
Meeting Date: February 27, 2019

Staff Contact: Mark S. Sanchez, Executive Director

TITLE: C-19-9 – Approval of Contract with Judith L. Durzo, Attorney at Law, The Greaser Law Firm LLC, and Ripley B. Harwood, P.C. for Personnel Hearing Officer Services

ACTION: Recommend Approval

Summary:

The Water Authority Merit System Ordinance provides that employees are allowed to appeal disciplinary decisions to a Personnel Hearing Officer. The Merit System Ordinance also requires that the Executive Director use a competitive process to select up to three Personnel Hearing Officers, subject to the approval of the Water Authority Board (Section, 10-1-23 (A)). To comply with this provision, the Water Authority issued an RFP to solicit proposals from vendors qualified to provide Personnel Hearing Officer services for disciplinary appeals.

The RFP was posted on SicomNet and advertised in the local newspaper. Three responses were submitted for evaluation. The three responses were reviewed, evaluated and scored by the Ad Hoc Committee consisting of the three members of the Water Authority's Labor Management Relations Board.

Based on the recommendations of the Ad Hoc Committee, the Executive Director recommends all three respondents be awarded contracts. The respective scores after all rounds of scoring are as follows:

<u>Respondent</u>	<u>Score</u>
Judith Durzo, Esq.	933
The Graeser Law Firm LLC	917
Ripley B. Harwood, P.C.	917

This approval is intended to delegate signature authority to the Executive Director to enter into a contract with all three Respondents, to comply with the Merit System Ordinance, to provide Personnel Hearing Officer services based on the Recommendation of Award of RFP, P2019000008.

If approved by the Board, an Agreement will be executed between the Water Authority and each Respondent to enable them to provide these services, as needed.

FISCAL IMPACT:

The funding to support these contracts is appropriated in the FY19 Water Authority budget and will not require additional appropriations. The term of the agreements will be for two years, and the total expenditures for each contract is not expected to exceed \$20,000.00, excluding applicable taxes, through FY21. Any additional increase to the contract that exceeds 20% of the amounts previously approved shall require additional approval.



Memo

To: Mark S. Sanchez, Executive Director
Judy M. Bentley, Human Resources Manager

From: Candida Kelcourse, Purchasing Administrator *OK*

Through: Jonathan Daniels, Chief Purchasing Officer *JD*

Date: November 19, 2018

Re: Ad Hoc Committee for P2019000008, "Personnel Hearing Officer"

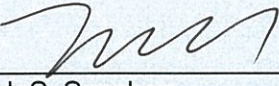
The following individuals are recommended to serve as members of the Ad Hoc Advisory Committee ("Committee") for the Request for Proposals for "Personnel Hearing Officer." The Committee will review and evaluate proposals and submit a ranked list of offerors to you for selection.

- Justice Joseph F. Baca, Committee Chair
- Felicia Orth, Member
- Juan Montoya, Member

I will manage the Request for Proposals and serve as a procedural advisor to the Committee. Subject Matter Experts may be added throughout the RFP process as deemed necessary by the Purchasing Department.

I respectfully request your approval of this Committee in order to start the Request for Proposals process.

APPROVED:



Mark S. Sanchez
Executive Director
Date: 12/3/18

RECOMMENDED:



Judy Bentley
Human Resources Manager
Date: 12/3/18

Memo

To: Mark S. Sanchez, Executive Director
From: Candida Kelcourse, Purchasing Administrator 
Through: Jonathan Daniels, Chief Purchasing Officer 
Date: February 8, 2019
Re: Recommendation of Award, P2019000008, Personnel Hearing Officer RFP

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

The RFP was posted on SicomNet and advertised in the local newspaper. Three (3) responses were received and submitted for evaluation. The Ad Hoc Committee reviewed, evaluated, and scored the responses in accordance with the evaluation criteria published in the RFP.

Listed are all the respondents' average composite scores with small and/or local preferences and the NM Resident Preference applied for the offeror(s) with an asterisk (*). The largest total composite score possible without preferences applied is 1000.

