

**CITY OF AUSTIN  
PURCHASING OFFICE  
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS  
SOLICITATION NUMBER: GAL0020**

**1. PROPOSAL FORMAT**

Prefacing the proposal, the Proposer shall provide an Executive Summary, which gives in brief, concise terms, a summation of the proposal. The proposal itself shall be organized in the following format and informational sequence:

- A. **Business Organization**: State full name and address of your organization and identify parent company 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.
- B. **Authorized Negotiator**: Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.
- C. **Cost Proposal**:
- i. Complete Section 0705, Cost Proposal Sheet for Transmission and Section 0710, Cost Proposal Sheet for Distribution. Proposers are welcome to offer alternative pricing structures so long as a complete description of the methodology, benefits, and differences from the City's version is stated in detail.
    - a. Please note that the City's anticipated award is in an amount not to exceed \$5,000,000 annually.
  - ii. **PRICE ADJUSTMENT CLAUSE** - Describe the price adjustment clause that you are proposing. This shall include all details such market indices, weights, calculations and adjustment frequency. Please note if any market indices require a subscription fee or other financial obligation, the successful Proposer (i.e. Contractor) shall pay for the City's subscription during entire term of the Contract.
- D. **Delivery Lead Times**: State your guaranteed lead times after receipt of an order. This should include milestones for any intermediate deliverables such as a drawing approval.
- E. **Technical Concept and Solution**: Define in detail your understanding of the requirement presented in Specification E-0758 (Section 0500) and Specification E-1114 (Section 0505). At a minimum, specifically provide or indicate the following:
- i. Any deviations from any of the requirements stated in the above-referenced specifications, including any "proposed equal" parts.
  - ii. Material used in each part of the structure and the specification covering the material.
  - iii. Special steel or bolt material specifications other than as listed in Specification E-0758 (Section 0500, part 3.1) or Specification E-1114 (Section 0505, part 3.1), if proposed, shall be quoted with specific reference to the appropriate specification.
  - iv. Inspection methods, which will be used to ensure that fabrication welds meet the design requirements.
  - v. Welding procedures and processes to be used in the various joints or seams.
  - vi. Preliminary drawings showing structure configuration, dimensions, weights, and computer printout indicating the loading condition, along with maximum ground line reactions, design stresses, slenderness ratios and deflections. Provide drawings for the following structures:

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- a. 140' TAN BLP with 20' AB cage (8' top layer – all bolts & 12' bottom layer – half bolts) per Detail 1 as attached to this document.
- b. 110' 10deg ARM+I STRING – direct embed per Detail 2 as attached to this document.
- c. 100' 90deg VDDE with 40' AB cage (15' top layer – all bolts & 25' bottom layer – half bolts) per Detail 3 as attached to this document.
- d. Note - The following are some of the points of emphasis from Specification E-0758 that the City may choose to consider in review of these drawings:
  - General
    - Name plates as detailed
    - Max section length of 55'
    - Jacking vangs, not jacking nuts
    - Max splice length
    - Balance point shown
    - Flange-bolted connections use nuts & bolts, not all-thread
    - Handling/lifting holes as detailed
    - Ground nuts as detailed
    - Step clips as detailed
  - Embedded structures
    - Embedment correct
    - Coating (corrosion & UV) correct
    - Ground sleeve included
  - Anchor bolt structures
    - Hand hole & grounding vang as detailed
    - Base plate notch at bisector
  - Anchor bolt cages
    - Matches base plate
    - Max unsupported length of 15'
    - Notch at bisector
    - 4" clear cover between bolts
    - Holes equally spaced
    - 3D cage rendering

F. **Experience & Performance Capability:** Describe only corporate experience related to producing the products specified in this solicitation. If the Proposer is not the manufacturer, the Proposer shall supply information describing the experience of the Proposer as well as of the manufacturer. At a minimum, specifically provide:

- i. Details about the manufacturing facility that will be used to produce the products specified in this solicitation. This should include the location, capacity, and special capabilities as well as anything else that you deem important for the City to know about the facility.
- ii. List of customers including company name, contact information and description of the contract such as length of alliance, types and sizes of poles provided, and contract value.

G. **Exceptions:** Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the Proposal.

If any exceptions are taken by a Proposer to any term or condition of this RFP, the Proposer must clearly indicate each specific exception taken, include a full explanation of the reason for

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said exception, and include any proposed language for any alternative term as a separate attachment to the Proposal, stating clearly in writing that the Proposer's Contract or Legal staff have reviewed and proposed all such terms in the Proposer's exceptions. The failure to identify exceptions or proposed changes with a full explanation and substitute language shall constitute acceptance by the Proposer of the Solicitation as proposed by the City. The City reserves the right to reject a proposal containing exceptions, additions, qualifications or conditions not called for in the Solicitation.

