

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

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. Proposers shall respond to section 0500 (Scope of Work) and section 0600 (Proposal Evaluation Instructions and Evaluation Factors) using the RFP section/subsection text followed by the proposer's response method. Specifically, the proposer shall record the RFP section text followed immediately below by the proposer's response text to the section. 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.

Present the qualifications and experience of your proposed personnel and/or sub-contractor(s) personnel in each of the areas listed in **Section 0500, 1.4.1 "Project Scope, General Information"**, and present a brief resume for each sub-contractor company (if applicable).

- i. For the purpose of evaluating financial viability proposers shall submit:
 - a. if certified, the most recent company financial statements, if not certified, a set of company financial statements dated not more than thirty (30) days prior to the RFP closing date;
 - b. at least one complete company credit report from a major credit reporting agency dated not more than thirty (30) days from the RFP closing date
 - ii. Respondents must submit with the RFP response
 - a. A signed letter, on company letterhead, from the respondents insurance producer certifying that the respondent is capable of meeting the insurance requirements stated in section 0400 (SUPPLEMENTAL PURCHASE PROVISIONS (RFP));
 - b. a signed letter (on company letterhead) from the respondent's bonding agent certifying qualification and capability to meet the bonding requirements given in section 0400 (SUPPLEMENTAL PURCHASE PROVISIONS (RFP)).
 - iii. Audited financial statements for the past two years. In the event that audited financial statements cannot be provided, the Vendor must provide financial information that will enable the City to accurately assess financial stability and viability. Provide the same information for any entity that will participate in this project through a joint venture or subcontract arrangement.
 - iv. State the name, location and date of all contracts that have been terminated or canceled within the past ten (10) years, prior to the expiration of their term. Disclose any judgments, any pending lawsuits, or unresolved disputes related to your operation within the past ten (10) years.
- B. **Part II - 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.

**CITY OF AUSTIN
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Provide all details as required in the Scope of Work and any additional information you deem necessary to evaluate your proposal.

Explain how your proposed solution will meet or exceed the requirements, and present information that will define how your solution adds value to the proposed Contract. Read and review **Section 0500, 2.0 "Requirements"**, and explain how your firm proposes to meet each of the requirements of this RFP. Specifically indicate:

- i. Products and manufacturers proposed in your solution, and how such products provide consistency and quality.
- ii. How your firm proposes to provide ancillary services such as cleaning services, trenching and site work, cable demolition and other services listed in **Section 0500, 2.0**.
- iii. Tools and procedures used to provide contract administration services in support of this contract (i.e. project management, tracking and reporting, auditing, performance measures, communications, etc.)

Response to 0500, 3.0 Technical Requirements

Read and review **Section 0500, 3.1**, "City of Austin Communications Specifications". These are the minimum technical requirements for each Work Order issued under the Contract. These technical requirements are subject to change as dictated by changes to applicable building codes and applicable standards.

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 process for reviewing, estimating and quoting each Work Order issued by the City.
- ii. How you intend to track and manage work products delivered under the Contract.
- iii. A description of typical documentation you intend to provide for each Work Order issued (i.e. estimates, quotations, change orders, invoices, reports, status memos, acceptance reports, quality assurance, etc.).
- iv. The points at which written, deliverable reports will be provided.
- v. The amount of progress payments you are requesting upon successful completion of milestones or tasks, deducting ten percent (10%), which will be paid upon final acceptance by the City. NOTE: Work Orders issued by the City will vary in scale and complexity. Smaller Work Orders may be paid in entirety upon acceptance or work, while larger jobs may require progress payments.
- vi. 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.

**CITY OF AUSTIN
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SOLICITATION NUMBER:**

- 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 - Prior Experience:** Describe only relevant corporate experience and individual experience 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 1998. 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.
- G. **Part VII - 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.
- H. **Part VIII - Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying:**
- i. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2-7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person 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. If a Respondent has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Respondent is given written notice and a hearing in advance of the debarment.
 - iv. The City requires Offerors submitting Offers on this Solicitation to provide a signed Section 0810, Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying 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 The text

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of the City Ordinance is posted on the Internet at:
<http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

- I. **Part IX - 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
- JI. **Part X - 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.
- K. **Part XI - 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. **Part XII - Cost Proposal:** Printed cost proposal and worksheet on cd-rom (compatible with Microsoft Windows) to be submitted in a SEPARATE sealed envelope from the technical proposals.

See Attachment 605-Cost Proposal

2. EXCEPTIONS:

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

3. 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.

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 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) System Concept and Solutions Proposed (Grasp of the requirement and its solution(s), responsiveness to terms and conditions, completeness and thoroughness of the technical data and documentation.) 25 points

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

- (2) Demonstrated Applicable Experience 15 points
- (3) Evidence of Good Organization and Management Practices 10 points
- (4) Personnel Qualifications 15 points
- (5) Total Evaluated Cost 25 points
- (6) Financial viability/stability Pass/Fail
- (7) LOCAL BUSINESS PRESENCE (Maximum 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