

**CITY OF AUSTIN  
PURCHASING OFFICE  
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS  
MPM0401 INSPECTION, REPAIR &/OR RESTORATION OF MOONLIGHT TOWERS**

1. **PROPOSAL FORMAT**

Prefacing the proposal, the Proposer shall provide an Executive Summary of three (3) pages or less, 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. **Solution and Program**: Detail your understanding of the requirement presented in the Scope of Work (Section 0500) of the solicitation, your plan to accomplish the work, and any additional information you deem necessary to evaluate your proposal. At a minimum, specifically provide or indicate the following:
- Any deviations from any of the requirements stated in the above-referenced Scope of Work (Section 0500)
  - Plan for inspection and/or repair of the units including access, barricading, permits and fees
  - Painting process, applicable equipment, and personnel
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- D. **Equipment**: Provide a list of equipment to be used to access the towers. Please include make, model, and year of the equipment if applicable. Please also note if the item is owned or will be rented for use during the contract period. In addition, describe any facilities that will be used for this work.
- E. **Prior Experience**: Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. The information provided shall be evidence of experience of at least five (5) years with the inspection, repair, and/or restoration of lattice towers of the size covered by the specification. The Contractor shall submit a minimum of five (5) references (see section 0700). For each reference, supply at minimum the following information:
- Customer Name
  - Customer Address
  - Name and phone number of principal person for whom service was provided
  - Description
    - Type of Business
    - Number of Towers
    - Size of Towers
    - Description of services provided
  - Start and End dates
  - Yearly Contract Amount
  - Name and title of lead contractor employee

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- K. **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.
- L. **Cost Proposal**: Total Cost Proposal shall be inclusive of all costs for labor, supervision material, equipment, travel, tools and supplies necessary to provide services as required.

2. **EXCEPTIONS**:

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

3. **ADDITIONAL PROPOSAL TERMS**:

- A. **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.
- B. **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.
- C. **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.
- D. **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.

4. **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

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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) Solution and Program Proposed (Grasp of the requirement and its solution(s), responsiveness to terms and conditions, completeness and thoroughness of the technical data and documentation) as per Section 0500 Paragraph III.C.a-s – 30 points
- (2) Total Evaluated Cost – 30 points
- (3) Demonstrated Applicable Experience and References – 20 points
- (4) Equipment/Facilities – 10 points
- (5) LOCAL BUSINESS PRESENCE (Maximum 10 points) – 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. Interviews may be conducted at the discretion of the City. Maximum 25 points