

Good morning, thank you for attending the pre-submittal conference for the Request for Qualifications for Real Estate Appraisal and Appraisal Review Professional Services.

During this meeting, video and microphone functions are disabled but attendees do have chat capabilities.

If you would please take a moment to type in the chat your full name, company name and email address, we would appreciate a record of attendance for this meeting.

This presentation will provide an overview of the solicitation requirements. The presentation should take about 30 minutes and we have about 35 slides to review.



Joining us this morning we have a few stakeholders with the TPWD Land Conservation Program:

- ►Trey Vick, State Parks Project Manager
- ► Stan David, Senior Project Manager
- ► John Hodges, Portfolio Manager

Christina Brown, Program Manager for the HUB Program within Purchasing & Contracting Division was unable to attend but Christina provided us with slides for an overview of HUB subcontracting requirements.

My name is Lydia Reynolds, I am a contract manager within the Infrastructure Division, and the primary point of contact for this solicitation.



All communication shall be

in writing and directed to the point of contact for the solicitation.

Oral instructions, clarifications, or answers to questions are NOT binding. Failure to adhere to this communication requirement could disqualify your submission.

Questions regarding this solicitation should be sent by email prior to 5pm Wednesday, June 12<sup>th</sup>

Responses to those questions will be in the form of written addenda and published on the TPWD and ESBD websites.

Respondents are responsible for checking the solicitation listing for addenda, signing and submitting those with the response.

# **Background**

2020 Appraisal Services Contracts

- Awarded Seven Firms
- ▶ \$400,000 in task order awards (April 2024)
- ► Contracts Expire August 31, 2024

### **State Parks Land Acquisitions**

- ▶ New Parks
- ▶ Inholdings
- ► Properties Adjacent to Current Parks

### Infrastructure Division Portfolio Management

- ► Actual Fee Simple Appraisals
- ▶ Informal Opinion of Value
- ▶ Fair Market Valuations for Acquisition, Disposal and Exchange of land

### Recreational Grants & Local Park Grants

- ► Appraisal Consultations
- ► Appraisal Reviews

Texas Parks and Wildlife oversees various programs to promote conservation and recreation. Two primary programs within TPWD that frequently utilize appraisal services contracts are the Land Conservation Program and Recreational and Local Park Grants Programs

**The Land Conservation Program** focuses on preserving natural landscapes, wildlife habitats, and open spaces. It involves acquiring land for state parks, wildlife management areas, and other conservation purposes. **The Recreational and Local Park Grants Programs** support local governments and communities in developing and enhancing public parks and recreational facilities.

These programs rely on professional appraisals for determination of fair market value of land to ensure transactions are equitable, financially sound and beneficial to the public.

Recent legislation has increased access to financial resources for Texas Parks and Wildlife, which is expected to increase the need for appraisal services.

In 2020, TPWD awarded contracts to seven firms for professional real estate appraisal services. These contracts, which facilitated over \$400,000 in task orders, will expire on August 31st. As TPWD continues its efforts in conservation and recreation, the expiration of these contracts signals the need for a new solicitation to maintain these vital programs.

# Solicitation

## Request for Qualifications (RFQ)

Texas Government Code, Title 10, Subtitle F, Chapter 2254 A. Professional Services

TPWD seeks a geographically diverse pool of highly qualified providers to perform appraisal services statewide, including rural areas.

Selection of the most highly qualified professional services provider will be based upon demonstrated competence and detailed credentials. TPWD intends to award more than one blanket contract for these services. The resulting contracts awarded do not guarantee volume of task order or commitment of funds.

Initial Contract Term: Three Years, to expire August 31, 2027

Renewal Option: Two, One Year options with mutual agreement

**Total Contract Term:** Maximum of Five Years

This solicitation complies with Texas Government Code, Title 10, Subtitle F, Chapter 2254 A. Professional Services. The method of solicitation is a Request for Qualifications referred to as an RFQ. This method allows respondents to submit a written response addressing qualifications, experience, approach, and other factors to ensure respondent meets the requirements. TPWD then reviews and evaluates the qualifications based on criteria and weights specified in the RFQ.

A key detail of this type of solicitation is that an awarded contract does not guarantee a specific volume of projects or a commitment of funds. Task Orders are the individual projects assigned to blanket firms.

