EVALUATION CRITERIA

ROTATION LIST SOLICITATIONS

Solicitation Number: CLMP140

Project Name: 2014 Building Commissioning Services Rotation List

The following is a description of items to receive consideration in the evaluation of responses for providing professional Building Commissioning (Cx) Services to the City of Austin (City). Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (15 points for interviews, if conducted). Wherever used, "prime firm" denotes a single firm or a joint venture responding as the prime consultant. Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed 8-1/2 x 11-inch pages. The prime firm shall perform the largest share of the assignment (on an estimated percentage of total agreement basis). Responses failing to show the prime firm performing the plurality of the services shall be rejected as non-responsive.

Limitations on volume of requested information apply equally to single firms and joint ventures regardless of the number of firms partnering in the joint venture. Responses with excess volume or which do not include information for the evaluation of all consideration items may not be thoroughly reviewed or may be rejected as non-responsive.

All prime firms and subconsultants must be registered to do business with the Owner prior to contract award. Prime firms are responsible for ensuring that their subconsultants are registered as vendors with the City. You may register through the Owner's on-line Vendor Registration system. Log on to the link below and follow the directions:
https://www.austintexas.gov/financeonline/vendor_connection/index.cfm

NOTE: Firms and individuals who are proposed as staff on this RFQ, must adhere to the requirements of Subchapter A of the Texas Professional Engineering Practice Act regarding the use of the term "engineer". The full text of the Texas Professional Engineering Act may be found at: http://www.engineers.texas.gov.

Consideration Item #	Title	Maximum Point Value
1	MBE/WBE PROCUREMENT PROGRAM	N/A
2	TURNED IN ALL REQUIRED DOCUMENTS	N/A
3	TEAM'S STRUCTURE	10
4	EXPERIENCE OF KEY PERSONNEL	25
5	PRIME FIRM'S COMPARABLE PROJECT EXPERIENCE	25
6	MAJOR SCOPES OF WORK – COMPARABLE PROJECT EXPERIENCE	20
7	TEAM'S EXPERIENCE WITH AUSTIN ISSUES	10
8	CITY OF AUSTIN'S EXPERIENCE WITH PRIME FIRM	10
9	INTERVIEWS	N/A

CONSIDERATION ITEM 1
MBE/WBE PROCUREMENT PROGRAM

Even though no goals have been established for this solicitation, the Proposer is required to comply with the City's MBE/WBE Procurement Program if areas of subcontracting are identified.

No - Response **will not** be evaluated.
Yes - Evaluation of the response will continue.

Attach the following:

- **No Goals Form**
- **No Goals Utilization Plan**

CONSIDERATION ITEM 2
TURNED IN ALL REQUIRED DOCUMENTS

Did respondent turn in the requested documents as required by this Consideration Item and the forms and submittal requirements for all other consideration items?

Did respondent turn in the following documents completed as required?

No - Response **will not** be evaluated.
Yes - Evaluation of the response will continue.

- **Form 1 – Prime Firm General Information**
- **Form 2 – Affidavit of Authentication**
- **Form 3 - Prime Firm's EEO Program and Title VI Assurances**
- **Form 4 - Affidavit of Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying**
- **Form 5 - Affidavit of Availability**
- **Form 6 - Affidavit of Contract Execution**

NOTE: Other forms and submittal documents required for the remaining consideration items should be attached to that respective consideration item.

CONSIDERATION ITEM 3
TEAM'S STRUCTURE
10 Points Maximum

City is interested in team's organizational structure. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager, and how subconsultants will work within the team structure. Describe the roles of the key individuals

proposed to work on this project.

- **Provide an organizational chart and brief narrative. The total number of pages shall not exceed three (3) pages. Indicate activities, responsibilities, and key personnel on the organizational chart. Response should align with team's proposed MBE/WBE Compliance Plan provided in Consideration Item 1 above.**

CONSIDERATION ITEM 4

EXPERIENCE OF PROJECT MANAGER AND PROJECT PROFESSIONAL (past 10 Years)
25 Points Maximum

(Project Manager – 15 points; Project Professional – 10 points)
City is interested in the experience of the Project Manager and Project Professional that demonstrates history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. Points will be awarded as indicated above. Only one individual per job responsibility should be designated. Project Manager and Project Professional must be employed by the prime firm and may be the same individual. Project Professional must be licensed as a Professional Engineer in the State of Texas at the time of submittal and certified as a Commissioning Agent/Authority.

