

# Capital Contracting Office

CIP Partners Academy 2021/2022



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## Location

505 Barton Spring Road 3<sup>rd</sup> Floor  
Austin, Texas 78704

## Contact

Phone : (512) 974-7181  
E-mail : ccoevents@austintexas.gov



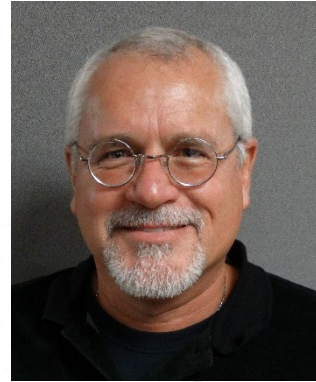
# The Statement of Qualifications Process

David Walch  
Procurement Specialist, Professional Services





# Hello Welcome



David Walch  
Procurement Specialist,  
Professional Services



Grant Wilson  
Supervisor,  
Professional Services



# Statutory Authority

## Texas Government Code (TGC) § 2254 – the Professional Services Procurement Act

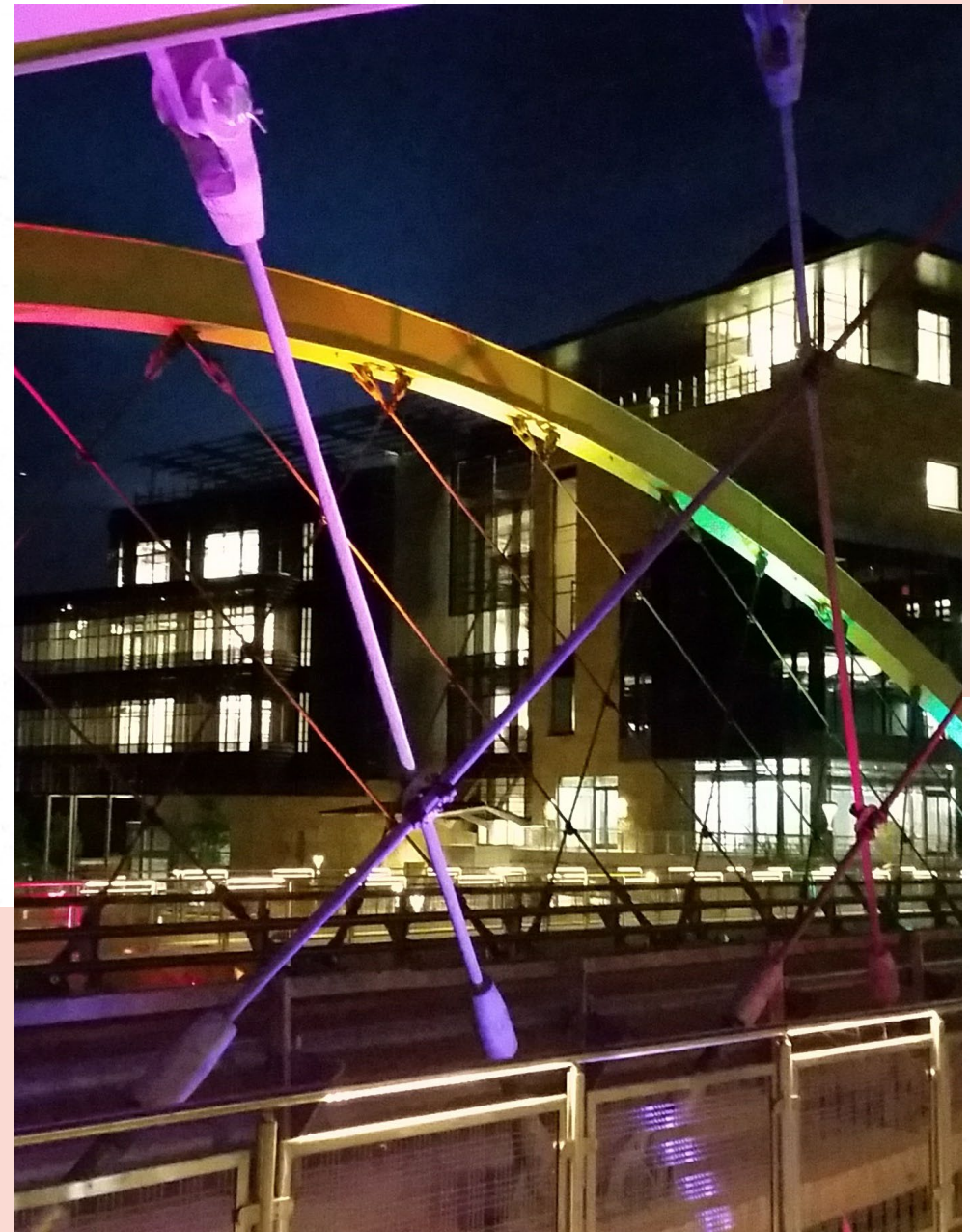
### SELECTION OF PROVIDER; FEES.

(a) A governmental entity may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award:

on the basis of demonstrated competence and qualifications to perform the services; and

(2) for a fair and reasonable price.

(b) The professional fees under the contract may not exceed any maximum provided by law.





