



June 9, 2020 and June 16, 2020	Dates of public notice
June 17, 2020	Due date for questions by 5:00 pm
June 19, 2020	Questions and answers posted on our website
June 30, 2020	RFP opening / due date at 2:00 pm CST



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#### IV. INITIAL REVIEW OF PROPOSALS

Any contractor determined non-responsible or any proposal determined non-responsive will not be evaluated further. The contractor will be notified of a non-responsible or non-responsive determination.

##### Responsive

In order for a proposal to be responsive:

- x ALL required forms listed above shall be signed and included with proposal;
- x Proposal shall be received prior to the RFP opening date at the address listed on the cover page;
- x Proposal shall respond to the entire scope of service and performance requirements as requested.

##### Responsible

In order for a proposal to be responsible, the contractor shall be in good financial standing with the Texas Comptroller of Public Accounts.

#### V. COMPETITIVE SELECTION / EVALUATION

- A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offeror submitting the lowest priced proposal. Award will be made to the firm submitting the best responsive proposal satisfying AISD's requirements, price and other factors considered.

Consistent with state law and district policy, this RFP does not commit the district to award a contract. The district reserves the right to accept or reject any or all proposals and/or award in whole or in part any proposal if the district determines it is in the best interest of the district to do so.

- B. The district anticipates that the evaluation process may include multiple levels of evaluation, as for example, but not limited to:
- Phase 1: Initial review of the proposal by the district's evaluation team.
  - Phase 2: Interviews and/or presentations of top proposals from Phase 1, followed by administrative review of finalist(s) and award recommendation.

PHASE 1

Points	Item	Detailed Description
30 Points	Proposed Plan	The adequacy and completeness of the plan offered addressing the description of services.
30 Points	Contractor's Capabilities, Experience, Personnel and References	The demonstrated ability of the contractor to provide services, including experience and references.
40 Points	Financial Proposal	Start-up costs, fixed service fees as well as rebate incentives to determine best value.

PHASE 2 (optional)

Points	Item	Detailed Description
35 Points	Interview / Presentation	The adequacy and completeness of the plan offered addressing the Scope of Service.
35 Points	Contractor's Capabilities	The demonstrated ability of the contractor to provide services, including references.
30 Points	Financial Proposal	Start-up costs, fixed service costs, ongoing fees, etc.

- C. The committee evaluating the proposals submitted in response to this RFP may require any or all contractors to give an oral presentation

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for an additional







- should be structured in such a way as to feed into the District's geographic information systems (GIS);
- vi. Evaluating opportunities for joint development (e.g. public/private partnerships)

**B. Consultant Requirements**

The successful Consultant shall meet the following minimum requirements:

- a) Have been in business for at least five (5) years;
- b) Have managed at least three (3) projects of a similar size and scope for a governmental entity;
- c) Demonstrated in depth knowledge and expertise in one or more of the following areas:
  - i. Real Estate and Planning Advisory Services- Including, but not limited to, firms that can perform:
    - 1. Land Use and Zoning Analysis
    - 2. Commercial Real Estate Advisory Services
    - 3. Real Estate Market Research
    - 4. Real Estate Financial Analysis
    - 5. Appraisal and Valuation Services
    - 6. Technical Advice and Due Diligence
    - 7. Site Selection
  - ii. Financial and Economic Analysis- Including, but not limited to, firms that can perform:
    - 1. Economic Feasibility Analysis
    - 2. Economic Impact Analysis
    - 3. Cost/Benefit Analysis
    - 4. Regulatory Analysis and Review
    - 5. Due Diligence Analysis
  - iii. Historic Preservation and Adaptive Reuse- Including, but not limited to, firms that can perform:
    - 1. Condition Assessments
    - 2. Historic Structure Report Services

**C. Reporting, Evaluation and Key Performance Measures**

The District's Contract Manager will be responsible for exercising general oversight of the Consultant's Scope of Work activities. The District's Contract Manager shall specifically:

- a) Provide successful Consultant access to relevant District contacts, data and documents including reports as available;
- b) Collaborate with the Consultant and other relevant entities to obtain sustained participation and support by stakeholder audience including internal and external staff or private sector, and the Board;

- c) Provide contact information and/or coordination within District departments, as needed;
- d) Provide logistical and coordination of stakeholder engagement support;
- e) Participate in conference calls or meetings for status reporting, as scheduled;
- f) Provide and cover printing costs associated with meeting materials and reports;
- g) Provide timely feedback in order to maintain the established timeline; and
- h) Approve all invoices for payment in a timely manner, as appropriate.

Executive Summary of findings and recommendations including the following areas of review:

- a) Strategic drivers for the site and analysis
- b) Creative and organized land-use plan for the site by parcel / area, utilizing the following detailed analyses
- c) Market based demand for asset types to be developed on site
- d) Concept development standards and sample imagery for each parcel / area
- e) Cost modeling and estimates for each parcel / area including all project related costs (inclusive of demolition, renovation, site work)
- f) Development / asset type options recommended and projected planning and financial potential for parcel / each area (including on connections to strategic