



CITY OF AUSTIN, TEXAS
Purchasing Office
REQUEST FOR PROPOSAL (RFP)
OFFER SHEET

SOLICITATION NO: CRR0108

COMMODITY/SERVICE DESCRIPTION: District Visioning
 Planning and Design

DATE ISSUED: May 30, 2016

REQUISITION NO.: 16051000449

COMMODITY CODE: 90664
**FOR CONTRACTUAL AND TECHNICAL
 ISSUES CONTACT THE FOLLOWING
 AUTHORIZED CONTACT PERSON:**

PROPOSAL DUE PRIOR TO: Thurs, June 16, 2016 at 2:00pm

PROPOSAL CLOSING TIME AND DATE: Thurs, June 16, 2016
 at 2:15pm

Claudia Rodriquez
Sr. Buyer

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
 RM 308, AUSTIN, TEXAS 78701

Phone: (512) 974-3092

E-Mail: ClaudiaR.Rodriquez@austintexas.gov

LIVE SOLICITATION CLOSING ONLINE: For RFP's, only the
 names of respondents will be read aloud

For information on how to attend the Solicitation Closing online,
 please select this link:

<http://www.austintexas.gov/department/bid-opening-webinars>

**When submitting a sealed Offer and/or Compliance Plan, use the proper address for the type of service desired,
 as shown below:**

Address for US Mail (Only)	Address for Fedex, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # CRR0108	Purchasing Office-Response Enclosed for Solicitation # CRR0108
P.O. Box 1088	124 W 8 th Street, Rm 308
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

NOTE: Offers must be received and time stamped in the Purchasing Office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the Purchasing Office prior to the time and date indicated. Arrival at the City's mailroom, mail terminal, or post office box will not constitute the Offer arriving on time. See Section 0200 for additional solicitation instructions.

All Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.

SUBMIT 1 ORIGINAL AND 5 ELECTRONIC COPIES OF YOUR RESPONSE

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	6
0500	SCOPE OF WORK	9
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	3
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	2
0700	REFERENCE SHEET – Complete and return	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0815	LIVING WAGES CONTRACTOR CERTIFICATION–Complete and return	1
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0900	MBE/WBE PROCUREMENT PROGRAM PACKAGE NO GOALS FORM – Complete & return	2

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of the * Sections are available on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

INTERESTED PARTIES DISCLOSURE

In addition, Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 “Certificate of Interested Parties” that is signed and notarized for a contract award requiring council authorization. The “Certificate of Interested Parties” form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: _____

Company Address: _____

City, State, Zip: _____

Federal Tax ID No. _____

Printed Name of Officer or Authorized Representative: _____

Title: _____

Signature of Officer or Authorized Representative: _____

Date: _____

Email Address: _____

Phone Number: _____

*** Proposal response must be submitted with this Offer sheet to be considered for award**

**CITY OF AUSTIN
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SUPPLEMENTAL PURCHASE PROVISIONS**

The following Supplemental Purchasing Provisions apply to this solicitation:

1. **EXPLANATIONS OR CLARIFICATIONS:** (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office via email to ClaudiaR.Rodriguez@austintexas.gov by **Wednesday, June 8, 2016**.

2. **INSURANCE:** Insurance is required for this solicitation.

A. **General Requirements:** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
- iv. The Certificate of Insurance, and updates, shall be mailed to the following address:

City of Austin Purchasing Office
P. O. Box 1088
Austin, Texas 78767

B. **Specific Coverage Requirements:** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

- i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.
 - (1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Form WC420304, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage
- ii. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
 - (1) The policy shall contain the following provisions:
 - (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
 - (b) Contractor/Subcontracted Work.
 - (c) Products/Completed Operations Liability for the duration of the warranty period.
 - (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and/or Underground Coverage.
 - (2) The policy shall also include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage

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- (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
 - iii. **Business Automobile Liability Insurance:** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
 - (1) The policy shall include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.
 - C. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.
3. **TERM OF CONTRACT:**
- A. The Contract shall be in effect for an initial term of 12 months and may be extended thereafter for up to two (2) additional 12 month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee. The two (2) 12 month extension options may include a revised scope of work and budget, subject to available funding.
 - B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to resolicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing).
 - C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
 - D. Prices are firm and fixed for the first 12 months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.
4. **QUANTITIES:** The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.
5. **INVOICES and PAYMENT:** (reference paragraphs 12 and 13 in Section 0300)
- A. Invoices shall contain a unique invoice number and the information required in Section 0300, paragraph 12, entitled "Invoices." Invoices received without all required information cannot be processed and will be returned to the vendor.

Invoices shall be mailed to the below address:

	City of Austin
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Department	Economic Development Department
Attn:	Nicole Klepadlo
Address	PO BOX 1088
City, State Zip Code	Austin, TX 78767

- B. The Contractor agrees to accept payment by either credit card, check or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.