**2. ADDITIONAL PROPOSAL TERMS**

- A. **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. 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.
- B. **Proposal Acceptance Period:** All proposals are valid for a period of one hundred and twenty (120) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal.
- C. **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.
- D. **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.

**3. EVALUATION FACTORS AND AWARD**

- A. **Competitive Selection:** This procurement will comply with applicable City Policy. The successful Proposer 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. 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.
    - a. Technical Concept and Solutions (reference 1E) – 15 points

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- b. Experience & Performance Capability (reference 1F) – 15 points
- c. Delivery Lead Times (reference 1D) – 10 points
- d. Total Evaluated Cost (reference 1C) – 50 points
- e. Local Business Presence (reference 2A) – 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

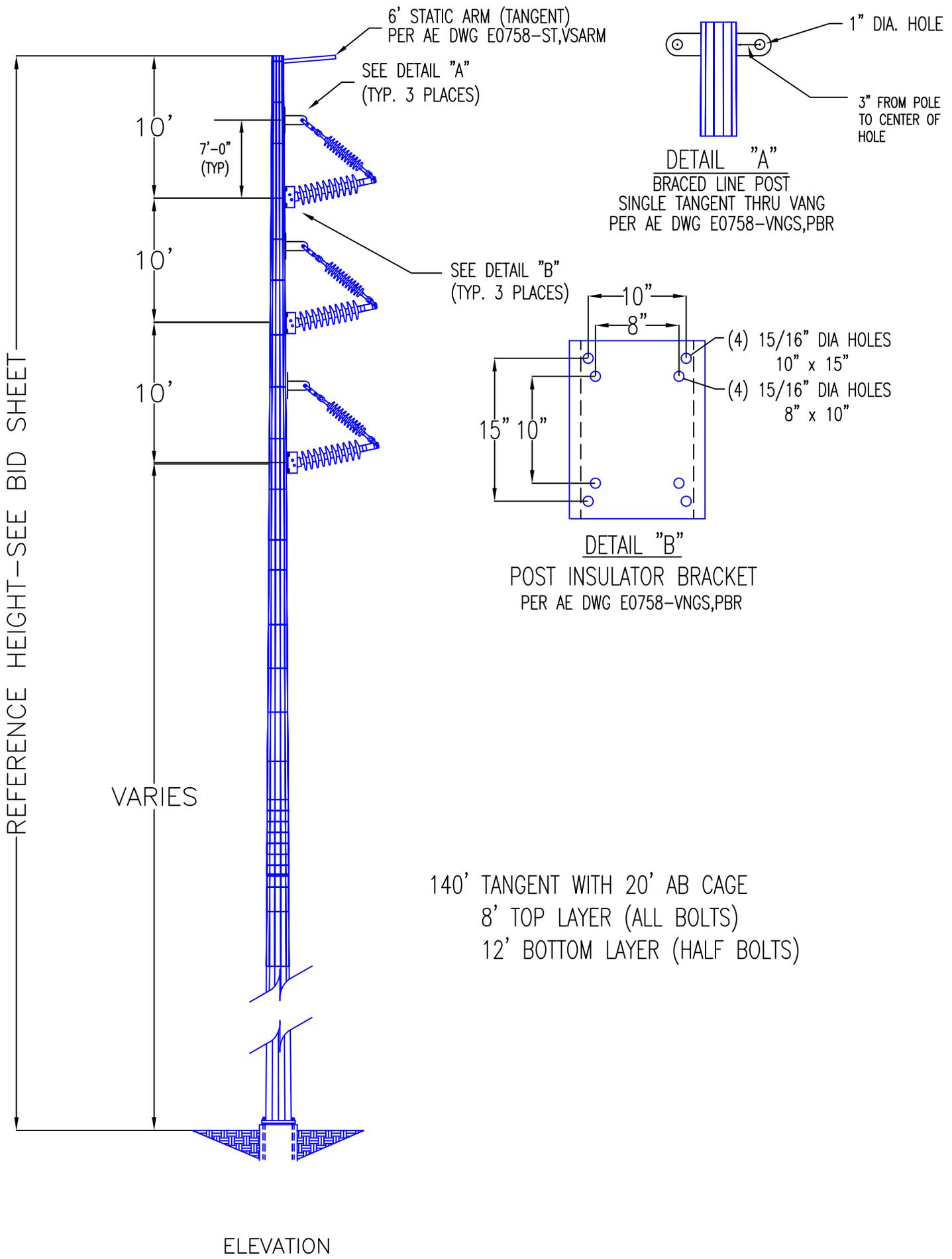
ii. The City will score proposals based on items “a” through “e” above. The City may select a “short list” of up to six Proposers based on those scores. Short-listed Proposers may be invited for interviews and/or demonstrations with the City. The City reserves the right to rescore short-listed proposals as a result of the interviews and to make an award recommendation on that basis. The City reserves the right to negotiate the actual contract scope of work and cost after submission.

