



**Professional Services Agreement  
CITY OF AUSTIN  
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 22  
AGENDA DATE: Thu 03/11/2004  
PAGE: 1 of 8**

**SUBJECT:** Authorize negotiation and execution of a professional services agreement with the following seven firms: J. ROBINSON & ASSOCIATES, ARCHITECTS, INC., Austin, TX; HATCH PARTNERSHIP, LLP, San Antonio, TX; MARTINEZ, WRIGHT & MENDEZ, INC., (MBE/MH 79.00%) Austin, TX; ARCHITECTURE + PLUS, (WBE/FR 60.50%) Austin, TX; MENDOZA ARCHITECTURE, INC., (MBE/MH 45.00%) Austin, TX; AGUIRRE CORPORATION, Austin, TX; LIMBACHER & GODFREY ARCHITECTS, (WBE/FR 35.00%) Austin, TX, for architectural services for a period of two years or until financial authorization is expended, in an amount not to exceed \$2,100,000, or with a total aggregate amount of the seven agreements not to exceed \$2,100,000.

**AMOUNT & SOURCE OF FUNDING:** Funding in the amount of \$2,100,000 is available in the Fiscal Year 2003-2005 Approved Capital Budget and/or Operating Budget of the Public Works Department and various other departments for which services are needed.

**FISCAL NOTE:** There is no unanticipated fiscal impact. A fiscal note is not required.

**REQUESTING** Public Works  
**DEPARTMENT:**

**DIRECTOR'S**  
**AUTHORIZATION:** Sondra Creighton

**FOR MORE INFORMATION CONTACT:** Etuk Inyang, 974-7206; Felix Benavides; 974-7027; Laura Bohl 974-7064

**PRIOR COUNCIL ACTION:** N/A

**BOARD AND COMMISSION ACTION:** N/A

**PURCHASING:** Best seven qualification statements of thirty three received.

**MBE / WBE:** Participation subgoals stated in the solicitation were 8.7% MBE and 18.2% WBE.

On August 23, 2001, nine (9) consultants firms were selected for the Architectural Services Rotation List 2001-2003. The total authorization at the time was \$4,500,000. This Architectural Services Rotation List 2003-2005 replaces the existing rotation list for 2001-2003, which has exhausted its authorization.

The selected firms will provide consulting architectural and engineering services to various City of Austin departments in order to accommodate in a timely manner, the development of general architectural projects. The City anticipates contracting with seven (7) firms for approximately two (2) years. Projects will be assigned to firms on the basis of qualifications and ability to respond within the required time frame. Project-specific schedules will be agreed upon at the time professional services are defined.

This request allows for the development of a professional service agreement with each of the seven (7) recommended firms. This authorization provides for funding of architectural services for approximately \$300,000 for each of the seven (7) firms for total amount not to exceed \$2,100,000. Should the City be unsuccessful in negotiating a satisfactory agreement with any of the recommended firm, negotiations will cease with that firm and the funding will be distributed among the remaining firms.

Notification of issuance of a Request for Qualifications (RFQ) for the subject services was sent to one hundred sixty-five (165) firms on October 27, 2003. The RFQ was obtained by eighty-four (84) firms, and thirty-three (33) firms submitted qualification statements. Sixteen (16) of the firms were certified



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Minority/Women-Owned Business Enterprise (M/WBE) firms. The evaluation of the submittals of the thirty-three (33) firms results in the following recommendation.

Participation subgoals stated in the solicitation were 1.1% African-American, 5.9% Hispanic, 1.7% Native/Asian-American, and 18.2% WBE. The recommended firms provided M/WBE Compliance Plans, which were approved by the Department of Small and Minority Business Resources.

**RECOMMENDED FIRM:**

**J. ROBINSON & ASSOCIATES, ARCHITECTS, INC., Austin, TX - Total Participation:**

NON M/WBE TOTAL – PRIME 55.00%

J. Robinson & Associates, Architects, Inc., Austin, TX

MBE TOTAL – SUBCONSULTANTS 9.10%

African American Subtotal

All Pints Inspection Services, Inc., Austin, TX  
(construction inspections)

Hispanic Subtotal

Steinman Luevano Structures, L.L.P., Austin, TX  
(structural engineering)

Native/Asian American Subtotal

Raymond Chan & Associates, Inc., Austin, TX  
(civil engineering)