# What Types of Professional Services Does the Capital Contracting Office Procure?

- Architects
- Professional Engineers
- Land Surveyors
- Landscape Architects
- Master Planners (engineers or architects)
- Licensed Real Estate Appraisers





# Response Submission Information

Responses are typically due PRIOR to 2:00 PM CST on a specified date.

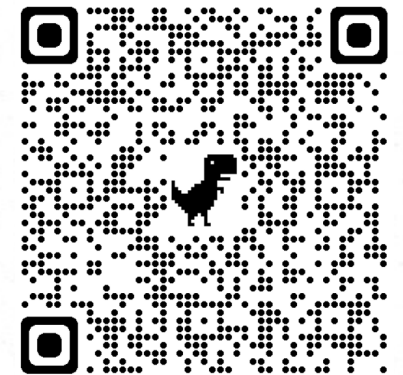


**You can subscribe to solicitations via Austin Finance Online:**

[https://www.austintexas.gov/financeonline/account\\_services/solicitation/solicitations.cfm](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitations.cfm)

**In Addition to eResponse, Responses are received in-person at:**

Capital Contracting Office, One Texas Center  
505 Barton Springs Road, Suite 365  
Austin, Texas 78704



# How to Submit your Bid via eResponse



Consultants should review the eResponse instructions linked to Attachment 1 – How to Submit Offers Online, eResponse Instructions.

- Remember: your “DRAFT” response must be changed to “SUBMITTED” in the eResponse system prior to the due date and time. Please do not wait until the last few minutes to submit your Response as it takes time for the “DRAFT” to go through and be accepted as “SUBMITTED” by the system. Responses that are still in “DRAFT” status by the solicitation due date and time will not be received by the City.
- The system accepts no more than 25 files in an eResponse. eResponse will not accept a single file greater than 40 MB.
- For assistance with the eResponse system please email [Vendor@austintexas.gov](mailto:Vendor@austintexas.gov), or contact your assigned Procurement Specialist.



# Evaluation Criteria

Item #	Title	Gate Keeper
1	M/WBE Procurement Program	Y/N
2	Turned in All Required Documents	Y/N
		Max Points
3a	Team's Structure	10
3b	Team's Project Approach	20
4	Experience of Key Personnel	20
5	Prime Firm's Comparable Experience	15
6	Major Scopes of Work – Comparable Project Experience	15
7	Team's Experience with Austin Issues	10
8	City of Austin's Experience with Prime Firm	10
9	Interviews (<optional><mandatory>)	15
	<b>Maximum Possible Points, including Interview</b>	<b>115</b>



# Gate Keepers

## Item 1: MBE/WBE Procurement Program [Yes or No]

Were Goals achieved or did response indicate that a Good Faith Effort was made to achieve the Goals?

### The Offeror must submit:

- Compliance Plan
- Letters of commitment from subconsultants confirming contact/commitment to the project





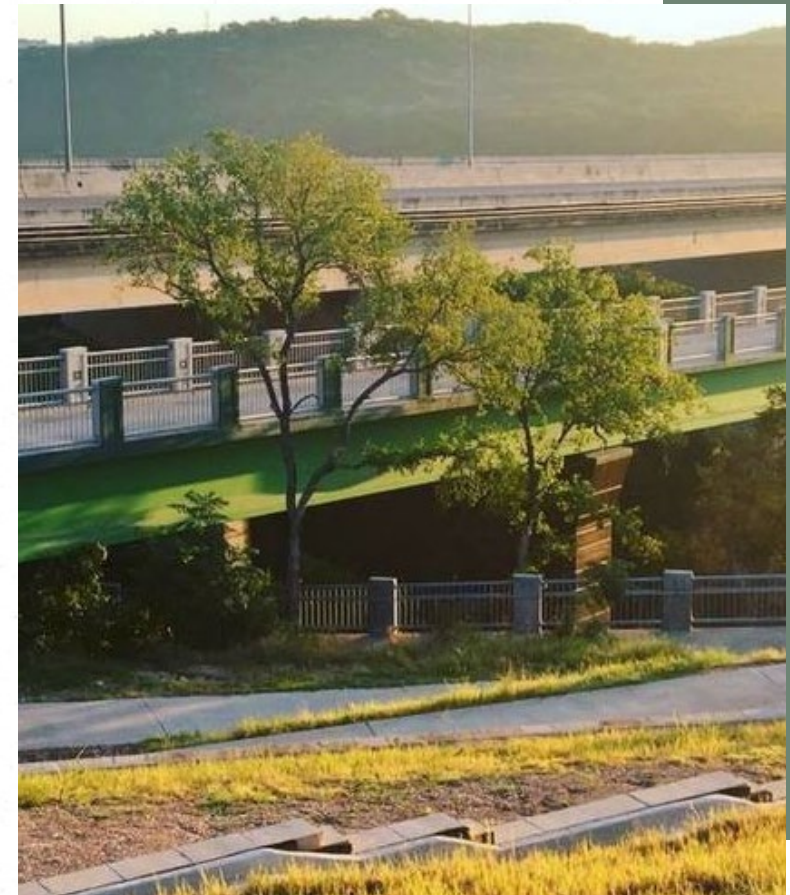
# Gate Keepers

## Item 2: Required Documentation [Yes or No]

Respondent turned in the requested documents as required by this Consideration item and the forms and submittal requirements for all other consideration items.

