



Martin J. Chavez, Mayor

City of Albuquerque Environmental Health Department



Alfredo R. Santistevan, Director

December 12, 2007

To: Bruce J. Perlman, Ph.D, Chief Administrative Officer
From: Alfredo Santistevan, Director, Environmental Health Department
Subject: Recommendation of Award: RFP2008-005-JR, "Urban Forest Canopy Mapping Services."

The City of Albuquerque Department of Finance and Administrative Services, Purchasing Division, issued the subject Request for Proposals (RFP) for the Environmental Health Department to solicit Proposals from qualified companies to provide the City with Urban Forest Canopy Mapping Services.

The RFP was posted on the Purchasing Web Site and advertised in local newspapers. A pre-proposal conference was convened and attended by four interested vendors. Five responses were received.

The ad hoc evaluation committee reviewed, evaluated and scored the responses in accordance with the evaluation criteria published in the RFP. Evaluation criteria is inclusive of several key components in determining best value in which price is only a portion, as determined in the RFP. This method of evaluation is what differentiates the RFP process from the Request for Bid (RFB) process in which award is made to lowest price meeting all specification requirements. In this instance, scoring is based on a 1000 point total potential in which price comprises only 100 points.

Listed in ranking order are the respondents' composite scores:

<u>Offeror</u>	<u>Composite Score</u>
American Forests	3950
Sanborn	3725
Daniel B. Stephen & Associates	3108

After careful consideration the committee determined American Forests to be the most qualified offeror to provide the urban forest canopy mapping services as described in the RFP.

Two of the respondents qualify for the 5% local preference.

Total amount of the contract will be subject to negotiation, but will not exceed \$125,000.00. The contract term will be for the length of time required to complete this project not to exceed one year.

12 December 2007

Bruce J. Perlman, Ph.D

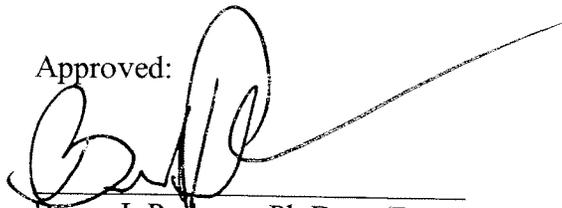
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I concur with the ad hoc committee's recommendation. The Department will begin contract negotiations immediately upon your approval.

Per the City Purchasing Ordinance, this recommendation will be forwarded to the City Council for final approval.

Approved:

A handwritten signature in black ink, appearing to be 'B. Perlman', written over a horizontal line. The signature is cursive and extends to the right of the line.

Bruce J. Perlman, Ph.D. (Date)
Chief Administrative Officer

Attachments: Composite Score Sheet

EVALUATORS

EVALUATION CRITERIA

"Urban Forest Canopy Mapping Services"
EVALUATION FACTORS

OFFERORS

Zia
American
Forests
Digital
Environmental

Offeror's general approach & plans to meet the requirements of the RFP within the required schedule

Up to 300

John O'Connell
Nick Kuhn
Neal Weinberg
Jason Fink
Danny Nevarez

Experience and qualifications of the Offeror and personnel as shown on staff resumes to perform the tasks described in Part 3, Scope of Services

Up to 200

John O'Connell
Nick Kuhn
Neal Weinberg
Jason Fink
Danny Nevarez

Adequacy of proposed project management and resources to be utilized by the Offeror

Up to 100

John O'Connell
Nick Kuhn
Neal Weinberg
Jason Fink
Danny Nevarez

Offeror's past performance on projects of similar scope and size

Up to 100

John O'Connell
Nick Kuhn
Neal Weinberg
Jason Fink
Danny Nevarez

Overall ability of the Offeror, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgement will be based upon factors such as project management plan and availability of staff and resources

Up to 200

John O'Connell
Nick Kuhn
Neal Weinberg
Jason Fink
Danny Nevarez

Cost Proposal

Up to 100

John O'Connell
Nick Kuhn
Neal Weinberg
Jason Fink
Danny Nevarez

SUB TOTAL									
360	185	135	120	500	2960	3725	2435	3950	2130
3108	3725	2566	3950	2130	3108	3725	2566	3950	2130
SUB TOTAL		SUB TOTAL		SUB TOTAL		SUB TOTAL		SUB TOTAL	
360	185	135	120	500	2960	3725	2435	3950	2130
9% LOCAL PREFERENCE		9% LOCAL PREFERENCE		9% LOCAL PREFERENCE		9% LOCAL PREFERENCE		9% LOCAL PREFERENCE	
3108	3725	2566	3950	2130	3108	3725	2566	3950	2130
TOTAL COMPOSITE SCORE		TOTAL COMPOSITE SCORE		TOTAL COMPOSITE SCORE		TOTAL COMPOSITE SCORE		TOTAL COMPOSITE SCORE	
3108	3725	2566	3950	2130	3108	3725	2566	3950	2130
TOTAL AVERAGE SCORE		TOTAL AVERAGE SCORE		TOTAL AVERAGE SCORE		TOTAL AVERAGE SCORE		TOTAL AVERAGE SCORE	
3108	3725	2566	3950	2130	3108	3725	2566	3950	2130