



SPECIAL MEETING A G E N D A

Carlsbad City Council Regular Meeting
Municipal Annex
114 S. Halagueno Street
Carlsbad, New Mexico

December 17, 2020 at 4:00 p.m.

Invocation – Pledge of Allegiance

1. Approval of Agenda
2. Routine and Regular Business

All matters under this heading are considered routine by the City Council and will be acted upon in one motion. There will be no separate discussion of these items. If discussion is desired on a particular item, upon request, that item may be removed from the Routine and Regular Business and be considered separately.

A. City Personnel Report

B. Purchasing

- 1) Consider Approval to Advertise Invitation to Bid for Weed and Debris Removal Services for various City Departments
- 2) Consider Approval to Award RFP 2020-19 for On-Call Architecture Services to multiple firms for Architecture Services for City Projects
- 3) Consider Approval to Award Bid 2020-22 to Constructor's Inc. for Reconstruction of the intersection at Boyd Drive and Hidalgo

3. Adjourn



FOR INFORMATION ONLY

Agendas and City Council minutes are available on the City web site: cityofcarlsbadnm.com or may be viewed in the Office of the City Clerk during normal and regular business hours.

CARLSBAD CITY COUNCIL MEETING SCHEDULE

- Regular Meeting - Tuesday, January 12, 2021 at 6:00 p.m.
- Regular Meeting -Tuesday, January 26, 2021 at 6:00 p.m.

If you require hearing interpreter, language interpreters or auxiliary aids in order to attend and participate in the above meeting, please contact the City Administrator's office at (575) 887-1191 at least 48 hours prior to the scheduled meeting time.

CITY OF CARLSBAD
PERSONNEL REPORT

December 17, 2020

APPOINTMENTS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Loni Carlson	12/18/20	Wastewater	Executive Secretary

TERMINATIONS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>	<u>REASON</u>
Mia Perez	11/15/20	Riverwalk Recreation Center	Recreation Attendant, seasonal	Job Ended

INTERNAL TRANSFERS AND PROMOTIONS:

<u>NAME</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Alysha Vasquez	12/07/20	Fire	Executive Secretary

CITY OF CARLSBAD

RECOMMENDATION FOR EMPLOYMENT

Dale Janway, Mayor

John Lowe, City Administrator

TO: The Honorable Mayor Dale Janway & Members of the City Council

FROM: Ron Myers, Director of Utilities

Digitally signed by Ron Myers
DN: cn=Ron Myers, o=City of
Carlsbad, ou=Water Department,
email=rwmyers@cityofcarlsbadn
m.com, c=US
Date: 2020.12.10 10:05:52 -07'00'

SUBJECT: Recommendation for Employment

DATE: 12-10-2020

The Following applicant has met all pre-employment requirements and is hereby recommended for employment with the City of Carlsbad subject to pre-hire medical examination:

General Information:

Name: Loni Carlson Classification/Position: Executive Secretary

Department: Wastewater Treatment Plant

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Regular | <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Hourly \$ <u>25.96</u> per hour |
| <input type="checkbox"/> Seasonal | <input type="checkbox"/> Part-time | <input type="checkbox"/> Salary \$ _____ per hour |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> On call | |

Education Level:

- | | |
|---|---|
| <input checked="" type="checkbox"/> High School Diploma | <input type="checkbox"/> GED or equivalent |
| <input type="checkbox"/> Associates Degree | _____ |
| <input checked="" type="checkbox"/> Bachelors Degree | <u>Eastern NM University BA Business Administration</u> |
| <input checked="" type="checkbox"/> Masters Degree | <u>Eastern NM University MBA</u> |
| <input type="checkbox"/> Other | _____ |

Employment:

Present or last Employer: Gooch Automation

From 12-2019 to 3-2020 Classification: Chief Financial Officer

Duties: Accounting, bookkeeping, accounts payable, payroll, property management.

Related Experience: Worked for the City from 12-2015 - 12-2019. Has a strong background in business, finance, accounting, payroll, and customer service.

Comment: With Ms. Carlson's education and work experience we believe she will be a tremendous asset for the Wastewater Treatment Plant.

