

**CITY OF AUSTIN  
MUNICIPAL COURT IMPOUND AND WRECKER SERVICES  
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS  
SOLICITATION NUMBER: EAG0103**

**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. **Part I - 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. **Part II - System Concept and Solution**: Define in detail your understanding of the requirement presented in the Scope of Work 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.
- i. **Describe in detail how your firm can best provide towing services and impound services to the Municipal Court. Describe staffing levels maintained to provide response times and services requested.**
  - ii. **Impound Lot: Provide a description, layout diagram and photos of facilities and lot. Give the exact location of the storage lot to be utilized under this contract. Indicate whether the lot is owned or leased. If leased, provide a copy of the lease. Discuss at a minimum impound operation, storage capacity, customer parking and ease of public accessibility.**
  - iii. **Equipment Inventory: Provide a complete inventory of all wreckers and equipment to be used under this contract. Include wrecker license numbers and VIN numbers of all vehicles.**
  - iv. **Schedule: Describe your schedule for implementation of the required work.**
- C. **Part III - Program**: Describe your technical plan for accomplishing required work. Include such time-related displays, graphs, and charts as necessary to show tasks, sub-tasks, milestones, and decision points related to the Scope of Work and your plan for accomplishment. Specifically indicate:
- i. A description of your work program by tasks. Detail the steps you will take in performing the services.
  - ii. The technical factors that will be considered in section above, and the depth to which each will be treated. Included here will be the proposed schedule for auctioning “unclaimed” vehicles (number of days to be kept prior to auction) and description of the notice of sale and the auction method.
  - iii. The points at which written, deliverable reports will be provided.
  - iv. The accounting reports/methods used when vehicles are auctioned (reporting proceeds of the sale and distribution of proceeds beyond Contractor’s costs).
  - v. 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).

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- D. **Part IV - 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.
- E. **Part V - Completed Projects of a Similar Size and Scope:** Describe only relevant projects completed for personnel who will be actively engaged in the project. Do not include corporate experience unless personnel assigned to this project actively participated. Do not include experience prior to 2004. Supply the project title, year, and reference name, title, present address, and phone number of principal person for whom prior projects were accomplished.
- F. **Part VI - 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 and personnel training.
- G. **Part VII - Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying:**
- i. The Austin City Council adopted Ordinance No. 20071206-045 on December 6, 2007, adding a new Article 6 to Chapter 2-7 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services exceeding \$5,000. During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the person designated in the Solicitation as the contact for questions and comments regarding the Solicitation.
  - ii. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
  - iii. The City requires Offerors submitting Offers on this Solicitation to provide a signed affidavit certifying that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance (**see the Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying Affidavit included in the Solicitation**).
- H. **Part VIII - 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
- I. **Part IX - 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.
- J. **Part X - 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.

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- K. **Part XI – Towing/Storage Rates:** Provide the rates for towing and vehicles storage to be charged under this contract. Rates may not exceed those allowed by City ordinance.
- L. **Part XII – Auction Fees:** Provide fee structure for auction process.

2. **TRAVEL:**

CONTRACTOR'S TRAVEL EXPENSES MUST BE INCLUDED IN THE OVERALL PROJECT COST. TRAVEL MAY NOT BE BILLED DIRECTLY TO THE CITY.

3. **EXCEPTIONS:**

Be advised that exceptions to any portion of this Solicitation including terms and conditions may jeopardize acceptance of the Proposal. The Proposer must clearly indicate the exceptions taken and include a full explanation as a separate attachment to the Proposal. The failure to identify exceptions or proposed changes with a full explanation will 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.

4. **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.

5. **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. All proposals will be evaluated based on the following criteria and rankings.
- (1) Demonstrated Capability to Perform Services (previous projects of similar size and scope, location of lots currently owned/managed, qualifications, and number of proposed personnel to perform work under the City contract. **35 points**)
  - (2) System Concept and Solutions Proposed (communication, response time, equipment, operating schedule, customer service and personnel training.) **30 points**
  - (3) Financial viability/stability including three year financial history-cash flow, gross receipts, debt, balance sheet, current assets and liabilities and any contingent liabilities. **20 points**
  - (4) Cost. Towing/storage costs and auction fees. **15 points**
- ii. Interviews, Optional. Interviews may be conducted at the discretion of the City. Maximum **25 points**.