



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: GAL0025

Addendum No: 2

Date of Addendum: July 29, 2016

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

I. Clarifications:

- A. Section 0400, Paragraph 10 (Liquidated Damages) has been revised and restated as follows:**

Time is of the essence in the performance of the Contract; therefore, the Contractor shall strictly adhere to the Contract delivery schedule. No changes in the delivery schedule shall be effective unless in writing executed by both the City and the Contractor. The parties agree that if, due to no fault of the City, delivery of any material or performance of any service is delayed beyond the time specified in the Contract, the actual damages sustained by the City because of such delay will be uncertain and difficult to determine, and that the reasonable foreseeable damage incurred by the City is hereby stipulated to be \$10,000 per week. The Contractor therefore agrees to pay, and the City agrees to accept, as liquidated damages, the sum of \$10,000 per week for each week of delay.

- B. Questions:**

Q1: Since the solicitation requires identification of assigned personnel/employees under Section 0600, 1. Proposal Format, F. Personnel, item (ii), must those same personnel/employees be available and part of the project team upon award?

A1: The expectation is that personnel identified in response would be part of the team at contract award, and would remain engaged as necessary for tasks requiring his/her specific expertise/skill. However, after award and with Austin Energy's written consent, new personnel may be substituted or added to the project team through an amendment.

Q2: On page-7 of Section 0600, the lettered items under 1. Proposal Format jump from "F" to "I". Were lettered items "G" and "H" omitted by accident?

A2: Yes, this is only a bullet/lettering error, and no items or language was omitted.

Q3: In Section 0500, 4.5 Assumptions, it notes this project is expected to start January 2017, but that does not sync with Section 0600, 2. Additional Proposal Terms, B. Proposal Acceptance Period. Is that conflict a problem?

A3: The expected start date is a project goal, but depends on many factors, such as City Council approval. There are also contingencies built into the 210-day period, during which the proposal remains valid, in cases of unforeseen delays or circumstances.

Q4: Regarding the subcontracting goals related to the City's Minority/Woman-Owned Business Enterprise (M/WBE) program, what does the 13.07% goal entail?

A4: The proposal response, including the identification of subcontractors, will either meet/exceed the goals, or if not, Proposer must demonstrate Good Faith Efforts (GFE). If the goals will not be met, contact the City's Small and Minority Business Resources (SMBR) representative assigned to this solicitation ahead of the response deadline to ensure you understand the GFE requirements. August 9, 2016 is the last day a Proposer can begin the GFE process.

The SMBR documentation, including instructions and details about subcontracting goals and GFE, are attached to this addendum.

Q5: How do the M/WBE subcontracting goals relate to the evaluation points in Section 0600?

A5: The subcontracting goals are a minimum requirement and Proposer either meets/exceeds those goals, or follows instructions to perform and document GFE. Proposers that do not meet/exceed the goals and do not perform GFE will be disqualified. On the list of certified subcontractors provided by SMBR, Proposers are required to contact all of the organizations listed under the significant local business presence (SLBP) header, but are not required to contact those outside of SLBP area for GFE purposes.

Subcontractors can be considered for points assigned related to local business presence in 0600. Please note that some organizations listed under SLBP header may not meet the requirements for local business presence in 0600.

Both SLBP and outside-of-SLBP organizations may be counted towards compliance with subcontracting goals.

Q6: Should bidders exclude any cost items in particular from the Total Base Bid when calculating compliance with subcontracting goals?

A6: Proposers should exclude reimbursable travel expenses from the Total Base Bid when calculating their compliance with the goals. Please contact SMBR with any specific questions on this.

Q7: In Section 0500, why is factory acceptance testing listed as taking six months in the project schedule? Typically, this step requires less time.

A7: This is an estimate only, and the proposed six-month duration is intended to serve as safety net that allows for sufficient training for AE staff. Proposers are encouraged to submit an alternate schedule that differs from the schedule in the scope of work.

