



ADDENDUM
CITY OF AUSTIN, TEXAS

Solicitation: CAK0003REBID

Addendum No: 1

Date of Addendum: June 3, 2016

This addendum is to incorporate the following changes to the above referenced solicitation:

I. **Questions:**

Question: Do all of the sections need to be filled out for the offer to be considered?

Answer: Yes, all forms provided in the solicitation need to be filled out completely- this includes the signed offer letter, all of the information requested in section 0600 (any omissions of any of those sections may result in being considered non-responsive), local business presence, the reference sheet, the non-resident bidder provisions, FORM 1295 for "Interested Parties" (this is covered on page 2-3 of the solicitation as a website-generated form), any addendums added to the solicitation, and *very importantly* the response to Section 0900 No Goals Form **MUST** be included with your offer.

II. **Additional Information:**

A. With regards to our SMBR Section 0900, this solicitation is approved as no-goals. However, should you have the intention of subcontracting (you answer YES on Page 1 of the section) you **MUST** contact our SMBR office (contained on the form) and submit your Good Faith Efforts along with your offer- that is *TWO documented* forms of contact to every business on that list as well as any other instructions SMBR provides you with. **Omission** of this information (again, only applicable if you elect to subcontract) will result in your offer being **disqualified**.

If you initially did not think subcontracting would be applicable and answered NO on Page 1 of Section 0900 but, after award, determine that subcontracting is necessary you are invited to do your Good Faith Efforts at that time by contacting our SMBR office after award.

B. Enclosed is a copy of the Pre-Proposal Agenda and Sign-In Sheet.

III. **Add Contact:** While Cheryl Kaufman shall remain your primary point of contact, an additional "Authorized Contact" for contractual and technical issues has been added as follows:

Authorized Contact: Terry Nicholson
Senior Buyer Supervisor
512-322-6586
Terry.Nicholson@austinenergy.com

IV. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:


Cheryl A. Kaufman, Senior Buyer
Purchasing Office, 512-505-3545

June 3, 2016

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.

PRE-PROPOSAL CONFERENCE AGENDA

Date: June 2, 2016 Time: 1:00 PM

LOG IN TO BRIDGE
(877) 402-9753, ACCESS CODE: 2182020

Addendum 1
- sign in sheet
- 0900 info.

1. Opening/Welcome:

Solicitation Number	RFP CAK0003REBID
Project Description:	Valve Repair, Replacement, Testing, & Maintenance

2. Sign-in: All attendees shall sign in.

3. Introductions: Introduction of City staff. Attendees shall identify themselves and the company they represent.

4. Project Information: Explanation of Proposal closing date and time and the time for submission of the Compliance Plan, if applicable.

Closing Date	June 21, 2016
Time Proposals are Due	2:00 PM
Time Compliance Plans Due	2:00 PM
Buyer's Name	Cheryl A Kaufman

Submission of Offers: Review of Cover Sheet

- A. Mailing: Offers must be returned in a sealed envelope or container marked on the outside with the Offeror's name, address, solicitation number, and the closing date and time. Telegraphic or facsimile Offers **will not** be accepted. Address:

City of Austin
Purchasing Office
Municipal Building
124 W. 8th St., Rm. 310
Austin, Texas 78701
(512) 974-2500

Note: Proposals not submitted in a sealed envelope or container will not be considered. Proposal submitted late will not be considered. It is the responsibility of the Proposer to ensure that their Proposal is received before Proposal closing time. There are no exceptions.

5. General Solicitation Requirements: (Presented by Purchasing)

- A. Please remember that Sections 0100 (Definitions), 0200 Solicitation Instructions, and 0300 (Standard Purchase Provisions) are incorporated into this solicitation and subsequent contract by reference. These documents can be located on line at <http://www.austintexas.gov/department/standard-bid-documents>.

Section 0100, Purchase Definitions
Section 0200, Solicitation Instructions

- B. Section 0300 Standard Terms and Conditions and Section 0400, Supplemental Terms and Conditions:

These two sections comprise the basis of all City contracts. It is important that you are aware of these terms and conditions and discuss them with the necessary parties within your firm and identify in your response any exceptions to these terms and conditions. Should your firm be the recommended vendor and should you take exceptions that your response did not disclose, your response may be deemed non-responsive at that time.

