



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

SOLICITATION NO: JXH0502

DATE ISSUED: 8/11/14

COMMODITY/SERVICE DESCRIPTION: Watershed Protection,
Information Management Plan 2014

REQUISITION NO.: RQS 5600 14080800952

COMMODITY CODE: 91890

PRE-PROPOSAL CONFERENCE TIME AND DATE: 8:00am CST to
10:30am CST on 9/3/14

LOCATION: City of Austin One Texas Center, 505 Barton Springs
Road, 3rd floor conference room 325 Austin, Texas 78704

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

Jonathan Harris
Senior Buyer Specialist

Phone: (512) 974-1771

E-Mail: Jonathan.Harris@austintexas.gov

PROPOSAL DUE PRIOR TO: 3:00pm CST on September 24th, 2014

PROPOSAL CLOSING TIME AND DATE: 3:00pm CST on
September 24, 2014

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

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

P.O. Address for US Mail	Street Address for Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed	Purchasing Office-Response Enclosed
P.O. Box 1088	124 W 8 th Street, Rm 310
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

To ensure prompt delivery, all packages SHALL BE CLEARLY MARKED ON THE OUTSIDE "Purchasing Office-Response Enclosed" along with the offeror's name & address, solicitation number and due date and time. See Section 0200 Solicitation Instructions for more details.

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

SUBMIT 1 ORIGINAL, 3 COPIES, AND 1 ELECTRONIC COPY 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	5
0500	SCOPE OF WORK	13
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	5
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	1
0700	REFERENCE SHEET – Complete and return if required	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1

*** 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 these 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.

I agree to abide by the City's MBE/WBE Procurement Program Ordinance and Rules. In cases where the City has established that there are no M/WBE subcontracting goals for a solicitation, I agree that by submitting this offer my firm is completing all the work for the project and not subcontracting any portion. If any service is needed to perform the contract that my firm does not perform with its own workforce or supplies, I agree to 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 and am including the completed No Goals Utilization Plan with my submittal. This form can be found Under the Standard Bid Document Tab on the Vendor Connection Website:

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

If I am awarded the contract I agree to continue complying with the City's MBE/WBE Procurement Program Ordinance and Rules including contacting SMBR if any subcontracting is later identified.

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**

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. 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, SECTION 0900 OF THE SOLICITATION.

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

Section 0700: Reference Sheet

Please include the following information if required in the solicitation:

Responding Company Name _____

1. Company's Name _____
Name and Title of Contact _____
Present Address _____
City, State, Zip Code _____
Telephone Number (_____) _____ Fax Number (_____) _____
Email Address _____

2. Company's Name _____
Name and Title of Contact _____
Present Address _____
City, State, Zip Code _____
Telephone Number (_____) _____ Fax Number (_____) _____
Email Address _____

3. Company's Name _____
Name and Title of Contact _____
Present Address _____
City, State, Zip Code _____
Telephone Number (_____) _____ Fax Number (_____) _____
Email Address _____

4. Company's Name _____
Name and Title of Contact _____
Present Address _____
City, State, Zip Code _____
Telephone Number (_____) _____ Fax Number (_____) _____
Email Address _____

5. Company's Name _____
Name and Title of Contact _____
Present Address _____
City, State, Zip Code _____
Telephone Number (_____) _____ Fax Number (_____) _____
Email Address _____

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: _____

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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 not later than September 17, 2014 (5) business days prior to bid opening. Submissions may be made via email to: jonathan.harris@austintexas.gov or via fax at (512) 974-2388.

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:

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- (a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage
 - (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.
- Professional Liability: If your project requires professional liability insurance, call Risk Management (i.e., Carol Vance). Below is a sample of the language we've used in the past. Add this language to paragraph 3.B.

IV. **Professional Liability Insurance:** The Contractor shall provide coverage, at a minimum limit of \$_____ per claim, to pay on behalf of the assured all sums which the assured shall become legally obligated to pay as damages by reason of any negligent act, error, or omission arising out of the performance of professional services under this Agreement.

