

ISSUE DATE: August 26, 2015

TO: Architectural and Engineering Consulting Firms

FROM: Dan Franz, P.E., CFM
City Engineer

SUBJECT: Professional Services Consultant Selection
Request for Qualifications
237 Acre Community Park Master Plan and Sports Complex Construction

The City of Pflugerville (City) is pleased to announce a request for Statements of Qualifications (SOQs) from qualified architectural and engineering consulting firms for professional services associated with the development of a master plan for a community park and construction of a City Sports Complex.

Please review the attached documents listed below for detailed instructions regarding the submittal and review process.

- 1) The RFQ Packet
- 2) Phase One (Minimum Qualifications) Submittal Form
- 3) Phase Two Project List Form

If you are interested in being considered, please submit your SOQ by **4 p.m. Thursday, September 17, 2015** to the person listed below. The submission date for questions, clarifications, or requests for general information is 2 p.m. Friday, September 11, 2015. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information are to be in writing via email or other mail carrier to the City's Project Manager.

To be considered for this project, your firm must meet the qualifications and satisfy the requirements set forth in the RFQ. A committee consisting of City staff will rate the SOQs using the evaluation criteria included in the RFQ. The may interview one or more firms to further evaluate qualifications. The will present their recommendation to the City Council who will ultimately select the consultant for this project. Any questions and correspondence should be directed to:

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City of Pflugerville
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PROJECT SCOPE

TITLE: 237 Acre Community Park Master Plan and Sports Complex Construction

PROGRAM: 2014 G.O. Bond Program

REQUEST FOR QUALIFICATIONS

The City of Pflugerville seeks statements of qualifications from interested consulting firms to develop a master plan for a community park and construction of a City Sports Complex.

The City recently acquired 237 acres of land to be developed as a community park to serve the City's growing sports and recreational needs. The park will be developed in phases and is planned to serve the immediate and future needs for sports facilities and also provide passive/natural amenities.

The scope of work for this project will include master planning for the overall community park which includes the Sports Complex and the design and construction administration for the first phase of the sports complex. The budget for this scope of work and the first phase of development is approximately \$6.5M. Qualified teams should have experience in the design and implementation of park projects of similar scope and scale that include sports facilities (soccer, football, baseball, softball and other field sports); passive or nature park features that integrate with active users; and the associated infrastructure for each (restroom/concession facilities, parking, sports lighting, detention facilities, utilities, etc.). Consultants should emphasize prior work in their statement of qualifications that was successful in achieving completion on-time, within budget and most importantly achieving the goals of the community.

The consultant will work cooperatively with the City of Pflugerville's program and project managers to successfully provide professional services required to complete the project requirements.

The selection process shall consist of the following phases:

- Phase One - Evaluation of Minimum Qualifications
- Phase Two - Evaluation of Proposal
- Phase Three - Oral Presentation and Interview

All prospective consultants must submit a statement of qualifications (SOQ) by or before the submittal deadline. The SOQ will consist of two components: the *Phase One submittal* and the *Phase Two submittal*. Failure to provide both components simultaneously as one submittal by or before the deadline will result in the submittal being considered incomplete and will not be considered.

Instructions for the SOQ (Phase One and Phase Two submittals) are included with this Request for Qualifications. *Please note: the Phase One submittal must be completed on the form provided by the City of Pflugerville.* This Request for Qualifications (RFQ) provides information about the project, the minimum scope of professional services required and information to aid in preparing responses to the RFQ. All inquiries regarding this Project and the RFQ must be submitted electronically in writing to danf@pflugervilletx.gov by the date and time listed in the schedule of RFQ events section below.

The program or project manager will evaluate inquiries and issue appropriate responses. All questions and responses and additional information will be included and issued as an addendum to the original request for qualifications.

Restriction of Communication: From the time of advertisement of this solicitation until final award is made to a successful respondent and such award is announced, interested firms are not permitted to communicate about this solicitation or scope with any staff or any official representatives of the City of Pflugerville, or their consultants, except for submission of questions as instructed in this RFQ. The City reserves the right to disqualify the submittal of any offending respondent.

