

**Contract and Land Management Department
Evaluation of Consultant Qualifications**

Composite

Received: _____

Project: Water Treatment Plant 4

EVALUATION MATRIX

Project Manager: _____

PHASE I - Request for Qualifications (To develop short-list of those moving on to Phase II)

Firm (or Joint Venture)	Item 1 [Yes or No] Debarment or Suspension	Item 2 [Yes or No] Turned in All Required Documents	Item 3 [Yes or No] Safety	Item 4 [25] Team's Structure Work Approach & Delivery Schedule	Item 5 [20] Team's Comparable Project Experience	Item 6 [20] Experience of Key Personnel	Item 7 [10] Offeror's Financial Stability	Item 8 [5] Offeror's Past Relation- ship w/ City	Item 9 [10] Team's Experience with Environmental Issues	Item 10 [5] Team's Experience with Austin Issues	Item 11 [5] Reference Checks	PHASE I [100] TOTAL

PHASE II - Request for Proposals

Firm (or Joint Venture)	Item 1 [Yes or No] MBE/WBE Procurement Program	Item 2 [Yes or No] Turned in All Required Documents	Item 3 [40] Team's Structure Work Approach & Delivery Schedule	Item 4 [10] Small Business Approach	Item 5 [35] Budget and Cost Control	PHASE II [85] SUB TOTAL	Item 6 [15] Mandatory Interview	FINAL [100] TOTAL POINTS

EVALUATION CRITERIA Construction Manager at Risk

WATER TREATMENT PLANT 4

The following is a description of items to receive consideration in the evaluation of responses for the selection of Construction Manager at Risk services for the City of Austin. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 for each phase. Phase I: Request for Qualifications will be used to develop a short-list for participation in Phase II. Scores will not be combined across phases. Wherever used, "page" refers to single-sided, single-spaced; 10-point minimum font printed 8-1/2 x 11-inch pages. **Responses with an excess volume of information may NOT be thoroughly reviewed and may be deemed non-responsive.**

PHASE I: Request for Qualifications 100 points maximum

Item 1: Offeror on Debarment or Suspension Lists Yes or No

The City is interested in whether the Offeror is currently suspended or debarred from federal, state or city governmental agencies. Offeror must provide a certification that their company and principals are not currently debarred or suspended from federal, state or City of Austin governmental agencies. If the Offeror is on a suspension or debarment list, the Offeror will not be considered for award of contract.

☐ Section 00405CMR - Certificate of Non-Suspension or Debarment

Item 2: Offeror Turned in All Required Documents Yes or No

The City requires that the Offeror submit all documents required by this solicitation. Failure to submit all documents required may cause an Offeror to be deemed "non-responsive" and disqualify the Offeror. Offeror should also comply with project and page number limitations requested in the submittal requirements. If "No", then Offeror may be disqualified.

Requirements in addition to those outlined in other Evaluation Items:

PHASE I REQUIRED DOCUMENTS

- ☐ Section 00400CMR, Attachment A – Offeror's Information
- ☐ Section 00475CMR – Nonresident Offeror
- ☐ Section 00440CMR – Affidavit - Prohibited Activities
- ☐ Include name, address, and telephone number of person in your organization authorized to negotiate contract terms and render binding decisions on contract matters
- ☐ Copy of Articles of Partnership or Incorporation and resolution, or corporate board minutes empowering signatory to bind Offeror, attested by an officer of Offeror
- ☐ Section 00400CMR, Attachment J – Authentication of Submittal

Item 3: Safety Yes or No

The City is interested in the Offeror's safety experience and safety program. Only one copy of the Offeror's Written Safety Program and other "Safety Submittals" listed in Section 00415CMR is required.

- ☐ Section 00410CMR – Statement of Bidder's Safety Experience
- ☐ Section 00415CMR – Safety Information Form

Item 4: Team Structure, Work Approach & Delivery 25 points maximum
Schedule

The City is interested in Team's management, reporting, and administrative structures and methods required to successfully complete the work, their understanding of the techniques and sequencing required, and Offeror's reasonably supported ability to meet or beat the specified construction schedule. Identify project leadership, reporting responsibilities, and how Offeror will interface with the City's appointed representative and sponsoring department, and Environmental Commissioning agent. The Offeror must also submit a summary level schedule for the work.