<u>Offeror</u>	<u>Total Composite Score</u>
Judith L. Durzo, Attorney at Law	933
The Graeser Law Firm LLC	917
Ripley B. Harwood, P.C.	917

The committee recommended the award of contracts to **Judith L. Durzo, Attorney at Law, The Graeser Law Firm LLC, and Ripley B. Harwood, P.C.** as all three companies are qualified to perform the work, and up to three companies may be selected per the Merit System Ordinance (Section 10-1-23(A)). I concur with the committee's recommendation.

Water Authority Board approval is required for this procurement.

Approved:

Recommended:

 2/12/19

Mark S. Sanchez Date
Executive Director

 2/11/19

Judy Bentley Date
Human Resources Manager

Enclosures: Composite Score Sheet

Personnel Hearing Officer RFP
Request for Proposals No. P2019000008
Preliminary Composite Score Tabulation

EVALUATION CRITERIA	EVALUATION FACTORS	OFFERORS		
		Judith L. Durzo	Ripley B. Harwood	Graeser Law Firm
1. The Offeror's general approach and plans to meet the requirements of the RFP.	Up to 100	100	97	97
2. The Offeror's detailed plans to meet the objectives of each task, activity, etc. on the required schedule.	Up to 200	200	197	197
3. Experience and qualifications of the Offeror to perform tasks described in Part 3, Scope of Services.	Up to 250	217	213	213
4. The Offeror's past performance on projects of similar scope and size.	Up to 150	117	113	113
5. 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	200	197	197
6. Cost Proposal: The costs proposed by the Contractor as described in Part 3 of this RFP to perform the tasks listed in Appendix A, Scope of Services. The evaluation of the Cost Proposal will occur after the technical evaluation, based on a cost/price analysis.	Up to 100	100	83	63
TOTAL COMPOSITE SCORES		933	900	879
Resident Business Preference	Up to 5%			
Resident Veteran Business Preference	Up to 10%			
Recycled Content Goods Preference	Up to 5%			
Local Business Preference	Up to 5 %			
Small Business Preference	Up to 5%			
Pay Equity Preference (NOT CURRENTLY AVAILABLE)	Up to 5%			
15% Preference Max		0	0	0
TOTAL COMPOSITE SCORES WITH PREFERENCES		933	900	879
RANKING		1	2	3
		Judith L. Durzo	Ripley B. Harwood	Graeser Law Firm

Personnel Hearing Officer RFP
Request for Proposals No. P2019000008
Final Composite Score Tabulation

EVALUATION CRITERIA	EVALUATION FACTORS	OFFERORS		
		Judith L. Durzo	Ripley B. Harwood	Graeser Law Firm
1. The Offeror's general approach and plans to meet the requirements of the RFP.	Up to 100	100	97	97
2. The Offeror's detailed plans to meet the objectives of each task, activity, etc. on the required schedule.	Up to 200	200	197	197
3. Experience and qualifications of the Offeror to perform tasks described in Part 3, Scope of Services.	Up to 250	217	213	213
4. The Offeror's past performance on projects of similar scope and size.	Up to 150	117	113	113
5. 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	200	197	197
6. Cost Proposal: The costs proposed by the Contractor as described in Part 3 of this RFP to perform the tasks listed in Appendix A, Scope of Services. The evaluation of the Cost Proposal will occur after the technical evaluation, based on a cost/price analysis.	Up to 100	100	100	100
TOTAL COMPOSITE SCORES		933	917	917
Resident Business Preference	Up to 5%			
Resident Veteran Business Preference	Up to 10%			
Recycled Content Goods Preference	Up to 5%			
Local Business Preference	Up to 5 %			
Small Business Preference	Up to 5%			
Pay Equity Preference (NOT CURRENTLY AVAILABLE)	Up to 5%			
15% Preference Max		0	0	0
TOTAL COMPOSITE SCORES WITH PREFERENCES		933	917	917
RANKING		1	2	2
		Judith L. Durzo	Ripley B. Harwood	Graeser Law Firm