### The Offeror must submit:

- Form 1 – Prime Firm General Information (attached to Item 2)
- Other forms and submittal documents required in the remaining consideration items should be attached to that respective consideration item.



# Scored Items

## Item 3a: Team's Structure [10 points max]

### **The City is interested in:**

- The team's organizational structure
- Project leadership
- Reporting responsibilities
- How the prime firm will interface with the City Project Manager
- How subconsultants will work within the team structure
- Describe the roles of the key individuals proposed

### **The Offeror must submit:**

- Organizational chart – One (1) page limit
- A brief narrative – Three (3) page limit





# Scored items

## Item 3b: Team's Project Approach [20 points max]

### **The City is interested in:**

- The team's overall understanding of the project scope and issues
- Significant project issues and approach to addressing them (reference issues from similar projects and how mitigated)
- Methods to successfully complete the work
- Understanding of the techniques and sequencing required
- How the prime firm will interface with the City's Project Manager
- Major subconsultants' placement in the overall approach to the project

### **The Offeror must submit:**

- A brief narrative – Five (5) page limit





# Scored Items

## Item 4: Experience of Key Personnel [20 points max]

**The City has identified the Key personnel as the Project Manager (<#> points), Project Professional(<#> points) and Project Principal (<#> points).**

- The City is interested in experience that demonstrates history and success with projects of similar programs, budgets, and/or clients as the project described in the solicitation.
- Only one individual per job responsibility should be designated.
- Key Personnel must be employed by the prime firm.
- The Project Principal, Project Manager and Project Professional <can>/<can not> be the same individual.
- The <role> must be a <registered architect><licensed engineer> in the State of Texas at the time of submittal.
- The <role> must hold an active LEED AP credential through the USGBC at the time of submittal. (if applicable).





# Scored Items

## Item 4: Experience of Key Personnel

List <#> projects meeting these criteria which have been completed in the past <#> years for each individual.

### The Offeror must submit:

- Complete Form 5 – Experience of Project Manager. Please provide no more than one (1) page per project.
- Complete Form 6 – Experience of Project Professional. Please provide no more than one (1) page per project.
- Complete Form 7 – 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.
- Attach a copy of the required license/credential (or documentation sufficient to verify credential) for each individual.





# Scored Items

## Item 5: Prime Firm's Comparable Project Experience [20 points max]

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.
- History of the firm in complying with project programs, schedules, and budgets on previous City projects.





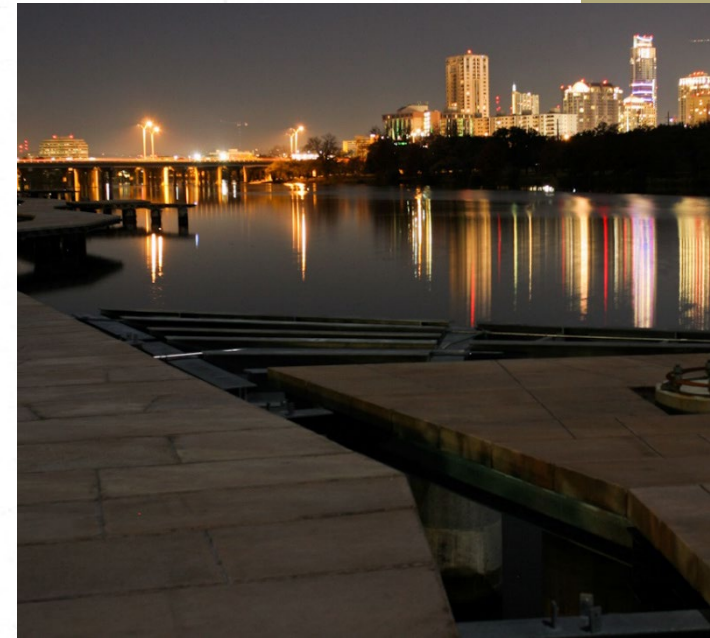
# Scored Items

## Item 5: Prime Firm's Comparable Project Experience

List <#> projects meeting these criteria which have been completed in the past <#> years. (Generally 3 projects within the past 5 years)

### The Offeror must submit:

- A brief narrative – One (1) page limit
- Complete Form 8 – One (1) page limit per project



# Scored Items

## Item 6: Major Scopes of Work – Comparable Project Experience

**[15 points max]**

The City has identified Major Scopes of Work to be provided for this project, which are included in the Scope of Services.

- Each scope of work can be accomplished through subcontracting other firms or utilizing the prime firm.
- The City is interested in the history and success of the firm proposed to perform the scope of work (subconsultant or prime), with projects of similar programs, budgets, and/or clients as the areas identified.
- List <#> (#) projects per Major Scope of Work meeting these criteria which have been completed in the past <#> (#) years.
- In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects. If more than one firm is listed for a particular Major Scope of Work, the City expects the work will be divided evenly among them.
- If more than one firm is listed for a particular Major Scope of Work, list three (3) projects per firm per scope of work. Provide no more than one page per firm per scope.





