

**City of Albuquerque  
City Council Office**

**INTER-OFFICE MEMORANDUM**

**Date:** 9 September 2005

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**TO:** Laura Mason, Director  
**FROM:** Dr. Louis J. Colombo, Ad Hoc Advisory Committee Chair *JLJ*  
**SUBJECT:** Recommendation of Award: RFP06-026-SV, "Volcano Heights/Planned Growth Strategy: New Zones"

The City of Albuquerque Department of Finance and Administrative Services, Purchasing Division, issued the subject Request for Proposals (RFP) on behalf of the City Council Office, to provide services in connection with the Planned Growth Strategy, to write new zones with design standards, design and conduct a study to determine the infrastructural impact of the new zones and promote the necessary legislative changes.

The RFP was posted on the Purchasing Web Site and advertised in the local newspapers. Thirty Requests for Proposals (RFP) were sent to interested vendors. Two responses were submitted for evaluation.

The ad hoc advisory committee reviewed, evaluated and scored the responses, in accordance with the evaluation criteria published in the RFP. The committee recommends award of contract to White and Smith, Ltd.

Listed in ranking order are the respondents' scores:

White and Smith, LLC	Composite Score: 2517	Average Score: 839	\$106,614
Garrett Smith, LTD	Composite Score: 1481	Average Score: 494	\$ 95,013

Fund Source: General Fund

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

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

**Approved:**

*Laura Mason*  
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Laura Mason, Director, City Council Office      9-9-05  
(Date)

Attachment: Composite Score

Original: Sandy Vescovi, Contract Section Supervisor, DFAS, Purchasing  
Copy: Ronn D. Jones, DFAS, Purchasing Officer

Composite Score:  
RFP06-005-SV, "Volcano Heights/Planned Growth Strategy: New Zones"

EVALUATORS	EVALUATION CRITERIA	EVALUATION FACTORS	OFFERORS	
			GARRETT SMITH LTD.	WHITE AND SMITH/HDR
JW LC SJ	Offeror's general approach and plans to meet the requirements of the RFP.	Up to 100	75 50 40	85 80 100
	SUB TOTAL		165	265
JW LC SJ	Offeror's detailed plans to meet the objectives of each task, activity, etc. on the required schedule.	Up to 200	50 75 50	140 110 100
	SUB TOTAL		175	350
JW LC SJ	Experience and qualifications of the Offeror and personnel as shown on staff resumes to perform the tasks described in Part 3, Scope of Services and the Offeror's past experience with projects that demonstrate specific experience with: 1) mixed-use zones 2)Design Standards 3) Participation in local government approval processes.	UP TO 250	100 75 125	250 200 250
	SUB TOTAL		300	700
JW LC SJ	Experience and qualifications of the Offeror and personnel as shown on staff resumes to perform the tasks described in Part 3, Scope of Services and the Offeror's past experience with projects that demonstrate specific experience with: 1)Growth management 2)Impact fees 3) Impact Fee Reductions based on efficiencies.	Up to 150	125 75 120	120 120 150
	SUB TOTAL		320	390
JW LC SJ	Overall ability of the Offeror, as judged by the evaluation committee, to successfully complete the project within the proposed scheule. This judgement will be based upon factors such as the project management plan and availability of staff and resources. Also the adequacy of proposed project management and resources to be utilized by the Offeror.	Up to 200	110 25 15	165 180 200
	SUB TOTAL		150	545
	SUB TOTAL TECHNICAL SCORE		1110	2250
JW LC SJ	Cost Proposal	Up to 100	100 100 100	89 89 89
	SUB TOTAL		300	267
	SUB TOTAL COMPOSITE SCORE	Up to 3000	1410	2517
	5% LOCAL PREFERENCE		71	0
	TOTAL COMPOSITE SCORE		1481	2517
	TOTAL AVERAGE SCORE		494	839