

# City of Albuquerque

## Fire Department

Martin Chávez, Mayor

### INTER-OFFICE MEMORANDUM

Date: 17 March 2005

**TO:** James B. Lewis, Chief Administrative Officer

**FROM:** Robert E. Ortega, Fire Chief *REO*

**SUBJECT:** Recommendation of Award: RFP05-004-SV, "Albuquerque Fire Department Long Range Master Plan"

The City of Albuquerque Department of Finance and Administrative Services, Purchasing Division, issued the subject Request for Proposals (RFP) for the Albuquerque Fire Department to solicit proposals from qualified vendors to conduct a study of current and future fire suppression, special operations and EMS services to be used as the basis for developing a long range master plan.

The RFP was posted on the Purchasing Web Site and advertised in the local newspapers. Eleven Proposals were mailed to interested vendors. Three responses were submitted for evaluation.

The ad hoc evaluation committee reviewed, evaluated and scored the responses, in accordance with the evaluation criteria published in the RFP. The committee requested interviews and presentations from the top two offerors received ["short-listed offerors"].

The committee re-scored short-listed offerors based on the evaluation criteria and additional information presented. The committee recommended award of contract to Emergency Services Consulting Inc. [ESCI]. Both respondents agreed to participate in community involvement program. None of the respondents qualified for 5% local preference.

Listed in ranking order are the respondent's composite score, average score and total cost:

<u>Offeror</u>	<u>Total Composite Score</u>	<u>Total Average Score</u>	<u>Total Budget</u>
ESCI	4865	973	\$89,980
Tri Data.	4755	961	\$99,999

17 March 2005  
James B. Lewis  
Recommendation of Award  
Page 2.

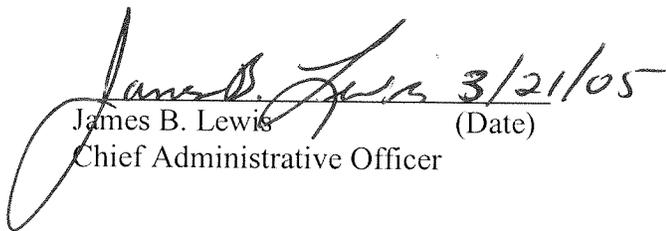
Fund Source: Fund 110, General Fund – Contract Services

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

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

**Approved:**

**Recommended:**

  
James B. Lewis (Date)  
Chief Administrative Officer

  
Nick Bakas (Date)  
Chief Public Safety Officer

Attachment: Composite Score Sheet 1  
Composite Score Sheet 2, Short-Listed Offerors

Original: Sandra Vescovi, Contract Section Supervisor, Purchasing Division, DFAS  
Copy: Ronn D. Jones, Purchasing Officer. DFAS  
File: RFP05-004-SV

COMPOSITE SCORE: RFP05-013-SV

"Albuquerque Fire Department Long Range Master Plan"  
SHORT-LISTED VENDORS

OFFERORS

			ESCI	TRI DATA
EVALUATORS	EVALUATION CRITERIA	POINTS	SCORE	SCORE
RM	General approach and plans to meet the requirements of the RFP	Up to 100	100	100
PP			95	100
TS			80	95
JJ			95	75
KS			100	100
<b>SUB TOTAL</b>			<b>470</b>	<b>470</b>
RM	Project Management plan & staff availability. Detailed plans to meet the objectives of each task, activity, etc. as described in Part 3, Scope of Services.	Up to 300	300	270
PP			300	295
TS			250	280
JJ			290	250
KS			300	300
<b>SUB TOTAL</b>			<b>1440</b>	<b>1395</b>
RM	Experience & qualifications of the Offeror & personnel as shown staff resumes to perform tasks described in Part 3, Scope of Services.	Up to 200	195	200
PP			195	200
TS			175	195
JJ			200	200
KS			200	200
<b>SUB TOTAL</b>			<b>965</b>	<b>995</b>
RM	Adequacy of proposed project management and resources to be utilized by the Offeror.	UP to 100	100	100
PP			100	95
TS			90	95
JJ			100	90
KS			100	100
<b>SUB TOTAL</b>			<b>490</b>	<b>480</b>
RM	Offeror's past performance on projects of similar size.	Up to 100	95	90
PP			95	100
TS			70	100
JJ			100	100
KS			100	90
<b>SUB TOTAL</b>			<b>460</b>	<b>480</b>
RM	Overall ability of offeror as judged by the evaluation committee to complete successfully the project within the proposed schedule. This judgement will be based upon factors such as project management plan & availability of staff & resources.	Up to 100	100	90
PP			100	100
TS			90	100
JJ			100	100
KS			100	100
<b>SUB TOTAL</b>			<b>490</b>	<b>490</b>
RM	Cost Proposal	Up to 200	100	89
PP			100	89
TS			100	89
JJ			100	89
KS			100	89
<b>SUB-TOTAL</b>			<b>500</b>	<b>445</b>
<b>TOTAL COMPOSITE SCORE</b>			<b>4815</b>	<b>4755</b>
ADDITIONAL ONE TIME 50 POINTS FOR COMMUNITY INVOLVEMEN			50	50
LOCAL PREFERENCE			NO	NO
<b>TOTAL SCORE</b> Up to 5000			<b>4865</b>	<b>4805</b>
<b>TOTAL AVERAGE SCORE</b> Up to 1000			<b>973</b>	<b>961</b>

