

# Procurement Processes for Civil Courthouse Project

Procurements for the New Family and Civil Courthouse Development Project – June 2011

Office of the Travis County Purchasing Agent  
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# Overview

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# Background

Historic Travis County Courthouse (Heman Marion Sweatt) is overcrowded, not wired for 21<sup>st</sup> century technology, and is obsolete and inadequate for today's Justice System. Civil Judges, Bar Association, Historic Commission and others have requested a new civil courthouse and restoration of the historic courthouse. So, in July 2008, the Travis County Commissioners Court began to develop a comprehensive, long-term Capital Improvement Project to provide needed facilities in the downtown, south congress, and airport campuses.

The Master Plan is almost complete and the New Family and Civil Courthouse is one of the first projects to be implemented. The Commissioners Court wishes to hire experts to provide assistance in deciding what strategy would be the Best Value for Travis County Taxpayers.

Commissioners Court appointed an Executive Committee to provide overall project planning and coordination.

# Procurement Authority

- In large Texas Counties, the Purchasing Agent is authorized to oversee a centralized procurement structure in the County.
- 262.011(e) The county purchasing agent shall supervise all purchases made on competitive bid and shall see that all purchased supplies, materials, and equipment are delivered to the proper county officer or department in accordance with the purchase contract.
- Travis County Commissioners Court has approved the Purchasing Policy and Procedures adopted by the Purchasing Agent in accordance with the Purchasing Act 262.011(o).

# Current and Anticipated Solicitations

- (Owner's Teams)
  - RFI (Request for Information) – Due June 30, 2011
  - RFS (Request for Services for Advisory Team - Phase I) – Due July 13<sup>th</sup>, 2011
  - RFS (Owner's Representative – Phase II) – Not issued (3 to 6 months)
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- (External Teams)
- RFQ – (Request for Qualifications for P3 Teams – Phase III) – Not issued (3 to 6 months)
- RFP – (Request for Proposals for Specific P3 Details – Phase III) – Not issued (3 to 12 months)
- Unknown ? – Any other expertise the Court feels needed.

# Evaluation Process

- Purchasing Agent supervises the process
- Purchasing Agent appoints Evaluation Committee Members
- All evaluation members are listed in RFQ on “Key Contracting List”
- All members must sign “Confidentiality” and “Purchasing Code of Ethics” acknowledgement forms prior to receiving firms proposals
- Prefer no more than 5 to 7 members on committee
- Offerors must be accorded fair and equal treatment (reason all communications are directed through Purchasing)

# Evaluation Committee

- Purchasing Agent – Cyd Grimes
- Planning and Budget Office – Rodney Rhodes
- Facilities Management – Danny Hobby
- Transportation and Natural Resources – Steven Manilla
- Auditor – Susan Spataro
- County Attorney – James Collins
- (other staff who assist will sign confidentiality statements – only one vote per office)

# Evaluation Committee Roles

- Individual committee members will read carefully and score each proposal against the evaluation criteria (not against other proposals)
- Member should keep working notes to justify scoring and use if necessary in contractor de-briefing
- Committee will meet to discuss each proposal and finalize their individual scores
- Purchasing will calculate overall scores and verify all submission requirements
- Committee will decide short list recommendation
- Interviews will be scheduled with the Evaluation Committee
- After interviews, committee decides final ranking to be recommended to Commissioners Court
- Purchasing Agent takes recommendation to Court
- Court authorizes Purchasing Agent to commence contract negotiations
- Purchasing takes contract award recommendation to Commissioners Court for approval

# Evaluation Committee Member Rules

- Members name must appear in solicitation on “Key Contracting List”
- All information in proposals is confidential until after contract award
- No discussions are to occur regarding subject proposal with anyone outside the evaluation committee
- Any requests for information regarding proposals or issues must be reported and referred to purchasing agent
- No individual discussions with members of any team or otherwise
- Must read “Purchasing Code of Ethics” (See on website, purchasing policy and procedures, chapter 3) and sign “Confidentiality Form” prior to receiving proposals to evaluate
- Must report any conflicts of interest to the Purchasing Agent immediately
- Decisions must be defensible
- Be prepared to justify your score
- You are now working in a fishbowl!!! Smile...and look your best!