- ☐ Section 00400CMR, Attachment H – Current Project Listing (Including all City of Austin Projects)
- ☐ Provide a general explanation and organizational chart which specifies project leadership and reporting responsibilities, and interface with Design Consultants and OWNER's personnel. If use of Subcontractors is proposed, identify their placement in the primary management structure, and provide internal Quality Assurance process descriptions for each Subcontractor. Describe how Offeror will integrate and work seamlessly with all project team members including, but not limited to, subcontractors, multiple Design Teams, Program Manager as applicable, Environmental Commissioning Agents, Commissioning Agent LEED™ Professional, AE's Consultants, Art in Public Places Staff (if applicable), while maintaining the schedule identified. Describe Offeror's public relations access plan. Describe any anticipated project issues and the Offeror's approach in addressing those issues. The total number of pages should not exceed seven (7).
- ☐ Describe your technical plan for accomplishing the Work. Include a general description of your work plan by tasks (i.e. Task 1, Task 2 etc). Summarize the steps you will take in proceeding from Task 1 to the final tasks in sequence. Offeror may use a previous similar project to provide examples of tasks and sequencing. Describe the approach you will take during construction on this project for Quality Assurance / Quality Control. Describe the approach to address environmental requirements for the site. The total number of pages should not exceed ten (10).
- ☐ Provide a summary level schedule for this Work indicating the Offeror's proposed construction schedule. The total number of pages should not exceed five (5).

Item 5: Team's Comparable Project Experience 20 points maximum

The City is interested in the Team's history and successful completion of both similarly sized and scoped projects and projects utilizing the construction manager at risk project delivery method. Projects on which the proposed team or key personnel (including subconsultants, as applicable) assigned to this project actively participated are required. Include information on minority and women owned/historically underutilized/small business program requirements and participation for each project listed. List at least five (5) projects, but not more than eight (8) that demonstrate experience meeting the following criteria that were successfully completed within the last ten (10) years (additional consideration will be given to projects combining multiple elements listed below):

- At least three (3) projects demonstrating successful completion of Construction Manager at Risk (or Guaranteed Maximum Price) projects
- At least three (3) projects demonstrating successful completion of water treatment plant projects of comparable type, size, and scope as this project
- At least one (1) project demonstrating successful completion of a large diameter tunnel project of comparable type, size, and scope as this project
- At least one (1) project demonstrating successful completion of a project in an environmentally sensitive area.

☐ Section 00400CMR, Attachment B – Statement of Experience

Item 6: Experience of Key Personnel 20 points maximum

The City is interested in the experience of key personnel, including but not limited to, the Project Manager and Superintendent, on both similarly sized and scoped projects and projects utilizing the construction manager at risk project delivery method. List at least four (4) projects that demonstrate experience meeting the following criteria that were successfully completed within the last ten (10) years (additional consideration will be given to individuals with experience on projects listed by the prime as part of Item 5 and/or those with experience combining multiple elements listed below):

- At least two (2) projects demonstrating successful completion of Construction Manager at Risk (or Guaranteed Maximum Price) projects
- At least two (2) projects demonstrating successful completion of water treatment plant projects of comparable type, size, and scope as this project
- At least one (1) project demonstrating successful completion of a large diameter tunnel project of comparable type, size, and scope as this project
- At least one (1) project demonstrating successful completion of a project in an environmentally sensitive area.

- ☐ Section 00400CMR, Attachment C – Statement of Experience for Offeror's listed Project Manager & Superintendent (or other)
- ☐ Letters of commitment that the named individuals will be those working on the project.

Item 7: Offeror's Financial Stability 10 points maximum

The City is interested in the Offeror's legal entity status and ownership, and financial viability and stability. Any or all points allocated to this consideration item will be awarded on the basis of the Offeror's comparative financial status.