The Task Order process begins with selection of a blanket firm by the project team, the contract manager then submits a request for task order proposal to the selected firm. Following receipt of the proposal, the project team evaluates the proposal, following agreement, a task order award notice is issued.

TPWD reserves the right to issue task orders based upon the project requirements. With this solicitation we intend to award up to seven contracts for professional real estate appraisal services.

The initial term of the contract is three years, expiring August 31, 2027. Two renewal options are available with mutual agreement, each for one year, potentially extending the contract term to five years.

# Qualifications & Experience

Section 1, Subsection 2

**Qualifications Validity Period** – Qualifications shall remain valid for ninety days from submittal deadline to allow for evaluation, selection and approvals.

**Eligible Respondents** – Only lawfully formed business organizations will be awarded a contract, if an out of state organizations wishes to submit qualifications a certificate of authority to do business in Texas must be included in response.

**Minimum Qualifications** – Section 1, Subsection 2.3 includes specific experience required to be eligible for award of a contract, partial list of minimum qualifications:

- TALCB Licensing
- No Disciplinary Action History Past 5 Years
- Five Years Experience as Certified General Real Estate Appraiser
- Three Years Experience Appraising Rural Properties
- Demonstrated Compliance w/ USPAP Standards and Requirements

RFQ Section 1, Subsection 2 includes information on Qualifications and Experience The Qualifications Validity Period is ninety days from the submittal deadline. Only lawfully formed business organizations are eligible for contract award, if an out of state organization wishes to be considered, a certificate of authority to do business in Texas must be included with the response.

Please review the Minimum Qualifications in Subsection 2.3 which includes the required experience to be eligible for contract award.

# **Terms**

## Section 1, Subsection 5

- No Reimbursement for Costs
- Eligible Respondents
- Historically Underutilized Business (HUB) Requirements
- State Licensing & Certification of Respondents
- Insurance Requirements
- Debriefing Process
- Protest Procedures
- Acceptance of Evaluation Methodology
- Conflict of Interests

Section 1, Subsection 5 includes the Terms of the RFQ. This section includes information on... (read bullets)

# Subcontracting with Historically Underutilized Businesses (HUBs)

**Submit Questions:** 

**HUB@TPWD.TEXAS.GOV** 

Contact HUB Program Staff:

(512) 389-4784 (903) 920-2185

Program Information:

https://tpwd.texas.gov/business/bidops/hub/HSP/

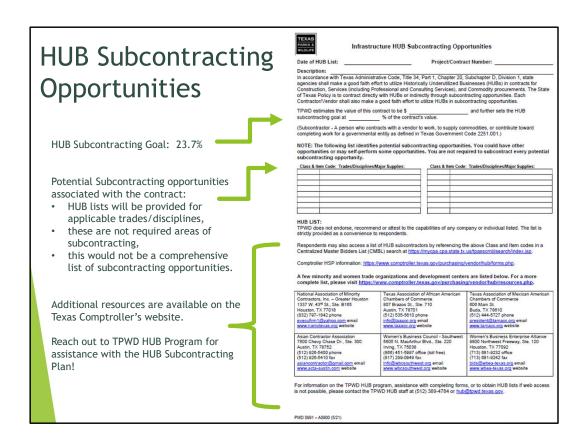


When doing business with Texas agencies, more often than not a requirement of a contract or task order will be to make an effort to provide subcontracting opportunities to historically underutilized businesses. This is accomplished with a HUB Subcontracting Plan referred to as an HSP.

This solicitation does not require a HUB Subcontracting Plan to be submitted with the Response.

The HSP Requirement falls at the Task Order level. When task orders have subcontracting opportunities and an expected value near to or exceeding \$100,000, the contract manager will include a request for HSP with the request for task order proposal.

The TPWD HUB team is available to provide guidance on preparing an HSP or to review an HSP prior to submittal with the task order proposal.



