

PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET



Solicitation: RFP GAL0021

Description: Independent Review of Resource Plan

Date: February 9, 2015

Time: 1:30 PM

Company Name:

Representative:

Phone #:

E-Mail Address:

COA-SMBR AE	Raymond M. Young Carrie Walker	512-974-9183 512/322-6335	raymond.young@AUSTINTEXAS.GOV carrie.walker@austinenergy.com
Frontier Associates	Jay Zarnikow	512 372 8778	jayz@frontierassoc.com
Straight Line Management	Sherrika Arch	210-226-2107	sherrika@straightlinem.com
VIT Energy	Peter Son	612-919-0358	pson@vitenergy.net
Black & Veatch	Russell Huggins	913-281-9421	hugginsr@bv.com
BLACK & VEATCH	STEVEN BAKER	713-275-2843	BAKERSA@BV.COM
PAGE GIBBAL	Gary James	571-292-4013	Gary.James.James.com
Jacobs	Jeff Ewin	512-341-3120	jeff.ewin@jacobs.com
AE	Pat Sweeney	512-322-6292	PAT.SWEENEY@AUSTINENERGY.COM
AE	S. Balraj Chakka	512-322-6010	Sathibalraj-chakka@ austinenergy.com
AE	Sylvain LACASSE	512-322-6285	SYLVAIN.LACASSE@AUSTINENERGY.COM
AE	Jeff Vise	512-322-6087	jeff.vise@austinenergy.com

Conducted By:

Gage Loots

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Stright Lin Mgt	Sharon Brown	210-362-4851	brown.sharon@p.h.net
GDS Associates	Casey Nolan	512-541-3148	casey.nolan@gdsassociates.com
"	Hunt Armistead	512-541-3165	hunt.armistead@gdsassociates.com
"	Richard Polich	501-316-9805	richard.polich@gdsassociates.com
BJ Behrou DNV GL/KEMA	BJ Behrou	281-565-5581	bj-behrou@dnvgl.com
Zander Engineering	Martha Montemayor - Papier	512-779-3459	martha@zander-ec.com
JACOBS Engineering Group	Curtis Williams	512 314 3100	curtis.williams@jacobs.com
Baer Eng & Env Cons Inc	Theresa M Baer PE	512-453-3733	thbaer@baereng.com
Navigant	Dayne Stradford	512.493.5402	dstradford@navigant.com

Conducted By:

Gage Louts

RFP GAL0021

Pre-proposal Meeting – Remote Attendees

Please note that this list is based on our writing down names and companies during the call. We apologize for any incomplete information or misspellings.

Bonnie McDonald	Kapra
Dave Whitman	SAIC
Ken Bean	Siemens
Brian Smith	GDS Assoc.
?	Pace Global
?	Energy and Environmental Eco
Sidart Deb	LCG
John Athas	Kapra
Max Chang	Synapse Energy Economics
Paul Will	GDS Assoc.
Brian Ciello	LCG
Jeff Bower	Kapra

PRE-PROPOSAL CONFERENCE AGENDA

Date: February 9, 2015

Time: 1:30 PM

1. **Opening/Welcome:**

Solicitation Number	RFP GAL0021
Project Description:	Independent Review of Resource Plan

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: Raymond Young from the City's Small and Minority Business Resource Department (SMBR) will explain the compliance plan. This project has project participation goals for subcontracting set at 3.51% MBE and 1.97% WBE.5. **Project Information:** Explanation of Proposal closing date and time and the time for submission of the Compliance Plan, if applicable.

Closing Date	February 27, 2015
Time Proposals are Due	11:30 AM
Time Compliance Plans Due	3:30 PM
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.

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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 February 11, 2015. 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.

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. Scope of Work

INDEPENDENT REVIEW OF RESOURCE GENERATION PLAN

GAL0021

POLICY: The City of Austin and its contractors shall not discriminate on the basis of race, color, national origin, disability, or gender in the performance of contracts. Refer to the MBE/WBE Volume included with the project specifications for further information.

