

IDENTIFICATION

Number	APFC-RFQS-2024-001
Title	Development Advisor
Summary	The Austin Public Facilities Corporation (APFC) is seeking a Development Advisor to provide comprehensive consultation on real estate, finance, construction, design, and development matters related to City of Austin public facilities.
Type	Request for Qualifications Statements (RFQS)
Version (Addenda)	0

AUTHORIZED CONTACT PERSONS

Primary	Andrew Moore, APFC Staff; (512) 974-7604; Andrew.Moore@TheAPFC.com
Secondary	Kimberly Olivares, APFC Secretary; (512) 974-2924; Kimberly.Olivares@TheAPFC.com
Notes	See Solicitation Instructions, 3.1 Authorized Contact Persons.

IMPORTANT DATES

OFFERS DUE

Date and Time	18, June, 2:00 PM (CST), Tuesday
Notes	See Solicitation Instructions, 5 Offer Submission.

OFFER OPENING

Date and Time	18, June, 5:00 PM (CST), Tuesday
Notes	See Solicitation Instructions, 5 Offer Submission.

QUESTIONS DUE

Date and Time	11, June, 2:00 PM (CST), Tuesday
Submission Method	Email Only
Notes	See Solicitation Instructions, 3.2 Questions.

PRE-OFFER CONFERENCE

Conference (Yes/No)	No
Mandatory (Yes/No)	No
Date and Time	
Location	
Notes	No pre-offer conferences

PUBLISHED – or – DISTRIBUTED

Date	May 28, 2024
Available Online	https://www.austintexas.gov/department/austin-public-facilities-corporation
Available Hardcopy	Austin City Hall 301 W. Second Street, Austin, TX 78701 (Schedule pick-up)

SOLICITATION DOCUMENTS

Document name	Total Pages	Date
Solicitation Packet – APFC-RFQS-2024-001 Includes the following:		
Cover Sheet	2	May 28, 2024
Solicitation (APFC-RFQS-2024-001)	4	May 28, 2024
Solicitation Instructions	8	May 28, 2024

ADDENDUMS

Document name	Total Pages	Date

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REQUEST FOR QUALIFICATIONS

Development Advisor Services
Solicitation #: APFC-RQS-2024-001**1. REQUEST:**

The Austin Public Facilities Corporation (APFC) is issuing this Request for Qualification Statements (RFQS) to engage a qualified full-service development advisor. The advisor will be responsible for offering extensive consultation services related to real estate, finance, development, and acquisition, aimed at optimizing the development or redevelopment of City of Austin (the "City") public facilities. This role is crucial for planning and executing projects that enhance the strategic value and functionality of these properties and aligning with the City's comprehensive goals.

To assist the City in financing, refinancing, renovating, expanding, redeveloping, constructing, acquiring, conveying, leasing, owning, operating, or providing public facilities or facilities related thereto, the APFC seeks innovative financing and development strategies. The development advisor will play a key role in providing essential support through strategic planning, financial and market analysis, management of Request for Qualification/Request For Information/Request For Proposal processes, programming, design development, negotiation and implementation of contracts, construction, and project management. The advisor will also offer insights into asset management, sustainable development practices, and community engagement to ensure that development initiatives are environmentally sustainable and yield long-term benefits.

Given the increasing use by the public sector of third-party financing for facility needs, the APFC is open to discussing compensation methods for these development advisor services, including the typical approach of a commission-based compensation linked to the completed transaction(s). See Section 4 of this Scope of Work for more details on compensation.

2. ABOUT: THE AUSTIN PUBLIC FACILITIES CORPORATION (APFC)

The APFC, established as a 'public purpose' entity under the Texas Public Facilities Corporation Act ([Chapter 303](#)), plays a pivotal role in supporting the City of Austin's public facilities initiatives. Its mission is to assist the City in financing, refinancing, renovating, expanding, redeveloping, constructing, acquiring, conveying, leasing, owning, operating, or providing public facilities or facilities related thereto. This extensive mandate authorizes the APFC to employ a range of methods sanctioned by law to achieve its goals, as directed by the City's Governing Body.