6. RECYCLED PRODUCTS:

- A. The City prefers that Offerors offer products that contain recycled materials. When a recycled product is offered by the Offeror, the Offeror must state in their Offer the percentage of the product that is recycled and must include a list of the recycled materials that are contained in the product.
- B. The recycled content of paper products offered to the City shall be in accordance with the Federal Environmental Protection Agency's Recycled Product Procurement Guidelines. These guidelines are available at <http://www.epa.gov/cpg/>.
- C. Contract award for paper products will be made for recycled products unless the cost is more than 10% above the lowest price for non-recycled paper products as required in the City's Comprehensive Recycling Resolution.

7. LIVING WAGES:

- A. The minimum wage required for any Contractor employee directly assigned to this City Contract is \$13.03 per hour, unless Published Wage Rates are included in this solicitation. In addition, the City may stipulate higher wage rates in certain solicitations in order to assure quality and continuity of service.
- B. The City requires Contractors submitting Offers on this Contract to provide a certification (**see the Living Wages Contractor Certification included in the Solicitation**) with their Offer certifying that all employees directly assigned to this City Contract will be paid a minimum living wage equal to or greater than \$13.03 per hour. The certification shall include a list of all employees directly assigned to providing services under the resultant contract including their name and job title. The list shall be updated and provided to the City as necessary throughout the term of the Contract.
- C. The Contractor shall maintain throughout the term of the resultant contract basic employment and wage information for each employee as required by the Fair Labor Standards Act (FLSA).
- D. The Contractor shall provide to the Department's Contract Manager with the first invoice, individual Employee Certifications for all employees directly assigned to the contract. The City reserves the right to request individual Employee Certifications at any time during the contract term. Employee Certifications shall be signed by each employee directly assigned to the contract. The Employee Certification form is available on-line at https://www.austintexas.gov/financeonline/vendor_connection/index.cfm.
- E. Contractor shall submit employee certifications annually on the anniversary date of contract award with the respective invoice to verify that employees are paid the Living Wage throughout the term of

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the contract. The Employee Certification Forms shall be submitted for employees added to the contract and/or to report any employee changes as they occur.

- F. The Department's Contract Manager will periodically review the employee data submitted by the Contractor to verify compliance with this Living Wage provision. The City retains the right to review employee records required in paragraph C above to verify compliance with this provision.

8. WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID):

- A. Access to the Economic Development Department building by the Contractor, all subcontractors and their employees will be strictly controlled at all times by the City. Security badges will be issued by the Department for this purpose. The Contractor shall submit a complete list of all persons requiring access to the Economic Development building at least thirty (30) days in advance of their need for access. The City reserves the right to deny a security badge to any Contractor personnel for reasonable cause. The City will notify the Contractor of any such denial no more than twenty (20) days after receipt of the Contractor's submittal.
- B. Where denial of access by a particular person may cause the Contractor to be unable to perform any portion of the work of the contract, the Contractor shall so notify the City's Contract Manager, in writing, within ten (10) days of the receipt of notification of denial.
- C. Contractor personnel will be required to check in at the security desk when entering or leaving the Economic Development building and security badges must be on display at all times when in the building. Failure to do so may be cause for removal of Contractor Personnel from the worksite, without regard to Contractor's schedule. Security badges may not be removed from the premises.
- D. The Contractor shall provide the City's Contract Manager with a list of personnel scheduled to enter the building, seven days in advance. The list shall identify the persons by name, date of birth, driver's license number, the times that they will be inside the building and the areas where they will be working. Only persons previously approved by the City for the issuance of security badges will be admitted to the building.
- E. The Contractor shall comply with all other security requirements imposed by the City and shall ensure that all employees and subcontractors are kept fully informed as to these requirements.

9. ECONOMIC PRICE ADJUSTMENT:

- A. **Price Adjustments:** Prices shown in this Contract shall remain firm for the first 12 months of the Contract. After that, in recognition of the potential for fluctuation of the Contractor's cost, a price adjustment (increase or decrease) may be requested by either the City or the Contractor on the anniversary date of the Contract or as may otherwise be specified herein. The percentage change between the contract price and the requested price shall not exceed the percentage change between the specified index in effect on the date the solicitation closed and the most recent, non-preliminary data at the time the price adjustment is requested. The requested price adjustment shall not exceed 10 percent (10%) for any single line item and in no event shall the total amount of the contract be automatically adjusted as a result of the change in one or more line items made pursuant to this provision. Prices for products or services unaffected by verifiable cost trends shall not be subject to adjustment.
- B. **Effective Date:** Approved price adjustments will go into effect on the first day of the upcoming renewal period or anniversary date of contract award and remain in effect until contract expiration unless changed by subsequent amendment.
- C. **Adjustments:** A request for price adjustment must be made in writing and submitted to the other Party prior to the yearly anniversary date of the Contract; adjustments may only be considered at that

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time unless otherwise specified herein. Requested adjustments must be solely for the purpose of accommodating changes in the Contractor's direct costs. Contractor shall provide an updated price listing once agreed to adjustment(s) have been approved by the parties.