WBE TOTAL – SUBCONSULTANTS 18.20%

Stewardship, Inc., Austin, TX

(LEED consulting, commercial sustainable building specialists)

A.K. Young & Associates, Inc., Austin, TX

(landscape architecture)

Austin Permit Service / Code Consulting, Inc., Austin, TX

(landscape architecture)

NON M/WBE TOTAL - SUBCONSULTANTS 17.70%

HMG & Associates, Inc., Austin, TX

(mechanical, electrical, plumbing engineering)

Integrated Engineering Systems, Austin, TX

(engineering consultant)

Amtech Roofing Consultants, Austin, TX

(roofing consultant)

KWR Services, Austin, TX

(consultant)



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**RECOMMENDED FIRM:**

**HATCH PARTNERSHIP, LLP, San Antonio, TX - Total Participation:**

NON M/WBE TOTAL – PRIME 32.00%

Hatch Partnership, LLP, San Antonio, TX

MBE TOTAL – SUBCONSULTANTS 42.00%

African American Subtotal

ASD Consulting, Inc., Austin, TX (cost estimating)

Hispanic Subtotal

Jaster-Quintanilla & Associates Inc., Austin, TX  
(structural)

Native/Asian American Subtotal

Encotech Engineering, Austin, TX

(electrical, mechanical)

Raymond Chan & Associates, Austin, TX

(civil engineering)

WBE TOTAL – SUBCONSULTANTS 19.00%

Austin Permit Service, Austin, TX

(building permit services)

Laurie Smith Design Associates, Austin, TX

(interior design)

Winterowd Associates, Austin, TX

(landscape architecture)

NON M/WBE TOTAL - SUBCONSULTANTS 7.00%

Amtech Roofing, Inc., Austin, TX

(roofing consulting)

Earthly Ideas, Durango, CO

(architectural consulting)



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**RECOMMENDED FIRM:**

**MARTINEZ, WRIGHT & MENDEZ, INC., Austin, TX - Total Participation:**

MBE (MH) TOTAL – PRIME 79.00%

Martinez, Wright & Mendez, Inc., Austin, TX

MBE TOTAL – SUBCONSULTANTS 2.80%

African American Subtotal

ASD Consultants, Inc., Austin, TX (roofing consultant)

Native/Asian American Subtotal

Encotech Engineering Consultants, Inc., Austin, TX

(electrical, mechanical, plumbing)

Raymond Chan & Associates, Inc., Austin, TX

(civil engineering)

WBE TOTAL – SUBCONSULTANTS 18.20%

Architecture +Plus, Inc., Austin, TX

(interior design, space planning, architectural consulting)

PE Structural Consultants, Inc., Austin, TX

(structural)

Stewardship, Inc., Austin, TX

(environmental consulting, incl. sustainability)

Winterowd Associates Landscape Architecture, Austin, TX

(landscape architecture)

Project Cost Resources, Austin, TX

(cost estimating)

Dynamic Reprographics, Inc., Austin, TX

(blue printing, blue line, copying, reproduction)

Lopez-Phelps & Associates, Inc., Austin, TX

(building permit services)



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**RECOMMENDED FIRM:**

**ARCHITECTURE + PLUS, Austin, TX - Total Participation:**

WBE (FR) TOTAL – PRIME 60.50%  
Architecture + Plus, Austin, TX

MBE TOTAL – SUBCONSULTANTS 17.50%

African American Subtotal

ASD Consultants, Inc., Austin, TX (cost estimating)  
ELLHOUSE, Austin, TX  
(construction & project management)

Hispanic Subtotal

LOC Engineers, Austin, TX  
(civil engineering)  
Steinman Luevano Structures, L.L.P., Austin, TX  
(structural engineering)  
Jaster-Quintanilla & Associates Inc., Austin, TX  
(structural engineering)

Native/Asian American Subtotal

Raymond Chan & Associates, Austin, TX  
(civil engineering)

WBE TOTAL – SUBCONSULTANTS 10.00%

Winterowd Associates Landscape Architecture, Austin, TX  
(landscaping, irrigation and planning)  
Site Specifics, Austin, TX  
(site development and permits)  
Laurie Smith Design Associates, Austin, TX  
(interior design)