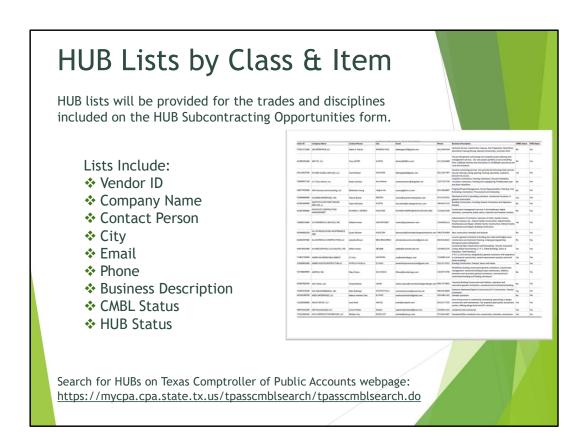
I'll quickly review what you can expect from a Contract Manager when an HSP is required for a task order.

The Contract Manager will include a completed Infrastructure HUB Subcontracting Opportunities form with the Request for Proposal.

The information included is the project identifier, project description, estimated value of the task order, and the HUB subcontracting goal which is 23.7% for professional services.

Also included on this form will be the Class & Item Codes for the Trades or Disciplines we have identified as potential subcontracting opportunities.

For your convenience, the contract manager will use the Comptroller's public database to create a list of HUBs for each of the class and item codes listed on the form.



The lists provided by the contract manager will include ONLY active HUBs. Information provided includes:

(see bullets)

Today we have Christina Brown with us. Christina is the HUB Program Manager for Texas Parks and Wildlife. Christina is here to share some important information about the HUB Program.



# If your HSP does not meet good faith effort requirements (GFE), your response will be disqualified. HUBs must be Texas Certified through the Comptroller's office to comply with the HSP. Not every HUB Zone-certified, City/County HUB, MBE/WBE/DEBE, etc. is Texas Certified. HUB Status on CMBL must be active. HUB Prime Contractors must still complete the HSP.

When an HSP is required, please read the entire HSP and utilize the HSP Quick Checklist. There are four ways to complete the HSP based on the checklist.

For task orders, if your HSP does not meet good faith effort requirements, the HSP process would need to begin again with soliciting the HUB vendors for subcontracting opportunities.

HUBs must be Texas-certified through the Comptroller's office to comply with the HSP. Not every HUB Zone-certified, City/County HUB, MBE/WBE/DBE, etc. is Texas-certified. If you are

searching for HUBs on the <u>Centralized Master</u>
<u>Bidders List (CMBL)/HUB Directory</u>, please be sure that their HUB status is active. HUBs may be active or inactive on the CMBL.

If you are a HUB prime contractor, you must still complete the HSP.

# IMPORTANT NOTES HUB Notification deadline: HUBs are not required to respond. You are only required to give them an opportunity to respond. (Method A and Method B) Make sure you allow seven working days. The date of the notice does not count towards the seven days. Ensure you take into account any state holidays or days in which state agencies are closed; those days do not count as one of the required days. Ensure you include PROOF of your notification-(emails, read receipts, etc.) The HUB Program and the HSP are designed to give HUB vendors an opportunity to compete for state contract dollars as a prime contractor or subcontractor. You are not required to subcontract to HUBs.

HUBs are not required to respond. You are only required to give them an opportunity to respond.

The HUB Program and the HSP are designed to give HUB vendors an opportunity to compete for state contract dollars as a prime contractor or subcontractor. You are not required to subcontract to HUBs, and You are not required to subcontract every opportunity that TPWD has identified as a potential subcontracting opportunity in the HUB Subcontracting Opportunities form (PWD-991 or PWD-991a).



When an HSP is required, the vendor's staff responsible for processing the HSP should contact TPWD HUB Administration for assistance.

TPWD HUB Administration is available throughout the HSP process to ensure your HSP meets good faith effort requirements.

HSPs can be reviewed prior to the response date.

JFO Is there a good amount of time that they should shoot for to submit to HUB? Like at least a week before responses are due?

Jennifer Feliciano, 2024-05-31T20:58:38.234

# PRELIMINARY REVIEWS continued To request a preliminary review, please submit your draft of the HSP via email to TPWD HUB Administration at hub@tpwd.texas.gov The official review of the HSP occurs after it has been submitted with the response. TPWD HUB Administration's goal is to see all responses pass the HSP review.

HSPs can be reviewed prior to the response due date. We recommend utilizing this opportunity for a preliminary review of the HSP, but please allow time for you to correct any issues that may be found. To request a preliminary review, please submit your draft of the HSP to the email shown.