iii. Offeror Qualification & Award Process

- a. The City will award to the Best Offeror. The apparent Best Offeror, may, at the City's option, be further evaluated to ensure compliance with the requirements of the Solicitation.
- b. The apparent Best Offeror, may, at the City's option, be required to submit evidence of sufficient financial stability to be able to perform its obligations under the resulting contract. The City will review the financial data and provide the analysis and corresponding pass/fail determination to the Offeror. If the Offeror passes, the City may, at its option, further evaluate the Offeror as stated below.
- c. The City will provide a questionnaire/checklist for the Offeror to complete in response to the categories list below. Further evaluation, including verification of the Offeror's response will take place at the manufacturing facility that will be used to produce the products Offered to the City for this Solicitation. The evaluation will be conducted by personnel designated by the City. The following categories will be evaluated to verify compliance with the requirements of this Solicitation:
  - i. Technical Organization
  - ii. Analytical Capability
  - iii. Manufacturing Facilities and Personnel
  - iv. Manufacturing Process
  - v. Test Facilities and Personnel
  - vi. Quality Control and Quality Assurance

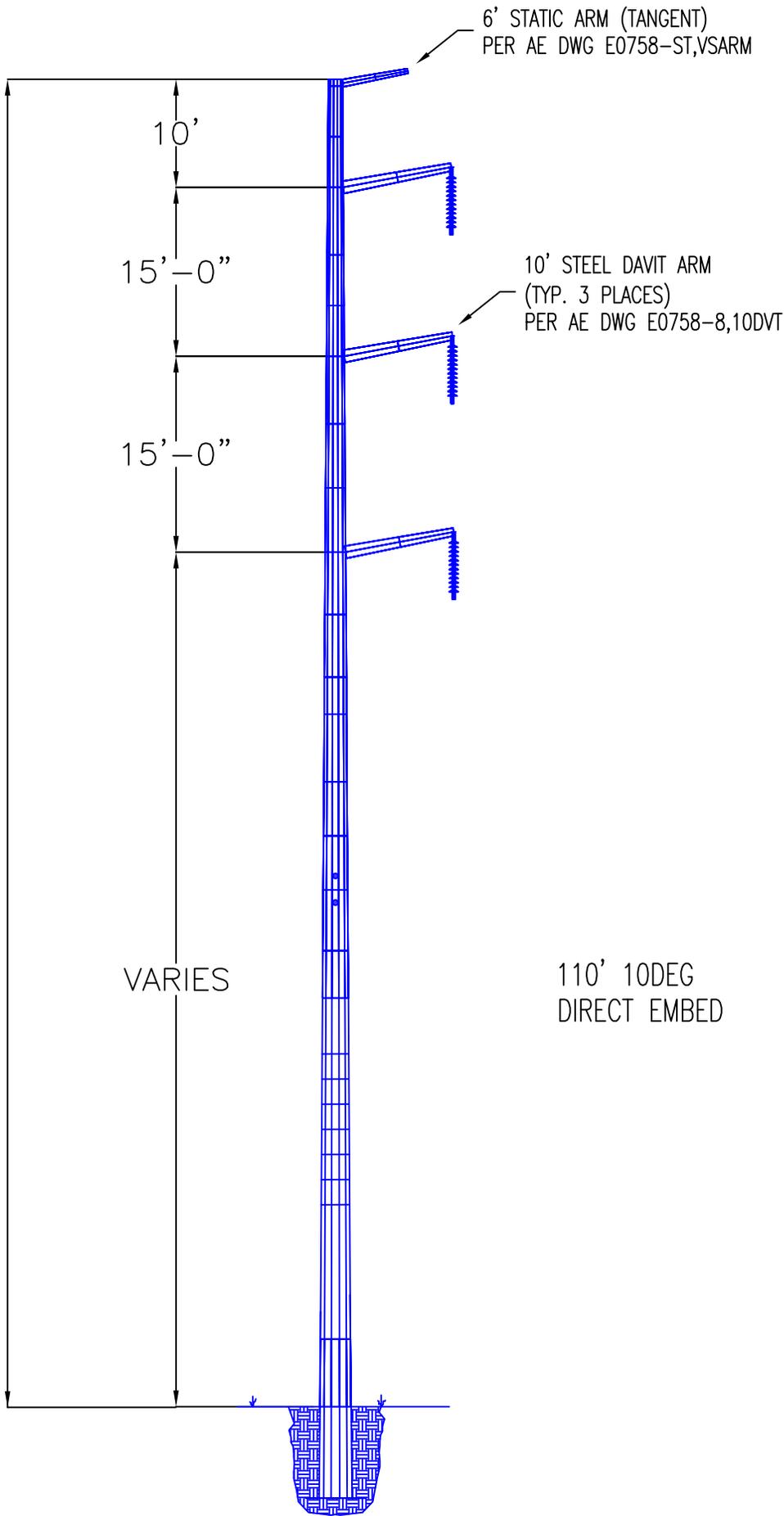
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- vii. Record of Performance
  
