



EVALUATION CRITERIA ROTATION LIST SOLICITATIONS

Solicitation Number: CLMP200

Project Name: 2017 Construction Materials, Geotechnical, and Forensic
Engineering Services Rotation List

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. 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.

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.

Respondent must attach the following for Consideration Item 1:

- **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 2 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 for Consideration Item 2:

- **Form 1 - Prime Firm General Information**
- **Form 2 - Affidavit of Authentication**
- **Form 3A - Prime Firm’s EEO Program**
- **Form 3B – 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**

Respondent should attach the below forms that are applicable to Categories in which they are qualified and wish to be considered:

- **Form A - Category 1: Construction Materials Testing – Testing, Procedures, and Laboratory Accreditation Checklist (Only if responding to this category)**
- **Form B - Category 2: Geotechnical Engineering – Testing, Procedures, and Laboratory Accreditation Checklist (Only if responding to this category)**
- **Form C - Technician Certification**
- **Form D - Category 3: Forensic Engineering – Testing, Procedures, and Laboratory Accreditation Checklist (Only if responding to this category)**

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

CONSIDERATION ITEM 3
TEAM’S STRUCTURE

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.

Respondent must attach the following for Consideration Item 3:

- **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 No Goals Form or No Goals Utilization Plan provided in Consideration Item 1 above.**

CONSIDERATION ITEM 4
EXPERIENCE OF PROJECT MANAGER, PROJECT PROFESSIONAL, AND PROJECT PRINCIPAL (past 5 Years)

Did respondent turn in the requested documents as required by this Consideration Item 4 and demonstrate that the minimum qualifications per category are met?

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

City is interested in the experience of the Project Manager, 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, per category, should be designated. The prime

consultant must employ the Project Manager, Project Professional, and Project Principal. The Project Manager, Project Professional, and Project Principal may be the same individual.

For Categories 1 and 2: the Project Manager AND Project Professional must be assigned to an office located within the Austin Metropolitan Statistical Area; and the Project Manager OR Project Professional must be licensed as a professional engineer in the State of Texas at the time of submittal.

For Category 3: the Project Manager must be assigned to an office located within the Austin Metropolitan Statistical Area and serve as the local, primary contact for proposals and resolving quality of service issues and issues related to the firm’s contractual relationship with the City. Additionally, the category 3 Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. With approval from the City Rotation List Manager, it may be acceptable for the firm to assign a Project Professional for category 3 from another of the firm’s offices in the United States.

Respondent must attach the following for Consideration Item 4:

List three (3) projects **per Category 1, 2, or 3** meeting these criteria which have been completed in the past five (5) 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.**
- **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.**

CONSIDERATION ITEM 5

PRIME FIRM’S COMPARABLE PROJECT EXPERIENCE (past 3 years)

Did respondent turn in the requested documents as required by this Consideration Item 5 and demonstrate that the minimum qualifications per category are met?

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

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, per

EVALUATION CRITERIA – ROTATION LIST

category, meeting these criteria which have been completed in the past three years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

Respondent must attach the following for Consideration Item 5:

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