

EVALUATION CRITERIA

Competitive Sealed Proposals

The following is a description of items to receive consideration in the evaluation of responses for the selection of construction services through the Competitive Sealed Proposal method for the City of Austin. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 115.

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.

Item 1: **Proposer on Debarment or Suspension Lists** **Yes or No**

The City is interested in whether the Proposer is currently suspended or debarred from federal, state or city governmental agencies. Proposer 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 Proposer is on a suspension or debarment list, it will not be considered for award of the contract.

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

Item 2: **Proposer Turned in All Required Documents** **Yes or No**

The City requires that the Proposer submit all documents required by this solicitation. Failure to submit all documents required may cause a Proposer to be deemed "non-responsive" and disqualified. Proposer should also comply with project and page number limitations requested in the Submittal Requirements of the solicitation. If No, then Proposer may be disqualified.

Requirements in addition to those outlined in other Evaluation Items:

- ☐ Section 00400CSP - Attachment A, Proposer's Information
- ☐ Section 00400CSP - Attachment J, Authentication of Proposal Submittal
- ☐ Section 00440CSP – Affidavit – Prohibited Activities
- ☐ Section 00475CSP – Nonresident Proposer Provisions
- ☐ Provide copy of statement of legal entity status, including but not limited to, Statement of Sole Proprietorship, Articles of Partnership or Incorporation and resolution, or corporate board minutes, empowering signatory to bind Bidder, attested to by an officer of Bidder. Such document must state the legal name, address, and telephone number of person in your organization authorized to negotiate contract terms and render binding decisions on contract matters.
- ☐ Section 00220U – Geological Baseline Acknowledgement Form or Section 00220 – Geotechnical Data **<Project Manager to edit>**
- ☐ Copy of Articles of Partnership or Incorporation and resolution, or corporate board minutes empowering signatory to bind Proposer, attested by an officer

Item 3: Proposer Meets MBE/WBE Goals or G.F.E. Yes or No

The City is interested in the Proposer complying with MBE/WBE participation requirements. The requirements can be met by achieving the MBE/WBE participation goal or making good faith efforts (G.F.E). If the Proposer has neither met the goals nor made good faith efforts to meet the goals, the Proposer will not be considered for award.

- ☐ Volume 2 – MBE/WBE Compliance Plan.

Item 4: Safety Yes or No

The City is interested in the Proposer's safety experience and safety program. Only one (1) copy of the Proposer's Written Safety Program and other "Safety Submittals" listed in Section 00415 is required.

- ☐ Section 00410CSP – Statement of Proposer's Safety Experience
☐ Section 00415 – Safety Information Form

Item 5: Price 20 points maximum

The City is interested in obtaining pricing on the items identified in Section 00300L/300U-Cost Form. The lowest price receives 20 points, with others receiving a percentage of 20 points based on a percentage comparison with the lowest cost proposed.

- ☐ Section <00300L/00300U>CSP, Proposal Cost Form

Item 6: Team's Comparable Project Experience 20 points maximum

The City is interested in the Team's history and successful completion of similar projects utilizing the competitive sealed proposal project delivery method. Projects on which the proposed team or key personnel assigned to this project actively participated are desirable. List no more than three (3) competitive sealed proposal (or low bid) projects completed in the last five (5) years.

- ☐ Section 00400CSP, Attachment B, Statement of Experience
☐ Section 00400CSP, Attachment C, Statement of Experience for Proposer's listed Project Manager & Superintendent
☐ Section 00400CSP, Attachment E, Statement of Experience for Proposer's Listed Subcontractors

Item 7: Proposer's Past Relationship with the City 15 points maximum

The City is interested in the performance of Proposers who have worked with the City on previous projects. The City will consider the history of the Proposer in complying with project programs, schedules, and budgets on previous City projects within the last five (5) years, including compliance with the City's MBE/WBE Ordinance. Five (5) of the 15 points will be allocated to Proposers who have had previous (or currently) been awarded contracts with the City will receive points based on dollar value of such contracts according

to the chart below.

Past City Work \$	Points
\$0 to \$5,000,000	5
\$5,000,001 to \$10,000,000	4
\$10,000,001 to \$15,000,000	3
\$15,000,001 to \$20,000,000	2
\$20,000,001 to \$25,000,000	1
Over \$25,000,001	0

The remaining 10 points will also be awarded on the basis of the prime Proposer's 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, 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 small businesses and DBEs or MBE/WBEs
- Compliance with the City's MBE/WBE Ordinance
- Compliance with City standards
- Conformance to City budget requirements

- ☐ Section 00400CSP, Attachment H, Current Project Listing (Including all City of Austin Projects)
- ☐ Section 00400CSP, Attachment I, Project History Listing (including all City of Austin Projects)

Item 8: Proposer's Financial Stability 10 points maximum

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

- ☐ Letter from Proposer's Surety stating Proposer's ability to acquire bonding in the full amount of the contract.
- ☐ Audited Financial Statements for the most recent three (3) years, including all notes to the financial statements or, Corporate Tax Filings to the Internal Revenue Service for the most recent three (3) years, including all notes to the filing.

Item 9: Proposer's Business Size 10 points maximum

The City is interested in the Proposer's and the Proposer's Subcontractor's business size. 5 points will be awarded based on the Proposer's business size according to the chart below titled "Proposer's Business Size". (This information is derived from the audited financial statements provided in response to Item 8 above.)