For comprehensive information on the APFC, including its Articles of Incorporation and Bylaws, please visit the official website at <https://www.austintexas.gov/departments/austin-public-facilities-corporation>.

3. PURPOSE

The City of Austin has prioritized the development of significant facility initiatives, with a focus on transitioning from leased to City-owned spaces. The [Strategic Administrative Office Occupancy Plan of 2019](#), which outlines this transition, is an essential document for prospective applicants. With several City leases ending soon, it is crucial to evaluate the most efficient strategies for these spaces and anticipate future office building occupancy needs.

Additionally, the City is committed to upgrading its operational facilities, including service centers that are essential for delivering a broad range of municipal services. These include waste management, infrastructure maintenance, and utility services. Faced with challenges such as aging infrastructure, insufficient space, and less-than-ideal locations, the City's objective is to enhance efficiency and accessibility by reorganizing and improving these critical facilities. This effort will not only streamline operations but also significantly improve the quality and reach of services provided by the City.

To accomplish these objectives, the City will leverage the expertise and capabilities of the APFC. The APFC will act as a key instrument in facilitating these developments, employing its resources and authority to ensure the successful execution of the City's strategic facility upgrades and expansions. By utilizing the APFC for this crucial work, the City of Austin ensures a coordinated approach to development that aligns with its long-term vision for growth, sustainability, and enhanced municipal services.

4. SCOPE OF SERVICES

A. Pre-Development Services

The Development Advisor will deliver a comprehensive suite of pre-development services, crucial for laying the groundwork for the APFC to accomplish the City of Austin's strategic property initiatives. These services include:

- i. Performing case-study analyses of third-party financing arrangements in the public sector, particularly focusing on facilities management and development.
- ii. Conducting thorough market feasibility and real estate analyses to accurately gauge the City's facility requirements.
- iii. Crafting detailed financing plans and models to support the City's development objectives.
- iv. Strategizing on the development and management of the City's real estate portfolio to ensure it meets Austin's growing needs effectively.

B. Facility Development and Consolidation

For new projects, such as administrative office spaces and consolidated service centers, the Development Advisor is expected to:

- i. Aid in the determination of spatial requirements, facility programming, and the establishment of space standards.
- ii. Develop comprehensive financing and development plans.
- iii. Support the creation and management of Requests for Proposals (RFPs) in line with the pre-determined strategies and plans, aiming to fulfill the City's facility necessities.
- iv. Support the creation and management of Requests for Qualifications (RFQs), Requests for Information (RFIs) and RFPs for full design, general contractor and other consulting services as needed to complete the projects.
- v. Facilitate the selection, negotiation, and finalization of development agreements with competent firms for property acquisition (if necessary), and oversee the enhancements to properties, including construction management and owner's representative services.

C. Redevelopment of City-Owned Properties

Following strategic evaluations, some of the City's existing properties may be identified for redevelopment. In such cases, the Development Advisor will:

- i. Undertake market feasibility studies and explore redevelopment options for these properties.
- ii. Guide the City in selecting qualified firms and project proposals for the redevelopment process, including crafting, releasing, managing, and evaluating RFPs.
- iii. Support the creation and management of RFQs, RFIs and RFPs for full design, general contractor and other consulting services as needed to complete the projects.
- iv. Ensure redevelopment efforts align with the City's comprehensive plans, like the [Strategic Administrative Office Occupancy Plan of 2019](#).
- v. Assist in the negotiation and execution of property sales or transfers, adhering strictly to City policies and procedures.

D. Compensation

The APFC will negotiate compensation for the development advisor, which may include work authorizations for pre-development activities, commissions from real estate transactions or redevelopment projects, construction management services and contract administration. A focus on sustainable development, asset management, and community engagement will be essential, with compensation arrangements to be discussed, potentially incorporating commission-based models linked to successful transactions.