CITY OF CARLSBAD

**AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION**

Council Meeting Date: 12/17/20

Department: PER	BY: Matt Fletcher, CPO	Date: 12/10/20
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SUBJECT: Services
Description:
Weed and Debris Removal Services

SYNOPSIS:	Qty <u>1</u>	Total Est. Cost	<u>\$ 257,951.93</u>	Total Actual Cost	_____
	Budgeted Yes	Est. City Share	_____	Actual City Share	_____
	Account # <u>01-0160-61300</u>		<u>\$ 257,951.93</u>		
	Account # _____		_____		
	Account # _____		_____		
	Account # _____		_____		
		TOTAL	<u>\$ 257,951.93</u>		

BACKGROUND, JUSTIFICATION AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)

The City needs to renew the contract for the removal of weeds and debris from condemned properties around the City. The contract is not set to expire until 2021. However, the current contractor providing this service has moved out of state and is no longer readily available when needed.

The City needs to conduct a bid to establish a new contract for this service.

Requested action to be taken by Council: Advertise Invitation for Bid	Council Action Taken: Select one	Date:
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Reviewed by City Administrator: /s/John Lowe 12/14/20

POST BID/RFP RECOMMENDATION	Council Meeting Date:
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Requested action to be taken by Council: Select one	Council Action Taken: Select one	Date:
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ADDITIONAL INFORMATION:
The City requests permission to release a formal sealed bid for Weed and Debris Removal Services.

Reviewed by City Administrator:

ATTACHMENT(S): Specifications Bid/RFP Summary Other: _____

Category - Planning & Design Services		Points Possible	Molzen Corbin	NPSR	MRWM	Studio d Architects	Mitchell & Cruse	Nine Degrees Architecture	Conron & Woods	Archis Design	Studio 27
1. Specialized Planning & Design and Technical Competence	30	26.00	26.33	28.00	28.00	27.67	26.67	28.00	27.33	26.67	
2. Capacity and Capability	30	26.67	25.33	27.00	26.33	24.33	25.00	26.00	26.33	24.00	
3. Past Record of Performance	20	18.00	15.67	15.67	15.67	13.00	14.67	14.33	14.67	14.67	
4. Familiarity with the Contracting Agency	20	20.00	20.00	0.00	5.00	20.00	5.00	0.00	0.00	10.00	
5. Current volume of work with the contracting agency that is less than 75% complete	5	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	
6. The amount of design work to be done in New Mexico	5	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	
6. NM Resident Preferences (if applicable) 5%	9	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	
Subtotal for Planning & Design Services	119	109.67	106.33	89.67	94.00	104.00	90.33	87.33	87.33	94.33	
Category - Construction Services		Points Possible	Molzen Corbin	NPSR	MRWM	Studio d Architects	Mitchell & Cruse	Nine Degrees Architecture	Conron & Woods	Archis Design	Studio 27
1. Specialized construction management experience	20	19.67	17.33	19.33	17.67	18.67	13.67	14.00	13.67	13.67	
2. Specialized experience with start up assistance to the owner of new facilities	15	14.00	14.00	14.67	14.00	14.00	10.00	10.00	9.67	9.33	
3. Capacity and capability of the consultant to perform the work within the Owner's timeframe	15	11.67	11.67	12.33	12.33	11.00	11.00	11.67	10.67	10.33	
4. History of past performance on the three similar projects itemized in PLANNING & DESIGN SERVICES IN Item 1, including the record of bid amount versus final close out contract amount.	10	9.00	8.67	9.67	9.33	8.00	9.00	9.00	9.00	9.00	
5. History of claims on similar construction projects and their resolution. The consultant should detail their claims avoidance approach and construction management philosophy.	10	9.33	7.67	9.33	9.67	9.00	5.67	6.00	5.67	5.67	
Subtotal Construction Services	70	63.67	59.33	65.33	63.00	60.67	49.33	50.67	48.67	48.00	
Total Points Possible	189	173.33	165.67	155.00	157.00	164.67	139.67	138.00	136.00	142.33	
		1	2	5	4	3	7	8	9	6	

Rank

1. Molzen Corbin 173.33
2. NPSR 165.67
3. Mitchell & Cruse 164.67
4. Studio d Architects 157
5. MRWM 155
6. Studio 27 142.33
7. Nine Degrees Architecture 139.67
8. Conron & Woods 138
9. Archis Design 136

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION

Council Meeting Date: 12/17/20

Department: Projects	BY: Matt Fletcher, CPO	Date: 12/8/20
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SUBJECT: Infrastructure
Description:
Reconstruction of the intersection at Boyd Drive and Hidalgo Road

SYNOPSIS:

Qty <u>1</u>	Total Est. Cost	<u>\$ 1,405,966.30</u>	Total Actual Cost	<u>\$ 426,549.00</u>
Budgeted Yes	Est. City Share	<u>\$ 1,405,966.30</u>	Actual City Share	<u>\$ 426,549.00</u>
Account # <u>100123</u>		<u>\$ 1,405,966.30</u>		
Account # _____		_____		
Account # _____		_____		
Account # _____		_____		
TOTAL		<u>\$ 1,405,966.30</u>		

BACKGROUND, JUSTIFICATION AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)

The City of Carlsbad has bid improvements to the Boyd and Hidalgo Intersection, improvements include dedicated turn lanes and improved drainage to the intersection as well as sidewalks along the length of the project. Project cost is \$426,549.00, plus NMGRT.