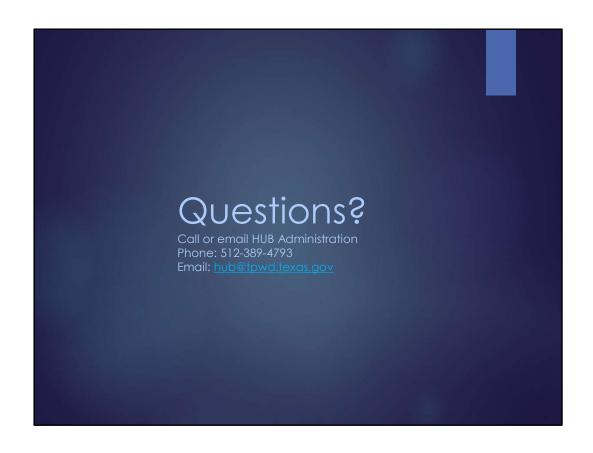
The official review of the HSP occurs AFTER it has been submitted w/ the proposal. The contract manager will send the finalized HSP to HUB for review after negotiations and any revisions to the proposal are complete.

Our goal is to see all responses pass the HSP review – the more competition, the better value to

the state. If necessary, we will provide step-by-step, page-by-page guidance before you start the HSP.

# Additional Information

- ► Additional more detailed pre-submittal information on the HSP process can be found at https://tpwd.texas.gov/business/bidops/hub/HSP/
  - ▶ TPWD has audio and video, a PowerPoint, and a Word Document at the link above with more indepth information.



# Executive Summary RFQ Section 2

- ► Land Conservation Program Overview
- ► Program Assumptions
- ► Selected Respondent Requirements
  - ► Response Times
  - ► High Priority Projects
- ► Scope of Services
  - **►** USPAS
  - ► Yellow Book
  - ► TPWD Recreation Grants Standards
  - ► LWCF Appraisal Standards

Thank you Christina, we appreciate your time today.

We are at little past the halfway point of our presentation. We will continue on with RFQ Section 2, contains the Executive Summary.

This section includes detailed information regarding respondent requirements and scope of services.

Please note the language in the solicitation regarding high priority projects. With the recent legislative changes, the Land Conservation Program is forecasting 15% of projects may be high priority projects which necessitate swift action and commencement of work.

As each project is different, we can expect a variety in size and scope of the task orders.

Schedule of Events RFQ Section 3, Subsection 1			
RFQ Issue Date Online Pre-Submittal Conference	May 24, 2024		
Questions Due  Answers by Addendum (estimated)	June 5, 2024, at 10:00 AM  June 12, 2024, at 5:00 PM  June 19, 2024		
Response Due Date	July 12, 2024, at 2:00 PM		
Evaluation Period  Oral Presentations (if necessary)	July 15-19, 2024 Aug 1-2, 2023		
Anticipated Contract Award	September 1, 2024		

Section 3 Subsection 1 is the schedule of events...

Next Wednesday, June 12<sup>th</sup> is the deadline to submit questions about the solicitation. Responses shall be in the form of an addendum and posted to the ESBD and TPWD websites on or about June 19<sup>th</sup>.

Responses are due by 2:00 pm on Friday, July 12th. Late responses will NOT be considered under any circumstance.

Evaluations will begin the following week. If the evaluation committee determines that oral presentations are necessary, I will communicate with respondents to schedule those appointments.

September 1<sup>st</sup> is our anticipated award date for the new blanket agreements.

Delivery & Handling

RFQ Section 3, Subsection 3

Email:

lydia.reynolds@tpwd.texas.gov w/ courtesy copy to infcontracting@tpwd.texas.gov

Subject: RFQ 2024 Appraisal Services Proposal

Attachment: ONE .pdf inclusive of all exhibits, addenda

including all required signatures

read me

**Hard Copies:** If submission of paper response is preferred see details in Subsection 3.9 for required text on outside envelope, binding, flash drive requirement, and address for delivery.

# Format of Response

RFQ Section 3, Subsection 4

Carefully review for formatting requirements.

RFQ Section 3, Subsection 3 provides information on Delivery and Handling of the Response.

Email is the preferred method of delivery, please send the response by email to me and courtesy copy the Infrastructure Contracting Branch general mailbox.

The Subject Line should read exactly as shown in the solicitation.

The response should be saved as a single .pdf file which includes all exhibits and addenda.