NON M/WBE TOTAL - SUBCONSULTANTS 12.00%

Tom Green, Austin, TX  
(mechanical, electrical and plumbing) OR  
Goodwin Engineering, Austin, TX  
(mechanical, electrical and plumbing)  
Amtech Roofing Consultants, Austin, TX  
(roof consultant)  
Center for Maximum Potential Building Systems,  
Austin, TX (sustainability)



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**RECOMMENDED FIRM:**

**MENDOZA ARCHITECTURE, INC., Austin, TX - Total Participation:**

<u>MBE (MH) TOTAL – PRIME</u>	<u>45.00%</u>
Mendoza Architects, Inc., Austin, TX	

<u>MBE TOTAL – SUBCONSULTANTS</u>	<u>24.00%</u>
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African American Subtotal

ASD Consultants, Inc., Austin, TX (cost estimating)

Hispanic Subtotal

Jose I. Guerra, Inc., Austin, TX  
(mechanical, electrical plumbing)

Native/Asian American Subtotal

Raymond Chan & Associates, Austin, TX  
(civil engineering)

<u>WBE TOTAL – SUBCONSULTANTS</u>	<u>19.00%</u>
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P.E. Structural Consultants, Inc., Austin, TX  
(structural engineering services)  
Stewardship, Inc., Austin, TX  
(sustainable design services, LEED consulting)  
Winterowd Associates Landscape Architecture, Austin, TX  
(landscape architectural services)

<u>NON M/WBE TOTAL - SUBCONSULTANTS</u>	<u>12.00%</u>
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Southwest Associates, Blanco, TX  
(roofing consulting services)  
Bob Deshazo Consultant, Austin, TX  
(project management services)



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**RECOMMENDED FIRM:**

**AGUIRRE CORPORATION, Austin, TX - Total Participation:**

NON M/WBE TOTAL – PRIME 73.10%  
Aguirre Corporation, Austin, TX

MBE TOTAL – SUBCONSULTANTS 8.70%

African American Subtotal  
ASD Consultants, Inc., Austin, TX (cost estimating)

Hispanic Subtotal  
Jaster-Quintanilla, Austin, TX (structural)

Native/Asian American Subtotal  
Encotech Engineering Consultants , Inc., Austin, TX  
(electrical, mechanical)

WBE TOTAL – SUBCONSULTANTS 18.20%

Urban Design Group, Austin, TX (civil engineering)  
Coleman & Associates, Austin, TX  
(landscape architecture)  
Baer Engineering, Austin, TX  
(roofing & environmental consulting)  
Austin Permit Service, Austin, TX  
(building permit services)  
Accuplan, Inc., Austin, TX  
(architectural consulting)  
Dynamic Reprographics, Inc., Austin, TX  
(blue print, blue line, large engineering)



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**RECOMMENDED FIRM:**

**LIMBACHER & GODFREY ARCHITECTS, Austin, TX - Total Participation:**

**WBE (FR)TOTAL – PRIME 35.00%**

Limbacher & Godfrey Architects, Inc., Austin, TX

**MBE TOTAL – SUBCONSULTANTS 30.00%**

**African American Subtotal**

ASD Consultants, Inc., Austin, TX (roofing consultant)

**Hispanic Subtotal**

Jaster-Quintanilla, Austin, TX (structural)

Steinman Luevano Structures, L.L.P., Austin, TX  
(structural engineering)

**Native/Asian American Subtotal**

Raymond Chan & Associates, Austin, TX  
(civil engineering)

**WBE TOTAL – SUBCONSULTANTS 17.00%**

Stewardship, Inc., Austin, TX

(environmental & green building consulting, incl. sustainable)

Carolyn Kelley, ASLA, Landscape Architect, Austin, TX  
(landscape architect)

Austin Permit Service, Austin, TX

(building code consulting, permit processing)

Dynamic Reprographics, Inc., Austin, TX

(copying services, reproduction, reprographic printing)

**NON M/WBE TOTAL - SUBCONSULTANTS 18.00%**

Tom Green and Company Engineers, Austin, TX

(MEP engineering services)

Gil Kent Engineers, Austin, TX

(MEP engineering services)

Busby & Associates, Austin, TX

(cost estimation)



# Public Works Department Evaluation of Consultant Qualifications

Composite

Received:

12/5/03

Project:

General Architectural Services Rotation List 2003 - 2005

## EVALUATION MATRIX

Project Manager: Etuk Inyang

Firm (or Joint Venture)	Item 1 Yes or No M/WBE Goals met or G.F.E.	Item 2 Yes or No Prime Firm EEO Program	Item 3 [24] Experience of Project Architect [16]/ Principal [9]	Item 4 [15] Experience and Availability of Proposed Staff	Item 5 [12 w/subs] [27 w/o subs] Prime Firm's Comparable Project Experience	Item 5a [3] Prime Firm's Design Experience	Item 6 [15 w/subs] [0 w/o subs] Subconsultant Firms' Comparable Project Experience	Item 7 [8] Team's Experience with Austln Issues	Item 8 [12] Team's Structure and Project Approach	Item 9 [11] COA Experience with Prime	SUB TOTAL [100]	Item 10 [25] Optional Interview	TOTAL POINTS [125]
J. Robinson & Associates, Architects, Inc.	Yes	Yes	20.75	13.25	10.50	3.00	13.75	7.25	9.75	11	89.25		89.25
Hatch Partnership, L.L.P. Architects	Yes	Yes	22.25	12.75	10.75	2.75	12.50	6.75	9.75	11	88.50		88.50
Martinez, Wright & Mendez, Inc. (MBE/MH)	Yes	Yes	20.00	13.25	11.00	2.25	12.75	6.75	10.50	11	87.50		87.50
Architecture + Plus (WBE/FF)	Yes	Yes	20.00	13.00	11.00	2.50	12.00	6.75	10.75	11	87.00		87.00
Mendoza Architecture, Inc. (MBE/MH)	Yes	Yes	19.25	13.75	10.75	2.50	13.25	6.00	10.00	11	86.50		86.50
Aguirre Corporation	Yes	Yes	19.25	12.25	10.75	3.00	12.00	7.00	11.00	11	86.25		86.25
Limbacher & Godfrey Architects (WBE/FF)	Yes	Yes	19.25	12.25	10.75	2.50	12.75	7.25	10.50	11	86.25		86.25
Casaballa Architects (MBE/MH)	No	Yes	20.50	12.75	10.25	2.75	11.75	6.75	9.25	11	85.00		85.00
Elliott & Hamill Architects, Inc.	Yes	Yes	19.25	11.75	10.50	2.75	11.75	7.00	10.75	11	84.75		84.75
White, Dolce & Barr Architects and Planners, Inc.	Yes	Yes	19.75	11.75	10.00	2.50	11.75	6.75	11.00	11	84.50		84.50
Morales & Associates, Architects, Inc. (MBE/MH)	Yes	Yes	19.50	11.25	10.25	2.75	13.00	6.25	9.75	11	83.75		83.75
Croslin and Associates, Inc.	Yes	Yes	19.75	11.75	10.25	2.25	11.50	6.75	10.25	11	83.50		83.50
Smith + Morton & Mackey Architecture - JV (WBE/FF)	Yes	Yes	19.25	12.25	10.75	2.50	11.25	6.00	10.00	11	83.00		83.00
K+CDA Associated Architects (MBE/FF)	Yes	Yes	19.25	11.75	8.25	2.00	12.00	7.25	10.50	11	82.00		82.00
Parshall + Associates Architects (WBE/FF)	Yes	Yes	17.75	11.00	10.25	2.25	11.75	7.00	10.25	11	81.25		81.25
Lawrence Group Architects (The)	Yes	Yes	18.25	11.25	9.50	2.25	11.50	6.25	10.75	11	80.75		80.75

# Public Works Department Evaluation of Consultant Qualifications

Composite

Received:

12/5/03

## EVALUATION MATRIX

Project:

