EVALUATION CRITERIA
STAND ALONE SOLICITATIONS

Solicitation Number: CLMP148
Project Name: Redbud Trail Bridge over Lady Bird Lake and Barton Springs Road Bridge over Barton Creek

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural/planning services to the City of Austin. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (plus 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 the RFQ response due date. Prime firms are responsible for ensuring that their subconsultants are registered as vendors with the City of Austin. You may register through the Owner's on-line Vendor Registration system. Log on to the link below and follow the directions:
https://www.ci.austin.tx.us/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
3a	TEAM'S STRUCTURE	10
3b	TEAM'S PROJECT APPROACH	20
4	EXPERIENCE OF KEY PERSONNEL	20
5	PRIME FIRM'S COMPARABLE PROJECT EXPERIENCE	15
6	MAJOR SCOPES OF WORK – COMPARABLE PROJECT EXPERIENCE	15
7	TEAM'S EXPERIENCE WITH AUSTIN ISSUES	10
8	CITY OF AUSTIN'S EXPERIENCE WITH PRIME FIRM	10
9	INTERVIEWS	15

CONSIDERATION ITEM 1
MBE/WBE PROCUREMENT PROGRAM

Were Goals achieved or did response indicate that a Good Faith Effort was made to achieve the Goals?

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

Attach the following:

- **MBE/WBE Compliance Plan**
- **Letters from subconsultants confirming contact/commitment to the project.**

CONSIDERATION ITEM 2
TURNED IN ALL REQUIRED DOCUMENTS

Did respondent turn in the following documents completed as required:

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

Attach the following:

- **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**

CONSIDERATION ITEM 3a
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. The proposer should address and include all items listed in, *The Design Team Requirements* of the "Scope of Services" document.

- **Provide an organizational chart and brief narrative. The total number of pages should not exceed five (5) 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 3b
TEAM'S PROJECT APPROACH
20 Points Maximum

City is interested in team's overall understanding of the project scope and issues. Describe any significant project issues and the team's approach in addressing those issues. Reference issues seen on similar scoped projects, and the overall approach to mitigate those and other issues. Describe your team's methods to successfully complete the work; your team's understanding of the techniques and sequencing required; and how the prime firm will interface with the City's appointed representative. Please describe the major subconsultants' placement in the overall approach to the project. The proposer should address and include responses to the following sections from the "Scope of Services" document: Section I, Approach and Project Understanding (p. 5 of 31); Section III, Risk Identification (p. 6 of 31); Section IV, Quality Management (p. 6 pf 31); Section V, Sustainability (p. 7 of 31) and Section VIII. Project Coordination (p. 20 of 31).

The proposer should also address additional scope and issues from Section II, Aesthetics and Contextual Sensitivity (pp.5-6 of 31) of the "Scope of Services." Refer to Scope of Design Work in its entirety for a detailed definition of scope, and Assumptions and Miscellaneous Requirements for additional issues to be addressed in your response in this section.

- **Provide a narrative not to exceed fifteen (15) pages.**

CONSIDERATION ITEM 4

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

(Project Manager – 5 points; Project Professional – 15 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 (registered as a Structural Engineer) in the State of Texas at the time of submittal.

List three (3) 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 two (2) pages 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 10 years)
15 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 three (3) projects meeting these criteria which have been completed in the past ten (10) 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.**

- **Provide copies of drawings or photographs, not to exceed five (5) pages, of the 3 projects listed above 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.**

  Note: City is interested in the prime firm's expertise in design and contextual sensitivity. Please submit a representative sampling in two dimensional formats of designs completed by the prime firm in the past ten years. Please provide project name and basic information regarding location, date of construction, names of design team members, project scope, etc. for three projects. Proposer should include responses to the "Scope of Services" document for Section II, Aesthetics and Contextual Sensitivity (p.5 of 31) and Section VI, Portfolio (p. 7 of 31).

CONSIDERATION ITEM 6
MAJOR SCOPES OF WORK - COMPARABLE PROJECT EXPERIENCE (past 10 years)
15 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. Each scope of work can be accomplished through subcontracting other firms or utilizing the prime firm. 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 ten 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 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 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 of Austin site development and/or building permit requirements.
- Austin area construction in the public right-of-way.
- Austin area construction costs and practices.
- Austin environmental community, conditions and constraints.
- Public awareness and involvement in project development in the Austin area.
- Responsiveness due to proximity of projects to local office.

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

CONSIDERATION ITEM 8
CITY OF AUSTIN'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 of Austin projects within the last five (5) years. Firms with previous projects with the City of Austin and have had no issues will receive 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 City ordinances on substitution/addition/deletion of subconsultants.
- Compliance with Minority and Women-Owned Business Procurement Program.
- Compliance with City standards, including regulatory compliance and permitting requirements.
- Conformance to City budget/cost requirements.
  - Preliminary, Design, and Bid/Award - estimates were within Fixed Construction Budget.
  - Construction - dollar value of change orders were <=5% of construction contract amount.
- Quality of work performed.

Firms who have had no previous projects with the City of Austin will receive a score equal to the average of all e*ngineering* firms in the data base with previous City projects.

CONSIDERATION ITEM 9
INTERVIEWS (OPTIONAL)
15 Points Maximum

The City has determined that if it is necessary to interview short-listed firms prior to making a recommendation to the City Council. Staff intends to use the following guidelines for the interview process:

- The number of firms interviewed will depend on the closeness of the scores following evaluation of the written proposals.
- Staff will consider significant gaps in point separation between the top ranked firms in determining the number of firms to be interviewed.
- Only firms that are considered qualified to perform the work, on the basis of their written proposal, will be invited for interviews.
- No more than five firms will be interviewed.