

CITY OF ALBUQUERQUE
NOTICE OF REQUEST FOR PROPOSALS FROM
ENGINEERING CONSULTANTS FOR
CITY WIDE – ON CALL NPDES AND MS4 ENGINEERING SUPPORT SERVICES
PROJECT NO. 5022.00

PROPOSALS DUE: WEDNESDAY, DECEMBER 14, 2011

Proposals from professional **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 proposal packets may be picked up at the CIP Division Office.

Project Description:

Engineering services to provide a wide-range of environmental expertise and personnel to support the City's compliance with EPA Municipal Separate Storm Sewer System (MS-4) Permit under the NPDES program. Consultant should be able to show ability to approach solutions to all potential task orders. Potential projects include miscellaneous support for a new Storm Water Quality Ordinance and revised Development Process Manual (DPM), design a "green" and LID retrofit project for specific city facilities, investigate and identify suspended solid and sediment sources and transport pathways in storm water from various area basins and other tasks as required to address and comply with the City's MS4 Permit. It should be noted that all, some or none of any individual projects will become task orders.

Respondents to this Notice of Request for Proposals must attend an **MANDATORY** pre-submittal meeting on **Tuesday November 29, 2011 at 9:00am in Room 7096, 7th 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.

Estimated Compensation: \$300,000.00

City Project Manager: Kathy Verhage, P.E. 505.768.3654

Department: Department of 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
I. General Information	10
II. Project Team Members	15
III. Respondent Experience	25
IV. Technical Approach	30
V. Cost Control	15
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.

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 **DECEMBER 14, 2011**.

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
Selection Advisory Committee
Department of Municipal Development

To be published in the Albuquerque Journal on **November 16 and November 23, 2011**.