D. **Indexes:** In most cases an index from the Bureau of Labor Standards (BLS) will be utilized; however, if there is more appropriate, industry recognized standard then that index may be selected.

i. The following definitions apply:

- (1) **Base Period:** Month and year of the original contracted price (the solicitation close date).
- (2) **Base Price:** Initial price quoted, proposed and/or contracted per unit of measure.
- (3) **Adjusted Price:** Base Price after it has been adjusted in accordance with the applicable index change and instructions provided.
- (4) **Change Factor:** The multiplier utilized to adjust the Base Price to the Adjusted Price.
- (5) **Weight %:** The percent of the Base Price subject to adjustment based on an index change.

ii. **Adjustment-Request Review:** Each adjustment-request received will be reviewed and compared to changes in the index(es) identified below. Where applicable:

- (1) Utilize final Compilation data instead of Preliminary data
- (2) If the referenced index is no longer available shift up to the next higher category index.

iii. **Index Identification:** Complete table as they may apply.

Weight % or \$ of Base Price: 100%	
Database Name: Employment Cost Index	
Series ID: CIU2010000120000A (B)	
<input checked="" type="checkbox"/> Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Geographical Area: United States (National)	
Description of Series ID: Total compensation for Private industry workers in Professional and related	
This Index shall apply to the following items of the Bid Sheet / Cost Proposal: All	

E. **Calculation:** Price adjustment will be calculated as follows:

Single Index: Adjust the Base Price by the same factor calculated for the index change.

Index at time of calculation
Divided by index on solicitation close date
Equals Change Factor
Multiplied by the Base Rate
Equals the Adjusted Price

F. If the requested adjustment is not supported by the referenced index, the City, at its sole discretion, may consider approving an adjustment on fully documented market increases.

10. **INTERLOCAL PURCHASING AGREEMENTS:** (applicable to competitively procured goods/services contracts).

A. The City has entered into Interlocal Purchasing Agreements with other governmental entities,

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pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an interlocal agreement with the City.

- B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.
15. **OWNERSHIP AND USE OF DELIVERABLES:** The City shall own all rights, titles, and interests throughout the world in and to the Deliverables.
- A. **Patents:** As to any patentable subject matter contained in the Deliverables, the Contractor agrees to disclose such patentable subject matter to the City. Further, if requested by the City, the Contractor agrees to assign and, if necessary, cause each of its employees to assign the entire right, title, and interest to specific inventions under such patentable subject matter to the City and to execute, acknowledge, and deliver and, if necessary, cause each of its employees to execute, acknowledge, and deliver an assignment of letters patent, in a form to be reasonably approved by the City, to the City upon request by the City.
- B. **Copyrights:** As to any Deliverable containing copyrighted subject matter, the Contractor agrees that upon their creation, such Deliverables shall be considered as work made-for-hire by the Contractor for the City and the City shall own all copyrights in and to such Deliverables, provided however, that nothing in this Paragraph 36 shall negate the City's sole or joint ownership of any such Deliverables arising by virtue of the City's sole or joint authorship of such Deliverables. Should by operation of law, such Deliverables not be considered work made-for-hire, the Contractor hereby assigns to the City (and agrees to cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver an assignment to the City of Austin) all worldwide right, title, and interest in and to such Deliverables. With respect to such work made-for-hire, the Contractor agrees to execute, acknowledge and deliver and cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver a work-for-hire agreement, in a form to be reasonably approved by the City, to the City upon delivery of such Deliverables to the City or at such other time as the City may request.
- C. **Additional Assignments:** The Contractor further agrees to, and if applicable, cause each of its employees to execute, acknowledge, and deliver all applications, specifications, oaths, assignments, and all other instruments which the City might reasonably deem necessary in order to apply for and obtain copyright protection, mask work registration, trademark registration and/or protection, letters patent, or any similar rights in any and all countries and in order to assign and convey to the City, its successors, assigns, and nominees, the sole and exclusive right, title, and interest in and to the Deliverables, The Contractor's obligations to execute acknowledge, and deliver (or cause to be executed, acknowledged, and delivered) instruments or papers such as those described in this Paragraph 36 A., B., and C. shall continue after the termination of this Contract with respect to such Deliverables. In the event the City should not seek to obtain copyright protection, mask work registration or patent protection for any of the Deliverables, but should arise to keep the same secret, the Contractor agrees to treat the same as Confidential Information under the terms of Paragraph above.
16. **CONTRACT MANAGER:** The following person is designated as Contract Manager, and will act as the contact point between the City and the Contractor during the term of the Contract:

Nicole Klepadlo

Email: Nicole.Klepadlo@austintexas.gov

Phone: (512) 974-7739 Fax: (512)974-7825

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Scope of Work

Solicitation #RFP CRR0108

1.0 Purpose

The City of Austin (City) seeks proposals to fulfill visioning, planning, and design services within targeted commercial areas and corridors through direct engagement with the business community. The planning and visioning services will provide a platform for businesses to provide insight into their commercial area, including perceptions, experiences and aspirations. The planning and visioning services will further serve in the development of a commercial area analysis and plan that reflects consistent themes among businesses and a comprehensive evaluation of the area. This work will strengthen the goal of the Soul-y Austin core program of forming merchants associations.