General Architectural Services Rotation List 2003 - 2005

Project Manager: Etuk Inyang

Firm (or Joint Venture)	Item 1 Yes or No M/WBE Goals met or G.F.E.	Item 2 Yes or No Prime Firm EO Program	Item 3 [24] Experience of Project Architect [16/ Principal [8]	Item 4 [15] Experience and Availability of Proposed Staff	Item 5 [12 w/subs] [27 w/o subs] Prime Firm's Comparable Project Experience	Item 5a [3] Prime Firm's Design Experience	Item 6 [15 w/subs] [0 w/o subs] Subconsultant Firms' Comparable Project Experience	Item 7 [8] Team's Experience with Austin Issues	Item 8 [12] Team's Structure and Project Approach	Item 9 [11] COA Experience with Prime	Item 10 [100] SUB TOTAL	Item 10 [25] Optional Interview	[125] TOTAL POINTS
Arizpe Group, Inc. (The) (MBE/MH)	Yes	Yes	17.25	11.75	9.50	2.00	11.50	7.00	10.50	11	80.50		80.50
L2T Architects, Inc.	Yes	Yes	18.75	11.75	10.00	2.25	11.00	6.00	8.75	11	79.50		79.50
Stanley Architects with Elizabeth	Yes	Yes	17.50	11.25	10.00	2.25	10.75	7.00	9.25	11	79.00		79.00
Salatz Architect - JV	Yes	Yes	16.50	11.50	9.50	2.25	11.25	6.25	9.75	11	78.00		78.00
Miro Rivera Architects (MBE/MH)	Yes	Yes	16.00	11.25	9.75	2.67	11.00	5.25	11.00	11	77.92		77.92
Wiginton Hooker Jeffry-Architects	Yes	Yes	18.25	10.50	8.50	2.00	10.25	6.50	9.25	11	76.25		76.25
Barr Company, AIA (The) (MBE/FH)	Yes	Yes	16.75	10.00	9.75	2.25	10.00	5.25	9.00	11	74.00		74.00
Volz & Associates, Inc. (WBE/FR)	Yes	No	18.00	5.25	10.50	2.50	10.50	5.00	10.00	11	72.75		72.75
Team Haas Architects (WBE/FR)	Yes	Yes	15.75	10.25	8.50	1.75	10.50	5.75	9.00	11	72.50		72.50
Jones2 Architects-JV [Accuplan Consulting + Burton A. Jones Architect (MBE/FH)]	Yes	Yes	15.00	10.00	8.75	2.25	10.75	4.50	9.25	11	71.50		71.50
Pflieger Associates Architects	Yes	Yes	16.00	10.25	8.75	1.50	10.75	5.50	7.25	11	71.00		71.00
Eckols & Associates, AIA	Yes	Yes	16.00	8.75	8.75	2.00	9.75	5.25	9.25	11	70.75		70.75
Providence Architecture, Inc.	Yes	Yes	14.25	9.50	9.25	2.00	10.25	5.75	7.75	11	69.75		69.75
MACTEC, Inc.	Yes	Yes	15.50	9.25	7.25	1.50	10.25	5.25	8.75	11	68.75		68.75
J. Stanfield & Associates (WBE/FR)	Yes	Yes	13.50	10.50	6.75	2.25	10.75	4.50	8.75	11	68.00		68.00
3D/International	No	Yes	13.75	9.00	7.75	1.50	8.75	4.50	7.50	11	63.75		63.75
Architexas, Architecture, Planning & Historic Preservation, Inc.	Yes	Yes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00		0.00
CAD Man Design & Building Group (The)													

**ATTACHMENT 2  
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 may 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 an excess volume of information may NOT be thoroughly reviewed.**

**Consideration Item 1: MBE/WBE Procurement Program**

The City is interested in prime firms meeting the goals or demonstrating good faith efforts to meet the goals. Responses failing to meet the goals or demonstrate good faith efforts may be rejected as not in compliance with Chapter 5-7 of the City Code.

Attach the following:

- ☐ Complete Form A.
- ☐ M/WBE Compliance Plan (See Attachment 4)
- ☐ 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 Architect and Project Principal (Past Ten Years)**

*(Project Architect – 16 points; Project Principal – 8 points)*

**24 Points Maximum**

City is interested in the experience of the Project Architect and Project Principal, 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. Project Architect and Project Principal must be employed by the prime firm and may be the same individual. Project Architect must be licensed as a registered 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 last ten (10) years for each individual.

- ☐ Complete Form C(2) and C(3). 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](http://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](http://www.usgbc.org). See Attachment 3.

- ☐ 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)****12 points maximum if subconsultants are used, otherwise, 27 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 last five 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 page per project.

**Consideration Item 5a: Prime Firm's Design Experience****3 Points Maximum**

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 on 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 last 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 two pages 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****8 Points Maximum**

City is interested in team's 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.

☐ 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 sponsoring department, and how subconsultants will work within the management structure. Describe any significant project issues and the team's approach in addressing those issues.

☐ Provide an organizational chart and brief narrative. The total number of pages should not exceed six (6) 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)****11 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 11 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.