- C. Supplemental Purchase Provisions, Section 0400, these augment the Standard Terms and Conditions; they will be incorporated into any resultant contract. Of note:

- **Insurance**
 1. Property Insurance: All risk property coverage including but not limited to fire, wind, hail, theft, vandalism and malicious mischief for all real and personal property owned by the City of Austin and placed in the care, custody, and control of the vendor. The limit of liability shall be written at 100% replacement cost for a minimum of \$2,000,000. Coverage for transit shall also be provided. The City of Austin shall be named on the policy as Their Interest May Appear.
 2. PLEASE INCLUDE 30-DAY NOTICE OF CANCELLATION VERBIAGE ON ALL INSURANCE DOCUMENTS
- **Bonds** – Proposal, Payment and Performance- city reserves the right to include these on a per-project basis
- **Term of Contract**- 2 year initial, 2 2-year extensions
- **Prevailing Wages**- the city Contractor shall comply with the requirements of Section 00830 Prevailing Wage Rates and Payroll Reporting including the wage rates listed in Section 00830BC Wage Rates for Building Construction or Section 00830HH Wage Rates for Heavy and Highway Construction

D. **Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying:** From the moment that the solicitation was issued until the contract is executed, all communications regarding this solicitation must go to the Authorized Contact Person, Cheryl A Kaufman. This requirement is necessary to maintain the integrity of the solicitation process and ensure that all proposers have the same opportunity. **Any representation to anyone else may result in your offer being disqualified from consideration from award.**

E. **Questions:** All questions will be answered via an addendum posted on our website.

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office no later than **10:00 AM on June 7, 2016**. Submissions may be made via email to cheryl.kaufman@austinenergy.com

6. **Scope of Work** (Presented by Tim Youts)

7. **Proposal Preparation Instructions and Evaluation Factors**

Proposal Preparation Instructions and Evaluation Factors (Section 0600) details exactly what the City expects a submitted Proposal to contain and the order in which the documents are to be presented. It also details evaluation criteria and weight.

We will go through this document in its entirety.

*** Please note that this is the base information that we need in order to evaluate. This proposal is your opportunity to show us why your company is the best to meet our needs. Do not assume that we know anything about your company. Be thorough. ***

PURCHASING OFFICE MEETING SIGN-IN SHEET

RFP & Description: CAK0003REBID- Valve Repair, Replacement, Testing, & Maintenance

Meeting Date:
6/2/2016

Buyer: Cheryl A Kaufman

Place/Room: SHEC
Conference Room

Please Print Legibly

Name	Company/Agency/Dept.	Phone	Email
Cheryl A. Kaufman	AE	505-3545	Cheryl.kaufman@austinerenergy.com
John Simpson	TEAM	361-230-2368	John.Simpson@TEAMINC.COM
Dennis Lilley	TD INDUSTRIES	512-426-9328	DENNIS.LILLEY@TDINDUSTRIES.COM
Jay Taylor	Titan	830-399-9091	Curtist@TitanContracting.com
Laura Zoller	AE - SHEC	912-9485	laura.zoller@austinerenergy.com
Victor Schmitt	MIDSTATE Plm	512-5785764	VSCHMITT@MID-STATEPLUMBING.COM
BRIS GUNN	SETPPOINT	830-460-8841	BGUNN@SETPPOINTIS.COM
Louis McBee	Setpoint	✓	LMcBee@setpointis.com

This is what vendors are "graded" on!!!