SCHEDULE OF RFQ EVENTS

The following schedule of events table represents the City of Pflugerville's best estimate of the schedule that will be followed. The City of Pflugerville reserves the right to modify the schedule as required.

Activity	Planned Date
City of Pflugerville issues the Request for Qualifications	August 26, 2015
Deadline for submission of written questions and requests for clarification	September 11, 2015
City of Pflugerville provides responses/clarifications	September 14, 2015
Deadline for submission of Statement of Qualifications (SOQ)	September 17, 2015
Phase One (Evaluation of Minimum Qualifications) Completed	September 30, 2015
Phase Two (Evaluation of Proposal) Completed	October 8, 2015
Phase Three (Interview and Presentation)	October 29, 2015
Recommended Council selection approval target date	November 10, 2015

PROJECT GOALS AND KEY OBJECTIVES

The selected consultant is expected to achieve the following goals:

- Develop a complete master plan for a community park which will provide sports facilities and passive/natural amenities that satisfies the needs of the citizens of Pflugerville to improve the quality of life in the City.
- Improve the economics of the City by developing and implementing the first phase of the sports complex through design and construction.
- Implement and enforce the project scope, criteria and requirements for this project in coordination with the City of Pflugerville program and project managers.
- Implement the City's vision to provide quality sports facilities.
- Implement and enforce the City standards.
- Implement the project budget in coordination with the City of Pflugerville program and project managers.
- Implement the project schedule and project phasing in coordination with City of Pflugerville program and project managers.
- Implement a public outreach plan including all stakeholders and public in the development and implementation of the project.

- Implement creative and innovative design.
- Promote and enhance physical fitness and healthy lifestyles.
- Comply with the City's General Plan requirements
- Provide detailed and informative deliverables.

PHASE ONE - MINIMUM QUALIFICATIONS

All prospective consultants shall comply with the minimum requirements specified on this request for qualification; and must submit a completed form provided by the City of Pflugerville for the Phase One submittal (see attached "Phase One Submittal Form"). Any firm that fails to use the form provided with this RFQ for the phase one submittal will not be considered.

Minimum Qualifications and Experience

The proposed consultants shall comply with the following qualifications:

- At least one member of the team shall have master planning experience serving as a park master planner with at least three (3) projects with a minimum of 150 acres in size that include similar facilities in the last five (5) years.
- At least one member of the team shall be a registered architect in the State of Texas.
- At least one member of the team shall be a registered engineer in the State of Texas.
- At least one member of the team shall be a registered landscape architect in the State of Texas.
- The team shall demonstrate experience in designing parks in similar weather conditions and water restrictions as found in Pflugerville.
- Members of the team shall have experience designing sports facilities to include baseball, softball, soccer, football and other field sports; passive or natural parks that integrate with active uses; and associated infrastructure (restroom/concession facilities, parking, sports lighting, utilities and etc.).
- At least one member of the team must be a natural sports turf specialist, and have successfully developed at least three (3) similar projects in the last five (5) years.
- At least one member of the team shall be a licensed irrigator.

PHASE TWO - EVALUATION OF PROPOSAL

All prospective park master planning firms shall submit a written proposal describing their knowledge, expertise and experience in the areas of master planning and design for parks and recreation facilities, including sports fields. Instructions for the Phase Two submittal are provided with this RFQ. The "Project List Form" included with this RFQ packet must be included with the Phase Two submittal.

Scoring and Evaluation

The scoring and evaluation of the SOQ will be based on the attached scoring sheet (see attached City of Pflugerville Scoring and Evaluation Criteria Sheet). The proposal shall address the following:

- I. Park Master Planner and Team Experience
- II. Project Understanding and Approach including the Public Outreach Process
- III. Pflugerville Project Issues - Experience/Understanding

All prospective candidates shall submit a written proposal that shall not exceed ten (10) 8-1/2" x 11" pages. The size of lettering shall not be less than 1/8". (Equivalent to 12 point font). Line spacing shall be single space or above.

