



City of Austin

Financial Services Department Central Procurement

Your valuable partner in
Capital Project
Delivery

PROFESSIONAL SERVICES

REQUEST FOR QUALIFICATIONS

The Qualifications Based Selection solicitation method as prescribed by Texas Local Government Code 2254.004 states (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, and master planning.
- 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 most commonly selected.
- Rotation list Request for Qualifications (RFQ) Solicitation - generic scope, specific scope assignments made after contract execution, multiple firms are selected.

Professional Services Evaluation Criteria

| Considered 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 | 20 |
| 5 | Prime Firm's Comparable Project Experience | 15 |
| 6 | Major Scopes of Work - Comparable Project Experience | 15 |
| 7 | Team's Experience with Austin Issues | 10 |
| 8 | City of Austin's Experience with Prime Firm | 10 |
| 9 | Interviews (Optional) | 15 |
| Total: | | 115 |

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