- d. AE will supply a detailed audit report based on the evaluation to the audited Offeror within ten (10) working days of evaluation.
  
- e. If the Offeror passes the evaluation, the Offeror will be recommended for Contract Award. If the Offeror does not pass the evaluation, the next apparent Best Offeror, may, at the City's option, be further evaluated to ensure compliance with the requirements of this Solicitation. This process will continue until the Best Offeror is determined by the City.



DETAIL 1 (EVALUATION)

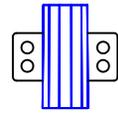
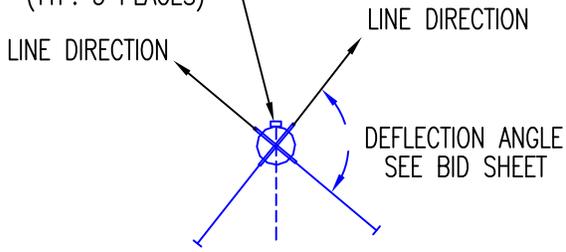
REFERENCE HEIGHT—SEE BID SHEET



ELEVATION

DETAIL 2 (EVALUATION)

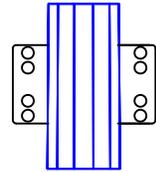
SEE DETAIL "C" (TYP. 3 PLACES) \*\*\*PLACE POST BRACKET LEVEL WITH TOP VANG, NOT ABOVE



DETAIL "A"  
STATIC DEAD END  
THRU VANG  
PER AE DWG E0758-VNGS,PBR

PLAN

SEE DETAIL "A"  
(TYP. 2 PLACES)



DETAIL "B"  
CONDUCTOR DEAD END  
THRU VANG  
PER AE DWG E0758-VNGS,PBR

SEE DETAIL "B"  
(TYP. 6 PLACES)

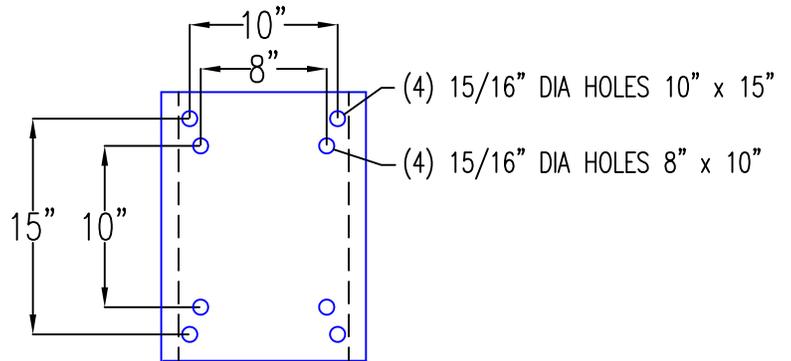
REFERENCE HEIGHT-SEE BID SHEET

10'-0"

10'-0"

10'-0"

VARIES



DETAIL "C"

POST INSULATOR BRACKET  
PER AE DWG E0758-VNGS,PBR

100' 90DEG WITH 40' AB CAGE  
15' TOP LAYER (ALL BOLTS)  
25' BOTTOM LAYER (HALF BOLTS)  
DEFLECTION ANGLE: 90°

ELEVATION

DETAIL 3 (EVALUATION)