It is in the best interest of a prospective consultant to clearly provide a detailed description on the proposal stating why the consultant is the best qualified firm for the project.

The will evaluate and rate each consultant using the score sheets included in the RFQ. Consultants will be shortlisted and will be allowed to give a presentation (Phase Three) to the selection committee.

Consultants that were not among the top rated firms will not be invited to give a presentation. Firms selected to participate in Phase Three will be notified in writing.

PHASE THREE - ORAL PRESENTATION AND INTERVIEW

The top rated consultants will give a presentation to the selection committee. The selection committee will evaluate presentations based on the attached selection scoring sheet.

The Selection Committee will interview all shortlisted consultants; and the presentation will address the following:

- I. Park Master Planner and Team Experience
- II. Project Understanding and Approach including the Public Outreach Process
- III. Pflugerville Project Issues - Experience/Understanding

Each presentation will consist of the following:

- Twenty (20) minute presentation followed by an interview and discussion with the team

The consultant's presentation may consist of a PowerPoint presentation or presentation boards. Presentation equipment required should be coordinated with the City prior to the day of the presentation.

It is in the best interest of the prospective consultant to clearly provide a presentation of their qualifications and their project approach that makes the consultant the best qualified and fit firm for the project.

The selection committee will evaluate and rate each consultant. The consultant with the top score will be considered the finalist. The consultant with the second highest score will be considered the runner-up.

POST SELECTION PROCESS

If the City cannot negotiate terms with the selected finalist, the City will cease negotiations with the finalist and may approach the runner-up for services.

Pursuant to the Code of Silence provisions, firms that were not selected cannot request a debriefing to go over their score until after the award of the contract by the City Council. Firms who wish to be debriefed must request the debriefing in writing within seven (7) consecutive calendar days after the award of the contract by City Council. All debriefing request(s) after seven (7) consecutive calendar days will not be considered. Debriefing requests shall be sent electronically to email address danf@pflugervilletx.gov.



GENERAL PROJECT DESCRIPTION

In November 2014, the citizens of Pflugerville approved the issuance of bonds for the development of a Sports Complex.

The project budget of \$6.5 million is inclusive of all related activities to include master planning, design, construction and materials testing, etc. Project components consist of the following:

- 237 Acre Community Park Master Plan to include the Pflugerville Sports Complex
- Design and implementation of an early completion Sports Practice Facility
- Design and implementation of Phase 1 of the Pflugerville Sports Complex
- Other typical park amenities which support the Sports Complex

1.0 KNOWLEDGE, SKILLS AND ABILITIES

The consultant shall have knowledge of park design, engineering and construction practices. The consultant shall be familiar and/or have experience with the following:

- Pflugerville Athletic Complex Study
- Pflugerville 2030 Plan – Parks, Recreation and Open Space Master Plan
- Applicable Health and Safety Codes
- City of Pflugerville Comprehensive plan
- City of Pflugerville Unified Development Code
- City of Pflugerville Engineering Design Manual and Construction Standards
- City of Pflugerville Tree Technical Manual
- City of Pflugerville Code of Ordinances – Chapter 158, Stormwater Pollution Prevention Control
- Natural Turf design and installation procedures for sports fields
- Compliance with federal and state Regulations and applicable local, state and federal codes, ordinances, and requirements
- Federal Emergency Management Association (FEMA) regulations
- ADA and Texas Accessibility Standards (TAS)

The consultant will have the following skills and abilities:

- a. Plan, develop and organize initial general public and staff meeting/charrettes
- b. Ability to organize, setup and facilitate community meetings
- c. Excellent communication skills
- d. Ability and willingness to meet with public
- e. Ability to multi-task and perform several activities simultaneously
- f. Prepare meeting agendas and meeting minutes
- g. Excellent organizational skills
- h. Ability to follow-up on pending items
- i. Ability to economize project resources