The services fulfilled by this Request for Proposal (RFP) will be part the Soul-y Austin program. This program is part of the greater Commercial Stabilization effort under the City's Economic Development Department (EDD). Under the Soul-y program, business owners receive a flexible set of tools to assist in the formation and ongoing maintenance of merchants associations.

The services to be satisfied through this RFP will empower businesses within targeted districts to participate in visioning and planning activities to establish the goals and priorities of their associations. They will develop a unified Vision and an assessment of the factors and policies that may have an impact on building and maintaining vibrant commercial districts anchored by merchants associations. The Contractor will be responsible for organizing and facilitating visioning and planning services within targeted commercial areas. The Contractor will work closely with the Soul-y Austin team consisting of other subject matter experts, stakeholders, and City of Austin staff.

2.0 Background

With a creative class culture and highly educated population, people from all over the world come to Austin to participate in the creative vibe, powerful job market, and entrepreneurial spirit. Austin is best known as "the Live Music Capital of the World," but the city's economy also encompasses gamers, filmmakers, foodies, Fortune 500 companies and major public administration centers tied to the State Capitol. More than 80 percent of Austin businesses employ fewer than 20 people, reflecting the city's strong small business culture. These economic conditions foster a distinctive business personality that presents an opportunity to strengthen the connection between people and the places they share through business districts anchored and stabilized by merchants associations.

As the 11th largest city in the United States, Austin is experiencing rapid transformation. Neighborhood commercial areas that historically have been home to African American, Latino, and minority business owners and residents are impacted by demographic shifts and population growth. Our small business community is presented with opportunity and challenge. As these commercial areas often serve as the gateway or spine to Austin's neighborhoods, they also contribute to the organic "sense of place" of our communities. These places can be further activated to support the growth of small businesses, jobs, and street life that further enhances the quality of life and health for Austinites.

Imagine Austin, the City of Austin's Comprehensive Plan, places emphasis on investing in a "compact and connected" Austin and developing complete communities. Complete communities can accommodate future residents and jobs in centers and corridors that allow daily necessities such as work, shopping, dining, and school to be located closer together. A shorter distance allows for improved access by walking and bicycling to these destinations. Walkable and bike able districts spur health benefits through promoting an active lifestyle while reducing GHG emissions and limiting traffic congestion. Walkable mixed-use and commercial centers also support thriving small retailers and service providers. Enhancing and stabilizing neighborhood commercial districts through the formation of merchant associations directly aligns with these priorities of Imagine Austin. The City recognizes the significance and role that business districts with a range of retail, restaurants and community responsive services have in creating socially and economically healthy neighborhoods.

Scope of Work

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Soul-y Austin is the City of Austin's Business District Incubator established and launched in 2015. Its purpose is to shepherd well-defined commercial areas into developing self-sustaining merchant associations, with targeted education and support services provided by the City of Austin and external partners. Communities across the country have employed strategies for commercial stabilization, including supporting the development of merchants associations as a common tool for cultivating thriving businesses in mixed-use districts.

The program began with a focus on outreach and education to the business community to solicit input on the concept of merchant associations. Outreach was administered in partnership with the minority Chambers of Commerce to over 500 businesses, which was later supplemented by interviews with businesses in pilot commercial districts. Initial outreach to businesses revealed two major themes:

- Many businesses were unfamiliar with merchant associations and had minimal experience with them in the Austin area
- Businesses were very interested in merchant associations when introduced to the concept, and expressed clear interest in many of the services merchant associations typically offer

Later outreach confirmed business interest in merchant association services and programming, and reinforced the need for a strong educational program combined with intensive grassroots efforts in commercial districts.

Three (3) commercial districts were identified in 2015 for initial Soul-y services. Two of these districts have formed their merchants association, and the other district continues to build leadership and capacity on a path to formation. Merchants in these districts have expressed needs for streetscape improvements and district beautification, shared branding and marketing, safety improvements, and connectivity enhancements. They have also expressed serious concerns over city regulations and increasing property and rental costs. Soul-y Austin will continue to provide incubation and support services to these three (3) 2015 districts to ensure the long-term sustainability and prosperity of their merchant associations. The next round of Soul-y Austin (2016) will incubate three (3) new districts towards the formation of merchants associations and development of commercial area plans.

