Albuquerque Bernalillo County
Water Utility Authority

Agenda Item No. 8a

Meeting Date: October 22, 2014
Staff Contact: Charles W. Kolberg, General Counsel

TITLE: C-14-25 - Recommendation of Award, 2015000001, Personnel Hearing Officer

ACTION: Recommend Approval

SUMMARY:
The Water Authority solicited proposals from qualified vendors to provide Personnel Hearing Officer services to hear disciplinary appeals from employees. The Water Authority Merit System Ordinance provides that employees are allowed to appeal disciplinary decisions to a Personnel Hearing Officer.

The RFP was posted on the Sicommnet Site, advertised in the local newspapers, and in the Bar Bulletin. Three responses were submitted for evaluation.

The three responses were reviewed, evaluated and scored by an ad hoc consisting of former City Attorney Robert M. White, County Attorney Randy M. Autio and former City Counsel Attorney Bruce Thompson. The ad hoc committee found all the respondents qualified to perform the work and recommended the award of contracts to all three RFP respondents.

Therefore, the Executive Director recommends the following individuals be awarded contracts:

Pilar Vaile, Esq.

Rita G. Siegel, Esq.

Judith Danzo, Esq.

FISCAL IMPACT:
The funding to support this contract will come directly out of the FY15 Water Authority budget and will not require additional appropriations.

Albuquerque Bernalillo County
Water Utility Authority

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Memo

To: Mark S. Sanchez, Executive Director

From: Charles Kolberg, General Counsel

Date: 10/14/2014

Re: Recommendation of Award, P2015000001, Personnel Hearing Officer

The Albuquerque Bernalillo County Water Utility Authority issued the referenced Request for Proposals (RFP) to solicit proposals from qualified vendors to provide Personnel Hearing Officer services.

The RFP was posted on the Sicomm website and advertised in the Albuquerque Journal and the State of New Mexico Bar Bulletin. Three (3) responses were received and submitted for evaluation. The ad hoc evaluation committee reviewed, evaluated, and scored the responses in accordance with the evaluation criteria published in the RFP.

Listed are all the respondents' composite scores with small and/or local preferences and the NM Resident Preference applied for the offerors marked with an asterisk. The highest total composite score possible without preferences applied is 3,000.

Offeror	Total Composite Score
Pilar Vaile	2,794.0*
Rita Siegel	2,676.3*
Judith Danzo	2,343.0

The committee recommended that all respondents be awarded contracts as all of them are qualified to perform the work. I concur with the committee's recommendation.

Water Authority Board approval is required for this procurement.

Approved:

10/15/14

Mark S. Sanchez Date
Executive Director

Recommended:

10/14/14

Charles Kolberg Date
General Counsel

Attachments: Composite Score Sheet
Original: Thomas Courtin, Senior Buyer
Copy: Lorraine Nunez, Purchasing Officer
File: P2015000001

PERSONNEL HEARING OFFICER

P2015000001

EVALUATOR	EVALUATION CRITERIA	EVALUATION FACTORS	OFFERORS		
			Judith Danzo	Rita Siegel	Pilar Valle
RA	The Offeror's general approach and plans to meet the requirements of the RFP.	Up to 100	85	90	85
BT			100	100	100
RW			80	75	80
	SUB TOTAL		**265**	**265**	**265**
RA	The Offeror's detailed plans to meet the objectives of each task, activity, etc. on the required schedule.	Up to 200	150	180	170
BT			180	150	140
RW			175	150	175
	SUB TOTAL		**505**	**480**	**485**
RA	Experience and qualifications of the Offeror to perform tasks described in Part 3, Scope of Services.	Up to 250	230	250	230
BT			200	250	220
RW			250	250	250
	SUB TOTAL		**680**	**750**	**700**
RA	The Offeror's past performance on projects of similar scope and size.	Up to 150	120	130	120
BT			0	0	0
RW			100	100	140
	SUB TOTAL		**220**	**230**	**260**
RA	The overall ability of the Offeror, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors such as the review of references, résumé and writing sample.	Up to 200	180	190	180
BT			160	200	200
RW			150	150	150
	SUB TOTAL		**490**	**540**	**530**
	SUB TOTAL TECHNICAL SCORE		**2160**	**2265**	**2240**
RA	Cost Proposal - he costs proposed by the Contractor as described in Section 2.2 of this RFP to perform the tasks listed in Part 3, Scope of Services. The evaluation of this section will occur after the technical evaluation, based on a cost/price analysis.	Up to 100	61	56	100
BT			61	56	100
RW			61	56	100
	COST PROPOSAL TOTAL		**183**	**168**	**300**
	SUB TOTAL COMPOSITE SCORE	**Up to 3000**	**2343**	**2433**	**2540**
	5% LOCAL BUSINESS PREFERENCE		0.0	121.7	127.0
	5% NM RESIDENT PREFERENCE		0.0	0.0	0.0
	5% SMALL BUSINESS PREFERENCE		0.0	121.7	127.0
	TOTAL COMPOSITE SCORE		**2343.0**	**2676.3**	**2794.0**