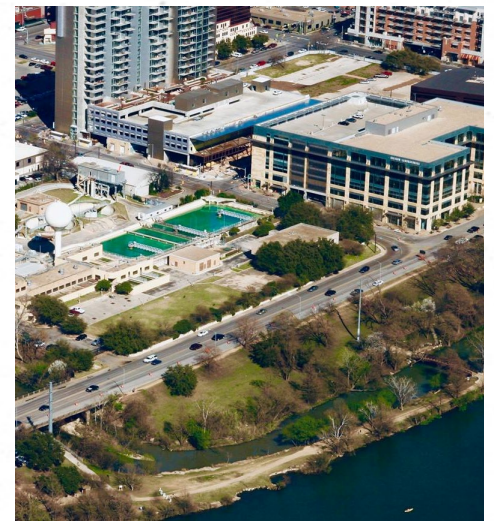
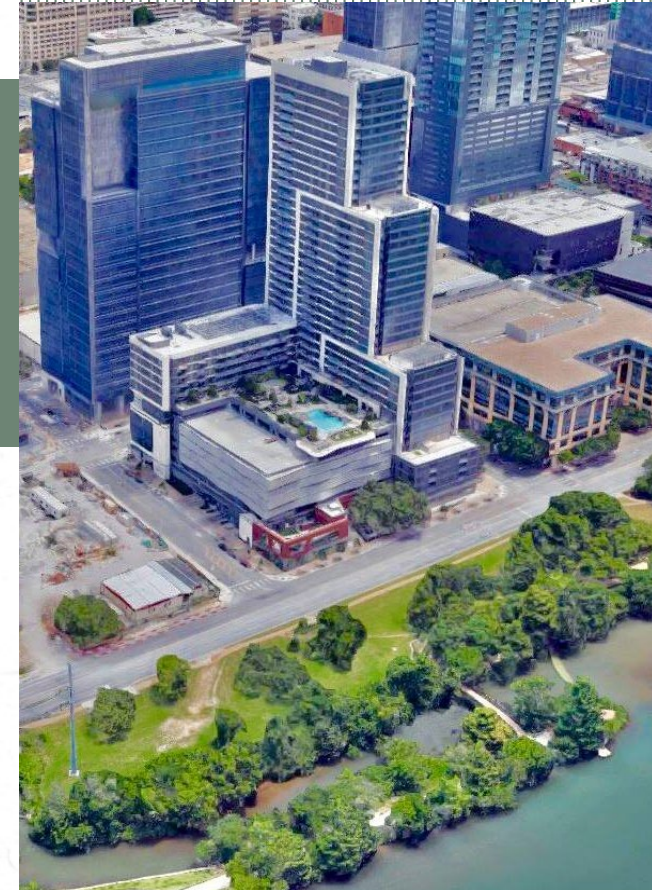
# Scored Items

## Item 6: Major Scopes of Work – Comparable Project Experience

List <#> projects per Major Scope of Work which have been completed in the past <#> years. (Generally 3 projects in the last 5 years)

### **The Offeror must submit:**

- Complete Form 9 for every Major Scope of Work listed in the Scope of Services (for both the prime and subs)
- One page per scope per firm
- Ensure all subconsultants listed in Item 6 are included in the M/WBE Compliance Plan





# Scored Items

## Item 7: Team's Experience with Austin Issues [10 points max]

The City is interested in the team's (including subconsultants) experience with Austin issues, as may be evidenced by work performed in the area in the past <#> years. Examples:

- 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.
- Responsiveness due to proximity of projects to your local office.
- <Other project specific issues identified by PM>

### **The Offeror must submit:**

- A brief narrative – Four (4) page limit





# Scored Items

## Item 8: City of Austin's Experience with Prime Firm [10 points max]

- The City will consider the history of the firm in complying with project programs, schedules, and budgets on previous City of Austin projects within the last five (5) years.
- Scoring is based on consultant performance evaluations completed by City staff for City projects.
- Firms who have no previous related experience on City of Austin projects will receive a score equal to the average of all firms in the database (up to 8.33 points) with previous City of Austin projects relative to the industry or engineering discipline of this solicitation.



# Scored Items

## Item 9: Interviews (Optional) [15 points max]

The City may determine that it is necessary to interview short-listed firms prior to making a recommendation to the City Council. Staff intends to use the following guidelines for the optional interview process:

- The point difference between the first and second ranked firm is less than three points.
- The number of firms interviewed 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 qualified to perform the work, on the basis of their written proposal, will be invited for interviews.
- No more than five firms will be interviewed.
- Staff may conduct interviews in other cases where staff believes it is in the best interest of the City.
- The City reserves the right to determine whether an interview will be conducted for every solicitation/project.



