

**CITY OF ALBUQUERQUE  
NOTICE OF REQUEST FOR PROPOSALS FROM  
ARCHITECTURAL CONSULTANTS FOR  
EDITH TRANSFER STATION**

**PROJECT NO. 7006.92**

**PROPOSALS DUE: WEDNESDAY, MAY 14, 2014**

Proposals from professional **ARCHITECT** 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 proposal packets may be picked up at the CIP Division Office or online at <http://www.cabq.gov/municipaldevelopment/architects-engineers-and-developers/cip-selection-advisory-committee/request-for-proposals>**

**Project Description:**

The scope of the project includes the planning, design and construction administration of an approximately 115,000 square foot Solid Waste Transfer Facility, Office Facility and Truck Maintenance Facility at the Solid Waste Department located at 4600 Edith Blvd., N.E. This project will allow local collection trucks and individuals to deposit trash for transfer to semi-tractor trailer trucks in town prior to transfer of the solid waste to the Cerro Colorado Landfill. The State of NM Environment Department Permitting Process is critical and the selected Consultant is expected to have experience with and will facilitate acquisition of the required Department Permit(s).

The Scope of Work will include Environmental Studies, Permit Updates and other Architectural / Engineering Support, Environmental Permit Applications and Support, Schematic Design, Design Development, Construction Documents (CDs), Public Meeting direction and representation and Construction Administration Services for the City of Albuquerque Solid Waste Management Department related to the Edith Transfer Station Facility and associated site and Support Facilities.

Representation before the State of New Mexico Environment Department will be required as well as preparation and submission of a State of New Mexico Transfer Station Permit Application. There will also be a requirement to prepare responses to the Department's requests for additional information in accordance with 20.9.3.17 NMAC. Special Engineering Services from an Engineering Firm that is very familiar with and has previous experience with this Permit process will be expected to be part of the Design Team.

Design Services is presently anticipated to last approximately **Two Years** once a Design Team is contracted. **One Year** for design through 100% CDs should be anticipated. For scheduling information the Permit submittal and review process is expected to take approximately **One Year** from the date of 100% CDs. Following the State of New Mexico approval of the Permit Process the Construction procurement may begin. The Contractor will be selected through a RFP Best Value Procurement Process.

Facilities anticipated being included in the project (Approximate Square Footages):

- Transfer Station Building – 70,000 SF
  - Sized to handle 2,000 Tons-Per-Day of solid waste and future growth
- Gate House and Scale System - 500 SF
- Employee Offices, Restrooms and Lockers – 4000 SF
- Household Hazardous Waste Collection Facility – 5000 SF
- Recycling Drop-Off by the Public - 5000 SF
- Site space for parking queue maintenance area for onsite mobile equipment
- Office Complex - 9000 SF
- Truck Maintenance Facility - 22,000 SF
- Associated Phasing of Construction and the Demolition of existing facilities.

The approximate Construction Cost for the project is \$38M. This project will be authorized to proceed in steps with the first step anticipated to not exceed \$1.2M.

Respondents to this Notice of Request for Proposals must attend a **MANDATORY** pre-submittal meeting on **Wednesday, April 23, 2014 @ 11:00am in Room 7096, 7<sup>th</sup> floor, City/County Building, One Civic Plaza N.W., Albuquerque, New Mexico 87102**, 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 Construction Cost:**

**\$38,000,000.00**

City Project Manager:

**Jerry Francis, RA Telephone 505.768.3083**

Department:

**Municipal Development 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:

	<u>Points</u>
I. General Information	5
II. Project Team Members	25
III. Respondent Experience	30
IV. Technical Approach	30
V. Cost Control	5
VI. Quality and Content of Proposal	5
(Reserved for Committee Use Only)	

A copy of the Rules & Regulations and information concerning what is required in each category may be obtained from the Capital Implementation Program (CIP) Office.

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 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 **768-2555 after MAY 14, 2014.**

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 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: \_\_\_\_\_  
Michael L. McCan, Administrator and Chairman  
Selection Advisory Committee,  
Department of Municipal Development

To be published in the Albuquerque Journal on **April 9 and April 16, 2014.**