2.0 GENERAL SERVICES AND DELIVERABLES REQUIRED

2.1 Investigation

Soon after the consultant receives the project authorization from the City to start the consultant shall investigate, research, and compile all necessary requirements and criteria to make the project a success. The following are just a few of the items that need to be researched:

- Pflugerville Athletic Complex Study
- Pflugerville 2030 Plan – Parks, Recreation and Open Space Master Plan
- Bond Issue project language approval
- City's expectations (includes Council, Engineering, Parks & Recreation and other stakeholders)
- Project Budget coordination
- Project Schedule coordination
- Identify Stakeholders
- Land Use requirements (Traffic and Drainage)
- Applicable codes and ordinances
- Utilities requirements and availability
- Best practices for sustainability design

2.2 Master Plan Scope of Work

- 2.2.1 The consultant shall submit to the City's Project Manager a Master Plan Manual that includes all investigations performed and compiled. The Master Plan Manual will serve as the overall project Executive Summary. At a minimum the manual will have the following Contents:

INTRODUCTION

- a. Purpose & Intent of Master Plan.
- b. Needs Assessment from Pflugerville Athletic Complex
- c. Existing Conditions of Land and Surrounding Areas
- d. Trends Influencing Park Use

COMMUNITY ENGAGEMENT

- a. Planning Process
- b. Community Input

PARK MASTER PLAN

- a. Park Framework Plan-Text and Drawings
- b. Focus Area Recommendations-Text and Drawings

IMPLEMENTATION/ACTION PLAN

- a. Project Budgets for Improvements
- b. Phasing-Text and Drawings

- 2.2.2 The Park master plan shall include the entire park area of 237 acres. The plan will include the locations of all elements of the park including the Sports Complex; a phasing plan for the Sports Complex; passive and nature park features that integrate with active uses; and associated infrastructure (restroom/concession

facilities, parking, sports lighting, detention facilities and utilities, etc.). The designer is not constrained from including addition of activities/features to enhance the park experience for the user.

2.2.3 Provide Construction Budget Analysis

The Construction Budget will not exceed the budget allocated and approved by the City Council. The allocated budget will be increased only by City Council and/or City Manager approval. Budget estimates will include but are not limited to the following:

- a. Infrastructure Costs (Water, Sewer, Power, Gas, Etc.)
- b. Construction
- c. Construction Contingency
- d. Furniture (Interior and Exterior)
- e. Other Soft Costs

2.2.4 City of Pflugerville Web Page

In close coordination with the program manager, the consultant will provide information via written and graphic documents to include the following:

- Current status of the project
- Upcoming activities
- Project achievements
- Community meeting dates, time, and location
- Photographs

The information provided by the consultant shall be reviewed and edited by the program manager and will be uploaded into the City's web page. The webpage shall be updated every two weeks or as relevant events occur.

2.3 Phases

The Master Plan process shall be broken into three (3) major phases:

- Public Outreach Plan
- Draft Master Plan
- Final Master Plan

2.3.1 Public Outreach Plan

The consultant shall provide a detailed plan for review and approval addressing the public outreach.

2.3.2 Preliminary Master Plan

The consultant shall provide a draft master plan capturing input from the public outreach process.

2.3.3 Final Master Plan

The consultant shall provide a final master plan capturing input from the public outreach process. The final master plan shall include but is not limited to the following:

- Final master plan
- Cost estimate
- Detailed report of existing conditions, issues, challenges and impacts
- Land use and zoning
- Grading and drainage
- Facilities locations and sizing
- Infrastructure improvements

3.0 Early Development of Sports Practice Fields

- 3.1 As an initial component of the Sports Complex, the consultant will design for expedited construction a sports practice facility. The sports practice facility will include a natural turf practice pod approximately 600' x 420' and an 11 U practice field 360' x 220'. The initial project will include parking, lighting and an area for portable toilets.