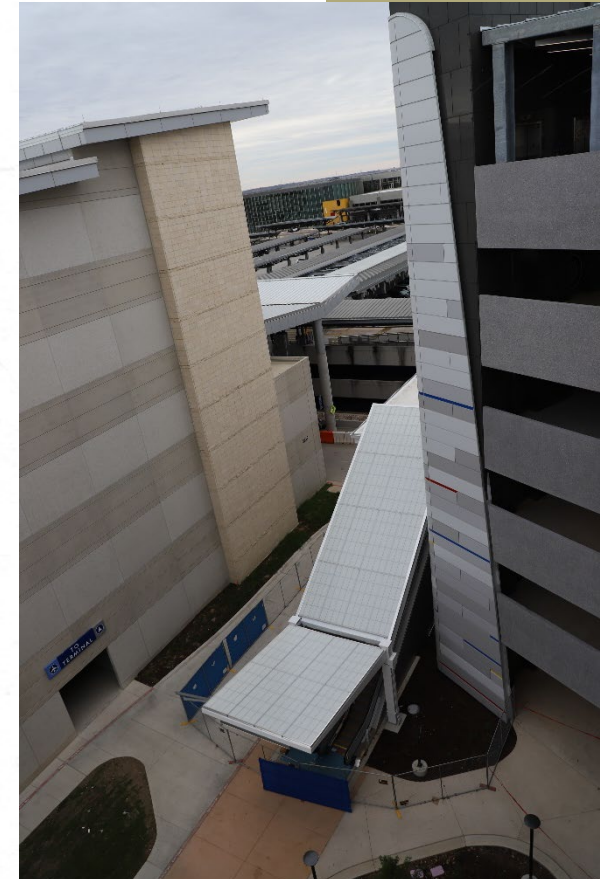


# Scored Items

## Item 9: Interviews (Mandatory) [15 points max]

**The City has determined that it is necessary to interview short-listed firms prior to making a recommendation to the City Council. Staff intends to use the following guidelines for the mandatory interview process:**

- The number of firms interviewed will depend on the closeness of the scores following evaluation of the written proposals.
- Staff will consider significant gaps in point in determining the number of firms to be interviewed.
- Only firms that are considered qualified to perform the work, on the basis of their written proposal, will be invited for interviews.
- No more than five firms will be interviewed.





# The Evaluation Process

Grant Wilson  
Supervisor, Professional Services



# Demystifying the City's Evaluation Process

Your Response will be evaluated by a panel. The following slides are intended to give you insight into the City's evaluation process, so you will know exactly how you will be evaluated.



The Evaluation Panel (as a whole) must have the following representation:

1. Technical expertise related to the solicitation;
2. Diversity regarding ethnicity and gender;
3. Cross-section departmental representation; and,
4. No supervisor/employee relationships.

\*Note: Each panelist must complete the Ethics Training course.

# Required Confidentiality Agreement



Panel members are required to sign a Confidentiality and Non-Disclosure Agreement as each evaluation panel convenes



Panel members are responsible for protecting the submittals and guaranteeing non-disclosure of any information or materials contained in the submittals



Any calls or concerns regarding the submittals or the solicitation will be referred immediately to the Capital Contracting Office for appropriate action



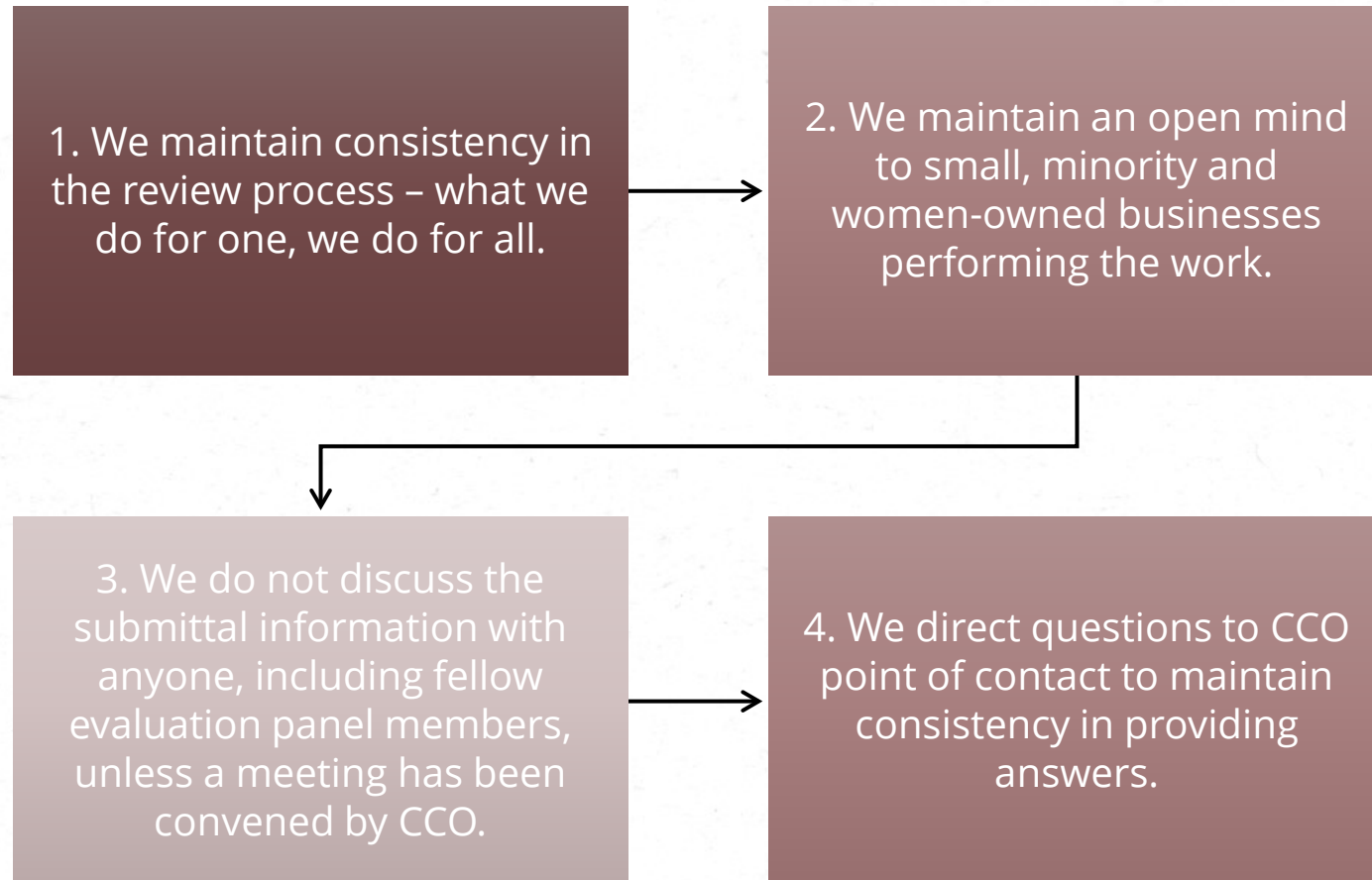
Panel members' names are protected during the "no contact" period



