

**Selection Advisory Committee (SAC)
PowerPoint
April 2024**

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Selection Advisory Committee (SAC) Process

Updated SAC Rules and Regulations – December 2022

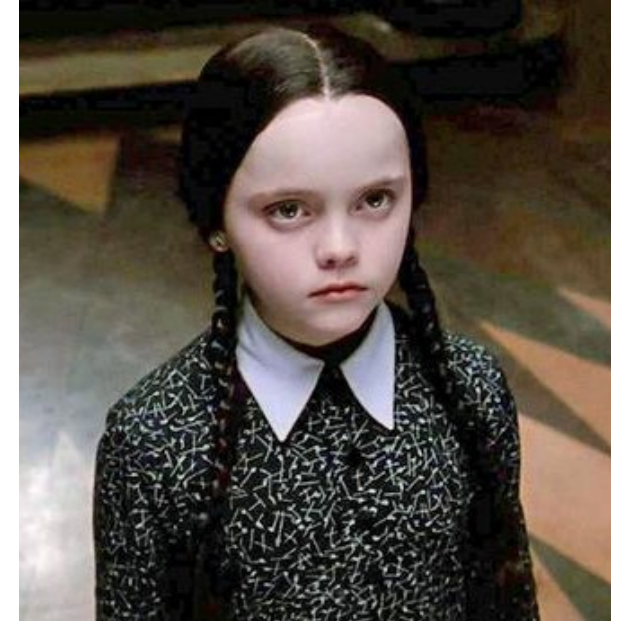
- We have raised our limits for Expedited Design Services (EDS) from \$25,000 to \$150,000.
- Expedited Design Services – informal, abbreviated process, selection by User Department.
- Point Deductions have been eliminated unless the use of Point Deductions is authorized by the City's CAO.



Selection Advisory Committee (SAC) Process

Advertisement (RFP) and proposals

- There are 2 types of projects: On-Call and project specific
 - On-Call projects oftentimes have multiple awards
 - On-Call projects do not have a monetary cap
- Advertisement for projects
 - Projects advertise on Wednesdays (DMD website and Albuquerque Journal).
 - Projects that advertise for 3 weeks have federal funding.
 - Projects that advertise for 2 weeks do not have federal funding.



Selection Advisory Committee (SAC) Process

Advertisement (RFP) and proposals

- **Pay close attention to the category weights, they change on every project.**
- Know your audience, who scores proposals?
 - The SAC Committee scores proposals.
 - There are 5 members on the SAC Committee.
 - 2 (minimum) of the 5 members are licensed professionals in the field of solicitation (RA, PLA, or PE).
 - 1 is the project manager who may or may not be one of the licensed professionals.
 - 2 are COA employee who are familiar with the project or have a high stake in the project; could be a Deputy Director, Division Manager, etc.



Selection Advisory Committee (SAC) Process

Advertisement (RFP) and proposals

- Be sure to read the RFP and your proposal thoroughly to make sure all the technical details are taken care of: signature on a Pay Equity Form, inclusion of all the required documents, page numbering, size of document, etc.



Selection Advisory Committee (SAC) Process



Advertisement (RFP) and proposals

- **What do we look for in your proposals?**
- Proposals should be clear and concise: hence, easy to follow.
- Read the Request for proposal and scoring criteria very carefully!
Seems simple right?
- Answer the questions as truthfully and thoroughly as you can, even if you don't have germane, extensive, or current experience with the City of Albuquerque.
- The proposal should match or relate to the work requested. If it is for an On-Call then presenting multi-million dollar projects isn't relevant.
Present similar work.

Selection Advisory Committee (SAC) Process



Advertisement (RFP) and proposals

- **What do we look for in your proposals?**
- Make sure the project experience listed is relevant and in scale with the proposed project, and that relevance is clarified in the proposal.
- Tailor your response to the needs of your user group. Be prepared to be a good listener.
- Past history with the firm. What kind of work experience is there with the A/E? Are they timely with their work? Is there a lot of redesign and are there a lot of RFIs in the Construction phase?

Selection Advisory Committee (SAC) Process



Advertisement (RFP) and proposals

- **What do we look for in your proposals?**
- Staffing. If the proposal for an On-Call shows a couple of principals in the work chart and little is provided on the staff then I think, “Really...the principal will be working on the project?”
- Indicating that an un-licensed individual will be working as the project architect or PM doesn’t set well either, especially when it is a larger project.
- Assure team members should have project specific experience.
- Make sure the team is “tailored” to the specifics of the proposed project throughout its content.

Selection Advisory Committee (SAC) Process

Advertisement (RFP) and proposals

- **What do we look for in your proposals?**
- The firm should clearly state roles and responsibilities of the team members and define the inter-relationships with the stake holders.
- Respondents often fail to identify a Principal A/E registered in the State of New Mexico, this is required and it maintains continuity for the project. Respondents are encouraged to further define the responsibilities of those individuals in key roles tailored to the project.



