

ATTACHMENT #
PROFESSIONAL SERVICES CONSULTANT SELECTION
EVALUATION CRITERIA

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural services to the City of Austin. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (plus 25 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 <https://www.ci.austin.tx.us/vss/Advantage> and follow the directions.

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:

- ☐ **Complete Form A.**
☐ **M/WBE Compliance Plan (See Attachment #)**
☐ **City of Austin MBE and WBE certificates.**
☐ **Letters from subconsultants confirming contact/commitment to the project.**

Consideration Item 2: Prime Firm's EEO Program

- ☐ **Complete Form B.**

Consideration Item 3: Experience of Project Manager, Project Principal, Project Architect and Central Library Consultant (Past 10 Years) **24 Points Maximum**

(Project Manager – 8 points; Project Principal – 4 points; Project Architect – 6 points; Central Library Consultant – 6 points)

City is interested in the experience of the Project Manager, Project Principal, and Project Engineer/Architect, on projects similar to the project described in this solicitation. Points will be awarded as indicated above. Only one individual per job responsibility should be designated. The prime consultant must employ the Project Manager and Project Principal. The Project Architect and Central Library Consultant may be employed by the prime consultant or they may be a subconsultant. The Project Manager, Project Principal, Project Architect and Central Library Consultant may be the same individual. The Project Manager OR Project Architect must be registered as an architect in the State of Texas at the time of submittal. List no more than five (5) projects meeting these criteria which have been completed in the past ten (10) years for each individual.

- ☐ **Complete Form C(1), C(2), C(3), and C(4). 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 4: Experience and Availability of Proposed Staff 15 Points Maximum**
Prime firm and subconsultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Prime firm and subconsultants must commit that staff proposed in this submittal would be available for the proposed work. City may desire to visit team's business addresses on a regular basis to follow progress of the work.

For Facilities Projects add the following:

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 Silver level certification under the Leadership in Energy and Environmental Design (LEED™) Green Building Rating System. The LEED™ rating system can be found at www.usgbc.org. Respondents to this RFQ are highly encouraged to read carefully these standards and requirements, if they are not already familiar with them. The LEED™ Reference Guide is an accompanying document that can be found at www.usgbc.org, under "Resources" (followed by "Guidelines and Initiatives"), then scrolling to "New: Link to LEED Version 2.0 Standards and Initiatives"). See Attachment #.

- ☐ **Complete Form D. Attach a resume of no more than two (2) pages for each key individual.**

- Consideration Item 5: Prime Firm's Comparable Project Experience (past 5 years) 15 points maximum if subconsultants are used, otherwise, 30 points**
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 no more than five (5) projects meeting this criteria which have been completed in the past five (5) years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

- ☐ **Complete Form E. Please provide no more than one (1) page per project.**

- Consideration Item 5a: Prime Firm's Design Experience 3 Points Maximum**
(FOR ARCHITECTURAL PROJECTS ONLY)
(Reduce Prime Firm's Comparable Project Experience by 3 Points)
City is interested in the prime firm's expertise in design. Please submit a representative sampling in two dimensional format of designs completed by the prime firm in the past five 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 each copy of the response. Please do not send portfolios or original work as these items cannot be returned to you.**

- Consideration Item 6: Subconsultant Firms' Comparable Project Experience (past 5 years) 15 points maximum if subconsultants are used, otherwise, 0 points**
Areas of subconsulting which will be evaluated are identified in the project description. The City is interested in the proposed subconsultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per subconsultant meeting this 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.

- ☐ **Complete Form F for each area of subconsulting on which you wish to report experience. Provide no more than one page per subconsultant. If no subconsultants are proposed, the prime firm shall use Form F to demonstrate its technical expertise in all areas required for the**

project if not previously described (e.g., surveying).

Consideration Item 7: Team's Experience with Austin Issues

12 Points Maximum

City is interested in team's (including subconsultants) experience with Austin issues, as may be evidenced by existence of local offices or 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.
- Knowledge of cultural diversity of community
- Knowledge of Austin's emerging Architectural Style
- Knowledge of "downtown" issues and requirements

☐ **Provide a brief narrative of no more than four pages.**

Consideration Item 8: Team's Structure and Project Approach

12 Points Maximum

City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the Library department and staff, and how subconsultants will work within the management structure. Describe any significant project issues and the team's approach in addressing those issues. Specifically address how the team will obtain and incorporate input from Library supporters and the citizens of Austin.

☐ **Provide an organizational chart and brief narrative. The total number of pages should not exceed six (6) (option up to 10) pages. Indicate activities, responsibilities and key personnel on the organizational chart.**

Consideration Item 9: City of Austin's Experience with Prime Firm (past 5 years)

7 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. Scoring will begin with 7 points. Points will be deducted if the City has had negative experience with the prime firm in its past relationship with the City and performance on City projects.

Specific consideration items may include:

- Timely completion of projects
- Cooperative working relationship with City
- Prompt payment of subconsultants at all levels
- Compliance with other contract terms
- Compliance with City ordinances on substitution/addition/deletion of subconsultants
- Provided contracting opportunities for small businesses and M/WBE's
- Compliance with City standards
- Conformance to City budget requirements

☐ **Complete Form G.**

Consideration Item 10: Interview (Optional)

25 Points Maximum

The City may determine that it is necessary to interview short-listed firms prior to making a recommendation to the City Council.

Generally, staff intends to use the following guidelines in determining whether to include the optional interview in the selection process:

For all projects with an estimated construction value of more than \$7M interviews are mandatory. For any project with an estimated construction value of less than \$7M the top ranked firms will be interviewed if the point difference between the first and second ranked firm is less than three points.

The number of firms invited to an interview 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, on the basis of their written proposal, qualified to perform the work will be invited for interviews. No more than five firms will be interviewed. No interviews will be conducted for rotation list contracts unless deemed necessary by staff for specialized types of services. Staff may conduct interviews in other cases where staff believes it is in the best interest of the City.