

CITY OF ALBUQUERQUE  
NOTICE OF REQUEST FOR PROPOSALS FOR

CITYWIDE ON-CALL ARCHITECTURAL SERVICES FOR ROOFING SYSTEMS

PROJECT NO. 6572.00

PROPOSALS DUE: TUESDAY, OCTOBER 1, 2019

Proposals from professional ARCHITECTURAL 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>

Project Description: The Architect shall lead, perform, and assist the City of Albuquerque in roof and building envelope consulting, construction observation and related services which may include design where the architect will not be considered the principal design professional for any project. Architect may be required to provide as-needed design, construction documents, testing inspection and documentation of existing conditions, analysis of architectural or engineering documents, evaluation of construction materials and assemblies according to applicable codes, regulations and standards, and relevant personnel training. Architect will work with the City of Albuquerque Facilities and Energy Management Division, their designated representative for projects, and where applicable, with the City of Albuquerque contracted design professionals, consultants and general contractors. During the term of this agreement, the City of Albuquerque will identify projects requiring the assistance and services from any one of the awarded price agreement holders for each new project. The City of Albuquerque Facilities and Energy Management Division and functional end-users will work with price agreement holders to produce a scope of work including needs analysis, project requirements and resource requirements to perform the desired project.

Respondents to this Notice of Request for Proposals must attend a MANDATORY pre-submittal meeting on WEDNESDAY, SEPTEMBER 4, 2019 at 10:30am 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 lead 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: Nathan Martinez – Telephone number (505) 768-4230

Department: Municipal Development

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:

	Points
<b>I. General Information</b>	<b>5</b>
<b>II. Project Team Members</b>	<b>15</b>
<b>III. Respondent Experience</b>	<b>25</b>
<b>IV. Technical Approach</b>	<b>25</b>

<b>V. Cost Control</b>	<b>15</b>
<b>VI. Quality and Content of Proposal</b>	<b>15</b>
<b>(Reserved for Committee Use Only)</b>	

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. All proposals shall be sealed. 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 on behalf of a legal entity shall be a registered New Mexico professional Architect. By submitting a proposal for this project the respondent agrees to abide by all provisions of both the Accountability in Government Ordinance (Section 2-10-1 COA) and the Inspector General Ordinance (Section 2-17-1 COA).

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 OCTOBER 1, 2019.

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.

To be published in the Albuquerque Journal on August 28<sup>th</sup> and September 4<sup>th</sup>, 2019.