If Hard Copies are your preference, please review the information for the delivery address, required information for the outermost envelope, binding preferences and the requirement for a flash drive with the response saved as a .pdf.

RFQ Section 3, Subsection 4 provides information for formatting the response, please review this section for preferences and requirements.

# Responsibility for Addenda

RFQ Section 3, Subsection 5

Check the ESBD and TPWD websites for updates to the procurement and addenda prior to submitting a response.

Addenda could be...

- Clarifications
- Interpretations
- Questions from Respondents with Answers from TPWD
- Corrections to Exhibits
- Corrections to Solicitation

Failure to submit signed and dated addenda, may result in rejection of Response!

Check regularly and prior to deadline!

RFQ Section 3, Subsection 5 includes language regarding the Responsibility for Addenda...

please check for addenda prior to submission of the Response.

Check for addenda frequently and up until responses are due.

It is uncommon in an RFQ, but a change to the solicitation documents may be required.

Failure to submit acknowledged addenda, may result in rejection of the Response.

# Required Response Content

RFQ Section 3, Subsection 6

- Exhibit A Execution of Response
- Exhibit B Company Profile
- Exhibit C Company Narrative
- Exhibit D Key Personnel & Credentials
- Exhibit E Statement of Qualifications
- Exhibit F Performance on Past Projects
   & References
- Addenda

\*Does not represent an exhaustive list of the requirements, review each Exhibit to ensure all documents requested are included in the response.

Section 3, Subsection 6 includes a list of the required Response content: The list shown here is not an exhaustive list of the requirements, please review each Exhibit to ensure all information and documents requested are included in the response.

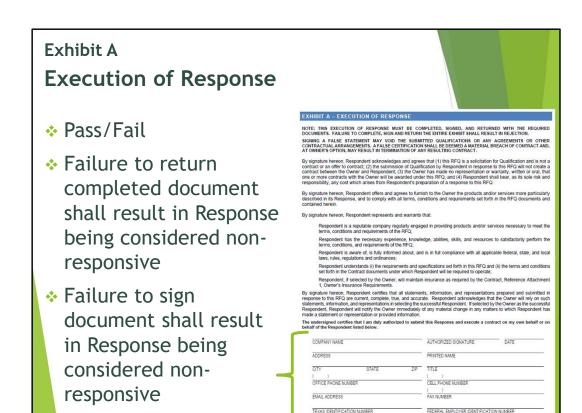


Exhibit A is the Execution of Response

If this exhibit is not included, missing information, or unsigned, the response will be deemed non-responsive.

## **EXHIBIT B – COMPANY PROFILE** Exhibit B Exhibit B is Scored with Maximum of 10 Points. Respondent shall use this exhibit (or rea demonstrate how they meet the requirements set forth in this solicitation. This form may be m with the requirement to document company information. Additional pages can be added to this or return this exhibit (or reasonable facsimile) shall result in the response submissionslying. **Company Profile** Company Legal Name as registered with the Texas Secretary of State: 2. Company Description: Scored Max 10 Points 3. Principal Name and Office location Respondent shall use Corporate Headquarters Address with City, State & Zip Code: this exhibit or a 5. Year Company was Founded and/or Legally Orga 6. Company Ownership Structure (LLC, LLP, Corporation, etc.) reasonable facsimile 8. Total number of employees, locally and nationally Failure to return this 9. Percentage of Ownership 10. Proposed Operating Structure (parent co-venture, subcontractor): completed exhibit or a reasonable facsimile shall result in the Disclose any potential conflict of interest your company or any of its sub described in this Solicitation, including all existing or prior arrangements. parent organizations and individuals who may be assigned to manage this described above, so indicate in the appropriate section of the Solicitation Re Response being non-\_\_No If yes, include requested informat responsive.

## **Exhibit B is the Company Profile**

This exhibit includes information necessary to determine the ability of the respondent to perform the work. This is a scored exhibit, with a maximum weight of TEN points. Respondent shall use this exhibit or a reasonable facsimile to demonstrate how they meet the requirements of the solicitation. If you wish to create a reasonable facsimile, be sure to maintain the numeric sequencing.

Failure to submit a complete exhibit shall result in the Response being non-responsive.

