



EVALUATION CRITERIA STAND ALONE SOLICITATIONS

Solicitation Number: CLMP179

Project Name: Consulting Services for Integrated Water Resource Plan

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural/planning services to the City of Austin. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (plus 15 points for interviews, if conducted). Wherever used, "prime firm" denotes a single firm or a joint venture responding as the prime consultant. Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed 8-1/2 x 11-inch pages. The prime firm shall perform the largest share of the assignment (on an estimated percentage of total agreement basis). Responses failing to show the prime firm performing the plurality of the services shall be rejected as non-responsive.

Limitations on volume of requested information apply equally to single firms and joint ventures regardless of the number of firms partnering in the joint venture. Responses with excess volume or which do not include information for the evaluation of all consideration items may not be thoroughly reviewed or may be rejected as non-responsive.

All prime firms and subconsultants must be registered to do business with the Owner prior to contract award. Prime firms are responsible for ensuring that their subconsultants are registered as vendors with the City of Austin. You may register through the Owner's on-line Vendor Registration system. Log on to the link below and follow the directions:

https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm

NOTES: Firms and individuals, who are proposed as staff on this RFQ, must adhere to the requirements of Subchapter A of the Texas Professional Engineering Practice Act regarding the use of the term "engineer". The full text of the Texas Professional Engineering Act may be found at: <http://www.engineers.texas.gov>.

CONSIDERATION ITEM 1

MBE/WBE PROCUREMENT PROGRAM

Were Goals achieved or did response indicate that a Good Faith Effort was made to achieve the Goals?

- No** - Response **will not** be evaluated.
Yes - Evaluation of the response will continue.

Attach the following:

- **MBE/WBE Compliance Plan**
- **Letters from subconsultants confirming contact/commitment to the project.**

CONSIDERATION ITEM 2

TURNED IN ALL REQUIRED DOCUMENTS

Did respondent turn in the requested documents as required by this Consideration Item and the forms and submittal requirements for all other consideration items?

- No** - Response **will not** be evaluated.
Yes - Evaluation of the response will continue.

Respondent must attach the following to Consideration Item 2:

- **Form 1 – Prime Firm General Information**
- **Form 2 – Affidavit of Authentication**
- **Form 3 - Prime Firm's EEO Program and Title VI Assurances**
- **Form 4 - Affidavit of Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying**
- **Form 5 - Affidavit of Availability**
- **Form 6 - Affidavit of Contract Execution**

NOTE: Other forms and submittal documents required in the remaining consideration items should be attached to that respective consideration item.

CONSIDERATION ITEM 3a

TEAM'S STRUCTURE

10 Points Maximum

City is interested in team's organizational structure. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager, and how

subconsultants will work within the team structure. Describe the roles of the key individuals proposed to work on this project.

The team structure should include discipline experts required for the development of an Integrated Water Resources Plan. The team may include, but not be limited to, professional staff of civil and/or environmental engineers, planners, scientists, analysts, environmental consultants, engineering technicians, GIS analysts, and public outreach specialists.

Areas of expertise may include:

- Advanced water conservation and efficiency
- Water reuse/reclamation
- Distributed and decentralized water systems/On-site systems for reuse
- Sustainable water resource planning including supply diversity and reliability
- Alternative water utility financial models
- Alternative/innovative stormwater management/Green infrastructure/Rainwater harvesting
- Water efficient/neutral development/Net zero water concepts
- Climate adaptation
- Financial and economic analysis
- Modeling
- Hydrology
- Drought planning
- Disaggregated demand forecasting
- Energy and water relationships
- Scenario planning

- **Provide an organizational chart and narrative. The total number of narrative pages should not exceed five (5) pages (not including the organizational chart). Indicate activities, responsibilities and key personnel on the organizational chart. Response should align with team's proposed MBE/WBE Compliance Plan provided in Consideration Item 1 above.**

CONSIDERATION ITEM 3b

TEAM'S PROJECT APPROACH

20 Points Maximum

City is interested in team's overall understanding of the project scope and issues. In particular, we would like you to address the following areas, in addition to other areas in the scope of work you may want to highlight:

