

City of Albuquerque  
Notice of Requests for Proposals from  
Engineering Consultants for  
City Wide On-Call Geotechnical Services

Project No: 7782.92

Proposals due: Monday, December 11, 2023 by 3:00pm

Proposals from professional Engineering firms must be emailed to [myrnamarquez@cabq.gov](mailto:myrnamarquez@cabq.gov) by the deadline noted. For now, a copy of your general and professional liability insurance coverage is acceptable in lieu of the notary stamp. In order to assure your proposal is delivered, make sure it is 5MB or less and is in PDF format.

Request for proposals online at <http://www.cabq.gov/municipaldevelopment/architects-engineers-contractors/cip-selection-advisory-committee>

Project Description: Professional On-call geotechnical services to evaluate soil, rock, and subsurface testing and analysis for site feasibility, foundations, embankments, pavement, retention structures, and other earthwork projects for the City of Albuquerque. Geotechnical services include but are not limited to the following: environmental site assessments, pre-design testing for soil, aggregate, concrete, cement and asphalt sampling and testing; soil boring and analysis; concrete coring and cylinder testing; special inspections during construction include density, moisture, soils, and concrete testing.

Respondents to this Notice of Request for Proposals, please reference the DMD website <https://www.cabq.gov/municipaldevelopment/architects-engineers-contractors/cip-selection-advisory-committee/request-for-proposals/request-for-proposals> and look for documents under the "Project Pre-submittal Documents" for information about this project in lieu of a pre-submittal meeting. If available, this information will be uploaded by 5:00pm on November 16, 2023.

Monetary cap removed.

City Project Manager:  
Department:

Stephanie DuBois – (505) 768-3879  
Department of Municipal Development

Proposal Format:

Respondents shall provide an emailed PDF proposal no larger than 5MB. 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	5
II. Project Team Members	15
III. Respondent Experience	25
IV. Technical Approach	30
V. Cost Control	15
VI. Quality and Content of Proposal (Reserved for Committee Use Only)	10

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. Font size no smaller than 10 point shall be used. 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 and any other submitted document on behalf of a legal entity shall be a New Mexico registered professional engineer.

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.

Respondents 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. 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 City website by searching for Agreement and Insurance Certification.

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: *Myrna Márquez*  
Myrna Márquez, Administrator  
Selection Advisory Committee  
Department of Municipal Development

To be published in the Albuquerque Journal on November 8 and November 15, 2023.