EVALUATION CRITERIA

STAND ALONE SOLICITATIONS

Solicitation Number: CLMP182

Project Name: Architectural Services, ABIA Parking Garage and Administration Building

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 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

NOTES:

- 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.

- Firms and individuals who are proposed as staff on this RFQ, must adhere to the requirements of Subchapter A of the Texas Architecture Practice Act regarding the use of the term "Architect". The full text of the Texas Architecture Practice Act may be found at: http://www.statutes.legis.state.tx.us/Docs/OC/word/OC.1051.doc

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.

1. "Completed Project" - The City will consider a project complete when:
   a) The specified discipline for which you are working has been completed; or,
   b) All phases or scopes of work have been completed.

2. "Project Manager": The COA defines a project manager as an individual in the prime firm who:

- Sets deadlines, assigns responsibilities and monitors and summarizes progress of project.
- Has the responsibility of the planning, execution and closing of a project.
- Responsible for accomplishing the stated project objectives and deliverables.
- Leads project meetings to collect and disseminate information pertaining to the project.
- Coordinates the collection and dissemination of information between/within the company and COA.
- Manages all aspects of the project, including subconsultants.

3. "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 PM and/or Project Professional (PE or PA) assigned to this project.
- Has the authority to secure additional resources to the project.

4. "Project Professional": The COA defines a project professional as an individual in the prime firm who:

- Serves as lead Engineer, Architect, Landscape Architect, Planner or other professional 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 probable construction cost estimates.
- Has all required licenses, certifications or registrations from the State of Texas at the time of submittal.

<u>CONSIDERATION ITEM 1</u>
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.**

<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 proposed staff must include individual(s) with experience in sustainable design and capable of designing and managing the project during construction to provide a facility that meets the requirements of the Council Resolutions 20071129-045 & 20071129-046. The City has established a process for implementation of sustainable principles in design and construction of buildings and site development projects. The resolutions can be downloaded from the City's website by accessing the following:
20071129-045, Resolution http://www.cityofaustin.org/edims/document.cfm?id=110795
20071129-046, Resolution http://www.cityofaustin.org/edims/document.cfm?id=110796

- **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. 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.

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

CONSIDERATION ITEM 4
EXPERIENCE OF PROJECT MANAGER AND PROJECT PROFESSIONAL (past 15 Years)
20 Points Maximum

(Project Manager – 10 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 Architect in the State of Texas at the time of submittal and be LEED AP accredited.
List three (3) projects meeting these criteria which have been completed in the past fifteen (15) 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 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 in the past 15 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 design. 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.

- **Provide copies of drawings 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 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 in the past 15 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.

<u>CONSIDERATION ITEM 7</u>
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 ten (10) 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.**

<u>CONSIDERATION ITEM 8</u>
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 architectural firms in the data base with previous City projects.

<u>CONSIDERATION ITEM 9</u>
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.