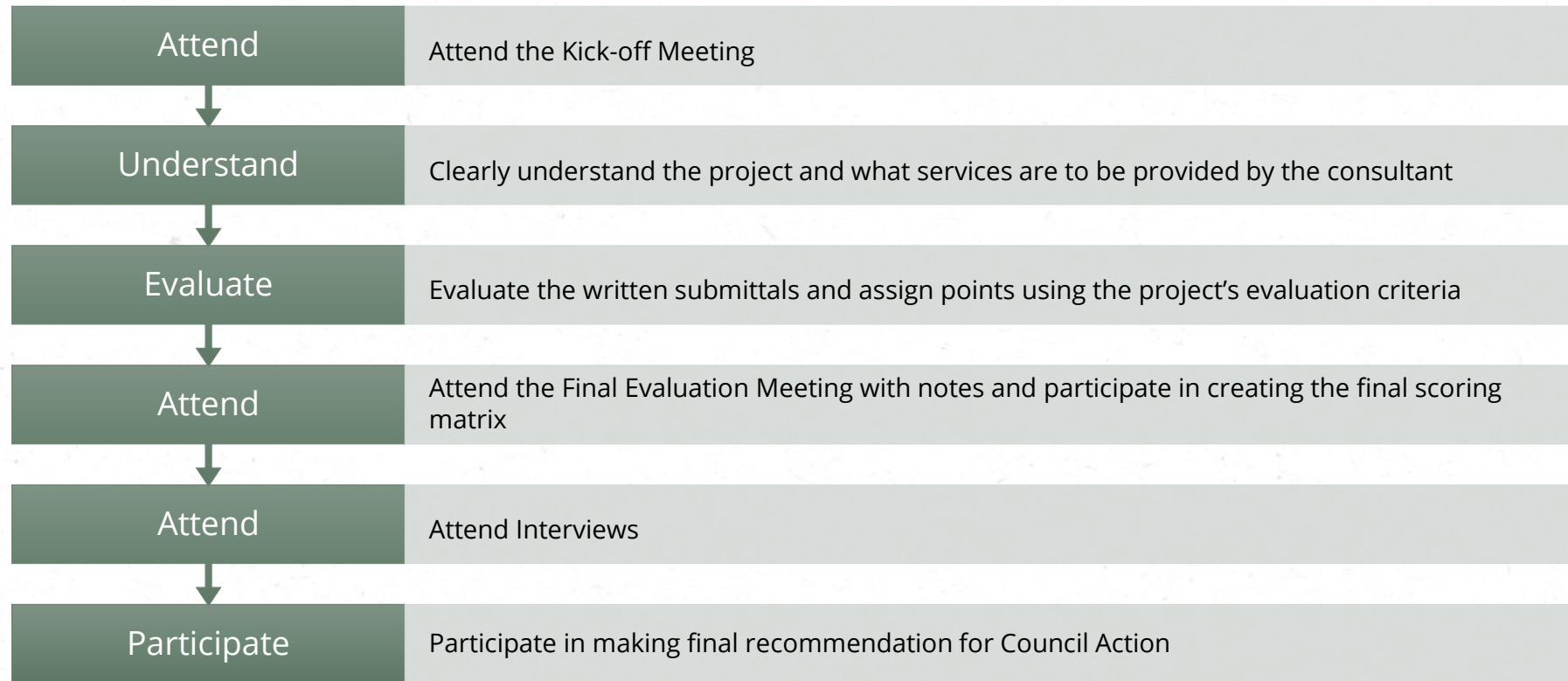
The panel recommendation becomes public when posted for Council or Board or Commission



