

City of Albuquerque  
Notice of Requests for Proposals from  
Landscape Architectural Consultants for  
On-Call Prototype Median & Interstate Landscape Design and Construction  
Project No: 7546.10

Proposals due: Wednesday, September 1, 2021 by 3:00pm

Proposals from professional Landscape Architectural firms must be emailed to [myrnamarquez@cabq.gov](mailto: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 shall be posted online at <https://www.cabq.gov/municipaldevelopment/architects-engineers-contractors/cip-selection-advisory-committee/request-for-proposals> on August 4, 2021.

Project Description: Work scope includes design for small landscape architectural projects for various departments, City-wide locations, utilizing City specifications. Tasks include: site meetings with stakeholders, site and facility assessment, proposal preparation, site planning, design and plan preparation, cost estimating, permitting and construction phase services.

There will not be a pre-submittal meeting held for this project

Approximate Construction Cost:	\$1,500,000.00
City Project Manager:	Anthony Villanueva – 769-2616
Department:	Department of Municipal Development

Proposal Format:

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

Proposals shall be 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. 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 no later than two weeks after receipt of the proposals. For exact time and place call the Capital Implementation Program Office at 768-3821 after September 1, 2021.

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 must contain a fully completed and executed Pay Equity Worksheet PE10-249 for the current calendar year and must also contain a fully completed and executed "Agreement and Insurance Certification" form or be declared 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 permitted to request a restriction on distribution of their response to only those individuals involved in review and analysis of responses until an award has been made. 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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