4.0 Implementation of Phase 1 of the Sports Complex as identified in the Parks and Recreation Master Plan

- 4.1 Prepare preliminary design plans/report including a preliminary opinion of probable construction cost, phasing plans, final design plans for permitting and bidding and provide construction administration services for the Sports Complex that shall include the following elements:
- a. Access Road(s) – development of access road(s) sufficient in design and construction to provide effective access to the complex throughout all phases of development.
 - b. Parking Lots – development of parking facilities to serve the complex throughout all phases of development.
 - c. Practice Space & Game Fields – development of practice spaces and game fields, including proper grading, irrigation and lighting, in accordance with the approved Master Plan.
 - d. Restroom & Concession Facilities – development of support facilities as identified in the Master Plan.
 - e. Maintenance Facilities – development of any necessary maintenance facilities (maintenance yards/buildings) if identified in the Master Plan.
 - f. Utility Extensions to serve project – electric, water and other necessary utilities to serve the complex.
 - g. Other amenities – development of other amenities (playgrounds, trails, etc.) if identified in the Master Plan.
- 4.2 Said preliminary design documents shall take into account topographic and boundary surveys and utility locations. The City will provide this information.
- 4.3 Final Design shall be based on an on-ground topographic and boundary survey completed by the selected firm or sub-consultant.

4.4 Design this project in accordance with the City of Pflugerville's 2011 Edition of the Unified Development Code, the City's 2015 Engineering Design Manual and any and all other applicable City, State and Federal Codes.

5.0 Client

The City of Pflugerville is the client. However, the City Manager has assigned the Capital Improvement Program staff as the responsible department to oversee the development and construction of the project. The user department is the Parks and Recreation Department.



STATEMENT OF QUALIFICATIONS (SOQ) INSTRUCTIONS PHASE ONE SUBMITTAL

All consultants must follow the requirements listed below. It is the consultant's responsibility to ensure compliance with these requirements. Failure to follow these instructions may result in disqualification.

1. The Statement of Qualifications (SOQ) will consist of two components to be submitted concurrently:
 - a. A sealed Phase One Submittal - Minimum Qualifications
 - b. A separate and sealed Phase Two Submittal - Evaluation of Proposal
2. The SOQ will be due on and no later than, the date and time specified in the Request for Qualification (RFQ) introductory letter. Consultants that submit after the due date and time will be disqualified for this particular project and will be notified of the disqualification.
3. The SOQ submittal for Phase One will be opened and reviewed after the due date and time published in the RFQ.
4. The Phase Two submittal will only be opened if the proposer is selected to participate in Phase Two of the selection process. Any proposers not selected to participate in Phase Two may request return of their sealed proposal following the contract award by City Council.
5. The SOQ submittal for Phase One shall adhere to the following requirements:
 - a. A completed Phase One Form provided in the RFQ package. Any submittals that does not utilize this form for Phase One shall be disqualified.
 - b. The proposer shall submit five (5) hardcopies of the Phase One submittal and one (1) copy of a CD with a PDF file. Please note extra SOQ copies will be discarded.
6. SOQs will be evaluated by the selection committee according to the established evaluation criteria for Phase One indicated below.

CITY OF PFLUGERVILLE EVALUTION CRITERIA SELECTION SCORESHEET (Phase One)				
PROJECT: Community Park Master Plan and Sports Complex		SCORESHEET		
<i>submittal by the Prime</i>		MAX POINTS	FIRM 1	FIRM 2
			FIRM 2	FIRM 3
PHASE ONE EVALUATION- Minimum Qualifications <i>rank each section of SOQ template</i>				
Addressed minimum qualifications in Scope of Work <i>(Above Average = 20-25, Average = 14-19, Below Average = 7-13, Did not demonstrate minimum qualifications = 0-6)</i>		25		
Project manager experience demonstrating qualifications for this project <i>(Above Average = 24-30, Average = 17-23, Below Average = 12-18, Did not demonstrate minimum qualifications = 0-11)</i>		30		
Consultant (project team) experience demonstrating qualifications for this project <i>(Above Average = 24-30, Average = 17-23, Below Average = 12-18, Did not demonstrate minimum qualifications = 0-11)</i>		30		
Current and upcoming workload capacity demonstrating ability to meet project services required <i>(Yes = 5, No = 0)</i>		5		
Quality Control and Quality Assurance <i>(Above Average = 9-10, Average = 6-8, Below Average = 3-5, Did not demonstrate minimum qualifications = 0-2)</i>		10		
TOTAL SCORE		100	0	0
Scorer:				