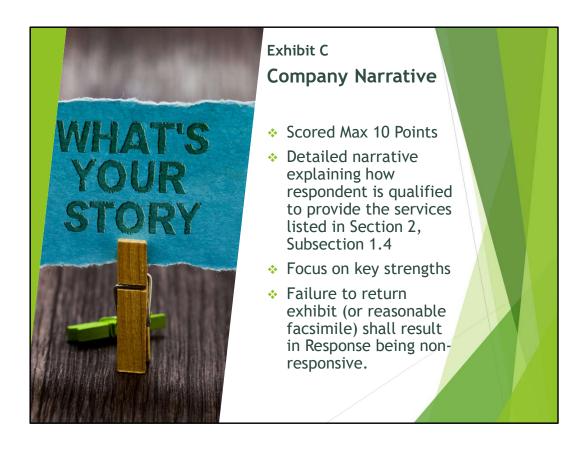


Exhibit C is the Company Narrative, this is your opportunity to tell your story as a detailed narrative explaining how your organization is qualified to provide the services listed in the Executive Summary, Section 2, Subsection 1.4. This information is necessary for evaluators to understand your expertise and experience, and how that translates to meeting the appraisal services needs.

Please focus on the strengths of your firm and your key personnel.

This is a scored exhibit, with a maximum weight of TEN points.

Respondent may use the exhibit provided or create a reasonable facsimile.

Failure to submit this exhibit shall result in the Response being non-responsive.

# Exhibit D Key Personnel and Resumes Scored Max 20 Points Provide ONE exhibit for EACH primary point of contact or equivalent of project manager and key staff as respondent deems appropriate. Include all information requested on exhibit and include TALCB licenses. Failure to return the requested information and documentation shall result in Response being non-responsive.

## Exhibit D is the Key Personnel and Resumes

We are requesting detailed information on key personnel. We do not need this information for everyone within the organization, only those overseeing the execution of a resulting contract, acting as primary liaison between the organization and the TPWD project team, the equivalent of project manager or other key staff you deem appropriate.

Provide one exhibit D for **each** person you deem appropriate, including a copy of their TALCB Certified General Appraiser license and the following information:

Name, title

Subject areas of expertise

Relevant certifications and licenses

Experience w/ similar programs within the past five years

Total years with your organization

Total years experience

Exhibit Ds are scored, with a maximum cumulative weight of TEN points.

Failure to submit Exhibit D or submission of incomplete Exhibit D shall result in the Response being non-responsive.

# **Exhibit E Statement Of Qualifications**

- Scored Max 30 Points
- Submit numbered responses which provide specific support for meeting the minimum qualifications outlined in the exhibit:
  - 1. TALCB Licensed
  - 2. Five Years w/o TALCB Disciplinary Action
  - 3. 3 Years Rural Property Appraisal Experience
  - 4. 5 Years General Real Estate Appraisal Experience

  - Demonstrate USPAP Compliance
     Demonstrate USFLA (Yellow Book) Compliance
     Demonstrate Availability for High Priority/Time Sensitive Appraisals
  - 8. Demonstrate Competency for Market Area
  - 9. Demonstrate Access to Commercial Market Data Sources
  - 10. Provide List of Market Areas of Expertise and Experience w/ Various Types of Real Estate
  - 11. Identify Service Areas within Texas
- Failure to provide the information requested shall result in Response being non-responsive.

## **Exhibit E is the Statement of Qualifications**

We are requesting written responses to eleven prompts which summarize how your organization meets the minimum qualifications. Provide a written response to each OR include specific information to direct the evaluators to another exhibit within the response which includes the necessary information to satisfy the minimum qualification.

Exhibit E is scored, with a maximum weight of THIRTY points.

Failure to submit or submission of an incomplete exhibit shall result in the Response being non-responsive.

# Exhibit F Performance on Past Projects & References

- Scored Max 30 Points
- Submit the following:
  - Past Project Information, 5 Non-TPWD projects,
  - Sample Work Product, Non-TPWD ranch or large rural acreage,
  - References, 3 Non-TPWD references w/ requested details.
- Failure to provide information requested shall result in Response being nonresponsive.

## Exhibit F is Performance on Past Projects and References

We are requesting...

FIVE projects which are not TPWD projects,

a sample work product for a ranch or large rural acreage which is not a TPWD project, detailed information for three references for projects completed within the past five years which are not TPWD references.

