



# City of Austin Financial Services Department Capital 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
<b>Total:</b>		<b>115</b>

Email Us:  
CCOProfessionalServices@  
austintexas.gov

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