Q8: In Section 0500, gap analysis is estimated to take eight weeks. Does AE have sufficient documentation of current system?

A8: Yes, current documentation is available.

Q9: Regarding the request for proposals (RFP) to be developed by the selected Consultant, will the purpose be equipment purchase only, or equipment purchase and installation?

A9: AE is seeking a Consultant to develop specifications for the replacement system that will be packaged into a RFP in 2017. Additionally, AE requires Consultant to assist in Vendor selection and project oversight regarding the Vendor's/company's implementation/install of the replacement system.

Q10: "OSIsoft" is referenced in 0500 (item 4.1.1), but is not listed as a consideration for future integration under items 4.2.23 and 4.2.38. Does AE plan to continue use of OSIsoft?

A10: Yes, AE plans to continue using OSIsoft and intends the replacement system to be integrated with it.

Note: OSIsoft is an operational data store that enables companies to improve analytics and enables historical, real-time and predictive insights. It also allows collection and visualization of *all* operational data and strategically integrates information technology and business data for optimal vision and value realization. The result is an accelerated and more efficient path to success.

Q11: The Consultant selected under this solicitation must facilitate outsourcing of personnel to continue support of existing system. Could the organization selected to install the replacement system also be used to support existing system?

A11: Yes, if selected organization has the resources to support existing system while installing the replacement system that is acceptable. The AE SCADA team will be focused on the replacement system and learning the day-to-day operations. AE does not have the resources to do both and so coverage must be sufficiently maintained for the existing and replacement systems. If Consultant does not have in-house resources to backfill for this team, Consultant is expected to source and facilitate activities required to successfully onboard the backfill team.

Q12: In addressing staffing requirements, is experience with generation scheduling required? Does this entail/infer automatic generation control (AGC)?

A12: AE does not currently know what the battery system developed under the Sustainable and Holistic Integration of Energy Storage and Solar PV (SHINES) will look like. No, it is not AGC?

Q13: In Section 0600, it is stated that the Proposer should have "delivered" at least two fully functional Supervisory Control and Data Acquisition (SCADA) and Energy Management Systems (EMS). Does "delivery" mean Proposer has supported implementation?

A13: Yes, AE is seeking Consultant that has experience with the purchase and implementation of SCADA/EMSs.

Q14: In the Supplemental Purchase Provisions bullet 5 requires a Payment Bond. Does that provision apply to this RFP? Would AE be open to discussing removing or lowering such a requirement during the contracting phase based on risk?

A14: Proposers may identify any exceptions they have with proposed terms in their response, however be advised these may affect the City's acceptance and review.

Q15: In the Supplemental Purchase Provisions bullet 6 requires a Performance Bond. Does that provision apply to this RFP? Would Austin Energy be open to discussing removing or lowering such a requirement during the contracting phase based on risk?

A15: Proposers may identify any exceptions they have with proposed terms in their response, however be advised these may affect the City's acceptance and review.

- C. A copy of the attendance sheet from the Pre-Proposal meeting on 7/22/2016 is attached to this addendum.
- D. The presentation document used by SMBR at the Pre-Proposal meeting is attached to this addendum and includes contact for SMBR.
- E. The City is reviewing the remaining questions and will post another addendum with those answers.

II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY: 

Gage Loots, Corporate Purchasing Manager
Purchasing Office, 512-322-6251

7/29/16

Date

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: July 22, 2016

Time: 1:30 PM

1. Opening/Welcome:

Solicitation Number	RFP GAL0025
Project Description:	SCADA Consulting Services

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	August 18, 2016
Time Proposals are Due	2:00 PM
Time Compliance Plans Due	2:00 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.

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.

- 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 Wednesday, July 27, 2016. Submissions may be made via email to gage.loots@austinenergy.com.

6. 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. ***

7. **MBE/WBE Procurement Program**, Section 0900: A representative 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 3.97% African American, 1.22% Hispanic, 2.62% Asian/Native American and 5.26% WBE.

