



City of Austin

# Financial Services Department Capital Contracting

Your valuable 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.

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### 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





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### ROTATION LISTS

Rotation Lists are the City of Austin's tool to deliver professional services required by departments throughout the City. Rotation List contracting allows the City to have a group of qualified consultants available to perform specific types of recurring work in a timely manner to meet the project and operational needs of the City. Assignments are made to consultants on a rotating basis.

- CCO solicits professional services contracts with the potential of multiple awards to the most qualified firms submitting responses.
- Consultants are selected based on qualifications determined by a cross-functional panel of City staff with expertise in the specific scope reviewed.
- City Council approves the RCA to move forward with negotiations with the selected consultants.
- CCO conducts Kick-off meetings to instruct consultants on requirements for contract execution.
- CCO works with firms to establish personnel titles and wage rates and execute their professional service agreement.
- CCO makes initial assignments to the selected firms based on the ranking of the final evaluation matrix.
- Subsequent assignments are based on each firm's remaining authority balance and are ranked/sorted by the highest remaining authority.
- CCO tracks all assignments for the life of the rotation list.
- Primary users of Rotation Lists are Public Works, Austin Water, Austin Energy, Aviation, PARD, Library and Building Services

Engineering	Water and Wastewater	Miscellaneous
<ul style="list-style-type: none"> <li>• Civil Engineering (Large and Small)</li> <li>• Structural</li> <li>• Mechanical</li> <li>• Field Engineering Storm water</li> <li>• Stream Restoration</li> <li>• Flood Hazard Mitigation</li> <li>• Subsurface Utility (SUE)</li> </ul>	<ul style="list-style-type: none"> <li>• Pipelines (Large and Small Diameter)</li> <li>• Facilities (Large and Small)</li> <li>• Supervisory Control and Data Acquisition (SCADA)</li> <li>• Landscape Design</li> <li>• Architectural Design (Large and Small)</li> </ul>	<ul style="list-style-type: none"> <li>• Surveying</li> <li>• Construction Inspection, Commissioning Agent, Space Planning, Subsurface</li> <li>• Utility Engineering</li> </ul>

Questions? Email us:  
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