SOLICITATION GOALS

MBE	African American	Hispanic	Asian/Native American	WBE
3.51%	NA	NA	NA	1.97%

COUNTING PARTICIPATION (2-9C-21)

Listing City certified firms on the Compliance Plan indicates that firms agree to both the price and scope of work. The Compliance Plan shall list all firms that will participate on the contract.

- Only City of Austin certified MBE/WBE firms will be counted toward the goals.
- Certified MBE/WBE firms may count their own participation, less any amount subcontracted.
- A certification code of M/WBE or W/MBE may be counted towards the MBE or WBE goal, but not both.
- A firm with a WBE certification code can only be counted towards the WBE goal.
- A firm with an MBE certification code can be counted towards the MBE goal or towards the appropriate ethnic subgoal.
- Use only the base bid amount or the proposal amount to calculate your MBE/WBE participation.

ALL BIDDERS MUST MEET THE GOALS OR PROVIDE GOOD FAITH EFFORTS DOCUMENTATION

GOOD FAITH EFFORTS (2-9C-21)

When bidder/respondent cannot meet the established goals, the responding firm shall provide documentation of the firm's good faith efforts to meet the goals. The ability or desire of a contractor to perform the work of the contract with its own organization does not relieve the contractor of the responsibility to demonstrate good faith efforts. The fact that additional costs maybe involved in finding and using MBEs and WBEs is not reason for the bidder to not meet the MBE/WBE goals.

At a minimum, the following should be submitted to support Good Faith Effort documentation:

- Solicitation sent to MBE/WBE firms **in the** Significant Local Business Presence (SLBP – 5 Counties include Travis, Hays, Williamson, Bastrop, and Caldwell) identified on the availability list for subcontracting opportunities not less than **7 business days** prior to bid date. Notices must be sent using two separate reasonable, available, and verifiable methods (e.g. email, fax, mail, or phone).
 - Such as evidence of written notice includes copy of letters (solicitation notice) that was sent by email, fax, or mail.
 - Such as evidence of two separate methods used to notify MBE/WBEs include fax logs, email confirmations, copies of stamped envelopes/hand-delivered and/or phone logs (Phone contacts, alone, will not be sufficient.)
- Written correspondence to certified vendors should include names, addresses, and other identifying information including your company's phone number, contact person, where to locate plans and specifications; and due date for responding.
- Take appropriate steps to follow up the initial solicitation with interested MBEs or WBEs.
 - Submit copies of written responses from all respondents to your solicitation.
 - If interested MBEs or WBEs responded, document follow up on log of contacts and include date and contact information

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- Publish notice in a local publication such as newspaper, trade association publication, or via electronic/social media.
- Bidder/proposer must state a specific and verifiable reason for not contacting each certified firm with a SLBP.
 - **If MBEs and WBEs were not sent solicitation notices, document reason on log of contacts.**
- Negotiate in good faith with interested MBEs and WBEs.
 - **If negotiated in good faith with interested MBEs and WBEs, document results on log of contacts.**
- Contact SMBR for assistance (i.e. additional scopes identified or assistance with MBE/WBE Program requirements).
- Not rejecting MBEs or WBEs as being unqualified without sound reasons.
- Seeking the services of available minority and women community organizations
 - **Documentation of contacts with trade associations and Chambers of Commerce.**
- Selecting portions of the work that will increase the likelihood that the MBE/WBE goals will be met.

The following additional Good Faith Efforts factors may also be considered:

- Efforts to assist MBE/WBEs in bonding, insurance, and financing where appropriate.
 - **If assistance was provided, document in log of contacts.**
- Efforts to assist MBE/WBEs in obtaining necessary equipment, supplies, and materials.
 - **If assistance was provided, document in log of contacts.**

In assessing minimum good faith efforts, SMBR may consider the performance of other Bidder/Proposers successfully meeting the goals.

FAILURE TO COMPLY WITH THE MBE/WBE PROCUREMENT ORDINANCE WILL RESULT IN REJECTION OF YOUR COMPLIANCE PLAN

MBE/WBE AVAILABILITY LIST:

Included in the solicitation is a list of certified MBE/WBEs firms for the scopes of work that have been identified for this project. This list is not to be considered as the sole source of available MBE/WBEs. If additional scopes of work are identified, please contact SMBR.

