysis, design, surveys, assessments, reports, updates, planning, sampling and inspections related to the Environmental Protection Agency (EPA) Multi-Sector General Permit (MSGP) and Storm Water Pollution Prevention Plan (SWPPP) for the Albuquerque International Sunport and Double Eagle II Airport.

Respondents to this Notice of Request for Proposals must attend a **MANDATORY** pre-submittal meeting on **WEDNESDAY, OCTOBER 12, 2016 @9:00AM** in Room 7096, 7<sup>th</sup>. Floor, City Hall Building, One Civic Plaza, NW, Albuquerque, New Mexico, at which time and place additional information will be presented and project related questions will be addressed. Responses from firms or persons who have not attended this meeting will not be accepted and shall be deemed non-responsive

**Estimated Compensation: \$500,000.00**

**City Project Manager: Chris Albrecht – 505-244-7836**

**Department: Aviation Department**

Proposal Format:

Respondents shall provide six (6) copies of their proposal. 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:

	<b>Points</b>
<b>I. General Information</b>	<b>5</b>
<b>II. Project Team Members</b>	<b>20</b>
<b>III. Respondent Experience</b>	<b>30</b>
<b>IV. Technical Approach</b>	<b>25</b>
<b>V. Cost Control</b>	<b>10</b>
<b>VI. Quality and Content of Proposal</b>	<b>10</b>

**(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. 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 Engineer.**

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 768-2555 after **OCTOBER 26, 2016.**

Anyone submitting a proposal in response to this notice 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: \_\_\_\_\_

Michael L. McCan, Interim Administrator  
Selection Advisory Committee, Department of Municipal Development

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