



How to Strengthen Your RFQ Submittal

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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:

- (1) 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.



Capital Contracting Office Issues RFQs for:

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

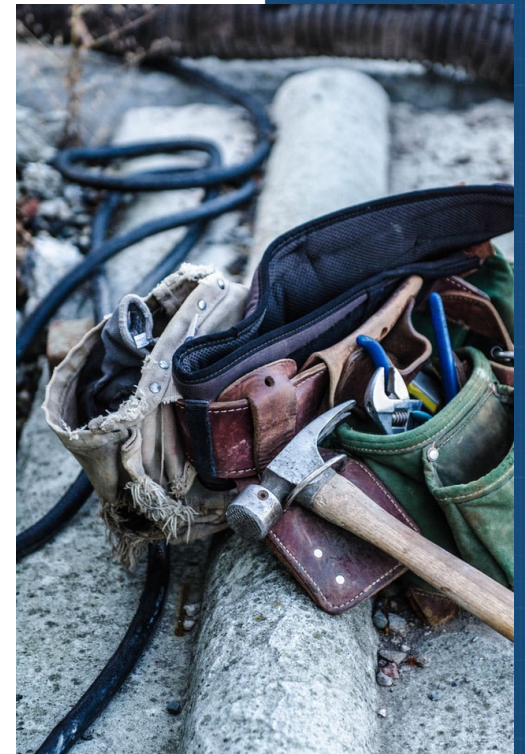


Point Allocation Table

Consideration Item	Title	Maximum Point Value
1	MBE/WBE PROCUREMENT PROGRAM	N/A
2	TURNED IN ALL REQUIRED DOCUMENTS	N/A
3a	TEAM'S STRUCTURE	10
3b	TEAM'S PROJECT APPROACH	20
4	EXPERIENCE OF KEY PERSONNEL	15
5	PRIME FIRM'S COMPARABLE PROJECT EXPERIENCE	15
6	MAJOR SCOPES OF WORK – COMPARABLE PROJECT EXPERIENCE	20
7	TEAM'S EXPERIENCE WITH AUSTIN ISSUES	10
8	CITY OF AUSTIN'S EXPERIENCE WITH PRIME FIRM	10
	TOTAL	100

Consideration Item 1 – MBE/WBE Procurement Program

- Submittal Requirements:
 - M/WBE or DBE (federal funding) Compliance Plan
 - Good Faith Effort (if applicable)
 - Letters from subs confirming commitment to the project
- Scoring: **Yes or No**
 - ✓ **Yes** = Evaluation of your response will continue.
 - ✓ **No** = Response **will not** be evaluated.



Consideration Item 2 – Submitted All Required Documents

- Prime Firm submittal Requirements included:

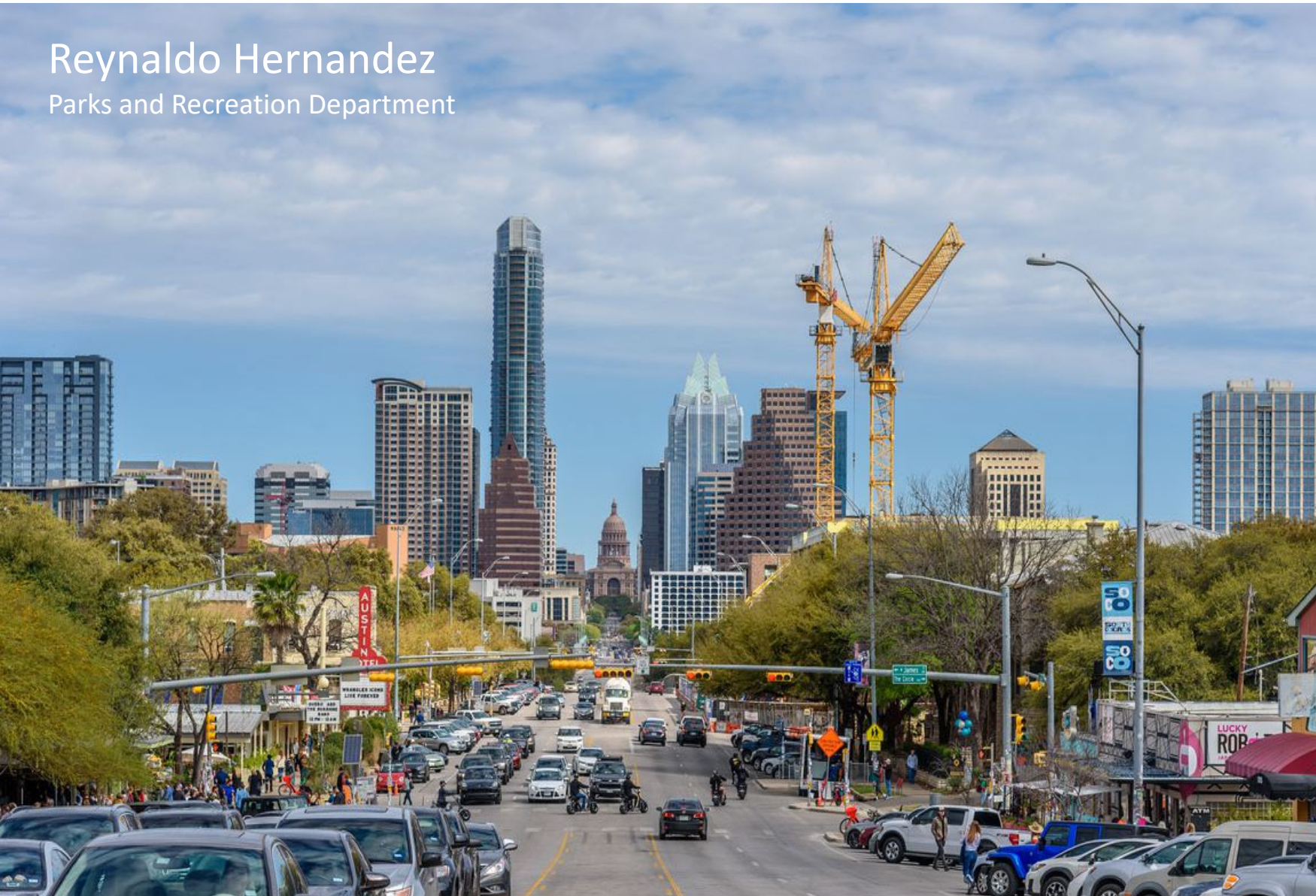
Form 1	Prime Firm's General Information
Consideration Item 3.A	Team Structure
Consideration Item 3.B	Team's Project Approach
Form 6	Experience of Project Manager
Form 7	Experience of Project Professional
Form 8	Experience of Project Principal
Form 9	Prime Firm's Comparable Project Experience
Form 10	Major Scopes of Work – Comparable Project Experience
Consideration Item 7	Team's Experience with Austin Issues