MBE/WBE COMPLIANCE PLAN: ALL SECTIONS, I - VI MUST BE COMPLETED & SUBMITTED

- Section I Project information (pre-entered)
- Section II Firm's identifying information, with signature of firm's authorized representative.
- Section III Compliance Plan Summary
- Section IV Disclosure of all certified firms, enter all requested information.
- Section V Disclosure of all non-certified firms, enter all requested information.
- Section VI Disclosure of all second-level subcontractors.
- Section VII Disclosure of Primary and Alternate Trucking subcontractors.
- Section VIII Compliance Plan Check List.

Bids or responses will not be accepted for consideration, if the MBE/WBE Compliance Plan is not submitted prior to the deadline specified in the solicitation document.

2-9C-25 SANCTIONS FOR NOT COMPLYING WITH THE MBE/WBE PROCUREMENT ORDINANCE

The following violations are unlawful and may be prosecuted at Municipal Court

- ❖ Providing false or misleading information.
- ❖ Substituting MBE/WBE subcontractors without written approval.
- ❖ Repeated failure to comply with Good Faith Efforts.

SMALL & MINORITY BUSINESS RESOURCES CONTACT INFORMATION

SMBR Representative	CERTIFICATION	MAIN OFFICE
Contact Name: Raymond M. Young		512-974-7600
Phone Number: 512-974-9183	512-974-7645	512-974-7601
Email Address:Raymond.young@austintexas.gov	Dsmbr- certification@austintexas.gov	www.austintexas.gov/smbr



SMBR's Plan Room

The City of Austin's Small & Minority Business Resources (SMBR) Department has a Plan room for viewing City of Austin project plans and specifications as well as other local, private, and public sector jobs. In addition, SMBR and McGraw-Hill Dodge have partnered to provide contractors up-to-date construction project information, plans and specification through the Internet. Projects include public and private sector opportunities in 100 South and Central Texas counties.

Where is the Plan Room?

It's located at the offices of SMBR
4201 Ed Bluestein Blvd.
Austin, TX 78721

How much will it cost?

There are no fees to access the information. There are minimal fees for copying and printing of plan and specification sheets.

What are my next steps?

Attend a free one-hour orientation session to learn how to operate the on-line service. Contact SMBR at (512) 974-7799 to make an appointment or for more information.

For more information or to view a list of projects currently available in the Plan Room visit website at www.austintexas.gov/smbr under the Plan Room projects.

BONDING

Bonding is a type of protection that a governmental agency or prime contractor may require that your company have in order to work on a contract. A bonding application will take several days. Get started today. Be proactive by making an appointment to talk to SMBR's Bonding Financial Consultant, Luke Ortega Luper as soon as possible. He can be reached at (512-

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974-7733 or email him at Luke.Luper@austintexas.gov. You will also find past copies of his newsletters on our website at <http://austintexas.gov/department/bonding>.

Keep in mind that SMBR does not issue bonds; however, we do provide our bonding resource program as a free and confidential service to our business owners.

AUSTIN MINORITY NEWSPAPERS

Capital City Argus News

PO Box 140471
Austin, TX 78714-0471
512-926-0348 Fax: 512-926-0348

Charles M. Miles
email : CMilesArgus@yahoo.com

El Mundo Newspaper

2112 E. Ceasar Chavez
Austin, TX 78702
512-476-8636

info@elmundonewspaper.com

La Prensa

PO Box 6504
Austin, TX 78762-6504
512-478-3090 Fax: 512-482-6400

Catherine Vasquez-Revilla
email: laprensa@aol.com

Nokoa The Observer

PO Box 1131
Austin, TX 78767-1131
512-499-8713 Fax: same as phone

Akwasi Evans
email : akwasievans@gmail.com

The Villager

4132 East 12th Street
Austin, TX 78721
512-476-0082 Fax : 512-476-0179

Tommy L. Wyatt
email: vil3202@aol.com

LOCAL MINORITY SERVICE PROVIDERS

Asian Contractor Association

4201 Ed Bluestein Blvd, Suite 2105
Austin, TX 78721
512-926-5400 Fax: 512-926-5410

Aletta Banks

www.acta-austin.com
email: asiancontractor@gmail.com

Austin Area Black Contractors Association

6448 Highway 290 East, Suite E-107
Austin, TX 78723
512-467-6894 Fax: 512-467-9808

James Harper

www.abcatx.com
email: brc-pro@swbell.net

Business Investment Growth (BIG Austin)