- Analysis and planning for:

- Direct and indirect reuse strategies (potable and non-potable)
 - Distributed and decentralized water systems
 - Alternative/innovative stormwater management for water supply
 - Climate change adaptation
 - Drought response
- Integrated water resource planning with a major public outreach and participation component
- Development of information to evaluate water supply and demand management strategies
- Options and portfolio comparison of water supply and demand management strategies, including financial analysis

Describe any significant project issues and the team's approach in addressing those issues referenced above, as well as other issues related to the scope of work. Reference issues seen on similar scoped projects, and the overall approach, to mitigate those issues and others. Describe your team's methods to successfully complete the work; your team's understanding of the techniques and sequencing required; and how the prime firm will interface with the City's appointed representative. Please describe the major subconsultants' placement in the overall approach to the project.

➤ **Provide a narrative not to exceed seven (7) pages.**

CONSIDERATION ITEM 4

EXPERIENCE OF PROJECT MANAGER AND PROJECT PRINCIPAL (past 10 Years) 20 Points Maximum

(Project Manager – 15 points; Project Principal – 5 points)

City is interested in the experience of the Project Manager and Project Principal that demonstrates history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation.

The project manager should demonstrate experience in similar complex projects with a substantial public outreach component.

Points will be awarded as indicated above. Only one individual per job responsibility should be designated. Project Manager and Project Principal must be employed by the prime firm.

List three (3) projects, for each role, which have been completed in the past ten (10) years, meeting the criteria below.

- All three (3) projects must be of similar size, scope, and complexity as outlined in the RFQ
 - At least two (2) projects shall demonstrate experience with Integrated Water Resource Plans
 - At least one (1) project shall demonstrate experience with sustainable and innovative water resource planning solutions
 - At least one (1) project shall demonstrate experience and results with public outreach and engagement
- **Complete Form 7 - Experience of Project Manager. Please provide no more than one (1) page per project.**
- **Complete Form 9 – Experience of Project Principal. Please provide no more than one (1) page per project.**
- **Attach a resume of no more than two (2) pages for each individual.**

Definitions:

The following definitions are meant to assist the prime firm in determining the appropriate key team members for this project. These definitions are not exhaustive and are meant only as a guide.

Project Manager: The COA defines a project manager as an individual in the prime firm who:

- ◆ Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project.
- ◆ Has the responsibility of the planning, execution, and closing of a project.
- ◆ Is responsible for accomplishing the stated project objectives.
- ◆ Leads project meetings to collect and disseminate information pertaining to project.
- ◆ Coordinates the collection and dissemination of information between/within the company and COA.
- ◆ Manages all aspects of the project, including subconsultants.

Project Principal: The COA defines a project principal as an individual in the prime firm who:

- ◆ Has executive oversight of projects.
- ◆ Has the authority to remove the PM, PE or PA assigned to this project.
- ◆ Has the authority to secure additional resources to the project.

CONSIDERATION ITEM 5

PRIME FIRM'S COMPARABLE PROJECT EXPERIENCE (past 10 years)

15 points maximum

City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. In particular, we would like you to address the following areas:

- Integrated water resource planning with a major public outreach and participation component
- Sustainable and innovative water resource planning solutions
- Development of information to evaluate water supply and demand management strategies
- Options and portfolio comparison of water supply and demand management strategies, including financial analysis
- Drought response planning

List three (3) projects meeting those areas referenced above which have been completed in the past ten years.

