



**PROFESSIONAL SERVICES CONSULTANT SELECTION  
EVALUATION CRITERIA**

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural services to the City of Pflugerville. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (plus 25 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.**

<b>Prime Firm – General Information</b>
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- Complete Form A.

<b>Consideration Item 1: <u>Experience of Project Manager and Project Principal (Past 10 Years)</u> (Project Manager – 20 points; Project Principal – 10 points)</b>
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City is interested in the experience of the Project Manager and Project Principal, on projects similar to the project described in this solicitation. 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 and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. List no more than five (5) projects meeting these criteria which have been completed in the past ten (10) years for each individual.

**30 Points Maximum**

- Complete Form B(1) and B(2). Please provide no more than one (1) page per project. Attach a resume of no more than two (2) pages for each individual.

<b>Consideration Item 2: <u>Experience and Availability of Proposed Staff</u></b>
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Prime firm 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. Prime firm and subconsultants must commit that staff proposed in this submittal would be available for the proposed work. City may desire to visit team's business addresses on a regular basis to follow progress of the work.

**15 Points**

- Complete Form C. Attach a resume of no more than two (2) pages for each key individual.

<b>Consideration Item 3: <u>Prime Firm's Comparable Project Experience (past 5 years)</u></b>
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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. List no more than five projects meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

**15 points maximum if subconsultants are used, otherwise, 30 points**

- Complete Form D. Please provide no more than one (1) page per project.

**Consideration Item 4: Subconsultant Firms' Comparable Project Experience (past 5 years)**

Areas of subconsulting which will be evaluated are identified in the project description. The City is interested in the proposed subconsultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per subconsultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.

**15 points maximum if subconsultants are used, otherwise, 0 points**

- Complete Form E for each area of subconsulting on which you wish to report experience. Provide no more than one page per subconsultant. If no subconsultants are proposed, the prime firm shall use Form E to demonstrate its technical expertise in all areas required for the project if not previously described (e.g., surveying).**

**Consideration Item 5: Team's Experience with the City of Pflugerville**

City is interested in team's (including subconsultants) experience with the City of Pflugerville, as may be evidenced by existence of local offices or work in the Central Texas area during the past five (5) years. Briefly describe experience in the following areas and reference projects relating to that experience:

- Site development and/or building permit requirements.
- Pflugerville area water systems and providers.
- Pflugerville area construction costs and practices.
- Public awareness and involvement in project development in the Pflugerville area.

**10 Points Maximum**

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

**Consideration Item 6: Team's Structure and Project Approach**

City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how subconsultants will work within the management structure. Describe any significant project issues and the team's approach in addressing those issues.

**15 Points Maximum**

- Provide an organizational chart and brief narrative. The total number of pages should not exceed six (6) pages. Indicate activities, responsibilities and key personnel on the organizational chart.**

**Consideration Item 10: Interview (Optional)**

The City may determine that it is necessary to interview short-listed firms prior to making a recommendation to the City Council. Generally, staff may interview the top firms based on the results of the Evaluation Committee.

**25 Points Maximum**