

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM  
PURCHASING RECOMMENDATION

Council Meeting Date: 8/09/2022

Department: Airport	BY: Matt Fletcher, CPO	Date: 7/26/22
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**SUBJECT:** Services  
**Description:**  
RFP for Engineering Services for projects at the Cavern City Airport

**SYNOPSIS:** Qty 1 Total Est. Cost \_\_\_\_\_ Total Actual Cost \_\_\_\_\_  
 Budgeted No \_\_\_\_\_ Est. City Share \_\_\_\_\_ Actual City Share \_\_\_\_\_  
 Account # \_\_\_\_\_  
 Account # \_\_\_\_\_  
 Account # \_\_\_\_\_  
 Account # \_\_\_\_\_  
 TOTAL \_\_\_\_\_ \$ 0.00

**BACKGROUND, JUSTIFICATION AND IMPACT:** (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)  
 The City maintains a professional services contract specifically for engineering projects at the Cavern City Terminal. This contract is renewed every four years in accordance with the State of New Mexico Procurement Code requirements for professional services. The City conducted an RFP, but only received one proposal from Molzen Corbin, Engineers, Architects and Planners.  
  
 The City has a long history of working with Molzen Corbin on airport projects. Due to FAA regulations and requirements, airport engineering projects are highly specialized. Molzen Corbin has the background, qualifications and expertise necessary to fulfill this contract.  
  
 The City recommends awarding the RFP to Molzen Corbin and requests authorization for the City Administrator and Mayor to enter into a professional services agreement upon approval.

<b>Requested action to be taken by Council:</b> Advertise Invitation for Request for Proposal	<b>Council Action Taken:</b> Select one	<b>Date:</b>
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Reviewed by City Administrator:

<b>POST BID/RFP RECOMMENDATION</b>	<b>Council Meeting Date:</b>
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<b>Requested action to be taken by Council:</b> Award RFP Number 2022-09	<b>Council Action Taken:</b> Select one	<b>Date:</b>
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**ADDITIONAL INFORMATION:**

Reviewed by City Administrator:

ATTACHMENT(S):  Specifications  Bid/RFP Summary  Other: \_\_\_\_\_

# City of Carlsbad Cavern City Air Terminal Engineering Services

RFP #2022-09 | July 15, 2022



# MOLZENCORBIN

July 15, 2022

City of Carlsbad  
Mr. Matt Fletcher  
101 N. Halagueno  
P.O. Box 1569  
Carlsbad NM 88221

**RE: Request for Proposal RFP 2022-09, Cavern City Air Terminal Engineering Services**

Dear Mr. Fletcher and Members of the Selection Committee:

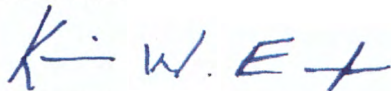
Molzen Corbin has a rich and strong history at the Cavern City Air Terminal (CNM). Since 1994, Carlsbad has received approximately \$6 million in FAA funding. The Molzen Corbin team helped the City to secure half of that funding. We look forward to continuing our successful working relationship, and we believe that our unparalleled local knowledge and experience will be an asset on your upcoming projects. Our ability to deliver is based on the following strengths:

- **Knowledge of CNM Projects.** Having recently completed the Airport Master Plan, only our staff has the intimate knowledge of the planned complex projects required to comply with current regulations, and can implement these projects through FAA and State funding. We stand ready to respond immediately to meet the needs of CNM.
- **Team Continuity.** The same engineers who helped to obtain funding for grants 6 through 29, and performed the related projects at CNM are still with Molzen Corbin and are on our current proposed project team. Molzen Corbin has retained numerous senior engineers and architects who have more than 31 years of continuous experience in airport design with our firm. Carlsbad will benefit from the same expertise and experience that has resulted in successful projects at CNM in years past.
- **Local Presence.** Molzen Corbin is the only aviation engineering firm that maintains a Carlsbad office. All of our work in Carlsbad is billed from our office at the National Cave and Karst Research Institute office complex on Cascades Avenue. The City of Carlsbad and Eddy County realize the gross receipts taxes from all of our billings. This local presence will also enhance our ability to respond rapidly to issues at the Airport in a timely fashion.
- **Maximum Value for the Money.** As an Albuquerque-based firm with an office Carlsbad, Molzen Corbin offers the City the best of both worlds: high-quality, high-value projects delivered at lower local rates. As specialists in municipal consulting, we are practiced and accustomed to working within stringent budget restraints. Our resources are used to ensure that every project, conversation, and task delivers value to our clients.
- **Versatile Team.** Our aviation design team has all the experience that Carlsbad needs to fly into the future. Whether your projects are airfield improvements, electrical design, architectural design, equipment purchases, planning, environmental, or maintenance, our staff and team has the experience through other airports throughout the State to assist in meeting your needs.

We hope that the following statement of qualifications in response to your Request for Proposal will demonstrate to you our unparalleled technical skills and experience in airport planning and design in New Mexico. We look forward to the opportunity to work with you.

Sincerely,

MOLZEN CORBIN



Kevin Eades, PE  
President & CEO