



2019 Consultant & Construction Contractor Symposium

City of Austin





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 – Turned in All Required Documents

- Prime Firm submittal Requirements included:
 - Form 1 – Prime Firm’s General Information
 - Form 2 – Affidavit of Authentication
 - Form 3A– Prime Firm’s EEO Program
 - Form 3B– Title VI Assurances Appendix A
 - Form 3C – Title VI Assurances Appendix E
 - Form 4 – Affidavit of Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying
 - Form 5 – Affidavit of Availability
 - Form 6 – Affidavit of Contract Execution
- Scoring: **Yes or No**
 - ✓ **Yes** = Evaluation of your response will continue.
 - ✓ **No** = Response **will not** be evaluated.



Consideration Item 3a – Team’s Structure

- City is interested in:
 - Team’s organizational structure
 - Project leadership
 - How prime firm will interface with City PM
 - How subconsultants, if applicable, will work within the team structure
 - Roles of the key individuals

Provide a one page organizational chart (3 pts)

Narrative (7 pts)

Scoring: 10 Points Maximum



Consideration Item 3b – Team’s Project Approach

The City is looking at:

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

➤ **Provide Narrative**
Scoring 20 points max



Consideration Item 4 – Key Personnel

- **Project Manager, Project Professional, Project Principal**
- Could be any combination of the three
- 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.
 - **15 points maximum**



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
-
- 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
 - 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.
 - 10 points



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?

