

QBS EVALUATION CRITERIA & MATRIX

After careful consideration of legal opinion; current practices of Texas jurisdictions; and consideration of the uniqueness of Austin and its Capital Improvement requirements, the City adopted the QBS Matrix highlighted below. It includes the point breakdown for every evaluation criteria item and a brief description of what the City is expecting to receive in regards to a response to our criteria.

Consideration Item #	Title	Scope Specific Max Point Value <small>(115 Total)</small>	
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	20	
5	PRIME FIRM'S COMPARABLE PROJECT	15	
6	MAJOR SCOPES OF WORK – COMPARABLE	15	
7	TEAM'S EXPERIENCE WITH AUSTIN ISSUES	10	
8	CITY OF AUSTIN'S EXPERIENCE WITH PRIME	10	
9	INTERVIEWS	15	

Evaluation Criteria

Score

Consideration Item 1 – MBE/WBE Procurement Program:

Yes/No

This criteria item requires the Prime Firm meet the established solicitation goals or complete Good Faith Efforts. This will serve as a gatekeeper item.

Consideration Item 2 – Turned In All Required Documents:

Yes/No

This criteria item incorporates all the requested forms and documents required of the Prime Firm. This will serve as a gatekeeper item.

Consideration Item 3a – Team's Structure:

10 Points Maximum

In this item, the City is interested in the Team's organizational structure. The project team is required to identify project leadership, reporting responsibilities, how the prime firm will interface with the City's project manager, and how subconsultants will work within the team structure.

Evaluation Criteria

Score

Consideration Item 3b – Project Approach:

20 Points Maximum

In this item, the City is interested in the team's overall understanding of the project scope and issues. The team is to describe any significant project issues and the team's approach in addressing those issues.

Consideration Item 4 – Experience of Key Personnel (PM, PP, PE, PA):

20 Points Maximum

In this item, the City is interested in the experience of the Key Personnel who will be assigned to this project. Points will be awarded based on the Key Personnel selected by the City's PM. **NOTE:** Scope Specific base requirements: 3 projects within past 10 years.

Consideration Item 5 – Prime Firm's Comparable Project Experience:

15 Points Maximum

The City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the projects described in the solicitation documents. **NOTE:** Scope Specific base requirements: 3 projects within past 5 years.

Consideration Item 6 – Major Scopes of Work – Comparable Project Experience:

15 Points Maximum

For this consideration item, the City is interested in the history and success of the firm (prime or sub) proposed to perform the scope of work, with projects of similar programs, budgets, and/or clients as the areas identified. **NOTE:** Scope Specific base requirements: 3 projects within past 5 years.

Consideration Item 7 – Team's Experience with Austin Issues:

10 Points Maximum



For this consideration item, the City is interested in the team's experience with various Austin issues, as may be evidenced by work in the Austin area. The project PM may include additional items as warranted by the uniqueness of the project scope. Traditional areas that the team must address are:

- ◆ 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.
- ◆ Public awareness and involvement in project development in the Austin area.
- ◆ Responsiveness due to proximity of projects to local office

Evaluation Criteria

Score



Consideration Item 8 – City of Austin’s Experience with Prime Firm:

10 Points Maximum

For this consideration item, the City is will consider the history of the prime firm in complying with project programs, schedules, and budgets on previous City of Austin projects.

Consideration Item 9 – Interviews (OPTIONAL):

15 Points Maximum

~~The interview process will be held if scores during the final evaluation are found to be very close. Typically interviews will be conducted if the scores for the top firms are within three tops of each other.~~ In no instances will more than five firms be interviewed.