Soul-y Austin has provided the following tools to support merchant association development:

- Education and recruitment
- Visioning and district planning services
- Training and coaching on entity formation
- Entity management and maintenance training
- Access to an activation award if an association is formed
- Placemaking funds and support
- Access to façade enhancement matching grants
- Marketing and Promotions
- Market analysis, and use and zoning analysis

Soul-y Austin seeks to educate businesses on the benefits of merchants associations, build capacity and harness a vision for the business district and importantly form an organizational structure that provides stability through the formation of a merchants association. Soul-y Austin Pilot will allow the City's Economic Development Department (EDD) to further develop programs and policy in support of these newly formed merchants associations. The program will also enable the City to collect additional information on specific concerns that businesses have or potential resources they may see as critical components to their success.

What is a Merchants Association?

A merchants association is a group of business owners that exist to anchor and stabilize neighboring businesses around beautification efforts, marketing and promotions, business retention, and economic development activities within a commercial district. Collectively merchants associations act as a unified voice and assist in leading and influencing positive change.

Who are the members of a Merchants Association?

Members commonly represent business owners, managers, employees and property owners. Based on the associations' bylaws and business owner consensus community stakeholders, partners, at-home businesses, artist and musician entrepreneurs and residents may also be welcome to be part of the association.

How are Merchants Associations formed?

Merchants associations are formed by establishing a legal entity, most commonly seen as a 501c (6) or (3) and may be tax exempt. The legal entity formation allows the association to secure a bank account for financial transactions including fundraising and sponsorship opportunities and grant awards. Merchants associations are membership based organizations that support a dues paying structure. These associations are commonly overseen by a Board of Directors, honor a set of association bylaws and may have an employee(s) facilitating activities approved by the membership and board.

What are the benefits?

Merchants associations provide greater capacity for small businesses and entrepreneurs to thrive. The associations provide job opportunities, business stability, and access to community goods and services. These associations assist in the preservation of unique cultures and environments within the community, promote business retention and provide support services such as marketing, promotions, and beautification efforts. They also provide an opportunity for increased sales revenue and taxes, and pedestrian and bike friendly communities through commercial district enhancements.

3.0 Contractor Qualifications

3.1 The selected Contractor shall have 2 years' minimum with experience in engaging stakeholders including the business and property owners

3.2. The Contractor shall have at minimum 2 years' minimum experience facilitating meetings and presenting information

3.3 The Contractor shall have demonstrated experience and knowledge of economic development principles and best practices specific to commercial area stabilization and revitalization

3.4 The Contractor shall have demonstrated experience in developing short and long range small area plans that include strategies, tools and implementation steps

3.5 The Contractor shall demonstrate an understanding of community planning principles, practices and elements including zoning, land use, code enforcement, architectural design, parking, sustainability, etc.

3.6 The Contractor shall work as part of a larger Soul-y Austin team and show demonstrated experience of working with teams on other projects

Scope of Work

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3.7 Contractor shall have experience with urban design standards relevant to streetscapes and façade enhancements

3.8 Contractor shall have experience working with local government or quasi-governmental entities

3.9 The Contractor shall have expertise in design software.

4.0 Contractor Responsibilities

4.1.1 The Contractor will work as an integral member of the Soul-y Austin team. The team will consist of city staff, additional subject matter expert contractors and external partners. The Contractor shall meet with the Soul-y Team as identified in the scope of work and deliverables. The Contractor will provide technical and professional expertise, knowledge and project management skills and other resources required for accomplishing all aspects of the Scope of Work. The activities are intended to be inclusive of all business types including chain and franchise stores, small offices, and non-retailers.

4.1.2 The Contractor shall provide agendas for on-going project management check-in meetings and stakeholder meetings including summaries after each are complete

4.1.3 The Contractor shall submit timely deliverables to the City in accordance with the project timeline

4.1.4 The Contractor shall exercise professionalism in working with stakeholders in representing the City of Austin

4.1.5 The Contractor must submit timely draft documents for the City to review in accordance with the working project timeline

4.1.6 The Contractor will provide agendas for on-going project management check in meetings and stakeholder meetings including summaries after each are complete

4.1.7 The Contractor will provide a holistic approach to the deliverables and when applicable research and reference existing documents, best practices and policy

4.2 Deliverables Timeline

The Contractor is expected to be involved, deliver and produce services throughout an initial twelve (12) month process following the execution of this contract. Following the initial contract period, this contract includes two 12-month renewal options which include an amended scope of work and budget as applicable. The renewal options are dependent upon available funding.

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The specific deliverable timelines shall be finalized in coordination with the City of Austin and the awarded Contractor.

4.3 Acceptance Criteria

The Contractor deliverables must satisfy the requirements of the scope of work per the City of Austin review. Deliverables may be submitted back to the Contractor by EDD for revisions and edits to satisfy a successful deliverable.