8. Scope of Work

PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET



Solicitation: RFP GAL0025

Description: SCADA Consulting Services

Date: July 22, 2016

Time: 1:30 PM

Company Name:	Representative:	Phone #:	E-Mail Address:
City of Austin	CASSidy Villegas	5129749113	CASSidy.villegas@cityofaustin.gov
GridSME	John McDaniel	281-467-2214	jmcdaniel@gridsme.com
TCS	Hemant Mittal	832-570-1729	hemant.mittal@tcs.com
TCS	RANJEET VASWANU	925-964-7142	ranjeet.vaswanu@tcs.com
DNVGL (KEMA)	Ramon Suenz	291-687-9531	ramon.suenz@dnvgl.com
AE	Colin Danxian		
Amelie Gonzalez	AE - BDCG	512-322-6169	amelie.gonzalez-flares@austinenergy.com
(WBE) COOPER CONSULTING	DANE HOLBROOK	512-695-7066	dane.holbrook@cooperconsulting.com
Austin Energy	Heidi Schwab	512-322-6192	contractor-schwab@austinenergy.com
COOPER CONSULTING		512-8207-1000	ccoda@cooperconsulting.com

Conducted By:

PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET



Solicitation: RFP GAL0025

Description: SCADA Consulting Services

Date: July 22, 2016

Time: 1:30 PM

Company Name:

Representative:

Phone #:

E-Mail Address:

ESTA International Nader Farah 703 200 7381 nader.farah@ESTAinternational.com

UTILICAST Scott Middleton 512-695-1042 SMIDDPLIFTON@UTILICAST.COM

DNV GL Gokul Raim 737-600-7654 gokulraina@dnvgl.com

Accenture Alex Sills 512 744 5142 alexander.sills@accenture.com

Quanta Technology Evan Estes 636 751-1960 evan_estes@quanta-technology.com

AE OF Carrie Walker 512/322-6335 carrie.walker@austinenegy.com

AE Jennifer Hughes 512-972-9513 jennifer.hughes@austinenegy.com

Conducted By:

SCADA Consulting Services

Solicitation Number: RFP 1100 GAL0025

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
-	3.97%	1.22%	2.62%	5.26%

COUNTING PARTICIPATION (2-9C-20)

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 may be 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**
- ❑ 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 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

<u>SMBR Representative</u>	<u>CERTIFICATION</u>	<u>MAIN OFFICE</u>
Contact Name: Cassidy Villegan		512-974-7600
Phone Number: 512-974-9113	512-974-7645	512-974-7601
Email Address: cassidy.villegan@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. Call (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 (512-974-7733 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. Cesar Chavez
Austin, TX 78702
512-476-8636

info@elmondonewspaper.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 1137
Austin, TX 78767
512-499-8713 Fax: same as phone

Akwasi Evans
email : akwasievans2013@gmail.com

The Villager

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

Tommy L. Wyatt
email: vil3202@aol.com

World Journal Inc. Of Texas/World Journal Chinese Daily News

5855 Sovereign Dr. #C
Houston, TX 77036

Sherry Wang
email: sherrywang1020@yahoo.com

LOCAL MINORITY SERVICE ORGANIZATIONS

Asian Contractor Association

4201 Ed Bluestein Blvd, 2nd floor
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
512-467-6895 Fax: 512-467-9808

James Harper

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

Business Investment Growth (BIG Austin)

Capital Plaza Chase Office Bank Bldg.
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

Greater Austin Black Chamber of Commerce

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

Natalie Madeira Cofield

www.austinbcc.org
email: admin@austinbcc.org

Greater Austin Asian Chamber of Commerce

8001 Centre Park Drive, Suite 160
Austin, TX 78731
512-407-8240 Fax: none

Marina Ong 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

Selina Aguirre

www.gahcc.org
email: saguirre@gahcc.org

U.S. Hispanic Contractors Association de Austin (USHCA)

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

Juan Oyervides

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