The City is requesting authorization to award Bid 2020-22 to Constructor's Inc.

Requested action to be taken by Council: Advertise Invitation for Bid	Council Action Taken: Select one	Date:
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Reviewed by City Administrator:

POST BID/RFP RECOMMENDATION	Council Meeting Date:
Requested action to be taken by Council: Award Bid Number 2020-22	Council Action Taken: Select one
ADDITIONAL INFORMATION:	
Reviewed by City Administrator: /s/John Lowe	12/14/20

ATTACHMENT(S): Specifications Bid/RFP Summary Other: Engineers Recommendation for Award



Solutions for today... Vision for tomorrow

November 19, 2020

Mr. Matt Fletcher, Purchasing Manager
City of Carlsbad
101 N. Halagueno St.
Carlsbad, NM 88220

Re: Bid No. 2020-22

Award Recommendation – Boyd Dr./Hidalgo Rd. Intersection Improvements

Dear Mr. Fletcher:

As you know, bids were opened for the above-referenced project on Wednesday, November 18, 2020. The City received two (2) bids. Bids were received from Constructors, Inc. of Carlsbad, and DeLeon Construction, LLC. of Carlsbad. The bid received from DeLeon Construction, LLC was incomplete and deemed non-responsive. Constructors, Inc. bid was reviewed by me for completeness and mathematical accuracy. Their bid was complete and responsive. The bid amount was \$426,549.00, plus gross receipts tax. The bid tabulation and bid opening sign-in sheet are attached for your review.

Constructors, Inc. is a registered Contractor in the State of New Mexico with active classifications GA-98, GB-98, GF-01, GF-03, GF-04, GF-05, GF-06, and GF-09 operating under license number 1585. The bid submitted by Constructors, Inc. listed the subcontractors/suppliers they will use on this project. Each is licensed in the State of New Mexico with the appropriate classification to perform their nature of work or supply materials. The Surety for the 5% Bid Bond included in the bid submitted by Constructors, Inc. is Western Surety Company.

The basis of award for this project is the lowest, complete, and responsive bid submitted by a qualified, licensed Contractor in the State of New Mexico. Therefore, after reviewing the submitted bids, Smith Engineering Co. recommends the contract be awarded to Constructors, Inc. of Carlsbad, NM in the amount of \$426,549.00, plus gross receipts tax.

Please feel free to call with any questions or comments.

Sincerely,
Smith Engineering Co.

A handwritten signature in blue ink, appearing to read "Scott Hicks", is written over a light blue circular stamp.

Scott Hicks, PE
Project Engineer

CITY OF CARLSBAD
BOYD DRIVE/HIDALGO ROAD INTERSECTION IMPROVEMENTS
BID TABULATION
PROJECT BID# 2020-22
BID OPENING DATE: NOVEMBER 18, 2020
Smith Engineering Co.

