

City of Austin
**CAPITAL
 CONTRACTING
 OFFICE**

Your valuable
 business partner in
 Capital Project
 delivery.

PROFESSIONAL SERVICES

REQUEST FOR QUALIFICATIONS:

Qualifications Based Selection solicitation method as prescribed by Texas Local Government Code 2254.004 (1) "first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and (2) then attempt to negotiate...a fair and reasonable price."

- Used to procure construction related professional services such as architectural services, engineering, surveying, landscape architecture.
- Qualifications and experience are the key evaluation factors considered; price/cost of services is not a part of the evaluation process.
- Qualifications and experience are evaluated on established criteria that is relevant to the specific scope and project need.
- Evaluations are conducted by qualified City staff.
- Council considers and approves contract award.
- Stand Alone Request for Qualifications (RFQ) Solicitation - project specific scope, one firm is selected.
- Rotation list Request for Qualifications (RFQ) Solicitation - generic scope, specific scope assignments made after contract execution, multiple firms are selected.

Professional Services Procurement Process

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

Questions?

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