



## EVALUATION CRITERIA STAND ALONE SOLICITATIONS

Solicitation Number: CLMP167

Project Name: Engineering Services for Peer Review of Barton Springs Road  
Bridge over Barton Creek

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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](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>.

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**CONSIDERATION ITEM 1**  
**MBE/WBE PROCUREMENT PROGRAM**

Project has no goals.

Attach the following:

- **No Goals Form and Plan**

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**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?

- 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.**

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**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 firm will interface with Bridge Design Engineer Team.

- **Provide an organizational chart and brief narrative. The total number of pages should not exceed three (3) pages. Indicate activities, responsibilities and key personnel on the organizational chart.**

**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.

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

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**CONSIDERATION ITEM 4**  
**EXPERIENCE OF PROJECT MANAGER AND PROJECT PROFESSIONAL (past 15 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 in the State of Texas at the time of submittal and practicing as a structural engineer in bridge design.

The Project Professional must have experience in the following: design of projects similar in scope to the project; relevant experience in the disciplines required for this project; a minimum of 15 years' experience and responsible charge of engineering work in the appropriate disciplines; relevant experience on multi-million dollar projects verifying the constructability of the proposed designs.

List three (3) projects meeting these criteria which have been completed within the time frame specified for this consideration item 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 15 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 within the time frame specified for this consideration item. 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.
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**CONSIDERATION ITEM 6**

**MAJOR SCOPES OF WORK - COMPARABLE PROJECT EXPERIENCE (past 15 years)**

**15 points maximum**

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 within the time frame specified for this consideration item. 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.
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**CONSIDERATION ITEM 7**

**TEAM'S EXPERIENCE WITH AUSTIN ISSUES (past 5 years)**

**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 within the time frame specified for this consideration item. 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.**
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**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 time frame specified for this consideration item. 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 *engineering* firms in the data base with previous City projects.

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**CONSIDERATION ITEM 9**

**INTERVIEWS (Optional)**  
**15 Points Maximum**

The City has determined 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 mandatory 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.