



# Memo

**To:** Mark S. Sanchez, Executive Director  
**From:** Charles W. Kolberg, General Counsel *CK*  
**Date:** 6/11/2012  
**Re:** Recommendation of Award, P2012000030

On behalf of the Water Authority, the City of Albuquerque Purchasing Division issued the subject Request for Proposals (RFP) to solicit proposals from qualified vendors to provide Legal Services.

The RFP was posted on the Sicomm website and advertised in the local newspapers. Two (2) 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 recommended the award of contract to Stelzner, Winter, Warburton, Flores, Sanchez, and Dawes, P.A. This firm is qualified to provide the services requested.

I concur with the committee's recommendation. Listed is the respondent's composite score.

<u>Offeror</u>	<u>Total Composite Score</u>
Stelzner, Winter, Warburton, Flores, Sanchez, and Dawes, P.A.	2,870 of 3,000
Cuddy & McCarthy	2004 of 3,000

The approval of the Water Authority Governing Board is required for this procurement. Negotiations with the vendor shall begin immediately upon your approval.

Approved:

*[Signature]* 6/13/12  
Mark S. Sanchez, Date  
Executive Director

Recommended:

*[Signature]* 6/13/12  
Charles W. Kolberg, Date  
General Counsel

**ADMINISTRATION**

Attachment: Composite Score Sheet

Original: Thomas Courtin, Senior Buyer, ABCWUA, DFAS  
Copy: Ramona Martinez, Materials Management Officer, DFAS  
File: P2012000030

Legal Services				
EVALUATOR	EVALUATION CRITERIA	EVALUATION FACTORS	Cuddy	Stelzner
CK	Admitted to practice in the state and federal courts in the State of New Mexico for a minimum of five (5) years.	Up to 100	100	100
SA			100	100
TO			100	90
	<b>SUB TOTAL</b>		<b>300</b>	<b>290</b>
CK	Knowledge of and litigation experience in New Mexico with legal issues relevant to the Water Authority's operations including water resource management, municipal utility operation and franchise, labor and employment, contracts, real estate transactions, sale and acquisition of property.	Up to 250	150	200
SA			150	250
TO			200	240
	<b>SUB TOTAL</b>		<b>500</b>	<b>690</b>
CK	Experience and qualifications of the Offeror and personnel as shown on staff resumes to perform tasks described in the Scope of Services.	Up to 250	250	250
SA			200	250
TO			200	240
	<b>SUB TOTAL</b>		<b>650</b>	<b>740</b>
CK	One or more of the Offeror's personnel being recognized by the New Mexico State Bar Association as an attorney with a specialization in municipal, water or utility law, personnel and labor law, and real estate law.	Up to 200	0	150
SA			0	200
TO			0	200
	<b>SUB TOTAL</b>		<b>0</b>	<b>550</b>
	<b>SUB TOTAL TECHNICAL SCORE</b>		<b>1450</b>	<b>2270</b>
CK	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 200	184.8	200
SA			184.8	200
TO			184.8	200
	<b>SUB TOTAL</b>		<b>554.4</b>	<b>600</b>
	<b>SUB TOTAL COMPOSITE SCORE</b>	<b>Up to 3000</b>	<b>2004</b>	<b>2870</b>
	<b>5% LOCAL BUSINESS PREFERENCE</b>		0	0
	<b>5% SMALL BUSINESS PREFERENCE</b>		0	0
	<b>TOTAL COMPOSITE SCORE</b>		<b>2004</b>	<b>2870</b>