# How does the City Maintain the Integrity of the Submittal Review Process?



# What is Required of Evaluation Panel Members?





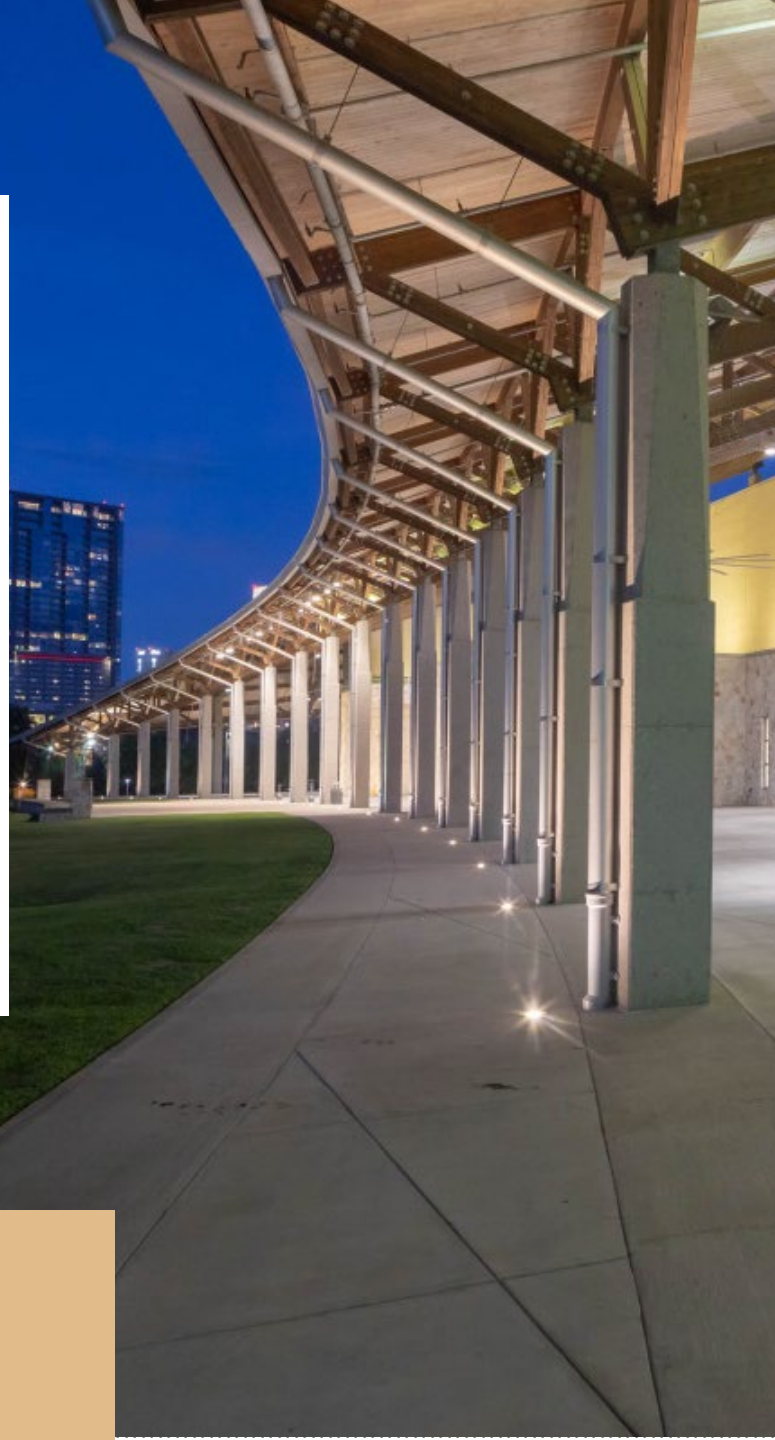
# What Happens at the Evaluation Panel Kickoff Meeting?

This is a mandatory meeting for Evaluation Panel members. In this meeting, they:

- Review confidentiality expectations
- Review any potential conflicts of interest
- Discuss project scope, schedule, budget
- Discuss / clarify evaluation criteria
- Answer any evaluation team questions
- Review Final Evaluation Process
- Distribute submittals



# What “Best Practices” do Evaluation Panel Members Follow?



- They are required to make appropriate accommodations (telework) to ensure they have adequate time and avoid interruptions;
- They are required to clearly understand scope of services and evaluation criteria;
- They are required to take notes of each proposal's strengths and weaknesses;
- They are encouraged to determine a strategy for evaluation (i.e., evaluate a single criteria for each firm) and be consistent in their method.

