

**CITY OF AUSTIN
PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: RFP MEA303 RE-BID**

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 0505, Cost Proposal Sheet. Unless otherwise noted, these shall be the total and only costs to the City for performing the work specified in the Scope of Work (Section 0500).
- D. **Schedule**: Per the Scope of Work (Section 0500, part 8.3), the City prefers completion during the planned Spring Outage 2017.
- i. Describe your ability and commitment to meet this schedule.
 - ii. Submit a delivery schedule with the best estimate of dates and times. The schedule shall include an estimate of engineered drawing submittals, any modeling required, and installation start time and completion.
- E. **Technical Solution & Program**: Detail your understanding of the requirement presented in Scope of Work (Section 0500) of the solicitation and your solution/plan to accomplish the work. At a minimum, specifically provide or indicate the following:
- i. Any deviations from any of the requirements stated in the above-referenced Scope of Work (section 0500), including any "proposed equal" parts.
 - ii. Detailed Drawings of Aqueous Ammonia Heater Skid design.
 - iii. Descriptive literature of Aqueous Ammonia Heater Skid, manufacturer/type, and materials of construction.
 - iv. Description of Aqueous Ammonia Heater Skid operation.
 - v. Describe your plan to accomplish this work.
- F. **Experience & Qualifications**: Describe only corporate experience related to performing the services specified in this solicitation. This solicitation requires that Proposers and all subcontractors have a minimum of 5 years of experience removing and installing a Aqueous Ammonia Heater Skid. Engineering support members should also have detailed knowledge of Aqueous Ammonia Heater Skid removal, installation and start-up. The submittals herein shall be evidence of this minimum experience. At a minimum, specifically provide:

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- i. List of customers references to whom similar services of the same size and scope of this project have been provided, including company name, contact information, description of the services provided, date of work and contact value.
- ii. Detailed description of experience removing, installation and start-up of Aqueous Ammonia Heater Skid.

G. **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.

H. **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 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 of Legal staff have reviewed and proposed all such terms in the Proposer's exceptions. The City reserves the right to reject a proposal containing exceptions, additions, qualifications or conditions not called for in the Solicitation. 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, 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.

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.

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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) – **25 points**
 - b. Experience & Qualifications (reference 1F) – **20 points**
 - c. Schedule (reference 1D) – **20 points**
 - d. Total Evaluated Cost (reference 1C) – **25 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. Interviews, Optional. The City will score proposals based on items “a” through “e” above. The City may select a “short list” of Proposers based on those scores. Short listed Proposers may be invited for interviews and /or demonstrations with the City. – **25 pts.**