- ☐ Letter from Offeror's Surety stating Offeror's ability to acquire bonding in the full amount of the contract. If the aforementioned is not available, a letter from Offeror's Surety stating Offeror's ability to acquire bonding in the maximum value of work under construction at any given time.
- ☐ Audited Financial Statements for the most recent two (2) years, including all notes to the financial statements.
- ☐ Corporate Tax Filings to the Internal Revenue Service for the most recent two (2) years if Audited Financial Statements are unavailable.

Item 8: Offeror's Past Relationship with the City 5 points maximum

The City is interested in the performance of Offerors who have worked with the City on previous projects. The City will consider the history of the Offeror in complying with project programs, schedules, and budgets on previous City projects within the last five (5) years. Points will be awarded on the basis of the prime Offeror's past relationship with the City and performance on City projects. Points will be allocated according to the frequency and magnitude of issues experienced on City of Austin projects. Offerors who have had previous projects with the City of Austin, but have had no issues, will receive a score of five (5) points. Offerors who have not had previous projects with the City of Austin will receive a score of three (3) points. Specific consideration items may include:

- Timely completion of projects
- Cooperative working relationship with City
- Prompt payment of subconsultants, subcontractors and suppliers at all levels
- Compliance with other contract terms, including prevailing wage provisions
- Compliance with City ordinances on substitution/addition/deletion of subconsultants, subcontractors and suppliers
- Provided contracting opportunities for MBE/WBEs and/or DBEs
- Compliance with City standards
- Conformance to City budget requirements

Item 9: Team Experience with Environmental Issues 10 points maximum

The City is interested in the team's experience with environmental issues during the past five (5) years. Briefly describe the team's experience in the

following areas and reference projects relating to that experience:

- Excavation and other large construction projects with significant subsurface/surface disturbance in or near endangered species habitat
- Erosion & Sedimentation Controls in sensitive areas
- Federal, State & Local laws, permits, and regulations relating to environmental requirements
- Schedule impacts relating to the above

☐ Provide a brief narrative of no more than six (6) pages.

Item 10:**Team Experience with Austin Issues****5 points maximum**

The City is interested in the team's experience with Austin issues as may be evidenced by existence of staffed local offices or work in the Austin area during the past five (5) years. Briefly describe the team's experience in the following areas and reference projects relating to that experience:

- City of Austin site development and building permit requirements.
- Austin area construction costs and practices.
- Austin area construction trades; availability and experience contracting with them.
- Public awareness and involvement in project development in the Austin area.

☐ Provide a brief narrative of no more than four (4) pages.

Item 11:**Reference Checks****5 points maximum**

The City is interested in the team's experience as may be evidenced by feedback from previous clients. All references/project information listed in the documentation will be verified and scored.

PHASE II: Request for Proposals**100 points maximum**

Phase I: Request for Qualifications will be used to develop a short-list for participation in Phase II. Scores from Phase I will not carry over into Phase II. Only Offerors that are considered, on the basis of their written submittal responses, qualified to perform the work will be invited for Phase II. No more than five (5) Offerors will be invited to participate in Phase II. Short-listed firms will be asked to submit the following information prior to the mandatory interview.

Item 1: MBE/WBE Procurement Program Yes or No

The MBE/WBE Procurement Program applies to this solicitation and all future bid packages that will be associated with this project. 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.

REQUIRED DOCUMENTS

- ☐ MBE/WBE Compliance Plan
- ☐ City of Austin MBE and WBE certificates
- ☐ Letters from subconsultants confirming contract/commitment to the project.
- ☐ Section 00900CMR, MBE/WBE Statement of Utilization

Item 2: Offeror Turned in All Required Documents Yes or No

The City requires that the Offeror submit all documents required by this solicitation. Failure to submit all documents required may cause an Offeror to be deemed "non-responsive" and disqualify the Offeror. Offeror should also comply with project and page number limitations requested in the submittal requirements. If "No", then Offeror may be disqualified.