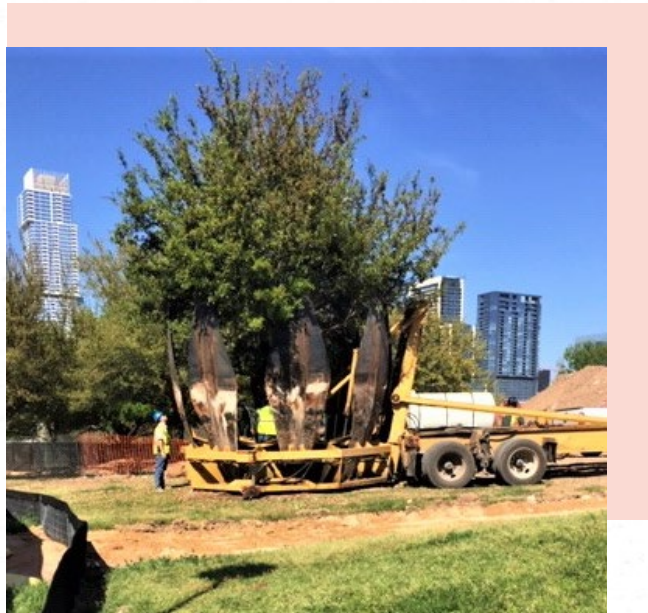


# Additional Evaluation Panel Requirements

## Panelists must:

- Make an independent, professional assessment;
- Adhere to the evaluation criteria and guidance provided at the kick-off meeting and be consistent in their manner of evaluation;
- Not compromise the process by disclosing confidential information or having discussions outside the confines of the evaluation panel meetings; and
- Promptly alert CCO representative of any major concerns regarding evaluation process or content of the submittals.

Not following the evaluation requirements may result in the removal of that individual from the evaluation panel



# What Happens at the Final Evaluation Panel Meeting?

- All panel members must be present
- A composite matrix is created
- Staff recommendation of firm is determined:
  - Final ranking is achieved through discussion and total average of individual scores from the entire panel.
  - The firm with the highest composite score is deemed “most qualified” or “best value”.
  - Note: If scores are within 3 points, or if the PM requests it, interviews may be conducted.





# Interview Process (if needed or requested)



- Consultant interviews are a structured, formal process with set agenda and times for items
- Consultant is given time to set up
- Panel convenes
- Timed presentation - (as specified in the invitation letter)
- Questions distributed (usually 10 minutes)
  - Consultant team given a timed opportunity to prepare responses
- Questions asked, responses timed

# Final Recommendation (following interview)

- If interviews are conducted, a final meeting will be convened immediately after the final interview to review interview scores and determine the recommended firm.
- Firm with the most points after the interview stage is deemed most qualified or best value and becomes recommendation.





# Debriefing

- A Firm may request a debriefing session with CCO following the solicitation process and contract execution.
- The review will discuss your firm's identified strengths and weaknesses.





# Questions?



# Join Us!

We have some exciting opportunities coming up!



**Save The date!**  
**November 30, 2021**  
**2-4pm**

**AUSTIN WATER AND  
THE CAPITAL CONTRACTING OFFICE  
ARE HOSTING A VIRTUAL  
CONTRACTOR OPEN HOUSE EVENT**

REGISTER WITH THE QR CODE  
OR VISIT  
[AUSTINTEXAS.GOV/CCO](https://austintexas.gov/cco)

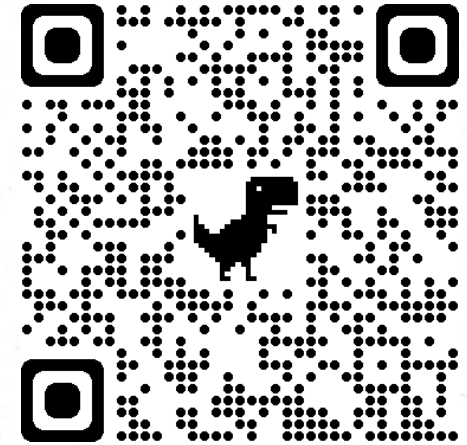
## CIP Partners Academy

Join us for our next CIP Partners Academy class on February 16, 2022

2 Classes:

- Session 1- 10 am, Upcoming Projects - Construction
- Session 2 - 11 am, Upcoming Projects - Professional Services and Alternative Delivery

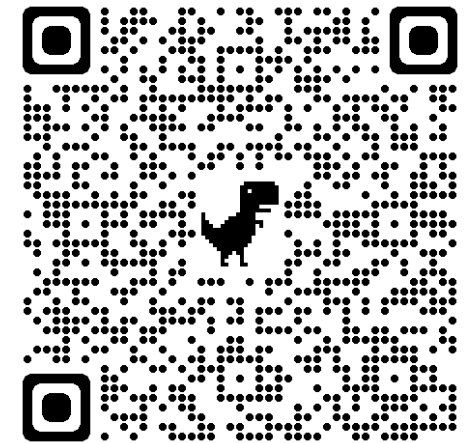
Register at [austintexas.gov/departments/cip-partners-academy](https://austintexas.gov/departments/cip-partners-academy)



## Austin Water and Capital Contracting Office Open House

Join us November 30, 2021, for our virtual event with Austin Water.

This event is for Construction Contractors who are interested in submitting on Austin Water Projects. You'll get an overview of upcoming water projects and a chance to speak with City staff. We hope you'll join us!



Thank You

