

**CITY OF AUSTIN
PURCHASING OFFICE
SECTION 0600: PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: RFP 1100 DTB3000
HEAT RECOVERY STEAM GENERATOR (HRSG) SERVICES**

1. PROPOSAL FORMAT

Organize the proposal in the following format and informational sequence:

A. City of Austin Purchasing Documents

See submittal documents on page two of Offer Sheet.

B. Authorized Negotiator

Include name, address, and telephone number of people in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

C. Exceptions

Identify on (1) one sheet, any exceptions you are requesting to the terms, conditions, and services described in any portion of this Solicitation. Explain the reason for the exception and include proposed language for any alternative term. Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the Proposal.

D. Business Organization

State full name and address of your organization and identify parent company (including location and contact information) if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate. Provide the same information for any subcontractors or partners being utilized in the delivery of the requirements of the Scope of Work.

E. Work Plan

Describe in detail how you would provide the services described in the Scope of Work. At a minimum provide the information below. Include any additional information you deem necessary to evaluate your proposal.

- i. Sample Projects. For each sample project in Exhibit A, describe:
 - a. Personnel to complete each project, including title (in accordance with Section 0500,V,1), and detail their role.
 - b. Work plan for accomplishing each sample project. Include such time-related displays, graphs, and charts as necessary to show tasks, sub-tasks, milestones, and decision points related to the sample project and your plan for accomplishment.
 - c. Welding procedures for each sample project.
- ii. Provide the steps you would take if a crane was required for a project from start to finish.
- iii. Elaborate on your OEM parts sourcing capabilities.
- iv. Describe your company's safety practices. Elaborate on your confined space measures.
- v. Describe your process for determining when change orders are needed.
- vi. Provide details on how you handle disruptions of work and minimize outage time.
- vii. Provide a sample of your reports to be provided to the Project Manager.
- viii. A statement of your compliance with all applicable rules and regulations of Federal, State and Local governing entities and the terms of this Request for Proposal (RFP).

F. Experience and Qualifications

i. Minimum Qualifications:

- a. Proposer must possess ten (10) years of experience providing preventative maintenance,

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corrective maintenance, and inspection services on Heat Recovery Steam Generators (HRSG).

- b. Proposer must possess current R-Stamp and be certified to repair pressure vessels in the state of Texas.

Proposers that do not meet the minimum qualifications above will be deemed non-responsive and will not be considered for award. Provide evidence that you meet the minimum qualifications. Include a copy of R-Stamp certification.

- ii. **Corporate Experience:** Describe corporate experience providing services described in the Scope of Work. Do not include experience prior to 2000. At a minimum, describe your company's:

- a. Corporate experience with other similar utilities.
- b. Corporate References – Provide five references for which similar services described in the scope of work were performed in the last five years. The City at its discretion may check references and/or past/current clients in order to determine the Offeror's experience and ability to provide the services described in this Solicitation. References shall indicate a record of positive past performance. The references must include the following:
 - 1) Company name
 - 2) HRSG description (OEM)
 - 3) Type of service and material welded (Superheater, evaporator, T91, or P22 etc.)
 - 4) Date of service
 - 5) Point of contact
 - 6) Email
 - 7) Phone number
- c. Provide names of current and previous customers for whom similar services were completed over the past 10 years. The list shall be inclusive enough to determine level of experience.

- iii. **Personnel:**

- a. Include names, qualifications, and certifications of all professional personnel who will be assigned to the contract. Describe the work assigned to each person. Identify key persons by name and title. Define how your personnel meets or exceeds the labor classifications described in the Section 0500, V, 1. Provide all resumes and copies of certifications, including welder certification.
- b. Project Management Structure - Provide a general explanation and an organizational chart which specifies project leadership and reporting responsibilities; and interface the team with City project management and team personnel. Identify personnel by positions identified in Section 0500, V, 1. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor.

- G. **Price Proposal:** Pricing will be evaluated on the "total for all proposed projects and parts" summation line.

- i. Proposer shall utilize Section 610 - Price Proposal Sheet to submit pricing.
- ii. Provide rates for labor categories, equipment, or other items.

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iv. State the proposed payment structure and the number of progress payments you are requesting upon successful completion of milestones or tasks, deducting ten percent (10%) of the amount quoted for each project scope of work, which will be paid upon final acceptance by the City.

H. **Local Business Presence**: The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team's Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the Offeror's MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Offeror or Subcontractor(s) have a local business presence.

I. **Service-Disabled Veteran Business Enterprise ("SDVBE")**: Pursuant to the interim Service-Disabled Veteran Business Enterprise (SDVBE) Program, Offerors submitting proposals in response to a Request for Proposals shall receive a three point (3 percent) preference if the Offeror, at the same time the proposal is submitted, is certified by the State of Texas, Comptroller of Public Accounts as a Historically Underutilized Business and is a Service-Disabled Veteran Business Enterprise. This preference does not apply to subcontractors. To receive this preference, Offerors shall complete the enclosed Section 0840 Service-Disabled Veterans Business Enterprise Preference Form, in accordance with the Additional Solicitation Instructions included therein.

J. **Proposal Acceptance Period**: All proposals are valid for a period of one hundred and eighty (180) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal

K. **Proprietary Information**: All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

2. **PROPOSAL PREPARATION COSTS**:

All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the City shall be the sole responsibility of the Proposer.

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3. EVALUATION FACTORS AND AWARD

A. **Competitive Selection:** The City anticipates the award of multiple contracts. This procurement will comply with applicable City Policy. The successful Proposer(s) will be selected by the City on a rational basis. Evaluation factors outlined in Paragraph B below shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the Best Offeror(s). Award of a Contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.

B. **Evaluation Factors:**

i. 100 points.

(1) Work Plan **(35 points)**

(2) Experience and Qualifications **(27 points)**

(3) Total Evaluated Cost **(25 points)**

(4) Service-Disabled Veteran Business Enterprise properly certified by the State of Texas, Historically Underutilized Business HUB Program with the State Comptroller's Office **(3 points)**

(5) LOCAL BUSINESS PRESENCE **(Maximum 10 points)**

Team's Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0

ii. Presentations, Demonstrations Optional. The City will score proposals on the basis of the criteria listed above. The City may select a "short list" of Proposers based on those scores. "Short-listed" Proposers may be invited for presentations, or demonstrations with the City. The City reserves the right to re-score "short-listed" proposals as a result, and to make award recommendations on that basis.