5. DELIVERABLES/MILESTONES

The APFC and the development advisor will collaboratively establish specific deliverables and milestones, which will be finalized through mutual agreement as services are necessitated throughout the duration of the contract.

6. RESERVATIONS OF RIGHTS

- A.** The APFC reserves the right to abstain from advancing any proposed transactions detailed in this scope of work.
- B.** The APFC may choose to undertake the transactions outlined in this scope of work using alternative procurement processes or delivery mechanisms that are already available.
- C.** If the development advisor contributes in any way to a solicitation issued by the APFC, it will be barred from bidding on or responding to that solicitation.

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1 REQUEST FOR QUALIFICATION STATEMENT

- 1.1 Invitation.** The Austin Public Facilities Corporation (APFC) invites all responsible Offerors to submit Offers to provide the services described in this Solicitation.
- 1.2 Documents.** This Request for Qualifications Statements (“RFQS” or “Solicitation”) is composed of all documents listed in the Attachments section of the Solicitation Cover Sheet.
- 1.3 Changes.** The APFC may change or revise any of the contents of this Solicitation through the issuance of a written Addendum. Any Addenda issued will be added to the Attachments section of the Solicitation Cover Sheet. The version number displayed in the Solicitation Cover Sheet will indicate the number of Addenda issued. Any explanation, clarification, interpretation or change to the Solicitation made in any other manner is not binding upon the APFC, and Offerors shall not rely upon such explanation, clarification, interpretation, or change. Oral explanations or instructions given before the award of the Contract are not binding.
- 1.4 Review of Documents.** Offerors shall review the entire Solicitation, as revised. Offerors shall notify the Authorized Contact Person(s) listed on the Solicitation Cover Sheet in writing of any omissions, ambiguities, inconsistencies, or errors in the Solicitation prior to the Offer Due Date and Time displayed in the Important Dates section of the Solicitation Cover Sheet. Offerors shall also notify the APFC of any Solicitation contents the Offeror believes may be unreasonably restrictive.
- 1.5 Cancellation.** The APFC reserves the right to cancel this Solicitation at any time for any reason and to resolicit the goods and services included in this Solicitation.

2 PUBLICATION

- 2.1 Publication.** One or more notices will be published at:
<https://www.austintexas.gov/department/austin-public-facilities-corporation>.
- 2.2 Email Notices.** This Solicitation will be dispatched to an extensive list of vendors identified through APFC's outreach and research efforts, as well as those registered with the City of Austin for relevant services.
- 2.3 Third-Party Notices.** The APFC is the only source of official notices regarding this Solicitation. Prospective Offerors shall not rely on any notices concerning this Solicitation received from sources other than from the APFC.

3 COMMUNICATIONS AND MEETINGS

- 3.1 Authorized Contact Persons.** The names and contact information for the authorized contact persons for this Solicitation are displayed in the Solicitation Cover Sheet.