5407 N. IH-35, Ste 200
Austin, TX 78723
512-928-8010 Fax: 512-926-2997

Stacy Dukes-Rhone

www.bigaustin.org
email: info@bigaustin.org

Business Resource Consultants (BRC)/(Bid Briefs)

6448 Highway 290 East, Suite E-107
Austin, TX 78723
512-467-6894 Fax: 512-467-9808

Carol S. Hadnot

email: brc-pro@swbell.net

Capital City African American Chamber of Commerce

African-American Heritage Center
912 E. 11th Street
Austin, TX 78702
512-459-1181 Fax: 512-459-1183

Natalie Madeira Cofield

www.capcitychamber.org
email: admin@capcitychamber.org

Greater Austin Asian Chamber of Commerce

3432 Greystone Drive, Suite 202
Austin, TX 78731
512-407-8240 Fax: none

Marina Bhargava

www.austinasianchamber.org
email : exec.admin@austinasianchamber.org

Greater Austin Hispanic Chamber of Commerce

2800 S. IH-35, Suite 260
Austin, TX 78704
512-476-7502 Fax: 512-476-6417

Lisa Rodriguez

www.gahcc.org
email: lrodriguez@gahcc.org

U.S. Hispanic Contractors Association (USHCA)

920 E. Dean Keeton Street
Austin, TX 78705
512-922-0507 (Cell)

Juan Oyervides

www.ushca-austin.com
email :info@ushca-austin.com

SECTION VII — MBE/WBE COMPLIANCE PLAN CHECK LIST

The MBE/WBE *Compliance Plan* must be completed and submitted by the time specified in the solicitation documents. If the goals or subgoals were not achieved, Good Faith Efforts documentation must be submitted with the MBE/WBE *Compliance Plan*. All questions in this section (Section VII) MUST be completed and submitted with the *Compliance Plan* if goals or subgoals are not met.

1. Were written notices sent to all MBE/WBEs from the Significant Local Business Presence (SLBP) availability list at least seven (7) business days prior to the submission of this *Compliance Plan*?

Yes No

2. Were two separate methods used to contact all MBE/WBEs from the SLBP availability list at least seven (7) business days prior to the submission of this *Compliance Plan*? Please list the two methods used to contact MBE/WBEs. (i.e. fax, email, mail, and/or phone)

Yes No

List Methods: _____

3. Were steps taken to follow up with interested MBE/WBEs? Yes No

4. Were advertisements placed with a local publication? (i.e. newspaper, minority or women organizations, or electronic/social media)?

Yes No

5. Were written notices sent to Minority or Women organizations? Yes No

6. Were additional elements of work identified to achieve the goals or subgoals?

Yes No

If yes, please explain: _____

SECTION VII — MBE/WBE COMPLIANCE PLAN CHECK LIST CONTINUED....

7. Was SMBR contacted for assistance? Yes No

If yes, complete following:

Contact Person: _____

Date of Contact: _____

Summary of Request: _____

8. Were Minority or Women organizations contacted for assistance? Yes No

If yes, complete following:

Organization(s): _____

Date of Contact: _____

Summary of Request: _____

9. Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals? (*Documentation is not limited to this list.*)

Yes No Copy of written solicitation sent to MBE/WBEs in SLBP area.

Yes No Two separate methods of notices sent to MBE/WBEs in SLBP area (fax transmittals, emails, and/or phone log).

Yes No Copy of advertisements.

Yes No Copy of notices sent to Minority and Women organizations.

Yes No Documentation that demonstrates efforts made to reach agreements with the MBE/WBEs who responded to Proposer's written notice? (i.e. copy of bids/proposals, spreadsheet breakdown of MBE/WBEs considered follow-up emails/phone logs and/or correspondence between Bidder and interested MBE/WBEs).