COMPOSITE SCORE: RFP05-013-SV

"Albuquerque Fire Department Long Range Master Plan"

OFFERORS

			DSA	ESCI	TRI DATA
EVALUATORS	EVALUATION CRITERIA	POINTS	SCORE	SCORE	SCORE
RM	General approach and plans to meet the requirements of the RFP	Up to 100	30	100	95
PP			30	95	95
TS			50	90	95
JJ			50	80	90
KS			54	93	95
<b>SUB TOTAL</b>			<b>214</b>	<b>458</b>	<b>470</b>
RM	Project Management plan & staff availability. Detailed plans to meet the objectives of each task, activity, etc. as described in Part 3, Scope of Services.	Up to 300	200	300	250
PP			50	290	300
TS			100	225	280
JJ			200	250	250
KS			200	290	295
<b>SUB TOTAL</b>			<b>750</b>	<b>1355</b>	<b>1375</b>
RM	Experience & qualifications of the Offeror & personnel as shown staff resumes to perform tasks described in Part 3, Scope of Services.	Up to 200	100	190	190
PP			10	180	200
TS			100	175	190
JJ			50	175	180
KS			180	190	190
<b>SUB TOTAL</b>			<b>440</b>	<b>910</b>	<b>950</b>
RM	Adequacy of proposed project management and resources to be utilized by the Offeror.	Up to 100	70	95	95
PP			10	95	100
TS			50	70	95
JJ			50	90	90
KS			95	95	95
<b>SUB TOTAL</b>			<b>275</b>	<b>445</b>	<b>475</b>
RM	Offeror's past performance on projects of similar size.	Up to 100	20	90	80
PP			10	90	100
TS			70	85	100
JJ			25	100	90
KS			90	95	97
<b>SUB TOTAL</b>			<b>215</b>	<b>460</b>	<b>467</b>
RM	Overall ability of offeror as judged by the evaluation committee to complete successfully the project within the proposed schedule. This judgement will be based upon factors such as project management plan & availability of staff & resources.	Up to 100	0	0	0
PP			30	95	95
TS			50	90	100
JJ			25	100	90
KS			90	95	95
<b>SUB TOTAL</b>			<b>195</b>	<b>380</b>	<b>380</b>
RM	Cost Proposal	Up to 200	90	100	89
PP			90	100	89
TS			90	100	89
JJ			90	100	89
KS			90	100	89
<b>SUB-TOTAL</b>			<b>450</b>	<b>500</b>	<b>445</b>
<b>TOTAL COMPOSITE SCORE</b>			<b>2539</b>	<b>4508</b>	<b>4562</b>
ADDITIONAL ONE TIME 50 POINTS FOR COMMUNITY INVOLVEMEN			50	50	50
LOCAL PREFERENCE			NO	NO	NO
<b>TOTAL SCORE</b> Up to 5000			<b>2589</b>	<b>4558</b>	<b>4612</b>
<b>TOTAL AVERAGE SCORE</b> Up to 1000			<b>517.8</b>	<b>911.6</b>	<b>922.4</b>