List five (5) projects meeting these criteria which have been completed in the past ten (10) years for each individual.

- **Complete Form 7 – Experience of Project Manager. Please provide no more than one (1) page per project.**
- **Complete Form 8 – Experience of Project Professional. Please provide no more than one (1) page per project.**
- **Attach a resume of no more than two (2) pages for each individual**.

CONSIDERATION ITEM 5
PRIME FIRM'S COMPARABLE PROJECT EXPERIENCE (past 5 years)
25 points maximum

City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List five (5) projects meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

- **Provide a narrative not to exceed one (1) page. Complete Form 10 and provide no more than one (1) page per project.**

City is interested in the prime firm's expertise in Building Cx. Please submit a representative sampling in Building Cx projects completed by the Prime Firm in the past five (5) years. Please provide project name and basic information regarding location, date of construction, names of design team members, project scope, etc. for three (3) projects.

- **Provide copies of reports or photographs bound into the hard copy of the response and provided as a separate PDF file in the CD or flash drive. Please do not send portfolios or original work as these items cannot be returned to you.**

CONSIDERATION ITEM 6
MAJOR SCOPES OF WORK - COMPARABLE PROJECT EXPERIENCE (past 5 years)
20 points maximum

The Major Subconsultant Opportunities which will be evaluated are identified in the Scope of Services. The City has identified Major Scopes of Work to be provided for this project, which are included in the Scope of Services. The City is interested in the history and success of the firm proposed to perform the scope of work (subconsultant or prime), with projects of similar programs, budgets, and/or clients as the areas identified. List three (3) projects per Major Scope of Work meeting these criteria which have been completed in the past five (5) years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects. If more than one (1) firm is listed for a particular Major Scope of Work, the City expects the work will be divided evenly among them.

- **Complete Form 11 for each Major Scope of Work listed in the Scope of Services. Provide no more than one (1) page per opportunity. All major subconsultants listed in this item must also be included in your MBE/WBE compliance plan.**

CONSIDERATION ITEM 7
TEAM'S EXPERIENCE WITH AUSTIN ISSUES
10 Points Maximum

City is interested in team's (including subconsultants) experience with Austin issues, as may be evidenced by work in the Austin area during the past five (5) years. Briefly describe experience in the following areas and reference projects relating to that experience:

- City site development and/or building permit requirements.
- Austin area design and construction costs and practices.

- Austin area climate and conditions for building systems.
- Austin environmental community, conditions and constraints.
- Responsiveness due to proximity of projects to local office.

➢ **Provide a brief narrative of no more than four (4) pages.**

CONSIDERATION ITEM 8
CITY'S EXPERIENCE WITH PRIME FIRM (past 5 years)
10 Points Maximum

The City will consider the history of the firm in complying with project programs, schedules, and budgets on previous City projects within the last five (5) years. Firms with previous projects with the City and have had no issues will receive ten (10) points. Points will be deducted if the City has had negative experience with the prime firm's performance on City projects. Deductions are based on Consultant Evaluations completed by Project Managers at the end of each phase of the project.

Specific consideration items by phase may include:

- Timely completion of projects and timeliness of performance per PSA and authorized amendments.
- Timely, accurate, and complete payment applications and payments to subconsultants.
- Deliverables met criteria established in contract / resolution of significant issues in writing.
- Compliance with MBE/WBE Procurement Program.
- Conformance to City budget/cost requirements.
- Quality of work performed.

Firms who have had no previous projects with the City will receive a score equal to the average of all firms responding to this RFQ in the data base with previous City projects.

CONSIDERATION ITEM 9
INTERVIEWS – N/A

Interviews will not be conducted for this solicitation.