Item 3: Team Structure, Work Approach & Delivery Schedule 40 points maximum

The City is interested in a more detailed proposal for how this project will be delivered, including a detailed assessment of the project budget and schedule and information on additional key project personnel.

- ☐ Provide a proposal for delivering the project considering the budget and schedule information provided in the Preliminary Design Report and supplemental information. Provide additional information on the proposed work approach. Include an opinion on the total budget and schedule for the project as presented. Provide any suggested changes to the bid packaging and work plan and any substantial time or budget savings associated with those changes. Include information on the commissioning and startup of the plant and a plan for conflict resolution. The total number of pages should not exceed eighteen (18).
- ☐ Provide a detailed organizational chart which specifies project leadership and reporting responsibilities for key project personnel including, but not limited to, the following: Project Manager, Superintendent, MBE/WBE Outreach

Coordinator, Field Engineer, CESSWI (Certified Erosion, Sediment and Storm Water Inspector), Project Controls Manager, LEED™ Compliance Officer, MEP Coordinator, and Estimator. Provide an explanation of how the team members will interface with Design Consultants and OWNER's personnel. The total number of pages should not exceed five (5).

- ☐ Provide additional information on Key Personnel including, but not limited to, the following: Project Manager, Superintendent, MBE/WBE Outreach Coordinator, Field Engineer, CESSWI (Certified Erosion, Sediment and Storm Water Inspector), Project Controls Manager, LEED™ Compliance Officer, MEP Coordinator, and Estimator. Identify relevant project experience for each individual named and their role in the project. Consideration should be given to the project types outlined in Phase I of the solicitation. Include a letter of commitment that the named individuals will be those working on the project. The total number of pages should not exceed two (2) per individual listed.
- ☐ Additional information may be requested to clarify any portion of the Phase I response. These items will be included in the Phase II solicitation request, if necessary.

Item 4:**Small Business Approach****10 points maximum**

The City is interested in obtaining information on the Offeror's philosophy and approach to the inclusion of small businesses in execution of the Work. For purposes of this evaluation criteria, a Small Business is one which meets the financial criteria as set forth in the City's Minority-Owned and Women-Owned Business Enterprise Procurement Program Rules – Section 2.6.2, and incorporates the federal standards found in 13 CFR Part 121. The Small Business Approach may include strategies as related to an MBE/WBE program.

Provide a proposal of how the Offeror will work with City of Austin staff, including the City's Department of Small and Minority Business Resources (SMBR). Include historical information on how the Offeror has been successful in this area on similarly scoped projects. Consideration should be given to the project types outlined in Phase I of the solicitation. Include the qualifications and resume of the individual who will be responsible for MBE/WBE Program outreach and small business solicitation. Include discussion of how the Offeror has been successful on the following factors:

- Potential contracting opportunities for MBE/WBEs and small businesses
- Compliance with minority and women owned/historically underutilized/small business programs, requirements and processes
- Strategy and approach for MBE/WBE and small business outreach and inclusion

The total number of pages should not exceed five (5).

Item 5:**Budget and Cost Control****35 points maximum**

The city is interested in obtaining cost proposals for the items identified. Cost proposals will be evaluated based upon competitiveness of pricing and fees associated with the construction manager at-risk methodology. The cost proposal will include Construction Management Fee and General Conditions costs (on-site management, administrative personnel, insurance and bonds,

equipment, utilities, and incidental work including minor field work and materials). Attachment A-1 of 00300CMR describes what items are to be included under General Conditions. Price components may include an estimated allowance for Pre-Construction Phase Services and an estimated allowance for any identified initial Construction Trade Packages.

10 points will be allocated for the General Conditions, the remaining 25 points will be allocated for other cost components and related information.

- ☐ Section 00300CMR - Cost Proposal Form
- ☐ Provide a detailed strategy for cost control on the project. Include information on how the cost control strategy is related to the fee structure proposed. The total number of pages should not exceed three (3).

Item 6:**Mandatory Interview****15 points maximum**

Interview will consist of a formal presentation and question and answer session with the Evaluation Panel.

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