- 3.2 Questions.** Offerors shall submit any questions concerning this Solicitation in writing via e-mail to the Authorized Contact Persons displayed on the Solicitation Cover Sheet. The APFC will respond to all questions received by the Questions Due Date and Time displayed on the Solicitation Cover Sheet. The APFC will distribute one or more Addenda displaying all timely received questions and the APFC's responses to each for any information not already contained in the solicitation.
- 3.3 Pre-Offer Conferences.** The APFC may hold one or more pre-offer conferences to review the Solicitation and to receive verbal questions. The Solicitation Cover Sheet will display if a Pre-Offer Conference is being held and if attendance at this meeting is mandatory. If a Pre-Offer Conference is planned, the date, location, time and any other necessary information regarding this meeting will also be displayed in the Solicitation Cover Sheet. Attendance at any Pre-Offer Conference will be recorded and will be included in an Addendum distributed following the meeting. As the Solicitation is subject to changes (See Solicitation Instruction, 1.3 Changes.) Offerors shall not rely on verbal exchanges that may occur at a Pre-Offer Conference. Offerors shall continue to submit all questions in writing (See Solicitation Instructions, 3.2 Questions.)
- 3.4 Site Visits.** The APFC may hold one or more site visits to allow prospective Offerors to inspect the location(s) where work under any resulting contract will be performed and to receive verbal questions. The Solicitation Cover Sheet will display if a Site Visit is being held and if attendance at this meeting is mandatory. If a Site Visit is planned, the date, location, time and any other necessary information regarding this meeting will also be displayed in the Solicitation Cover Sheet. Attendance at any Site Visit will be recorded and will be included in an Addendum published following the meeting. As the Solicitation is subject to changes (See Solicitation Instruction, 1.3 Changes.) Offerors shall not rely on verbal exchanges that may occur at a Pre-Offer Conference. Offerors shall continue to submit all questions in writing (See Solicitation Instructions, 3.2 Questions.)
- 3.5 No-Lobbying.** This Solicitation is subject to certain limits on communication by Offerors and their agents. The no-lobbying period for this Solicitation starts on the Published Date displayed on the Solicitation Cover Page and continues through the earliest of the following: (i) the Solicitation is cancelled, (ii) the last of any resulting contract(s) are executed, or (iii) 60-days following authorization of the last contract resulting from this Solicitation. The No-Lobbying Period continues throughout the completion of the solicitation process. During the No-Lobbying Period, Offerors, Respondents and/or their Agents shall not make any prohibited communications to City of Austin or APFC Officials or employees other than the Authorized Contact Persons. Respondents include both prospective and actual Offerors.

4 OFFER PREPARATION

- 4.1 Offer Submittals.** Respondents planning to submit a proposal for this Solicitation must verify they have obtained all documents outlined on the Solicitation Cover Sheet. Certain documents contain specific instructions related to the Solicitation's requirements. Respondents are required to follow these instructions carefully when preparing their submissions.

- 4.2 Exceptions.** Offerors shall indicate if they take exception to any portions of the Solicitation in their Offer. Any exceptions included may negatively impact the APFC’s evaluation of the Offer or may cause the APFC to reject the Offer entirely.
- 4.3 Offer Acceptance Period.** All Offers are valid for a period of one hundred and eighty (180) calendar days subsequent to the RFQS closing date.
- 4.4 Minority and Women Owned Business Enterprise (MBE/WBE) Procurement Program.** If the Offeror intends to subcontract, the Offeror shall comply with the provisions of Chapters 2-9B, of the Austin City Code and the terms of the Compliance Plan or Subcontractor Utilization Plan as approved by the City.
- 4.5 Wage Theft.** This Solicitation is subject to City Code, Chapter 4-22 Wage Theft (Ordinance No. 20221201-031). In accordance with City Code, Ch. 4-22, any Offeror is required to provide certification that they have not been adjudicated for Wage Theft related incidents within five (5) years prior to the date set forth within the Employer Certification Wage Theft Ordinance.
- 4.6 Proprietary and Confidential Information.** All Offers received and opened by the APFC are subject to the Texas Government Code, Ch. 552, and will be made available to the public. Offerors seeking to keep any portions of their Offer confidential shall mark each such portion as “Proprietary”. A copyright notice or symbol is insufficient to identify proprietary or confidential information.
- 4.7 Cost of Offer Preparation and Participation.** Offerors must cover all expenses associated with preparing their proposal and any costs incurred during their participation in this Solicitation process.

5 OFFER SUBMISSION

Offers in response to this Solicitation may be submitted using one of the following methods.