Phase One Submittal Form Minimum Qualifications Questionnaire Community Park Master Plan and Sports Complex Construction

This project requires extensive knowledge, expertise and experience in the areas of master planning and design for parks and recreation facilities, including sports fields. In order to demonstrate compliance with this required qualification, responding firms shall complete this questionnaire and submit it with the Statement of Qualifications. If it is determined that the respondent does not meet the minimum qualifications, its Statement of Qualification will not be reviewed and will be returned with a brief explanation of this determination.

Does your firm/team have the required knowledge, expertise and experience in the design of parks & recreation facilities, including sports fields? _____ YES (Please proceed w/ Questionnaire) _____ NO (Please stop here)

Please list at least three (3) similar projects completed by the Project Manager(s) and/or Subject Matter Experts in the required fields in the last five (5) years and provide supporting documentation to demonstrate the qualifications.

Park Master Planner Name:				Years of Experience:	
<i>Project Name</i>	<i>Project Owner Name and Contact Information</i>	<i>Design Program</i>	<i>Project Budget</i>	<i>Project Completion Date</i>	<i>Team Member's Project Role</i>
Registered Architect Name and Texas License Number:				Years of Experience:	
<i>Project Name</i>	<i>Project Owner Name and Contact Information</i>	<i>Design Program</i>	<i>Project Budget</i>	<i>Project Completion Date</i>	<i>Team Member's Project Role</i>
Professional Engineer Name and Texas License Number:				Years of Experience:	
<i>Project Name</i>	<i>Project Owner Name and Contact Information</i>	<i>Design Program</i>	<i>Project Budget</i>	<i>Project Completion Date</i>	<i>Team Member's Project Role</i>

Registered Landscape Architect Name and Texas License Number:				Years of Experience:	
Project Name	Project Owner Name and Contact Information	Design Program	Project Budget	Project Completion Date	Team Member's Project Role
Sports Turf Specialist Name:				Years of Experience:	
Project Name	Project Owner Name and Contact Information	Design Program	Project Budget	Project Completion Date	Team Member's Project Role
Licensed Irrigator's Name and Texas License Number:				Years of Experience:	
Project Name	Project Owner Name and Contact Information	Design Program	Project Budget	Project Completion Date	Team Member's Project Role

* If a sub-consultant for irrigation design is proposed.

Review Committee Use Only	
Firm meets the minimum qualifications _____ Yes _____ No	
If no, what are the determining factors or deficiencies? _____	



STATEMENT OF QUALIFICATIONS (SOQ) INSTRUCTIONS PHASE TWO SUBMITTAL

All consultants must follow the requirements listed below. It is the consultant's responsibility to ensure compliance with these requirements. Failure to follow these instructions may result in disqualification.

1. The Statement of Qualifications (SOQ) will consist of two components to be submitted concurrently:
 - a. A sealed Phase One Submittal - Minimum Qualifications (see separate instructions for Phase One)
 - b. A separate and sealed Phase Two Submittal - Evaluation of Proposal
2. The SOQ will be due on and no later than, the date and time specified in the Request for Qualification (RFQ) introductory letter. Consultants that submit after the due date and time will be disqualified for this particular project and will be notified of the disqualification.
3. The Phase Two SOQ submittal for will only be opened and reviewed after the due date and time published in the RFQ.
4. The Phase Two SOQ submittal shall consist of:
 - a. A separate and sealed submittal that does not exceed (10) pages. A page with information on both sides shall be counted as two (2) pages toward the ten (10) page limit. The following will NOT be counted toward the ten (10) page limit:
 - Introductory letter
 - Cover sheets
 - Dividers
 - Completed "Project List Form"
 - b. A "Project List Form" must also be included with the Phase Two submittal in order to consider the submittal complete (form is included with the RFQ package).
5. The consultant must submit five (5) hardcopies of the Phase Two submittal and one (1) copy of a CD with a PDF file. Firms that submit less than five (5) copies of the Phase Two Submittal shall be disqualified. Extra SOQ copies that exceed the five (5) copies will be discarded.
6. Submittals shall follow the order and outline of the selection evaluation criteria for Phase Two indicated below.

