



REQUEST FOR PROPOSAL ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS

REQUEST FOR PROPOSAL: GAL0020 ADDENDUM NO. 2
DATE OF ADDENDUM: July 16, 2014

This addendum is to incorporate the following:

Q1. Is the City considering a split award?

A1. No, the City is not intending to split the award; however, we reserve the right to do so if it is in our best interest. The most likely potential split would be between transmission and distribution, not individual items within each.

The sign-in sheet and agenda from the Pre-Proposal Conference are attached to this addendum.

The Proposal Closing Time and Date has been changed to 3:00 PM on August 15, 2014. Responses are due prior to 3:00 PM on August 15, 2014.

All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated and made a part of the above-referenced Solicitation.

APPROVED BY:

Gage Loots, Supervising Senior Buyer
Purchasing Office, 512-322-6251

ACKNOWLEDGED BY:

SUPPLIER AUTHORIZED SIGNATURE DATE

RETURN ONE (1) COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, PRIOR TO PROPOSAL CLOSING OR WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION OF YOUR OFFER.

PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET



Solicitation: RFP GAL0020

Description: T&D Steel Poles

Date: July 10, 2014

Time: 9:30 AM

Company Name:

Representative:

Phone #:

E-Mail Address:

Techline, Inc.	Perry/Cassidy	512-689-9020	pcassidy@techline-inc.com
FAPCO / EEI	Frank Panobianco	830-629-0813	frank@fapcollc.com
Utilignid Sales	Reagan Moore	512-740-7800	reagan@ugsales.com
THOMAS & BETTS	DIRK TILLEY	(817) 967-7458	DIRK.TILLEY@TNSB.COM
AE	Lee Emmick	(512) 505-7119	lee.emmick@austinenergy.com
AE	David Sloan	512-585-7115	david.sloan "
AE	Nicole Turner		nicole.turner@austinenergy.com
AE	Leslie Giannattasio		leslie.giannattasio@austinenergy.com
FSD	Debbie DePaul		
FSD	Joe Barrios		
AE	PAIGE McDONALD		PAIGE.MCDONALD@AUSTINENERGY.COM
AE	Chet S. Oszust, Jr		Chester.Oszust@austinenergy.com

Conducted By:

Gage Loots

PRE-PROPOSAL CONFERENCE AGENDA

Date: July 10, 2014

Time: 9:30 AM

1. Opening/Welcome:

Solicitation Number	RFP GAL0020
Project Description:	Transmission & Distribution Steel Poles

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

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

4. MBE/WBE Procurement Program, Section 0900: This solicitation has no participation goals for subcontracting; however, please be advised that if you will be subcontracting any portion of this contract, you must comply with City's MBE/WBE Procurement Program. Refer to the No Goals Form (Section 0900) as incorporated by reference to this solicitation for information on compliance requirements. Failure to comply with these requirements may result in rejection of your Proposal.

*****Refer to the No Goal Tip Sheet for additional information on compliance in this "no goals" solicitation.*****

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

Closing Date	August 8, 2014
Time Proposals are Due	3:00 PM
Time Compliance Plans Due	N/A
Buyer's Name	Gage Loots

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. 308
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.

6. 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:

5. **Delivery Requirements**

6. **Approval Drawings**

7. **Economic Price Adjustment** - Please note that this is a sample clause as a placeholder. Proposers are required to submit the adjustment clause with their Proposal, but may use this language as a base. More on this in the Proposal Preparation Instructions.

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, Gage Loots. 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 the 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 8:00 AM on July 16, 2014. Submissions may be made via email to gage.loots@austinenergy.com.

7. Documents due with Proposal

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. *****Please be aware that this solicitation is a Request for Proposal (RFP). This means that we are going to evaluate other factors in addition to cost. In order to evaluate those other factors, you must submit information for us to base our evaluations upon.*****

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!

8. Specifications / Technical Requirements (Presented by the Department)



MBE/WBE Procurement Program No Goal Solicitation Tip Sheet

The City has determined that no goals are appropriate for this project. Even though no goals have been established for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified. Areas of subcontracting include services, supplies, or materials that the Bidder/Proposer does not perform with its own workforce or supply in its inventory. The following tips are suggestions that apply only to No Goal procurements.

GENERAL INFORMATION

- ✓ Review the solicitation and determine whether subcontractors/subconsultants will be needed in order to submit a bid/proposal response. It is critical to contact the City as early as possible of subcontracting opportunities in order to meet requirements and timelines set out in the solicitation.
- ✓ If subcontracting opportunities are identified, contact SMBR immediately at 512-974-7600 to speak with the solicitation point of contact and obtain Good Faith Effort instructions. To request MBE/WBE availability lists, email SMBR at SMBRComplianceDocuments@austintexas.gov. Emails to SMBR should include:
 - Solicitation Number and Project Description in the subject line.
 - List of services, materials, or supplies that will be subcontracted (i.e. marketing services, auditing, copying, transformer, etc.).
 - Courtesy copy the Authorized Procurement Agent on all email communication with SMBR.
- ✓ Perform good faith efforts to obtain MBEs and WBEs as instructed by SMBR.
- ✓ Failure to comply with the MBE/WBE Procurement Program will result in the rejection of bids/proposals.
- ✓ The MBE/WBE Procurement Program requirements apply throughout the completion of the project when areas of subcontracting are identified.

NO GOAL UTILIZATION PLAN

- ✓ Subcontractors/subconsultants identified by Bidders/Proposers should be listed on Form 0900 No Goal Utilization plan and submitted with the bid/proposal. The form can be found online by clicking the "Standard Bid Documents" tab at the City of Austin's website in Vendor Connection. The link to the website is https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm.
- ✓ Only City of Austin certified MBEs and WBEs will be counted, and must be certified for the scope of work they are listed to perform. This information can be found using the Certified Vendor Directory located on SMBR's website at <http://www.austintexas.gov/smbr> (click on "MBE/WBE/DBE Certified Vendor" toward the bottom of the web page). Please contact SMBR if you experience any problems using the directory.
- ✓ Participation is calculated based on the entire amount of the bid or proposal. For Invitation for Bid (IFB) procurements, use the base bid amount to calculate participation.
- ✓ Attach good faith efforts if adding non-certified firms. Documentation is not limited to the following:
 - Copy of written solicitation
 - Emails, phone logs, fax transmittals
 - Correspondence with MBEs and WBEs
 - Copy of advertisement (social media or newspaper ad)
 - Copy of notices sent to Minority & Community Organizations
 - Documentation of contact with SMBR (phone or email)

SMALL & MINORITY BUSINESS RESOURCES CONTACT INFORMATION

SMBR Main Office
512-974-7600 ♦ 512-974-7601 Fax
Website: www.austintexas.gov/smbr
MBE/WBE Availability List Requests: SMBRComplianceDocuments@austintexas.gov