- 5.1 Electronic Offers.** Electronic Offers (electronic documents) shall be submitted to the APFC via E-mail to Submittal@TheAPFC.com.
- 5.1.1 Due Date and Time for Electronic Offers.** Electronic Offers in response to this Solicitation shall be submitted via e-mail by the Offer Due Date and Time displayed in the Important Dates section of the Solicitation Cover Sheet.
- 5.1.2 Withdrawing Electronic Offers.** Electronic Offers submitted in response to this Solicitation may be withdrawn, revised, and resubmitted by request via email or Certified Mail any time prior to the Solicitation’s Due Date and Time. Withdrawn Electronic Offers may be resubmitted, with or without modifications, up to the Solicitation’s Due Date and Time. Any changes will be reflected as an addendum and reflected on the cover sheet (See Solicitation Instruction, 1.3 Changes).

- 5.1.3 Late Electronic Offers.** No Offers will be accepted past the Solicitation's Due Date and Time.
- 5.2 Hardcopy Offers.** Hardcopy Offers (physical documents including paper and flash drives) must be delivered to the APFC in a sealed envelope to the following address:
- The Austin Public Facilities Corporation
ATTN: Andrew Moore - FSD –3rd floor Budget Office
301 W. Second Street,
Austin, TX 78701
- 5.2.1 Due Date and Time for Hardcopy Offers.** Hardcopy Offers in response to this Solicitation shall be received by the APFC by the Offer Due Date and Time displayed in the Important Dates section of the Solicitation Cover Sheet. The time of delivery will be recorded at the Budget Office reception desk. Electronic submissions are encouraged. Hardcopy offers will not be returned.
- 5.2.2 Withdrawing Hardcopy Offers.** Hardcopy Offers submitted in response to this Solicitation may be withdrawn, revised, and resubmitted by request via email or Certified Mail any time prior to the Solicitation's Due Date and Time. Withdrawn hardcopy Offers may be resubmitted, with or without modifications, up to the Solicitation's Due Date and Time. Any changes will be reflected as an addendum and reflected on the cover sheet (See Solicitation Instruction, 1.3 Changes). Electronic submissions are encouraged.
- 5.2.3 Late Hardcopy Offers.** All Hardcopy Offers received after the Solicitation's Due Date and Time will be rejected. Late Hardcopy Offers that are inadvertently received by the APFC will not be returned to the Offeror. It is the responsibility of the Offeror to ensure that their Offer arrives at the proper location by the Solicitation's Due Date and Time. Arrival at the APFC's mailroom, mail terminal, or post office box will not constitute the Hardcopy Offer arriving on time. The APFC may, at its sole discretion, receive a late Hardcopy Offer if the APFC's misdirection or mishandling was the sole or main cause for the Hardcopy Offer's late receipt at the designated location.
- 5.2.4 Opening Hardcopy Offers.** The APFC will open Hardcopy Offers on or shortly after the Offer Opening Date and Time stated on the Solicitation's Cover Sheet.

6 OFFER EVALUATION

- 6.1 Minimum Responsiveness.** Offers are minimally responsive when they include all of the Submittals listed in this Solicitation, completed and with sufficient detail in each to evaluate the Offer in accordance with Solicitation's Instructions and any further instructions within each Submittal. Offers that are not minimally responsive may be rejected.
- 6.2 Basis of Competition.** The City may compare Offers based on groups or categories and will choose the basis of competition that best meets the City's needs for the resulting contracts. The basis of competition for each RFQS will be described in section 11, Evaluation of Offers below.