CSP Evaluation Criteria – Small Civil Projects

5 points will be awarded based on the Proposer's Subcontractors business size according to the chart below "Proposed Subcontractor's Business Size".

Proposer's Business Size

Points	Range
5	Average gross receipts over the previous three years are less than \$5,000,000
4	Average gross receipts over the previous three years are between \$5,000,001 and \$7,000,000
3	Average gross receipts over the previous three years are between \$7,000,001 and \$9,000,000
2	Average gross receipts over the previous three years are between \$9,000,001 and \$11,00,000
1	Average gross receipts over the previous three years are between \$11,00,001 and \$13,000,000
0	Average gross receipts over the previous three years are more than \$13,000,001

Proposed Subcontractor's Business Size

Points	Range
5	Average gross receipts for all proposed subcontractors over the previous three years are less than \$2,750,000
4	Average gross receipts for all proposed subcontractors over the previous three years are between \$2,750,001 and \$4,562,500
3	Average gross receipts for all proposed subcontractors over the previous three years are between \$4,562,501 and \$6,375,000
2	Average gross receipts for all proposed subcontractors over the previous three years are between \$6,375,001 and \$8,187,500
1	Average gross receipts for all proposed subcontractors over the previous three years are between \$8,187,501 and \$10,000,000
0	Average gross receipts for all proposed subcontractors over the previous three years are more than \$10,000,001

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Affidavit from subcontractor's CPA attesting to and stating the annual gross receipts for the previous three (3) years.

Item 10:

Team Structure, Work Approach & Delivery Schedule

20 points maximum

(If item 10A is used, decrease Item 10 to 15 points maximum)

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 Proposer's reasonably supported ability to meet or beat the specified construction schedule. Identify project leadership, reporting responsibilities, and how Proposer will interface with City's appointed representative and sponsoring department. The Proposer must also submit a summary level schedule for the work.

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Section 00400CSP, Attachment F, Available Equipment List

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Section 00400CSP, Attachment G, Available Workforce

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Section 00400CSP, Attachment H, Current Project Listing (Including all City of Austin Projects)

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Provide a general explanation and organizational chart which specifies project leadership and reporting responsibilities, and interface with Consultant 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. The total number of pages should not exceed five (5) pages.
- ☐ 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. The total number of pages should not exceed five (5) pages.
- ☐ Provide a proposed Baseline Schedule for this Work. The total number of pages should not exceed five (5) pages.

<OPTION: The PM may propose additional information on the necessary level of detail for this item and may adjust the page length requirement accordingly.>

NOTE: Attachment H is to be completed only once. It is also used for evaluation of Item 7: Proposer's Past Relationship with the City of Austin.

**OPTIONAL
Item 10A:**

Implementation of Sustainable Processes 5 points maximum
(If item 10A is used, decrease Item 10 to 15 points maximum)

The City is actively promoting the use of contractors for its capital project delivery program who are able to demonstrate their commitment to improving air quality, use materials with recycled content, and have internal business practices that are aligned with the City's goals of carbon neutrality and zero waste. To that end, the City will give preference to vendors who demonstrate internal business controls and procedures that promote environmental responsibility and encourage the use of sustainable best practices, including but not limited to, the following:

- Office and Equipment Yard less than 50 miles from the State Capital
- Compliance with City of Austin's Anti-Idling Bulletin
- Use of alternative fuels and low emissions construction and transportation equipment (see Equipment List)
- Use of recycled, reclaimed, or refurbished construction materials, whenever appropriate
- Aggressively implement and monitor recycling program and responsibility to reduce waste to landfills
- Understand and have experience with LEED initiatives and measurement criteria
- Business practices and internal policies that encourage identification of opportunities for water and energy conservation, reducing greenhouse gas emissions, and purchasing environmentally preferable products

- ☐ Provide a brief narrative not exceed four (4) pages and include applicable supporting data addressing these requirements (should not duplicate information from Item 11). Total number of pages should not exceed eight (8) (narrative and supporting data).

Item 11:

Team Experience with Austin issues

5 points maximum

The City is interested in promoting contractors and sub-contractors who have experience and shared values with the Austin community. Demonstrated knowledge of environmental and social responsibility issues as they affect the

City of Austin may include, but are not limited to, work experience in the Austin area during the past five (5) years on projects that have had an impact on local environmental conditions, have dealt with community concerns, and show your company's understanding of the intent of local regulations and ordinances. Briefly describe your team's experience in the following areas and reference projects relating to that experience:

- Requirements of the City of Austin site development, LEED initiatives, and building permit process.
- Addressing and incorporating Austin environmental concerns, green building techniques, and community values into your projects.
- Understanding of Austin area construction costs, use of environmentally preferable construction materials, and implementing best practices.
- Utilizing local construction trades-people, experience with responsible sub-contracting, and business procedures that promote a positive impact on local economy and environment.
- Public awareness, discussions, and community involvement in the project development process in the Austin area.

- ☐ Provide a brief narrative not exceed four (4) pages and applicable supporting data addressing these requirements. Total number of pages should not exceed eight (8) (narrative and supporting data).

**OPTIONAL
Item 12:**

Interview

15 points maximum

Staff may opt to hold interviews for this solicitation. The number of Proposers invited to interview will depend on the scores following evaluation of the written submittal responses. Staff will consider significant gaps in point separation between the top ranked Proposers in determining the number of Proposers to be interviewed. Only Proposers that are considered, on the basis of their written submittal responses, qualified to perform the work will be invited for interviews. No more than five (5) Proposers will be interviewed.