BID SCHEDULE				ENGINEER'S ESTIMATE		CONSTRUCTORS, INC.	
ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST (\$/UNIT)	ITEM COST (\$)	UNIT COST (\$/UNIT)	ITEM COST (\$)
REMOVALS							
203000	SUBEXCAVATION	C.Y.	250	\$15.00	\$3,750.00	\$8.00	\$2,000.00
203200	EARTHWORK	L.S.	1	\$150,000.00	\$150,000.00	\$37,000.00	\$37,000.00
203301	ROCK EXCAVATION	C.Y.	100	\$20.00	\$2,000.00	\$10.00	\$1,000.00
601000	REMOVALS OF STRUCTURES AND OBSTRUCTIONS	L.S.	1	\$50,000.00	\$50,000.00	\$23,500.00	\$23,500.00
602010	RIP RAP CLASS B	C.Y.	130	\$125.00	\$16,250.00	\$90.00	\$11,700.00
PAVING AND SITE PREPARATION							
207000	SUBGRADE PREPARATION	SQ.YD.	4,710	\$3.50	\$16,485.00	\$3.00	\$14,130.00
303180	BASE COURSE 8"	SQ.YD.	4,710	\$13.00	\$61,230.00	\$10.00	\$47,100.00
407000	TACK COAT MATERIAL	SQ.YD.	4,710	\$1.50	\$7,065.00	\$0.30	\$1,413.00
408100	PRIME COAT MATERIAL	SQ.YD.	4,710	\$1.50	\$7,065.00	\$0.60	\$2,826.00
423270	HOT MIX ASPHALT SP-IV 4"	SQ.YD.	4,710	\$28.00	\$131,880.00	\$21.00	\$98,910.00
604310	NMDOT CLASS II, GEOGRID BASE REINFORCEMENT	SQ.YD.	4,710	\$5.00	\$23,550.00	\$2.00	\$9,420.00
CONCRETE WORK							
608004	CONCRETE SIDEWALK - 4"	SQ.YD.	220	\$60.00	\$13,200.00	\$65.00	\$14,300.00
608106	CONCRETE DRIVE PAD - 6"	SQ.YD.	340	\$85.00	\$28,900.00	\$80.00	\$27,200.00
608107	6" THICK CONCRETE FILLET w/RAMP TYPE "A"	EACH	4	\$7,500.00	\$30,000.00	\$4,300.00	\$17,200.00
608108	CONCRETE ALLEY PAD - 8"	SQ.YD.	20	\$120.00	\$2,400.00	\$90.00	\$1,800.00
609206	CONCRETE HEADER CURB - 6" HEIGHT	LF.	100	\$30.00	\$3,000.00	\$33.00	\$3,300.00
609424	CONCRETE STANDARD CURB & GUTTER 6" X 24"	LF.	1,400	\$25.00	\$35,000.00	\$27.00	\$37,800.00
809636	CONCRETE VALLEY GUTTER 6" X 36"	LF.	80	\$60.00	\$4,800.00	\$40.00	\$3,200.00
809720	CONCRETE CHANNEL WITH SECURITY GRATE	EACH	2	\$5,000.00	\$10,000.00	\$2,200.00	\$4,400.00
TRAFFIC CONTROL							
618000	TRAFFIC CONTROL MANAGEMENT	L.S.	1	\$40,000.00	\$40,000.00	\$8,000.00	\$8,000.00
702810	TRAFFIC CONTROL DEVICES FOR CONSTRUCTION	L.S.	1	\$35,000.00	\$35,000.00	\$5,000.00	\$5,000.00
SIGNAGE AND STRIPING							
704000	PAVEMENT STRIPING/MARKINGS	L.S.	1	\$25,000.00	\$25,000.00	\$12,000.00	\$12,000.00
UTILITY ITEMS							
662400	ADJUST MANHOLE TO GRADE	EACH	1	\$1,000.00	\$1,000.00	\$850.00	\$850.00
MISCELLANEOUS ITEMS							
803281	SWPPP MANAGEMENT	L.S.	1	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00
821000	MOBILIZATION/DEMobilIZATION	L.S.	1	\$60,000.00	\$60,000.00	\$30,000.00	\$30,000.00
801000	CONSTRUCTION STAKING BY THE CONTRACTOR	L.S.	1	\$25,000.00	\$25,000.00	\$9,000.00	\$9,000.00
SUBTOTAL BID:					\$787,575.00		\$426,549.00
GROSS RECEIPTS TAX @ 7.6458%:					\$60,216.41		\$32,613.08
TOTAL BID:					\$847,791.41		\$459,162.08

**Public Bid Opening
City of Carlsbad
Boyd Drive/Hidalgo Intersection Improvements**

**November 18, 2020
2:00 pm**

Name/Company	Email Address and Telephone No.
Matthew Fletcher, Purchasing Mgr., City of Carlsbad	msfletcher@cityofcarlsbadnm.com 575-234-7905
Rachelle Thompson Constructors, Inc.	rthompson@cicoconstructors.com 575-706-7309
K.C. Cass CoC	KCCASS@CITYOFCARLSBADNM.COM (575) 887-1191
Juan M. Abell City of Carlsbad	JMAbell@cityofcarlsbadnm.com 575-361-2304 575-885-1185
Francisco Salvarrey Smith Engineering	Francisco@smithengineering.pro (575) 620-8866
Scott Hertz Smith Engineering	Scott@smithengineering.pro 626-5042

ADJOURN