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PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
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1. PROPOSAL FORMAT

Prefacing the proposal, the Proposer shall provide an Executive Summary, which gives in brief, concise terms, a summation of the proposal. The proposal itself shall be organized in the following format and informational sequence:

- A. **Business Organization:** State full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate.
- B. **Authorized Negotiator:** Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.
- C. **Cost Proposal:**
- i. Provide your labor rate sheet for providing the types of services specified in this Solicitation.
 - ii. Provide your percentage markup over actual invoice for tool and equipment rental.
 - iii. Provide your percentage markup over actual invoice for materials, supplies and parts.
- D. **Safety:** Provide safety performance records for the last five years, including:
- i. OSHA 300 and 300A Logs as applicable
 - ii. OSHA D.A.R.T. Rate
- E. **Technical Solution & Program:** Detail your understanding of the requirements presented in the Scope of Work (Section 0500) of the solicitation and your solution/plan to accomplish the work. At a minimum, specifically provide or indicate the following:
- i. Any deviations from any of the requirements stated in the above-referenced Scope of Work (Section 0500).
 - ii. Provide a detailed technical description on repairing, rebuilding and testing of the following equipment and your plan to accomplish that work. Include the valve type/size, manufacturer and Figure/Model No. *Each of these must be addressed in detail as it relates to Austin Energy.*
 - a. Gate Valve
 - b. Globe and Angle Valve
 - c. Pressure Relief Valve
 - d. Control Valve
 - e. Limitorque
- F. **Experience & Qualifications:** Describe only corporate experience related to performing the services specified in this solicitation. This solicitation requires that Proposers have a minimum of seven years of experience in valve repair for utility or industrial application (as referenced in Section 0500, 3.0a). The submittals herein shall be evidence of this minimum experience and allow the City to evaluate the Proposer's experience and qualifications. At a minimum, specifically provide:

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- i. List of customers (at least five) to whom similar services have been provided, including company name, contact information, description of the services provided, and date of work and contract value.
 - ii. Detailed description of applicable experience repairing, rebuilding, and testing equipment listed in the Scope of Work (Section 0500), including the specific brands and models contained therein.
 - iii. Years in business, with corresponding project list, performing major maintenance at power plants or other equivalent industrial facilities.
 - iv. Resumes of the following:
 - a. Proposed Project Manager
 - b. Proposed Superintendent(s)
 - c. Other critical craft laborer(s)
- G. **Exceptions:** Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the Proposal.

If any exceptions are taken by a Proposer to any term or condition of this RFP, the Proposer must clearly indicate each specific exception taken, include a full explanation of the reason for said exception, and include any proposed language for any alternative term as a separate attachment to the Proposal, stating clearly in writing that the Proposer's Contract or Legal staff have reviewed and proposed all such terms in the Proposer's exceptions. The failure to identify exceptions or proposed changes with a full explanation and substitute language shall constitute acceptance by the Proposer of the Solicitation as proposed by the City. The City reserves the right to reject a proposal containing exceptions, additions, qualifications or conditions not called for in the Solicitation.

2. **ADDITIONAL PROPOSAL TERMS**

- A. **Local Business Presence:** The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team's Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the Offeror's MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Offeror or Subcontractor(s) have a local business presence.
- B. **Proposal Acceptance Period:** All proposals are valid for a period of one hundred and twenty (120) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal.
- C. **Proprietary Information:** All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from

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disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

- D. **Proposal Preparation Costs:** All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the City shall be the sole responsibility of the Proposer.

3. EVALUATION FACTORS AND AWARD

A. **Competitive Selection:** This procurement will comply with applicable City Policy. The successful Proposer will be selected by the City on a rational basis. Evaluation factors outlined in Paragraph B below shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the Best Offeror. Award of a Contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.

B. **Evaluation Factors:**

- i. 100 points.
 - a. Technical Solution & Program (reference 1E) – 30 points
 - b. Experience & Qualifications (reference 1F) – 35 points
 - c. Safety (reference 1D) – 10 points
 - d. Total Evaluated Cost (reference 1C) – 15 points
 - e. Local Business Presence (reference 2A) – 10 points

Team's Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0

- ii. Interviews (Optional). The City will score proposals based on items "a" through "e" above. The City may select a "short list" of Proposers based on those scores. Short-listed Proposers may be invited for interviews and/or demonstrations with the City. The City reserves the right to rescore short-listed proposals as a result of the interviews and to make an award recommendation on that basis. The City reserves the right to negotiate the actual contract scope of work and cost after submission.