CITY OF PFLUGERVILLE SELECTION CRITERIA SCORESHEET (Phase Two)	
PROJECT: Community Park Master Plan and Sports Complex	
submittal by the Prime	MAX POINTS
PHAS TWO EVALUATION OF PROPOSAL (If Phase Three required, the following criteria will also be utilized)	
PROJECT MANAGER AND TEAM EXPERIENCE	
Project manager experience demonstrating qualifications for this project <i>(Above Average = 9-10, Average = 6-8, Below Average = 3-5, Did not demonstrate minimum qualifications = 0-2)</i>	10
Consultant (project team) experience demonstrating qualifications for this project <i>(Above Average = 9-10, Average = 6-8, Below Average = 3-5, Did not demonstrate minimum qualifications = 0-2)</i>	10
Past Performance <i>(Pre-Determined Value from Past Performance Evaluation Form Scores Rounded to the Next Whole Number))</i>	10
PROJECT UNDERSTANDING & APPROACH	
Understanding of the goal categories and the project objective(s) <i>(Above Average = 9-10, Average = 6-8, Below Average = 3-5, Did not demonstrate minimum qualifications = 0-2)</i>	10
Consultant solution/approach to reaching the project goal(s)/objective(s) <i>(Above Average = 9-10, Average = 6-8, Below Average = 3-5, Did not demonstrate minimum qualifications = 0-2)</i>	10
Familiarity with the project: understanding of unique project challenges, risks and description of how team plans to overcome/mitigate them <i>(Above Average = 9-10, Average = 6-8, Below Average = 3-5, Did not demonstrate minimum qualifications = 0-2)</i>	10
Consultant solution/approach to meeting project schedule <i>(Above Average=9-10, Average=6-8, Below Average= 3-5, Did not demonstrate minimum qualifications = 0-3)</i>	10
Proposed Approach for Public Outreach Process <i>(Above Average = 9-10, Average = 6-8, Below Average = 3-5, Did not demonstrate minimum qualifications = 0-2)</i>	10
Understanding of the Parks and Recreation Master Plan and demonstration of how the proposed approach meets the goals and policies outlined in the <i>Plan</i> <i>(Above Average = 9-10, Average = 6-8, Below Average = 3-5, Did not demonstrate minimum qualifications = 0-2)</i>	10
PFLUGERVILLE PROJECT ISSUES - EXPERIENCE / UNDERSTANDING	
Infrastructure and site development; permitting requirements <i>(Above Average = 2, Average = 1, Below Average = 0)</i>	2
Coordination with area utilities <i>(Above Average = 2, Average = 1, Below Average = 0)</i>	2
Regional agency coordination and regulatory requirements <i>(Above Average = 2, Average = 1, Below Average = 0)</i>	2
Construction costs and bidding conditions <i>(Above Average = 2, Average = 1, Below Average = 0)</i>	2
Environmental resources, conditions and constraints <i>(Above Average = 2, Average = 1, Below Average = 0)</i>	2
TOTAL SCORE	100
Scorer:	



Phase Two Project List Submittal Form for Prime and Sub-Consultant Firm's Experience

Community Park Master Plan and Sports Complex Construction

This project requires extensive knowledge, expertise and experience in the areas of master planning and design for parks and recreation facilities, including sports fields. The City is interested in the prime and sub-consultant firm's comparable history and success with projects of similar programs, budgets and/or clients. Please use this form to list completed projects for your team.

[illegible]