- Scoring: **Yes or No**

- ✓ **Yes** = Evaluation of your response will continue.
- ✓ **No** = Response **will not** be evaluated.

Reynaldo Hernandez

Parks and Recreation Department



Consideration Item 3a – Team's Structure

- City **(Project)** is interested in:
 - Team's organizational structure
 - Project leadership
 - How prime firm will interface with City **Project Manager (PM) and Sponsor Department**
 - How Subconsultants, if applicable, will work within the team structure
 - Roles of the key individuals

Provide a one page organizational chart (3 points)

Narrative (7 points)

Scoring: 10 Points



Consideration Item 3b – Team’s Project Approach

The City (**Project Sponsor\PM**) is looking at:

- Team’s overall understanding of the project scope and the team’s approach to addressing those issues
- Methods **and opportunities** to successfully complete the work
- Understanding of the techniques and sequencing required
- How the prime firm will interface with the City’s Project Manager.

Provide Narrative

Scoring: 20 points



Consideration Item 4 – Key Personnel

- **Project Manager, Project Professional, Project Principal**
- **Project lead** could be any combination of the three
- **Personnel** should demonstrate history and success with projects of similar programs, budgets, and/or clients as the project described in the solicitation;
- An individual may perform more than one key personnel role, provided the minimum qualifications, certification, and licensing requirements are met, unless otherwise indicated; and
- Key Personnel must be employed by the prime firm.

Scoring: 15 points

Consideration Item 5 – Prime Firm's Comparable Project Experience

- This is where you showcase your experience as a prime firm
- Narrative should emphasize experience with the type of project the City is soliciting
- Highlight your successes, especially with government or municipal projects

Scoring: 15-20 points



Consideration Item 6- Major Scopes of Work Comparable Experience

- Major Scopes are now broken into point allocations
- Obviously, those with the greatest number of points are the most critical
- This item includes BOTH prime and Subconsultant experience
- Make sure ALL subs performing a Major Scope are listed on your compliance plan and included here

Scoring: 15-20 points

Consideration Item 7- Team's Experience with Austin or Municipal Issues

Narrative should encompass team's (prime and subs) experience with the following standard items. These may be customized.

- 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 local office.

Scoring: 10 points



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Capital Contracting Office

Consideration Item 8- Contractor/Consultant Performance Evaluations

- Score determined by PM evaluations completed within past five (5) years;
- Prime Firms with no City experience will be allocated the average points for this discipline
- To verify score-
 - Contact CCO authorized contact person

10 points maximum



Consideration Item 9- Interviews/Presentations

Interviews are optional and are held when:

- Short-listed firms have less than a 3 point difference in their overall scores
- If it's in the best interest of the City
- Or, they may be made mandatory if there are unique elements to the project

15 points maximum



Questions?

