



FINANCIAL SERVICES DEPARTMENT

CIP Partners Academy

Submitting Statement of Qualifications and the Evaluation Process

September 20, 2023



Meeting Reminder

- Please mute all electronic devices.
- Please use chat and reaction functions for questions during the seminar.

AGENDA



Introductions



Ways to Connect



Statement of Qualifications



Evaluation Criteria

AGENDA

- Evaluation Process
- Interview Process
- Debriefing
- Questions

Contact Information

Presented by:

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**Reynaldo Hernandez, Project Manager
Parks and Recreation Department
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Connect with Us And Be In The Know

CIP Partners Academy Website:

<https://austintexas.gov/department/cip-partners-academy>

Trena Carter: Program Compliance Coordinator

The CIP Partners Academy is a series of seminars designed for City staff, vendors, and other parties involved in the City's Capital Improvement Program (CIP).

The Presentation/Recording will be uploaded unto the CIP Academy Website

The Statement of Qualifications Process

Precious Anyacho
Procurement Specialist IV
FSD, Capital Contracting
Professional Services

Response Submission Information

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

You can subscribe to solicitations via Austin Finance Online:

<https://financeonline.austintexas.gov/afo/finance/>

In Addition to eResponse, Responses are received at:

FSD, Capital Contracting

One Texas Center

505 Barton Springs Road, Suite 330

Austin, Texas 78704

**Effective October 1, 2023- All Submittals will be received
via eResponse**

Statutory Authority

Section 2254.004 of Texas Government Code sets out requirements for procurement of professional services.

In procuring architectural, engineering or land surveying services, a governmental entity is required to first select the most highly qualified provider of those services. The provider must be selected on the basis of demonstrated competence and qualifications. After selection, the governmental entity is required to negotiate a contract with that provider at a fair and reasonable price.

If a satisfactory contract with the most highly qualified provider cannot be negotiated, the entity is required to formally end negotiations with that provider before selecting another provider. After ending those negotiations with the first provider, the 2-step process must begin again. First, selection of the provider based on qualifications and demonstrated competence is completed. Then, the price is negotiated.

As a consultant performing on a City contract, you are required to procure professional services for that contract in the same manner as the City, in compliance with Section 2254.004 of the Government Code.

The type of Professional Services FSD, Capital Contracting Procure

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

How to Submit Offers online using eResponse

Consultants should review the eResponse Request for Qualifications Solicitation Attachment 1– Submitting Offers Online Using eResponse

- 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.
- For assistance with the eResponse system please email Vendor@austintexas.gov or contact the assigned Procurement Specialist.

Evaluation Criteria

Precious Anyacho
Procurement Specialist IV
FSD, Capital Contracting
Professional Services

Evaluation Criteria Overview

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural/planning services to the City of Austin. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (plus 15 points for interviews, if conducted).

Item #	Title	Gate Keeper
1	MBE/WBE/DBE 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)	15
	Maximum Possible Points, including Interview	115

Gate Keepers

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

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

The Respondent must submit:

- MBE/WBE or DBE (Federal Funding) Compliance Plan
- Letters of commitment from subconsultants confirming contact/commitment to the project

Gate Keepers

Item 2: Required Documentation [Yes or No]

Did the respondent turned in the requested documents as required by this Consideration item?

The Respondent must submit:

- Joint Venture Agreement for Joint Venture Respondents
- Form 1 with Signature
- Submittal documents required in the remaining consideration items must be attached to that respective consideration item.

Evaluation Criteria

Reynaldo Hernandez, PLA, PMP
Project Manager
Parks and Recreation

Scored Items

Item 3a: Team's Structure [10 Points Max]

The City is interested in:

- The team's (prime and subconsultants) organizational structure
- Identify 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 on this project

The Respondent 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 Respondent 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 (10 points), Project Professional (6 points) and Project Principal (4) 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 Project Manager must be a <registered architect><licensed engineer> in the State of Texas at the time of submittal.
- The Project Manager 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 (3) projects meeting these criteria which have been completed in the past (10) years for each individual.