4.4 Deliverables

4.4.1 The Contractor will provide the visioning, planning and design services to three commercial areas identified by the City of Austin. The facilitated meetings performed by the Contractor will help inform the development of a commercial area analysis and plan that reflects consistent themes among businesses and a comprehensive evaluation of the area. The capacity and consensus grown through the process of engaging stakeholders, collecting information and further analysis rounding out a holistic approach to these geographic areas will provide a platform for action and implementation.

4.4.2 Deliverable #1: Meeting facilitation including summarizing meeting notes

Within two weeks of contract award, the awarded Contractor shall facilitate a kick off meeting with the Soul-y Austin project team to accomplish the following:

4.4.2.1 Understand the City's goals of creating and implementing the Soul-y Austin Program as well as the larger Commercial Stabilization Efforts

4.4.2.2 Understand the feedback received from pilot districts and other relevant outreach efforts on this program, including themes of business challenges, opportunities, and needs

4.4.2.3 Gain a clear understanding of the Soul-y Austin process and activities specific to engagement and education

4.4.2.4 Gain a clear understanding of current opportunities and tools available through the Soul-y Austin process, as well as policies and programs under development

4.4.2.5 Request any specific data or information needed in order for this effort to be successful

4.4.3 Deliverable #2: Produce a project approach and timelines in alignment with the scope of work and deliverables

The Contractor shall develop a timeline in coordination with the Soul-y project team for deliverables including on-going check-ins with the project team and Project Manager within two weeks of the kick off meeting. Project approach should include all items within the scope of work.

Scope of Work

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The Contractor's project approach plan shall include the following:

- 4.4.3.1 Plan shall suggest approaches that have been successful in other contractor experiences, or similar work types
- 4.4.3.2 Plan shall independently address how property owners and business owners will be engaged to participate in the planning process
- 4.4.3.3 Plan shall consider and be sensitive to the specific demographics and business types within the selected commercial areas, market trends, hours of operation, translation services needed, context in which these businesses would see benefit in this effort
- 4.4.3.4 Plan shall include the various methods including descriptions proposed for outreach and engagement to both audiences, property owners and business owners
- 4.4.3.5 Plan shall consider resources needed including but not limited to technology, data, translation services beyond Spanish, etc.
- 4.4.3.6 Plan shall include a timeline for activities within each commercial area in coordination with the project team
- 4.4.3.7 Agenda setting, goals, and metrics for success

4.4.4 Contractor Deliverable: In collaboration with the City of Austin facilitate meetings in districts through preparing agendas, presentations and activities

The Contractor will lead or participate in meetings with the commercial districts during the formation process. The Contractor shall lead discussion toward the development of a "Vision" for each district, incorporating business and/or property owner feedback on concerns, needed programming, and preferred area projects for the merchant association to undertake with the City of Austin or other stakeholders. The Contractor shall facilitate 4-6 meetings focused on these goals in coordination with the Project Team. Meetings will be set giving the Contractor and the COA team time to set agendas and further discuss collaboration on facilitation. The Contractor will lead each district in the development of a Vision statement for their commercial area plan and a Mission statement for their merchant association. The Contractor shall provide clear and comprehensive notes from each facilitated meeting to the Soul-y Austin project team within one week from the facilitated meeting.

The Contractor shall participate in four to six (4-6) meetings of 1-1.5 hours for each district, in addition to the District Workshop. Meeting schedules will be finalized with the Soul-y Austin team. Additionally, the Contractor shall participate in Soul-y Austin team agenda reviews and evaluation meetings providing draft agendas to the Soul-y Team within two weeks of the scheduled meeting. The following meeting schedule focuses on the expected role of the Contractor; this general framework should be considered a baseline, though it may be revised to accommodate the particular needs and progress made within the districts. The meetings will also be woven into a schedule of meetings that may include facilitation from other Soul-y Austin team members including outreach and engagement, formation professionals, etc.

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- 4.4.4.1 Meeting #1: Facilitate group activity to discuss stakeholder concerns/needs and identify district themes
- 4.4.4.2 Meeting #2: Facilitate SWOT Analysis or equivalent activity
- 4.4.4.3 Meeting #3: Develop and facilitate activity focusing on district priorities and mission/vision statements
- 4.4.4.4 Meeting #4: Facilitate conversation on mission/vision statements; assist COA with Workshop format discussion
- 4.4.4.5 Meeting #5: Participate in post-Workshop discussion of final issues, themes, and outcomes, and facilitate feedback on the draft District Commercial Area Plan

While meetings for the 2015 round of Soul-y Austin districts have been fruitful, challenges remain in ensuring consistent and productive participation of business owners and commercial property owners in meetings. The Contractor shall work with the team to ensure high levels of attendance and engagement at meetings through creative solutions as applicable.

