

PROPOSED EVALUATION CRITERIA

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

EVALUATION CRITERIA:

Evaluation Standard; Evaluation Committee. A committee comprised of City of New Braunfels staff will evaluate the SOQs submitted. SOQs will be evaluated on evidence of understanding of the issues and challenges, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the project. The following criteria are those that will be applied in the evaluation of responses for providing professional consulting services to the City of New Braunfels.

Following each description are the evaluation points associated with the item. Total possible points equal 100 (plus 15 points for interviews, if conducted).

ITEM 1 - 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 for Consideration:

- **Tab 1 Solicitation and Offer Form**
- **Tab 1 Addenda**
- **Tab 2 Letter of Interest**
- **Tab 3 Item 2a - Team's Structure, Experience, and Availability**
- **Tab 3 Item 2b - Teams Project Approach**
- **Tab 4 Item 3 - Experience of Project Manager and Project Principal**
- **Tab 5 Item 4 - Team Comparable Project Experience**
- **Tab 6 Item 5 - Major Scopes of Work – Comparable Project Experience**
- **Tab 6 Item 6 - Teams Experience with New Braunfels Issues**
- **Tab 7 Item 7 - City of New Braunfels Experience with Team**
- **Tab 8 Other Support & Attachments: Vendor Certifications and Non-Conflict of Interest**

ITEM 2a - TEAM'S STRUCTURE, EXPERIENCE, AND AVAILABILITY

10 Points Maximum

City is interested in team's organizational structure. Identify project leadership, reporting responsibilities, how the team will interface with City's project manager, and how subconsultants will work within the team structure. Team and subconsultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work.

- Indicate activities, responsibilities and key personnel on the organizational chart.
- Describe the roles of the key individuals proposed to work on this project. Key personnel included in this section are expected to be the same personnel that will be assigned to the contract if awarded.

- Indexed and Labeled as Tab "3"
- Provide an organizational chart

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- ☐ Provide a brief narrative.

ITEM 2b – - TEAM’S PROJECT APPROACH

20 Points Maximum

City is interested in team's overall understanding of the project scope, phasing, and issues.

- Describe any significant project issues and the team’s approach in addressing those issues.
 - Reference issues seen on similar scoped projects, and the overall approach to mitigate those and other issues.
 - Describe your team’s methods to successfully complete the work; your team’s understanding of the techniques and sequencing required; and how the team and subconsultant will interface with the City’s appointed representative team.
 - Describe the major subconsultants’ placement in the overall approach to the project.
 - Describe approaches the team will use to support the City remaining in the role of project owner throughout the life of the project.
 - The City encourages the Consultant team to identify alternative approaches, phasing, steps, deliverables, or tasks in all major and other scopes based upon their experience with similar projects that facilitate and/or accelerate project delivery.
- Indexed and Labeled as Tab “3”
 - Provide a narrative not to exceed four (4) pages.

ITEM 3 - 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 scope, budgets, and/or clients as the project described in this solicitation.

- Points will be awarded as indicated above.
 - Only one individual per job responsibility should be designated.
 - The prime consultant must employ the Project Manager and Project Principal.
 - The Project Manager and Project Principal may be the same individual.
 - The Project Manager must be licensed as a professional engineer, architect or land surveyor in the State of Texas at the time of submittal.
 - List three (3) projects meeting these criteria which have been completed in the past ten (10) years for each individual.
- Indexed and Labeled as Tab “4”
 - Experience of Project Manager. Please provide no more than one (1) page per project.
 - Experience of Project Principal. Please provide no more than one (1) page per project.
 - Attach a resume of no more than one (1) page for each individual.

Resumes – Respondent shall submit one-page resumes for all key team members. Resumes should link to project sheets and may also include additional previously completed relevant projects not highlighted in the project sheets. Resumes shall also include the license type (if applicable), number of years licensed, location of office, number of years’ experience in proposed role and experience with the Firm.

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- Indexed and Labeled as Tab “4”
- Attach a resume of no more than one (1) pages for each individual.

ITEM 4 - TEAM COMPARABLE PROJECT EXPERIENCE (past 10 years)

15 points maximum

City is interested in the team's history and success with projects of similar scope, budgets, and/or clients as the projects described in this solicitation.

- List three (3) projects meeting these criteria which have been completed in the past ten years.
 - In addition, City may consider history of firm in complying with projects, projects, schedules, and budgets on previous City projects and projects.
- Indexed and Labeled as Tab “5”
 - Provide a narrative not to exceed one (1) page.

ITEM 5a - 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 sub-consulting other firms or utilizing the teams. The City is interested in the history and success of the firm proposed to perform the scope of work (subconsultant or prime), with similar projects, 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.
 - City may consider history of firms in complying with projects, projects, schedules, and budgets based on previous City projects and 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;
 - list three (3) projects per firm per scope of work.
 - Provide no more than one page per firm per scope.
- Indexed and Labeled as Tab “6”
 - Complete Project Sheet (see tab 5b) for each Major Scope of Work listed in the Scope of Services. Provide no more than one page per Major Scope of Work, per firm

ITEM 5b – Respondent's submittal shall include a maximum of three (3) project sheets, limited to one (1) page for each project, which describe similar projects the respondent has completed within the last five years. Each project sheet should include the following:

- Name and Description of the project;
- Scope of the project;
- Project Principal and note whether this person will work on this contract and his/her role planned for this contract;
- Project Manager and note whether this person will work on this contract and his/her role planned for this contract;

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- Project budget, and final project costs e.g. history of accomplishing services within established budget, include planned versus actual.
- Project's proposed design start and completion date and actual completion date (explain inconsistencies);
- Names of the Team members who worked with on the project. Please indicate if they are still retained by the Respondent.
- The owner's name and the name of the representative (if different) who served as the day-to-day liaison for the project in the following format:
 - Name of Owner
 - Name of Owner's representative
 - Representative's Phone Number
 - Representative's E-mail

- Indexed and Labeled as Tab "6"

ITEM 6 - TEAM'S EXPERIENCE WITH NEW BRAUNFELS ISSUES

10 Points Maximum

City is interested in the team's (including subconsultants) experience with New Braunfels issues, as may be evidenced by work in New Braunfels and/or the surrounding area during the past ten (10) years. Briefly describe experience in the following areas and reference projects relating to that experience:

- City of New Braunfels area development and/or project requirements.
- Local area construction in the public (City, State, etc.) right-of-way.
- Local area construction costs and practices.
- Local environmental community, conditions and constraints.
- Firm's experience with private and public utilities within the New Braunfels or surrounding area;
- Building code requirements; and City of New Braunfels Design Criteria
- Responsiveness due to proximity of projects to local office.
- Local area historical, civic and cultural values.
- Public awareness and involvement in projects development in the Local area.

- Indexed and Labeled as Tab "7"
- Provide a brief narrative of no more than four (4) pages.

ITEM 7 - CITY OF NEW BRAUNFEL'S EXPERIENCE WITH TEAM (past 10 years)

10 Points Maximum

The City will consider the history of the firm in complying with projects, projects, schedules, and budgets on previous City of New Braunfels projects and projects within the last ten (10) years.

Firms with previous projects or projects with the City of New Braunfels and have had no issues will receive 10 points. Points will be deducted if the City has had negative experience with the team's performance on City projects or 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:

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- Timely completion of projects and 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 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.
- Indexed and Labeled as Tab "8"
 - Provide a narrative not to exceed seven (7) pages.

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

ITEM 7 - 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 option process:

- 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.