- All three (3) projects must be projects of similar size, scope, and complexity as outlined in the RFQ
- At least two (2) projects shall demonstrate experience with Integrated Water Resource Plans
- At least one (1) project shall demonstrate experience with sustainable and innovative water resource planning solutions
- At least one (1) project shall demonstrate experience and results with public outreach and engagement

In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

- **Provide a narrative not to exceed one (1) page. Complete Form 10 and provide no more than one (1) page per project.**

CONSIDERATION ITEM 6

MAJOR SCOPES OF WORK - COMPARABLE PROJECT EXPERIENCE (past 10 years)

15 points maximum

The City has identified Major Scopes of Work to be provided for this project, which are included in the Scope of Services. Each scope of work can be accomplished through subcontracting other firms or utilizing the prime firm. The City is interested in the history and success of the firm proposed to perform the scope of work (subconsultant or prime), with projects of similar programs, budgets, and/or clients as the areas identified. List three (3) projects per Major Scope of Work, meeting these criteria, which have been completed in the past ten years. In addition,

City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects. If more than one firm is listed for a particular Major Scope of Work, the City expects the work will be divided evenly among them.

- **Complete Form 11 for each Major Scope of Work listed in the Scope of Services. Provide no more than one page per opportunity. All major subconsultants listed in this item must also be included in your MBE/WBE compliance plan.**
-

CONSIDERATION ITEM 7

TEAM'S EXPERIENCE WITH AUSTIN ISSUES

10 Points Maximum

City is interested in team's (including subconsultants) experience with Austin issues, as may be evidenced by work in the Austin area during the past five (5) years. Briefly describe experience in, and familiarity with, the following areas and reference projects relating to that experience:

- ♦ Austin area historical, civic, social equity, and cultural values.
- ♦ Facilitating process for stakeholder and general public participation and input on high visibility projects in the Austin area.
- ♦ Austin environmental community, conditions, and constraints.
- ♦ Familiarity with local, regional, and state institutional and regulatory environment affecting water supply planning in the Austin area
- ♦ Familiarity with Austin-area demand management strategies, including water conservation

- **Provide a brief narrative of no more than four (4) pages.**
-

CONSIDERATION ITEM 8

CITY OF AUSTIN'S EXPERIENCE WITH PRIME FIRM (past 5 years)

10 Points Maximum

The City will consider the history of the firm in complying with project programs, schedules, and budgets on previous City of Austin projects within the last five (5) years. Firms with previous projects with the City of Austin and have had no issues will receive 10 points. Points will be deducted if the City has had negative experience with the prime firm's performance on City projects. Deductions are based on Consultant Evaluations completed by Project Managers at the end of each phase of the project.

Specific consideration items by phase may include:

- ♦ Timely completion of projects and timeliness of performance per PSA and authorized amendments.
- ♦ Timely, accurate, and complete payment applications and payments to

- subconsultants.
- ♦ Deliverables met criteria established in contract / resolution of significant issues in writing.
- ♦ Compliance with City ordinances on substitution/addition/deletion of subconsultants.
- ♦ Compliance with Minority and Women-Owned Business Procurement Program.
- ♦ Compliance with City standards, including regulatory compliance and permitting requirements.
- ♦ Conformance to City budget/cost requirements.
 - Preliminary, Design, and Bid/Award - estimates were within Fixed Construction Budget.
 - Construction - dollar value of change orders were $\leq 5\%$ of construction contract amount.
- ♦ Quality of work performed.

Firms who have had no previous projects with the City of Austin will receive a score equal to the average of all *engineering* firms in the data base with previous City projects.

CONSIDERATION ITEM 9

INTERVIEWS (OPTIONAL)

15 Points Maximum

The City may determine that it is necessary to interview short-listed firms prior to making a recommendation to the City Council. Staff intends to use the following guidelines for the optional interview process:

- ♦ The point difference between the first and second ranked firm is less than three points.
- ♦ The number of firms interviewed will depend on the closeness of the scores following evaluation of the written proposals.
- ♦ Staff will consider significant gaps in point separation between the top ranked firms in determining the number of firms to be interviewed.
- ♦ Only firms that are considered qualified to perform the work, on the basis of their written proposal, will be invited for interviews.
- ♦ No more than five firms will be interviewed.
- ♦ Staff may conduct interviews in other cases where staff believes it is in the best interest of the City.
- ♦ The City reserves the right to determine whether an interview will be conducted for every solicitation/project.