EVALUATION CRITERIA
STAND ALONE SOLICITATIONS
Solicitation Number: CLMP153
Project Name: Floodplain Evacuation Support Services

The following is a description of items to receive consideration in the evaluation of responses for providing Floodplain Evacuation Support 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 requested forms may be reformatted, however all requested information must be included and page limitations adhered too. 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 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	DBE 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	20
6	MAJOR SCOPES OF WORK – COMPARABLE PROJECT EXPERIENCE	20
7	TEAM'S EXPERIENCE WITH AUSTIN ISSUES	10
8	INTERVIEWS	15

<u>CONSIDERATION ITEM 1</u>
DBE 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:

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

<u>CONSIDERATION ITEM 2</u>
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?

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

Respondent must attach the following to Consideration Item 2:

- **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 in the remaining consideration items should be attached to that respective consideration item.

<u>CONSIDERATION ITEM 3a</u>
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 Floodplain Evacuation Support Services respondent's proposal must identify their team members who are fluent in Spanish and have proven federal acquisition and relocation experience.

- **Provide an organizational chart and brief narrative. The total number of pages for the narrative and organizational cart should not exceed three (3) pages. Indicate activities, responsibilities and key personnel on the organizational chart. Response should align with team's proposed DBE Compliance Plan provided in Consideration Item 1 above.**
- **Attach a resume of no more than two (2) pages per key personnel identified on the organizational chart.**

<u>CONSIDERATION ITEM 3b</u>
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.

- **Provide a narrative not to exceed five (5) pages.**

<u>CONSIDERATION ITEM 4</u>

EXPERIENCE OF PROJECT PROFESSIONAL AND PROJECT PRINCIPAL (past 10 Years)
20 Points Maximum
(Project Professional – 15 points; Project Principal – 5 points)
City is interested in the experience of the Project Professional and Project Principal 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 Professional and Project Principal must be employed by the prime firm and may be the same individual.

- **Complete Form 8 – Experience of Project Professional. Please provide no more**

than one (1) page per project.

- **Complete Form 9 – Experience of Project Principal. Please provide no more than one (1) page per project.**
- **Attach a resume of no more than two (2) pages for each individual**.

Definitions:

The following definitions are meant to assist the prime firm in determining the appropriate key team members for this project. These definitions are not exhaustive and are meant only as a guide.

Project Principal: The COA defines a project principal as an individual in the prime firm who:

- Has executive oversight of projects.
- Has the authority to remove the personnel assigned to this project.
- Has the authority to secure additional resources to the project.

Project Professional: The COA defines the project professional to be the person who will serve as the on-site project coordinator for the prime firm:

- Serves as lead on the proposed team who designs and develops project specifications.
- Creates, reviews and provides resolution of technical specifications.
- Directs other professional activities.
- Is responsible for the preparation of program cost estimates.
- Has all required licenses, certifications or registrations at the time of submittal.
- Experienced in Federal acquisition and relocation

CONSIDERATION ITEM 5
PRIME FIRM'S COMPARABLE PROJECT EXPERIENCE (past 5 years)
20 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 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.**

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. 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 five 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 DBE 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.
- 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

INTERVIEWS (OPTIONAL)
15 Points Maximum

The City may determine that 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 optional interview process:

- The point difference between the first and second ranked firm is less than three points.
- 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.
- Staff may conduct interviews in other cases where staff believes it is in the best interest of the City.
- The City reserves the right to determine whether an interview will be conducted for every solicitation/project.
- No more than five firms will be interviewed.