- 6.3 Responsibility.** An Offeror is responsible if they have the financial and practical ability, resources, expertise, past performance, and positive compliance history with all City ordinances. An Offer may be rejected if an Offeror is determined to not be responsible.
- 6.4 Clarifications.** Any time after the opening of Offers, the APFC may contact Offerors to ask questions about their Offers contents in order to better understand these contents as-written. Responses to clarification questions, whether done verbally or submitted in writing, do not change the Offer's contents.
- 6.5 Evaluation.** Offers that are minimally responsive will be evaluated based on the Evaluation Factors listed in Section 11.1 of the Solicitation Instructions. Evaluation Factors correspond to their specified Submittals and shall indicate their respective weighting next to each. Submittals not identified as Evaluation Factors will be evaluated on a pass / fail basis in accordance with the Solicitation's Instructions and any further instructions within each Submittal. The APFC's evaluation may be made without Clarifications or Discussions with Offerors.
- 6.6 Contract Development.** After evaluations are complete, the APFC will contact the highest evaluated Offeror and request a work plan for completing the scope of work including pricing. The APFC will negotiate with this Offeror until a successful contract is negotiated and approved by both parties. If a contract cannot be agreed to, the APFC will then request a work plan for completing the scope of work including pricing from the second highest evaluated Offeror. The APFC will then negotiate with this Offeror until a successful contract is negotiated and approved by both parties. If a contract cannot be agreed upon by this Offer the APFC will then proceed with the next highest Offeror, repeating this process with each sequential Offeror until a contract can be agreed to by both parties.
- 6.7 Interviews/Presentations.** The APFC may require that one or more Offeror submitting the highest rated Offers participate in interviews and/or presentations.

7 CONTRACT AWARD AND EXECUTION

- 7.1 Award Determination.** APFC staff will propose contract award to the Offeror(s) with the highest-rated offer(s) according to the Evaluation Factors outlined in this Solicitation, with whom the APFC can successfully negotiate a contract. An Award Determination will be sent via email to all Offerors who took part in the Solicitation.
- 7.2 Multiple Awards.** If the APFC determines that multiple contracts are needed, the APFC will award one or more additional contracts to the Offeror(s) submitting the next highest rated Offer(s).
- 7.3 Contract Execution.** Execution of contracts may be conditioned on funding approval by the Austin City Council.

8 ADMINISTRATIVE MATTERS

- 8.1 Solicitation File.** All documents included in this Solicitation, and all timely received Offers in

response to this Solicitation, except for Offer contents deemed by Offerors to be proprietary and confidential, will be available for public inspections upon the execution of the contract.

- 8.2 Debriefings.** Offerors may request a debriefing meeting to ask any questions concerning the Solicitation’s contents, process or the evaluation of their Offer. Debriefing meetings are informal exchanges and may be requested anytime following the earlier of (i) after the contract resulting from this Solicitation is executed, or in the case of multiple awards, the last contract is executed; (ii) the date the Solicitation is cancelled. Debriefings are not public called meetings in accordance with the Texas Open Meetings Act and are usually limited to a single Offeror and any of their representatives. Only information regarding the Solicitation documents and the Offeror’s Offer (including APFC evaluation of the Offer) in response to the Solicitation will be discussed.
- 8.3 Reservations.** The APFC expressly reserves the right to the following: (i) specify approximate quantities in the Solicitation; (ii) extend the Solicitation closing date and time; (iii) add additional terms or modify existing terms in the Solicitation; (iv) reject an Offer containing exceptions, additions, qualifications or conditions not called for in the Solicitation; (v) reject an Offer received from an Offeror who is currently debarred or suspended by the City, State, or Federal Government; (vi) reject an Offer that contains fraudulent information; (vii) reject an Offer that has material omissions; (viii) reject or cancel any or all Offers; (ix) reissue a Solicitation; (x) procure any item by other means; (xi) consider and accept alternate Offers, if specified in the Solicitation, when most advantageous to the APFC; (xii) reject an Offer if prices in the Offer are unbalanced (significantly less than cost for some items and significantly more than cost for others) and/or (xiii) waive any minor informality in any Offer or procedure so long as the deviation does not affect the competitiveness of an Offer or the process.

9 DEFINITIONS

“Addendum” means a written instrument issued by the Contract Awarding Authority that modifies or clarifies the Solicitation prior to the Due Date. “Addenda” is the plural form of the word.

“APFC” means The Austin Public Facilities Corporation, a 501(c) corporation.

“City” means the City of Austin, a Texas home-rule municipal corporation.

