

Proposed Sole Source Purchases – Document 2025-01

- Housing Dashboard; analytical and policy framework, a continuation of Sole Source 2023-03.

The Mid-Region Council of Governments intends to make a purchase for which it believes there is no competition. This will be a "Sole Source" purchase made in accordance with State of New Mexico 13-1-126 NMSA 1978. The purpose of this notice is to attempt to identify possible alternatives.

How to Comment/Respond

Any potential vendor who does not agree that this product or service is available only from the intended source must contact this office within thirty (30) calendar days from the date posted.

Your response must be in writing and a description of the product or service you are offering as an equivalent must be included.

Please send your response, via e-mail by sending an email to ppino@mrcog-nm.gov. Please reference the Document Number of the Sole Source/Emergency Procurement you have interest in.

A sole source **determination** is not effective until the **sole source request for determination** has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the MRCOG Chief Procurement Officer.

I. Name of Agency: Mid-Region Council of Government

Agency Chief Procurement Officer: Phil Pino

Telephone Number: 505-247-1750

II. Name of prospective Contractor: Root Policy Research

Address of prospective Contractor: 6740 East Colfax Avenue, Denver, CO 80220

Amount of prospective contract: \$200 / hour

Term of prospective contract: 5 years

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

MRCOG would like to hire Root Policy Research to perform socioeconomic forecasting support for the MRCOG Region. The scope of work includes 1) developing household formation rates and control totals, 2) determining new growth capacities based on land use and zoning, 3) evaluating forecast results for reasonability, 4) modifying model results to adjust forecasts as needed, 5) develop input files for the regional travel demand model.

IV. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes the prospective contractor **the one source** capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the "best" source or the "least costly" source. Those factors do not justify a "sole source.")

Root Policy Research has worked with MRCOG for the past year to develop a housing needs assessment for the MRCOG region. As part of this analysis, Roots has become familiar with MRCOG's land use model inputs including zoning and land use. Roots used this information to establish zoned capacities and considered scheduled developments in order to develop small area projections to accompany the needs assessment. They also developed household formation rates and projections in order to determine housing demand. This work directly relates to the MRCOG's current need, which is assistance in developing and evaluating a regional forecast for the 2045 Metropolitan Transportation Plan.

V. Provide a detailed, sufficient explanation of how the professional service, service, construction or item(s) of tangible personal property is/are **unique and how this uniqueness is substantially related**

to the intended purpose of the contract.

Because of Roots Policy’s unique experience with MRCOG’s complex land use model inputs, and because they have already developed the household control totals for the region through the housing study, Roots is uniquely qualified to continue this work to support our long range forecast for out 2045 plan.

VI. Explain why other similar professional services, services, construction or item(s) of tangible personal property **cannot** meet the intended purpose of the contract.

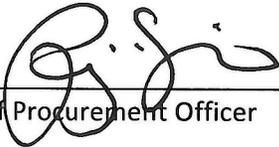
Working with any other contractor to produce a estimates using a different set of household formation assumptions would be incongruent with our existing planning assumptions and would create duplication of efforts and inconsistencies in our planning products.

VII. Provide a narrative description of the agency’s due diligence in determining the basis for the procurement, including procedures used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; reviewing telephone books and other advertisements; contacting similar service providers; and reviewing the State Purchasing Agent’s vendor list. Include a list of businesses contacted (**do not state that no other businesses were contacted**), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

Due to the reasons stated above, MRCOG has determined that due to Root Policy Research unique efforts to estimate housing demand and needs in the MRCOG region that only Root Policy can ensure that MRCOG’s future forecasts are consistent with our existing land use planning and modeling framework.

Certified by:

Date: 7/23/2024



Chief Procurement Officer

Agency Approval by:

Date: 7-23-24



Executive Director, Dewey V. Cave



MEMORANDUM

To: Kendra Montanari, MRCOG
From: Avilia Bueno, Root Policy Research
Re: Regional forecast scope of work
Date: 07/19/2024

Dear Kendra,

Thank you for the opportunity to continue assisting the Mid-Region Council of Governments in completing its 2045 Regional Forecast. This letter outlines Root's proposed approach and cost.

Firm Background

Root Policy Research is a Denver-based women-owned business and nationally recognized housing research and consulting firm. For more than 20 years, we have conducted housing needs assessments, housing market studies, and strategic housing plans for cities and states throughout the U.S.

Scope of Work and Timeline

Root member Avilia Bueno will be available to dedicate between 10 and 20 hours a week (depending on the client's need) beginning in August 2024 to assist with a list of tasks to help the client produce their 2045 Regional Forecast.

The main tasks include but are not limited to:

- Developing and formatting alternative control totals for their land use model;
- Formulating and integrating new household control totals for their land use model based on household formation calculations from the housing study conducted by Root Policy;
- Attending regular team meetings with MRMPO and occasionally with the client's land use model consultants;
- Developing an Excel model to evaluate land use forecasts based on capacities and scheduled developments;

- Modifying land use model output to adjust population forecasts to match control totals;
- Evaluating employment forecasts for reasonability including industry-level forecasts for 6 2-digit NAICS industries; and
- Developing a process to produce formatted input files to the client's travel demand model.

This would be a team approach, in collaboration with the project manager (Kendra), MRCOG's GIS analysts, and occasional input from the client's land use model consultants (UrbanSim). Avilia would adjust her weekly hour contribution to the project based on the client's needs to an average of between 10 and 20 hours per week for the duration of the project.

Cost Estimate

Avilia will bill only for the time needed to complete the work, at a fixed billing rate of \$200 per hour.

Terms

This Agreement may be terminated by the Client with a 30-day written notification for any reason if, in the Client's judgment, Root fails to fulfill the terms of this Agreement in a timely and proper manner. Root shall be entitled to compensation for any satisfactory work completed on documents or other materials that were completed to the satisfaction of the Client. Upon termination, any completed documents or materials associated with the project will become the property of the Client.

This Agreement may be terminated by Root with a 30-day written notice if Root determines it cannot, for any reason, fulfill the terms of the contract set forth in this Agreement.

Thank you again for the opportunity to assist you with this effort.

Sincerely,



Avilia Bueno
Director