Please confirm contact information for your references, the contract manager will verify references by email correspondence.

Exhibit F is scored, with a maximum weight of THIRTY points.

Failure to submit a complete exhibit shall result in the Response being non-responsive.

Addenda		Texas Parks and Wildlife Department Infrastructure Division 4200 Smith School Road Austin, Texas 78744
*	Pass/Fail	ADDENDUM
*	Submit each	Addendum Number: Dated: Solicitation Number:
	addendum with	Solicitation Title:
	company name,	Due Date/Deadline:  Contract Manager:
	signature and date	PURPOSE OF ADDENDUM:
	signed with response.	xcept as provided herein, all terms and conditions of the document referenced herein, remain unchanged and if full force and effect. The following are official revisions, specifications and/or clarifications to this solicitation. his Addendum shill be attached to and form a part of the referenced solicitation document and any resulting warded contract and must be considered in your response.
*	Addendum posted on ESBD and TPWD	espondents are advised to check for updates, addenda issuance, and proposal opening date changes through the Comptrollar's website under Electronic State Business Daily (ESBD) at <a href="http://www.bsmartbuy.com/sp">http://www.bsmartbuy.com/sp</a>
	websites with	QUESTIONS AND ANSWERS 11.
	solicitation	1:
	documents.	2
*	It is the responsibility	ttachments: espondents are to acknowledge receipt of this Addendum. Return a signed copy of this notice with your sponse submission. acknowledge receipt of this addendum.
	of the respondent to	
	obtain information	Respondent Company Name
	regarding addenda in	Respondent's Authorized Signature Date
	a timely manner.	

We mentioned addenda earlier in the presentation, this is a reminder to check for addenda prior to submission of the Response.

While it may be uncommon for an RFQ, it is possible for something to be changed within the solicitation.

Addenda are commonly used to respond to official questions asked by respondents. Questions posed by other respondents and the answers to those questions could be a benefit to your response.

We have a few what if scenarios...

What if... an addendum is posted **AFTER** you have submitted the Response... you would need to submit the fully acknowledged addendum by email and refer to the Response which was previously submitted.

What if... you **discover a change is required** in your Response after it has been submitted?

If this occurs prior to the response deadline, make corrections to the response and resubmit the entire response. Communicate in writing a retraction of the previously submitted Response.

# Attachments to the RFQ

(do not submit with response to RFQ)

## Attachment 1, Insurance Requirements

Review for details on required insurance

## Attachment 2, Professional Services Fee Schedule

Review for details on rates and firm fixed prices

## Attachment 3, Professional Services Agreement

Review for terms of the agreement

# Attachment 4, Essential Clauses, Affirmations and Additional Contract Requirements

Review for TPWD and State of Texas Comptroller's required clauses for contracts

The next section within the RFQ includes the Attachments to the RFQ.

Attachment 1 provides Insurance Requirements for Professional Services Firms Attachment 2 provides information on the Firm Fixed Prices for Appraisal Services Assignments

Attachment 3 is the Professional Services Agreement which is tailored to Appraisal Services

Attachment 4 includes current TPWD and Texas Comptroller Essential Clauses, Affirmations and Additional Contract Requirements which is tailored to the Appraisal Services

Do not submit these attachments with the Response

If selected by the evaluation committee for contract award we would request the certificate of insurance, fee schedule and execution of the agreement.

Following execution of an agreement the Certificate of Insurance, Fee Schedule and Essential Clauses, Affirmations and Additional Contract Requirements documents would become exhibits to the Professional Services Agreement.

## **Evaluation of Responses** Step 1 - Administrative Review by Contracting Review for completeness. Failure to meet minimum qualifications will result in disqualification. No late Responses! Step 2 - Initial Evaluation Based upon Established Criteria **Evaluation Criteria Point Value** Acknowledged, Signed and Dated Addenda Pass/Fail Execution of Response (Exhibit A) Pass/Fail Company Profile (Exhibit B) 10 points Company Narrative (Exhibit C) 10 points Respondent's Key Personnel & Credentials (Exhibit D) 20 points Statement of Qualifications (Exhibit E) 30 points Performance on Past Projects & References (Exhibit F) 30 points Subtotal 100 points Oral Presentation (if deemed necessary by Owner) Total 125 points

We are nearly at the end of the presentation, briefly we will go over the Evaluation of Responses

Step One is the Administrative Review by the Contract Manager

- Only complete responses with all required submittal documents will be considered.
- Failure to meet the minimum qualifications will result in a Response being declared non-responsive.
- Responses that do not conform to instructions may be rejected.
- Responses received by TPWD Infrastructure Contracting Branch after the exact date and time specified as the deadline will NOT be considered and will be returned unopened to the respondent.

