

## NEW 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 project team crafted the new QBS Matrix is 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>	Rotation List Max Point Value <small>(100 Total)</small>	Current Matrix Max Point Value * <small>(125 total)</small>
1	MBE/WBE PROCUREMENT PROGRAM	N/A	N/A	N/A
2	TURNED IN ALL REQUIRED DOCUMENTS	N/A	N/A	N/A
3a	TEAM'S STRUCTURE	10	10	12
3b	TEAM'S PROJECT APPROACH	20	N/A	Combined with Team Structure
4	EXPERIENCE OF KEY PERSONNEL	20	25	24
5	PRIME FIRM'S COMPARABLE PROJECT	15	25	15
6	MAJOR SCOPES OF WORK – COMPARABLE	15	20	15
7	TEAM'S EXPERIENCE WITH AUSTIN ISSUES	10	10	8
8	CITY OF AUSTIN'S EXPERIENCE WITH PRIME	10	10	11
9	INTERVIEWS	15	N/A	25

(\* NOTE : on Current matrix, Experience and Availability of Proposed Staff item was worth 15 pts, it was removed and therefore is not listed in this chart for comparison purposes.)

### Evaluation Criteria

### Score

*Consideration Item 1 – MBE/WBE Procurement Program:*

*Yes/No*

This criteria item remained the same and will still require 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 is new and 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  
10 Points Maximum*

This item was previously titled, "Team Structure and Project Approach". 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*  
*Not Applicable*

This item was previously titled, “Team Structure and Project Approach”. 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. **Note:** This item will not be incorporated in solicitations for Rotation Lists because there is no “project approach” at the procurement stage.

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

*20 Points Maximum*  
*25 Points Maximum*

This consideration item stayed the same; however the solicitation documents will incorporate definitions of each Key Personnel. 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. Rotation List base requirements: 5 projects within past 10 years.

### *Consideration Item 5 – Prime Firm’s Comparable Project Experience:*

*15 Points Maximum*  
*25 points Maximum*

This consideration item stayed the same. 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. Rotation List base requirements: 5 projects within past 5 years.

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

*15 Points Maximum*  
*20 Points Maximum*

The title of this consideration item used to be, “Subconsultant Firms’ Comparable Project Experience. This was changed to reflect the fact that these opportunities can be accomplished by the prime firm or a major subconsultant. 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. Rotation List base requirements: 3 projects within past 5 years.

### *Consideration Item 7 – Team’s Experience with Austin Issues:*

*10 Points Maximum*  
*10 Points Maximum*

This consideration item stayed the same. However, a bullet item requesting the prime firm highlight “efficiencies derived from proximity of projects to local office” has been included to reflect Local Business Presence. For this consideration item, the City is interested in the team’s experience with Austin issues, as may be evidenced by work in the Austin area.

**Evaluation Criteria**

**Score**

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

*10 Points Maximum*

*10 Points Maximum*

This consideration item stayed the same. However, a new consultant evaluation process will be incorporated into the scoring of this new item. 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*

*Not Applicable*

This consideration item stayed the same. 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.

**Note:** Interviews are not conducted for Rotation List solicitations.