
Meeting Date: January 16, 2013

Staff Contact: Katherine Yuhas, Water Conservation Officer

TITLE: C-13-1 - Recommendation of Award for Indoor and Outdoor Water Conservation Contract to SmartUse – P2013000008

ACTION: Approval Recommended

SUMMARY:

The City of Albuquerque Department of Finance and Administrative Services, Purchasing Division released a request for proposals (RFP) for indoor and outdoor audit services in October of 2012.

Only one response was submitted but it received an excellent rating (2,975.5 out of a possible 3,000 points). The bidder is the current contractor for this program and has received excellent recommendations for their work from both Water Authority staff and the public. Because there is only one bidder, the protest period is being waived.

FISCAL IMPACT: \$350,000 annually from Water Resources contractual services with up to three one year renewals.

Memo

To: Mark Sanchez, Executive Director
From: Katherine Yuhas, Water Conservation Officer *KY*
Date: 12/13/2012
Re: Recommendation of Award, P2013000008, Water Conservation Indoor and Outdoor Audit Program

The City of Albuquerque Department of Finance and Administrative Services, Purchasing Division, issued the subject Request for Proposals (RFP) for the Albuquerque Bernalillo County Water Utility Authority to solicit proposals from qualified vendors to provide Water Conservation Indoor and Outdoor Audit Program services.

The RFP was posted on the Sicomm website and advertised in the local newspaper. One (1) response was received and submitted for evaluation.

The ad hoc evaluation committee reviewed, evaluated, and scored the response in accordance with the evaluation criteria published in the RFP.

The committee recommended the award of contract to Smart Use, LLC, the only respondent submitting a response and meets all requirements of the RFP.

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

<u>Offeror</u>	<u>Total Composite Score</u>
Smart Use, LLC	2,988 of 3,000

Since only one response was received, I recommend that the protest be waived.

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

Approved:

Recommended:

[Signature]
Mark Sanchez
Executive Director

11/7/13
Date

[Signature] *12/13/12*
Katherine Yuhas,
Water Conservation Officer
Date

ADMINISTRATION

Attachment: Composite Score Sheet

Original: Thomas Courtin, Senior Buyer, ABCWUA, DFAS
Copy: Ramona Martinez, Materials Management Officer, DFAS
File: P2013000008

**Water Conservation Indoor and Outdoor Audit Program
P2013000008**

EVALUATOR	EVALUATION CRITERIA	EVALUATION FACTORS	OFFERORS			
			Smart Use, LLC			
CE	The Offeror's general approach and plans to meet the requirements of the RFP.	Up to 100	98			
KY			100			
SS			100			
	SUB TOTAL		298	0	0	0
CE	The Offeror's detailed plans to meet the objectives of each task, activity, etc. on the required schedule.	Up to 200	198			
KY			200			
SS			200			
	SUB TOTAL		598	0	0	0
CE	Experience and qualifications of the Offeror and personnel as shown on staff resumes to perform tasks described in Part 3, Scope of Services	Up to 200	198			
KY			200			
SS			200			
	SUB TOTAL		598	0	0	0
CE	Adequacy of proposed project management and resources to be utilized by the Offeror.	Up to 100	98			
KY			100			
SS			100			
	SUB TOTAL		298	0	0	0
CE	The Offeror's past performance on projects of similar scope and size.	Up to 100	98			
KY			100			
SS			100			
	SUB TOTAL		298	0	0	0
CE	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 project management plan and availability of staff and resources.	Up to 200	198			
KY			200			
SS			200			
	SUB TOTAL		598	0	0	0
	SUB TOTAL TECHNICAL SCORE		2688	0	0	0
DM	Cost Proposal - The costs proposed by the Contractor as described in Section 2.2 of this RFP to perform the tasks listed in Part3, Scope of Services. The evaluation of this section will occur after the technical evaluation, based on a cost/price analysis.	Up to 100	100			
KY			100			
SS			100			
	SUB TOTAL		300	0	0	0
	SUB TOTAL COMPOSITE SCORE	Up to 3000	2988	0	0	0
	5% LOCAL BUSINESS PREFERENCE					
	5% SMALL BUSINESS PREFERENCE					
	TOTAL COMPOSITE SCORE		2988.0	0.0	0.0	0.0