The Respondent 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.

Scored Items

Item 5: Prime Firm's Comparable Project Experience (past 5 years) [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.

Scored Items

Item 5: Prime Firm's Comparable Project Experience

List (3) projects meeting these criteria which have been completed in the past (5) years.

The Respondent 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 (3) projects per Major Scope of Work meeting these criteria which have been completed in the past (5) years.
- 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

The Respondent must submit:

- Complete Form 9 for each Major Scope of Work listed in the Scope of Services
- Provide no more than one page per Major Scope of Work, per firm.
- All major subconsultants listed in this item also be included in the MBE/WBE compliance plan or No Goals Utilization 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 (5) years.

Briefly describe experience in the following areas and reference projects 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.
- Responsiveness due to proximity of projects to your local office. (if applicable)

The Respondent must submit:

- A brief narrative – Four (4) page limit

Evaluation Criteria

Precious Anyacho
Procurement Specialist IV
Professional Services

Scored Items

Item 8: City of Austin's Experience with Prime Firm (past 5 years) [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 performance history within the past five years for work on City of Austin projects will receive a “Successful” performance score of 8.33 out of a possible 10 points on the Evaluation Matrix.

Scored Items

Item 9: Interviews (Optional) **[15 Points Max]**

The City may interview firms prior to making a recommendation to the City Council, if staff determines that it is in the best interest of the City to conduct interviews. Staff intends to use the following guidelines for the optional interview process:

- Staff will consider significant gaps in point separation between the top ranked firms in determining the number of firms to be interviewed.
- The point difference between the first and second ranked firm is less than three points.
- 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 the solicitation.

Evaluation/Interviews/Debrief

Michelle Croft
Procurement Supervisor
FSD, Capital Contracting
Professional Services

Evaluation Process

The Response will be evaluated by an evaluation committee.

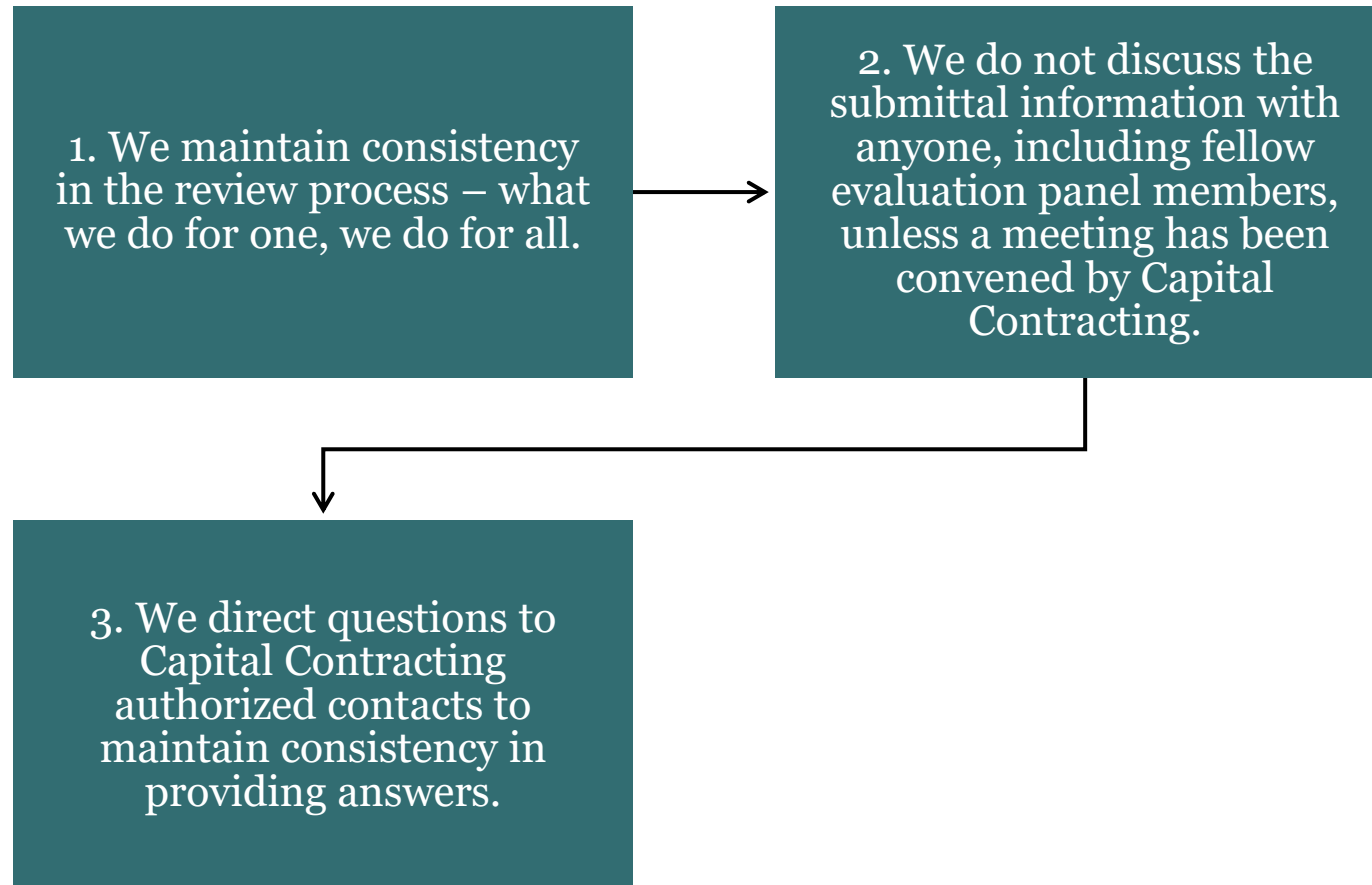
Evaluation Committee Requirements:

1. Technical expertise in the subject matter
2. No Supervisor/employee reporting relationships
3. Diversity in ethnicity and gender
4. Members of various City of Austin departments familiar with these type of services (There cannot not be more than three evaluation committee members from the same department)
5. Prior to the Evaluation Panel-Kickoff Meeting, must have completed the Ethics training in the past three years

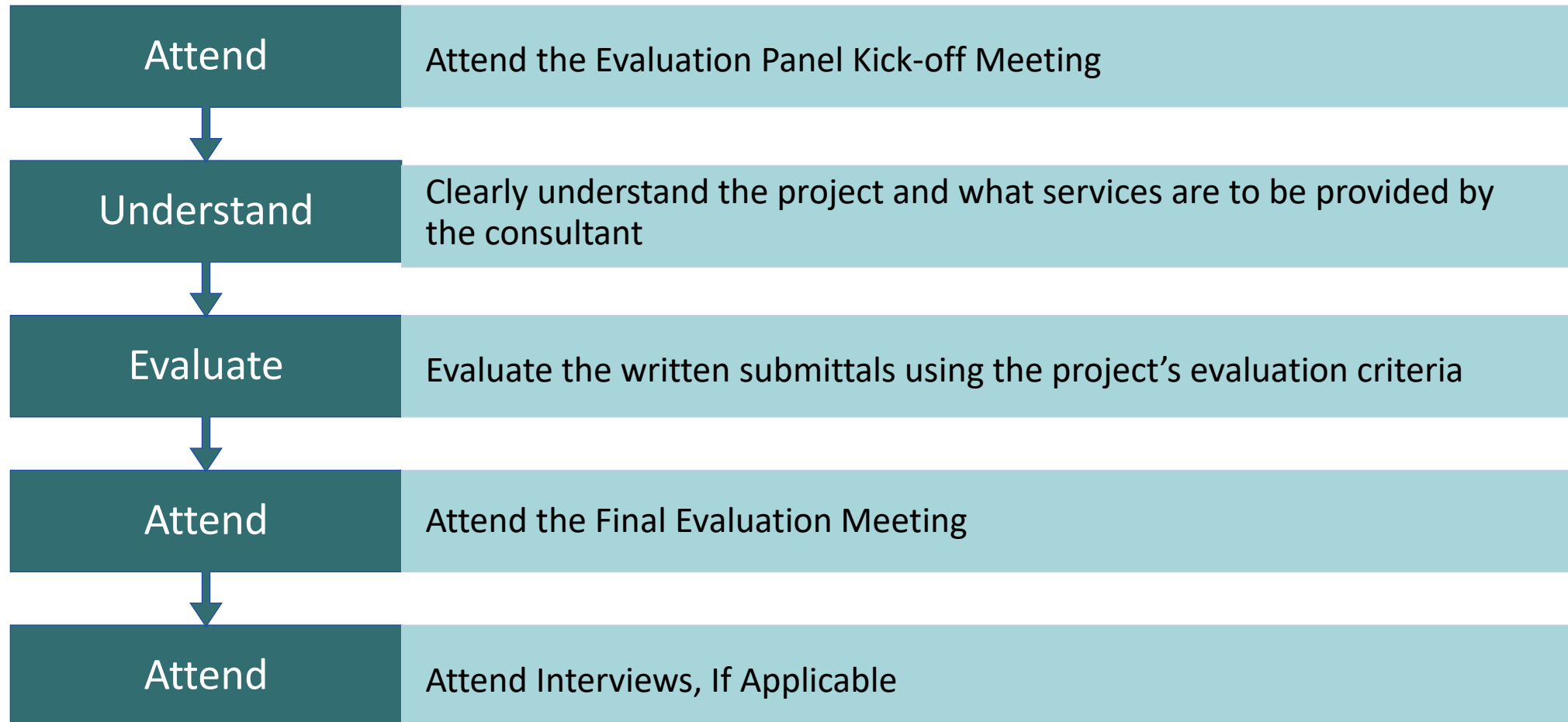
Required Confidentiality & Non-Disclosure Certification

- Members of the Evaluation Committee are required to sign a Confidentiality and Non-Disclosure Certification
- Members of the Evaluation Committee 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 PSIV for appropriate action
- No Member of the Evaluation Committee may have conflict(s) of interest with any of the responding respondent/offers (s)
- The Evaluation Committee recommendation becomes public when posted to Vendor Connection for Recommendation of Council Award

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



What is Required of Evaluation Committee Members?



What Happens at the Evaluation Committee Kickoff Meeting?

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

- Review and Sign the Evaluation Committee Confidentiality and Non-Disclosure Certification
- Discuss project scope, schedule, budget
- Discuss / clarify evaluation criteria
- Answer any evaluation team questions
- Review Final Evaluation Process
- Distribute submittals and evaluation documents

What “Best Practices” do Evaluation Committee Members Follow?

- Recommend teleworking for confidentiality
- They are required to clearly understand scope of services and evaluation criteria;
- They are required to take notes of each submittal strengths and weaknesses;
- A consistent methodology for scoring should be applied equally to each submittal to maintain a level playing field for the firms

What Happens at the Final Evaluation Panel Meeting?

- All panel members must be present
- 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 Applicable)

- Consultant interviews are a structured, formal process
- Consultant is given time to set up
- Evaluation Committee convenes
- Timed presentation - (as specified in the invitation letter)
- Questions distributed
- Consultant team given a timed opportunity to prepare responses
- Ask Questions
- Responses are timed

Final Recommendation (following interview)

- If interviews are conducted, a final evaluation team 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 recommended.

Debriefing

- A Firm may request a debriefing session with FSD, Capital Contracting after contract execution.
- The review will discuss the firm's identified strengths and weaknesses.

Questions?

Contact Information

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FINANCIAL SERVICES
DEPARTMENT

THANK YOU FOR YOUR TIME!



**Please scan the QR code to
complete the survey**