4.4.5 Contractor Deliverable: Facilitate and develop district workshop format and execution.

In addition, at least 1 (one) workshop will be conducted for each district. This workshop will be between 2-4 hours in length. The workshop will serve several primary functions:

- 4.4.5.1 Solidify key objectives and actionable strategies to inform the commercial area plan
- 4.4.5.2 Express key concerns and recommendations to City of Austin stakeholders and community partners, and establish partnerships toward district improvements
- 4.4.5.3 Discuss new or revised City policies that may be necessary to realize merchant association goals for the commercial district
- 4.4.5.4 Insure that a range of elements appropriate to the district is addressed, potentially including economic development, culture, sustainability, transportation, and the regulatory environment

The Contractor will be responsible for developing workshop formats in collaboration with the project team. The workshop approach should be introduced within the Project Approach identified in Deliverable 2 above, and clarified with the project team in advance of the workshop. The approach may be subject to change and may not be identical in each commercial area based on the feedback received from the business community during the initial outreach effort. Workshops are intended to be participatory and inclusive of most of the businesses and/or commercial property owners in a district, and allow them to offer clear guidance on commercial area plan themes, objectives, strategies, and policies. A current workshop format will be shared with the Contractor and insight from the project team will be shared.

4.4.6 Contractor Deliverable: Develop small area plans for the commercial areas identified that are populated with tangible implementation items and recommendations on policy, programming and tools

The Contractor shall create a base commercial area plan shall be created for each of the targeted areas. Commercial area plans are intended to identify short, mid and long term

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goals and opportunities but importantly serve as a framework and guiding document. The plan should represent feasible action items and be in concurrence with business owner and stakeholder input received from the charrette process and meetings throughout the process. The plan should also incorporate any existing plans which the City of Austin has developed to ensure consistency and alignment of goals. The plan should also take into account the City of Austin's Capital Improvement Program as it relates to district needs and strategies specific to infrastructure needs. The Contractor's completed commercial area plan shall provide the following:

- 4.4.6.1 Summarize and integrate information developed by all members of the Soul-y Austin project team, including outreach reports and comments from district meetings
- 4.4.6.2 Summarize and integrate information retrieved from the workshop process
- 4.4.6.3 Demographic analysis - commercial and residential (assistance from COA)
- 4.4.6.4 Primary trade area analysis or other commercial analysis relevant to the district(assistance from COA)
- 4.4.6.5 Complete SWOT analysis of the commercial area, or comparable analysis of district needs and goals
- 4.4.6.6 Feasible action plan consisting of initiatives or projects that may be implemented at low or no cost to promote the commercial area, activate the area or resolve an impediment(s) identified through the workshop process
- 4.4.6.7 Land use and zoning analysis (COA assistance)
- 4.4.6.8 Short and long term recommendations for policies and programs that would enhance the commercial character and performance of the district
- 4.4.6.9 Integration of culture and history or placemaking opportunities
- 4.4.6.10 Redevelopment context analysis (COA assistance)
- 4.4.6.11 Areas to cover within the plan and workshop may include economic development, arts and culture, livability, connectivity and transportation, land use and regulations, and green infrastructure.

The City of Austin will provide relevant data and analytic components for each plan. The Contractor shall engage in dialogue-based editing of commercial area plan drafts with the City of Austin to insure high standards of quality control and alignment with City policies and priorities. A standard plan template has been created and will be shared with the awarded Contractor as a starting point. The Contractor shall use their expertise in design software for the plan document. Documents produced to date from 2015 districts will be shared for reference.

4.4.7 Contractor Deliverable: Development of preliminary design guidelines for streetscape and façade enhancements

The Contractor shall develop a preliminary set of urban design guidelines for streetscapes and building façades. These design guidelines should reflect and further the unique character of each commercial district without being overly prescriptive. Guidelines should also complement existing guidelines present in adopted City of Austin plans (Great Streets, Complete Streets, small area plans, etc.) and integrate current City of Austin code or land use regulations.

4.4.8 Contractor Deliverable: Policy and Economic Development Strategy Recommendations

The Contractor shall offer recommendations on particular policies that may further the Visions developed by merchant associations. These may be revisions to existing city policy, or new policies worth exploring to address consistent issues or themes across districts. Policy recommendations should be developed in collaboration with the Soul-y Austin project team, and include reference to current best practices in the field.

The Contractor shall provide best practice information on economic development strategies and tool development throughout all plan making. The Contractor shall prepare a document of possible tools and strategies for the City of Austin to explore for potential implementation, based off of best practices. The policy, strategy and tool recommendations may be integrated into the District plans.

4.4.9 Contractor Deliverable: Provide on-going project management and communication to the Soul-y Austin team including city staff

The Contractor shall be responsible for on-going communication with both the City of Austin and other members of the project team, including challenges or successes of activities and progress updates. The City of Austin's Project Manager and the project team should be kept abreast of activities throughout the period of this contract. The Contractor shall provide a schedule for regular check-in's within the timeline and include adequate time for meeting agenda setting and Commercial Area Plan edits. The Contractor shall be part of on-going meetings as needed with the full Soul-y Austin project team.