# Evaluation Matrix

Evaluation Matrix for Advisory Team for RFS No. S110505-CG, Feasibility Analysis of a Public Private Partnership for a New Civil and Family Courthouse at 308 Guadalupe Street in Austin, TX			
Firm Name:			
Criteria	Weighted Factor	Raw Score	Total Score
<b>1. CRITERION ONE: Demonstrated Expertise of Personnel</b>			
Demonstrated expertise and experience of key personnel proposed to provide the services proposed. Should at a minimum include: Public and Private Financing, Public Accounting (specific expertise in Cost Accounting), Return on Investment Analysis, Texas Real Estate Law, Local Land Use Ordinances, Commercial Market and Trend Analysis, Public Private Partnership (P3) Agreements.	35%		0.00
<b>2. CRITERION TWO: Demonstrated Experience of the Firm</b>			
Demonstrated experience of the firm in providing similar consulting services on comparable projects. Should at a minimum include: Public and Private Financing, Public Accounting (specific expertise in Cost Accounting), Return on Investment Analysis, Texas Real Estate Law, Local Land Use Ordinances, Commercial Market and Trend Analysis, Public Private Partnership (P3) Agreements.	25%		0.00
<b>3. CRITERION THREE: Fee Proposal</b>			
Respondent shall provide a fee schedule giving a fixed rate for Basic Services (Phase I Services to include: Review and Analysis of RFI Responses, and Development of Project Concept and Objectives; and, Phase II Services to include: Procurement Assistance in Hiring Owner's Representative) and a listing of Hourly Rates for any Additional Services.	20%		0.00
<b>4. CRITERION FOUR: Proposed Approach to Providing Services</b>			
Respondent must have adequate current full-time staff, both registered professionals in an applicable field and technical and administrative support staff, to competently and efficiently perform the work. Respondent must submit a management plan to show how it proposes to efficiently accomplish the work for the Project under consideration. Each phase of the plan should have a well-defined scope, deliverables, and estimated timeframe for completion.	20%		0.00
<b>TOTAL SCORE</b>	100%		0.00
<b>Evaluation Instructions: Each factor above is worth up to 5 points. Evaluate each proposal against the criteria and assign points (1-5) for each factor, based on the following scale:</b>			
5 - Excellent (superior) 4 - Very Good (above average) 3 - Average / acceptable (not distinguished either positively or negatively) 2 - Fair (below average) 1 - Poor (pretty bad) e.g. 35% x 4 = 1.4			

Signature

Date

# Contract Award

- Purchasing Agent will present contract to Commissioners Court for approval
- Purchasing, after completing contract award documents, distributes contract to contractor and others
- Purchasing Agent issues notice- to- proceed (NTP) after contractor submits all required bonds and insurance
- Work begins (I mean the Fun!)

# Project and Contract Management

- Purchasing Agent is overall contract administrator
- Project managed on a daily basis by a project manager
- Project manager responsible to ensure that county gets the professional services contracted to be performed. Must ensure contractor's compliance with work plan, schedules, budgets, etc.
- Project manager certifies payment of contractor's invoice, sends to purchasing for approval, then to Auditor for audit and recommendation for payment
- Any changes in the contract must be approved by written contract modification approved by contractor, project manager and the Purchasing Agent and/or Commissioners Court ( Changes Orders >\$50,000)
- Any conflicts that cannot be worked out between the contractor and project manager will be forwarded to Purchasing for resolution
- Any conflicts that cannot be worked out between the contractor, project manager, and Purchasing will be forwarded to Commissioners Court for resolution

# Summary

- Purchasing Agent is tasked with overseeing the procurement process
- Travis County needs outside expertise to assist in developing a strategy to construct a New Family and Civil Courthouse
- Commissioners Court appointed an Internal Team to provide overall project planning and coordination
- Compliance with the County's Procurement processes (as outlined) helps ensure an open, fair, and transparent process and facilitates a thorough and coordinated effort for all parties interested.