

**CITY OF AUSTIN
PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: MEA0305**

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**: Complete all fields of Section 0505, Cost Proposal Sheet.
 - i. The information in the Cost Proposal Sheet for equipment rental shall include all costs necessary to provide the services stated in the Scope of Work, Section 0500.
 - ii. Contractor shall also include, for informational purposes, their most recent rate sheet as well as the effective dates of that rate sheet. This rate sheet will not be used as part of the evaluation. If selected for award, Contractor shall on an annual basis, submit the rate sheet effective for that period of time. The rate sheet will only be used for pricing not included in the cost proposal sheet and has no effect on contract pricing as submitted in that section.
 - iii. Pricing submitted in the Cost Proposal Sheet shall be firm for the 24-month contract period.
 - iv. Requests for price increases or decreases must comply with the Supplemental Purchasing Terms, Section 0400, paragraph 15.
 - v. Travel and mileage expenses will not be reimbursed as direct line items through a resulting contract. Costs for transportation-related items shall be included in the rental cost for each specified equipment unit.
- D. **System Concept and Solution**: Define in detail your understanding of the requirement presented in the Scope of Work (Section 0500) of this request for proposal and your system solution. Provide all details as required in the Scope of Work and any additional information you deem necessary to evaluate your proposal. Include:
 - i. A statement of your compliance with all applicable rules and regulations of Federal, State and Local governing entities. The Proposer must state his compliance with terms of this Request for Proposal (RFP).
 - ii. How you will supply stand-alone operating systems, with the exception of make-up water, including fuel, power, chemistry, and all other supporting components needed for a complete operating unit. Describe how you will provide for boiler associated supporting equipment, such as a De-Aeration (DA) tank, condensate receiver, blow down controller, flash tank, feed water booster pump, fuel gas pressure regulator, steam pressure and flow regulation, safety controls, remote monitoring capabilities and automatic shutdowns.
 - iii. How your systems solutions will meet applicable federal, state, and local laws and ordinances for noise and low-NOx emissions, including where required the use of blankets and mufflers for sound attenuation.
 - iv. What tools, equipment, and expendables you will provide as part of your solution, including maintenance, repair, and replacement, and your process for employing all trades necessary to make rental equipment operational.

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- v. The Contractor shall detail its written Quality Control Plan to ensure proper preventative maintenance and inspections scheduled for all equipment covered under a resulting contract. The intent of the Quality Control Plan is to ensure that the maintenance of covered equipment adheres to the scope of work and all subsequent clarifications.

E. Experience & Qualifications:

- i. Describe only corporate experience related to performing the services specified in this solicitation. This solicitation requires that Proposers have:
- ii. The submittals herein shall be evidence of this minimum experience. At a minimum, specifically provide:
 - 1. List of customers to whom similar services have been provided, including company name, contact information, description of the services provided, date of work and contract value.
 - 2. Detailed description of experience providing services listed in E.i.1 – through 2

E. Prior Experience: Describe your experience related to performing the work specified in this solicitation. Include names, qualifications and resumes of all personnel who will be assigned to this contract, including owner, owner's representative, electricians, drivers, maintenance and operations employees.

- i. Detail your experience and expertise in the areas specified in the Scope of Work (Section 0500, Item E-11).

F. Personnel: Include names and qualifications of all professional personnel who will be assigned to this project. State the primary work assigned to each person and the percentage of time each person will devote to this work. Identify key persons by name and title. Provide all resumes, including any sub-consultant personnel.

G. Project Management Structure: Provide a general explanation and chart which specifies project leadership and reporting responsibilities; and interface the team with City project management and team personnel. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor.

H. Schedule and Delivery Times- Proposer should detail how scheduling and delivery (internally and external) will be accomplished to provide the required level of services within the Section 500 Scope of Work , including how the Proposer shall respond to service calls from AE for both scheduled projects and for emergencies.

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

The terms and conditions stated in this RFP shall constitute the terms and conditions of the final contract with the successful Proposer after award. 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 or Legal staff have reviewed and proposed all such terms in the Proposer's exceptions. Proposer must also certify in their proposal, that its authorized agents have reviewed all terms and conditions of the RFP, and, except for any exceptions, have authority to bind Proposer to comply with all of the City of Austin's terms and conditions. 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.

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The City reserves the right to reject a proposal containing exceptions, additions, qualifications or conditions not called for in the Solicitation. Additionally, all exceptions or supplemental terms and conditions proposed by a Proposer in response to any portion of this RFP but not submitted at the time required for submitting of the Initial Proposal (i.e., the specified RFP closing date and time listed on the cover sheet of the Solicitation) may be rejected at the sole discretion of the City.

2. **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.
3. **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.
4. **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.
5. **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.
6. **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.

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B. Evaluation Factors:

- i. 100 points.
 - a. System Concept and Solution (reference 1D) – 25 points
 - b. Experience & Performance Capability (reference 1E) – 25 points
 - c. Total Evaluated Cost (reference 1C) – 40 points
 - d. 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 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 interviews with the City. The City reserves the right to re-score “short-listed” proposals as a result of the interviews and to make award recommendations on that basis.