Selection Advisory Committee (SAC) Process



Advertisement (RFP) and proposals

- **What do we look for in your proposals?**
- Although it is important...Fiscal Responsibility, and Cost Control is not about how you manage your staff and your consultants. How will you go about creatively and skillfully addressing the scope-budget landscape for the project?
- Describe the standard progression of work in the Technical Approach such as SDs, DDs, CDs with a real description of what you are providing. Be more descriptive in what work you will be doing such as meeting with the City, City IT or security groups to flesh out the design. Maybe more on your QA process that will help alleviate design errors.

Selection Advisory Committee (SAC) Process

Advertisement (RFP) and proposals

- **What do we look for in your proposals?**
- Respondents rarely address familiarity with COA codes-standards-ordinances. Indicate a desire to adhere to these standards if awarded a contract.
- Font size. Really? Using smaller font to squeeze in more text is not worth the eye strain to read all of the proposal. It is quality and relevancy of past work and not the quantity of words.
- You will encounter extremely experienced professional competition...However; do they have your desire, creativity and focus to capture the imagination of the reviewers?



Selection Advisory Committee (SAC) Process



Advertisement (RFP) and proposals

- **What do we look for in your proposals?**
- Don't make regrettable mistakes. Misspelled words, bad grammar, or contradictions are not professional conduct.
- The scope of work which our customers have provided contains a great deal of thought, time, and experience to prepare. These Owner's Representatives know their needs better than anyone including you! However experienced you may be.
- Acknowledgment that project requirements are frequently based on funding sources (Federal, Capital Outlay vs. Local).

Selection Advisory Committee (SAC) Process

Advertisement (RFP) and proposals

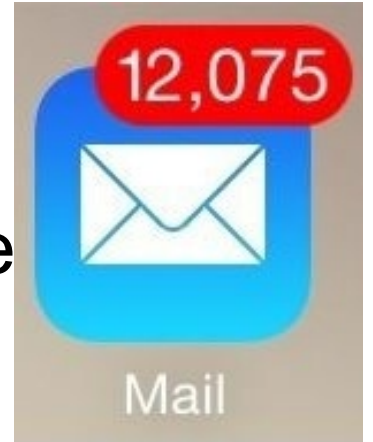
- **What do we look for in your proposals?**
- Be tenacious; continue to put your evolving foot forward. Albuquerque is a small marketplace and you are into this for the long haul.
- *Rhetorical question: How do you feel that your vast experience while employed by previous firms is perceived?*



Selection Advisory Committee (SAC) Process

SAC Meeting

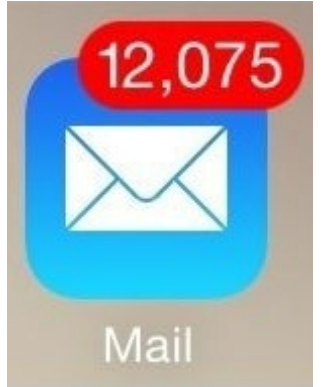
- Once I have received all proposals and I know how many the Committee has to review, I schedule the SAC Meeting.
- Done via email.
- I notify the respondents of the SAC Meeting a few days prior to the meeting date.
- Scores are broadcast to the entire group (SAC Committee and respondents).



Selection Advisory Committee (SAC) Process

SAC Meeting scoring

- Highest and Lowest scores are dropped
- All ties are broken.
- The top three ranked firms are recommended to the Mayor.



Selection Advisory Committee (SAC) Process

SAC Meeting

- If a SAC Committee member has a question or wishes to conduct interviews, all the correspondence is “reply all” so that everyone is aware of the communication, just like an in-person or zoom meeting.
- If no issues arise and interviews are not requested, I broadcast the SAC Committee’s recommendation(s) to the Mayor.
- There’s always a potential for interviews so make sure you have the best proposal so in case interviews are requested, you have the opportunity to expand on your firm’s work.



Selection Advisory Committee (SAC) Process

SAC Meeting

- Once the SAC Committee's scores are broadcast, I move forward with paperwork to give our recommendation to the Mayor.
- The Mayor sends his recommendation to Council as an Executive Communication (EC).



Selection Advisory Committee (SAC) Process

Contract Execution

- Once we have approval from Council, the DMD website is updated and I send out the draft agreement to the PM and negotiations begin.

Reminder, we DO NOT negotiate our boilerplate.

- Negotiations can take up to 60 days.
- Once you have a fully executed (signed) agreement, you're ready to begin work!

REMINDER



Contractor Procurement Process Update

- Increased use of Construction Manager at Risk project delivery method
 - CMAR selected early in design process through cost and qualifications based RFP
- Selection of Design Build firms added to SAC Ordinance and regulations in 2021; process has not yet been used.
- Increased use of On-Calls and Statewide Price Agreements
- Early contractor involvement in design process to advise on constructability issues, long lead time items, and to complete early work
- DMD launched Procore for Vertical projects
- DMD launched electronic bidding: www.cabq.gov/buildabq

Selection Advisory Committee (SAC) Process



Any Questions

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