“Offer” means a complete signed response to a Solicitation including, but not limited to, a Request for Qualification Statements.

“Offeror” means a person, firm, or entity that submits an Offer in response to this Solicitation. Any Offeror may be represented by an agent after submitting evidence demonstrating the agent’s authority. The agent cannot certify as to his own agency status.

“Request for Qualification Statements” means all documents utilized for soliciting Qualifications Statements.

“Responsible Offeror” means the financial and practical ability of the Offeror to perform the Contract and takes into consideration resources, expertise, and past performance of the Offeror as well as compliance with all City ordinances concerning the purchasing process.

Solicitation INSTRUCTIONS

“Responsive” means meeting all the requirements of a Solicitation.

“Solicitation” means this Request for Qualification Statements or RFQS.

10 OFFER SUBMITTALS

- 10.1 Executive Summary.** In no more than three pages, provide an Executive Summary in brief, concise terms of your qualifications related to this Solicitation. Include the number of years your organization has been in business, a summary of your organization’s history and experience, and how your organization is the most qualified to carry out the requirements outlined in the Solicitation.
- 10.2 Authorized Negotiator.** Include name, address, email, and telephone number of a person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.
- 10.3 Company Qualifications and Experience.** Offerors must detail their qualifications, showcasing their capability to undertake the responsibilities outlined in the Solicitation. This includes demonstrating relevant experience and expertise that align with the service requirements specified.
- 10.4 Experience working with the City of Austin or Municipal Governments.** The Offeror should describe previous engagements with the City of Austin or other municipal governments, focusing on relevant projects or services they have delivered.
- 10.5 Understanding Facility Planning Requirements.** Offerors should showcase a comprehensive understanding of facility planning requirements, emphasizing how this knowledge will be applied to meet the specific service requirements outlined in the Solicitation.
- 10.6 Personnel Qualifications and Experience.** Offerors must provide the names and qualifications of the professional staff who will be dedicated to these services. Key personnel should be identified by name and title, along with a detailed account of their qualifications relevant to the Solicitation. Resumes for all mentioned individuals should be included to support their suitability for the assigned responsibilities.
- 10.7 Expertise in the Austin Commercial Real Estate Market.** Offerors are expected to demonstrate their familiarity and experience within the Austin commercial real estate sector, showcasing their ability to navigate and leverage the market for the City's benefit.
- 10.8 Knowledge of Industry Best Practices for Office and Warehouse Facilities.** The Offeror must show their understanding of current best practices in the management and operation of office and warehouse facilities, and how these will be applied in the project.
- 10.9 Organization Chart**

11 EVALUATION OF OFFERS

11.1 Evaluation Factors

RFQS Evaluation Factors	Maximum Points
Executive Summary (Section 10.1)	PASS/FAIL
Authorized Negotiator (Section 10.2)	PASS/FAIL
Experience of Company and Personnel (Sections 10.3 & 10.6)	20
Experience working with the City of Austin or Municipal Governments (Section 10.4)	20
Understanding of Facility Planning Requirements (Section 10.5)	20
Expertise in the Austin Commercial Real Estate Market (Section 10.7)	20
Knowledge of Industry Best Practices for Office and Warehouse Facilities (Section 10.8)	20
Organization Chart (Section 10.9)	PASS/FAIL
Total	100

11.2 Interviews and/or presentations, Optional. The APFC will score Offers based on the criteria listed above. The APFC may select a “short list” of Offerors based on those scores. “Short-listed” Offerors may be invited for interviews or presentations with the APFC. The APFC reserves the right to re-score “short-listed” Offers as a result, and to make award recommendations on that basis.

11.3 Price Proposal. Do not submit pricing with your Offer. Upon completion of the evaluation process and demonstrated competence and qualifications, the City will request detailed pricing from the highest-ranked firm and negotiate fees for services. If the City is unable to reach a timely agreement with the highest-ranked firm, the City will terminate negotiations and begin negotiations with the next highest-ranked firm.

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