Responses which successfully pass Step 1 move on to Step 2 which is evaluation by the Committee. Committee members with independently evaluate and score each Response based on the criteria published in the solicitation. Responses are evaluated to determine respondent's ability to satisfy TPWD requirements. Responses are scored on a weighted system to determine the best value as shown in the table included in the solicitation. Total possible score for Step 2 is 100 Points.

# **Evaluation of Responses**

## Step 3 - Short List and Oral Presentations:

- ✓ oral presentations at discretion of evaluation committee,
- ✓ award may be made without oral presentations,
- ✓ oral presentations by designated point of contact,
- ✓ oral presentations would determine final ranking.

## **Award**

Respondents selected for award will be notified by a **Notice of Selection** and request to submit the required insurance (Attachment 1) and Schedule of Applicable Rates (Attachment 2)

Owner and Respondent would then enter into a Professional Services Agreement, see Attachment 3 and Attachment 4

If deemed necessary, the top ranked respondents will move on to Step Three which includes oral presentations by respondents to the evaluation committee. Specific questions would be sent in advance to the respondent. The oral presentation would include responses to those questions and should not include additional information.

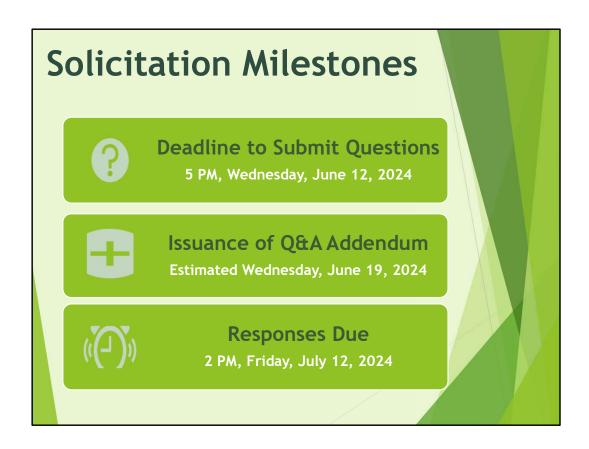
If oral presentations are deemed necessary, the point of contact identified in the **Response Exhibit B, Section 13 is expected to** facilitate and conduct the presentation.

Committee members would then evaluate and score the oral presentations for a maximum of twenty-five points.

Award of a contract may be made without discussions or oral presentations, if in the best interest of the state.

## **AWARD of CONTRACT**

The highest ranked respondents will be selected for award of a contract with a Notice of Selection. The notice of selection includes a request for the required insurance and fee schedule. Upon receipt of the required documents the award process would begin.



Final reminder for dates to remember!

# **Questions?**

Deadline to Submit Questions 5:00 PM, June 12, 2024

Contact: Lydia Reynolds

lydia.reynolds@tpwd.texas.gov

Office (512) 389-4507

Submit questions by email. Call only if you do not receive emailed acknowledgement of receipt of the question.

Questions answered by addendum, posted to ESBD and TPWD websites.

### **Avoid Disqualification:**

- ❖ fill in every blank
- sign all required documents
- include every submittal with required attachments
- double check everything prior to sending
- secondary review prior to submission

If anyone has questions, my contact information is included on this slide, I've provided my email address and office phone number.

Telephone contact should <u>only</u> occur only after you have sent an email. If I have not responded to your email acknowledging receipt, please call.

If you have an urgent matter, please send an email and immediately follow up with a phone call.

This presentation with commentary will be saved as a .pdf file and published with the solicitation on the ESBD and TPWD websites.

Please see tips to avoid disqualification of the Response:

Fill in every blank, if not applicable, please write N/A.

Sign all required documents, if not signed its not responsive.

Double check all exhibits and supporting documents are included.

Have someone within your organization review prior to submission of the Response.



This concludes our review of the solicitation; we appreciate your time and look forward to receiving your response!