Section 0605: Local Business Presence Identification

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.

OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.

NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN (REFERENCE SECTION 0900).

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?		
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No

Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

Section 0700: Reference Sheet

Responding Company Name _____

The City at its discretion may check references in order to determine the Offeror's experience and ability to provide the products and/or services described in this Solicitation. The Offeror shall furnish at least 3 complete and verifiable references. References shall consist of customers to whom the offeror has provided the same or similar services within the last 5 years. References shall indicate a record of positive past performance.

1. Company's Name _____

Name and Title of Contact _____

Project Name _____

Present Address _____

City, State, Zip Code _____

Telephone Number (____) _____ Fax Number (____) _____

Email Address _____

2. Company's Name _____

Name and Title of Contact _____

Project Name _____

Present Address _____

City, State, Zip Code _____

Telephone Number (____) _____ Fax Number (____) _____

Email Address _____

3. Company's Name _____

Name and Title of Contact _____

Project Name _____

Present Address _____

City, State, Zip Code _____

Telephone Number (____) _____ Fax Number (____) _____

Email Address _____

Section 0815: Living Wages Contractor Certification

Company Name _____

Pursuant to the Living Wages provision (reference Section 0400, Supplemental Purchase Provisions) the Contractor is required to pay to all employees directly assigned to this City contract a minimum Living Wage equal to or greater than \$13.03 per hour.

The below listed employees of the Contractor who are directly assigned to this contract are compensated at wage rates equal to or greater than \$13.03 per hour.

Employee Name	Employee Job Title

USE ADDITIONAL PAGES AS NECESSARY

- (1) All future employees assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$13.03 per hour.
- (2) Our firm will not retaliate against any employee claiming non-compliance with the Living Wage provision.

A Contractor who violates this Living Wage provision shall pay each affected employee the amount of the deficiency for each day the violation continues. Willful or repeated violations of the provision or fraudulent statements made on this certification may result in termination of this Contract for Cause and subject the firm to possible suspension or debarment, or result in legal action.

Section 0835: Non-Resident Bidder Provisions

Company Name _____

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: _____

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
- (2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder id a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: _____ Which State: _____

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: _____

Section 0900: Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Form

SOLICITATION NUMBER:	CRR0108
PROJECT NAME:	District Visioning Planning and Design

The City of Austin has determined that no goals are appropriate for this project. Even though goals were not assigned for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.

If any service is needed to perform the Contract and the Bidder/Proposer does not perform the service with its own workforce or if supplies or materials are required and the Bidder/Proposer does not have the supplies or materials in its inventory, the Bidder/Proposer shall contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Bidder/Proposer must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract, using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

Will subcontractors or sub-consultants or suppliers be used to perform portions of this Contract?

No _____ **If no, please sign the No Goals Form and submit it with your Bid/Proposal in a sealed envelope**

Yes _____ **If yes, please contact SMBR to obtain further instructions and an availability list and perform Good Faith Efforts. Complete and submit the No Goals Form and the No Goals Utilization Plan with your Bid/Proposal in a sealed envelope.**

After Contract award, if your firm subcontracts any portion of the Contract, it is a requirement to complete Good Faith Efforts and the No Goals Utilization Plan, listing any subcontractor, sub-consultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

I understand that even though goals were not assigned, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.	

Company Name	

Name and Title of Authorized Representative (Print or Type)	

Signature	Date

Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Utilization Plan
 (Please duplicate as needed)

SOLICITATION NUMBER:	CRR0108
PROJECT NAME:	District Visioning Planning and Design

PRIME CONTRACTOR / CONSULTANT COMPANY INFORMATION

Name of Contractor/Consultant			
Address			
City, State Zip			
Phone Number		Fax Number	
Name of Contact Person			
Is Company City certified?	Yes <input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>		

I certify that the information included in this No Goals Utilization Plan is true and complete to the best of my knowledge and belief. I further understand and agree that the information in this document shall become part of my Contract with the City of Austin.

Name and Title of Authorized Representative (Print or Type)

Signature

Date

Provide a list of all proposed subcontractors / sub-consultants / suppliers that will be used in the performance of this Contract. **Attach Good Faith Effort documentation if non MBE/WBE firms will be used.**

Sub-Contractor / Sub-Consultant			
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethics / Gender Code: <input type="checkbox"/> Non-Certified		
Vendor ID Code			
Contact Person		Phone Number	
Amount of Subcontract	\$		
List commodity codes & description of services			

Sub-Contractor / Sub-Consultant			
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethics / Gender Code: <input type="checkbox"/> Non-Certified		
Vendor ID Code			
Contact Person		Phone Number	
Amount of Subcontract	\$		
List commodity codes & description of services			

FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:

Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.

Reviewing Counselor _____ **Date** _____ **Director/Deputy Director** _____ **Date** _____