If coverage is written on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the Contract and the certificate of insurance shall state that the coverage is claims-made and indicate the retroactive date. This coverage shall be continuous and will be provided for 24 months following the completion of the contract.

- 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. **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.
4. **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
Department	Watershed Protection Department
Attn:	Phillip Campman
Address	505 Barton Springs Road

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City, State Zip Code	Austin, Texas 78704
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- 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.

5. **HAZARDOUS MATERIALS:**

- A. If this Solicitation involves hazardous materials, the Offeror shall furnish with the Offer Material Safety Data Sheets (MSDS), (OSHA Form 20), on all chemicals and hazardous materials specifying the generic and trade name of product, product specification, and full hazard information including receiving and storage hazards. Instructions, special equipment needed for handling, information on approved containers, and instructions for the disposal of the material are also required.
- B. Failure to submit the MSDS as part of the Offer may subject the Offer to disqualification from consideration for award.
- C. The MSDS, instructions and information required in paragraph "A" must be included with each shipment under the contract.

6. **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING:**

- A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.
- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to provide a signed Section 0810, Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying Affidavit, certifying that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

7. **WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID):**

- A. Contractors are required to obtain a certified criminal background report with fingerprinting (referred to as the "report") for all persons performing on the contract, including all Contractor, Subcontractor, and Supplier personnel (for convenience referred to as "Contractor's personnel").

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- B. The report may be obtained by reporting to one of the below governmental entities, submitting to fingerprinting and requesting the report [requestors may anticipate a two-week delay for State reports and up to a four to six week delay for receipt of a Federal report.].
- i. Texas Department of Public Safety for any person currently residing in the State of Texas and having a valid Texas driver's license or photo ID card;
 - ii. The appropriate governmental agency from either the U.S. state or foreign nation in which the person resides and holds either a valid U.S. state-issued or foreign national driver's license or photo ID card; or
 - iii. A Federal Agency. A current Federal security clearance obtained from and certified by a Federal agency may be substituted.
- C. Contractor shall obtain the reports at least 30 days prior to any onsite work commencement. Contractor also shall attach to each report the project name, Contractor's personnel name(s), current address(es), and a copy of the U.S. state-issued or foreign national driver's license or photo ID card.
- D. Contractor shall provide the City a Certified Criminal Background Report affirming that Contractor has conducted required security screening of Contractor's personnel to determine those appropriate for execution of the work and for presence on the City's property. A list of all Contractor Personnel requiring access to the City's site shall be attached to the affidavit.
- E. Upon receipt by the City of Contractor's affidavit described in (D) above and the list of the Contractor's personnel, the City will provide each of Contractor's personnel a contractor ID badge that is required for access to City property that shall be worn at all times by Contractor's personnel during the execution of the work.
- F. The City reserves the right to deny an ID badge to any Contractor personnel for reasonable cause, including failure of a Criminal History background check. The City will notify the Contractor of any such denial no more than twenty (20) days after receipt of the Contractor's reports. 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) calendar days of the receipt of notification of denial.
- G. Contractor's personnel will be required to wear the ID badge at all times while on the work site. Failure to wear or produce the ID badge may be cause for removal of an individual from the work site, without regard to Contractor's schedule. Lost ID badges shall be reported to the City's Contract Manager. Contractor shall reimburse the City for all costs incurred in providing additional ID badges to Contractor Personnel.
- H. ID badges to enter and/or work on the City property may be revoked by the City at any time. ID badges must be returned to the City at the time of project completion and acceptance or upon removal of an individual from the work site.
- I. Contractor is not required to obtain reports for delivery personnel, including but not limited to FedEx, UPS, Roadway, or other materials delivery persons, however all delivery personnel must present company/employer-issued photo ID and be accompanied by at least one of Contractor's personnel at all times while at the work site.
- J. The Contractor shall retain the reports and make them available for audit by the City during regular business hours (reference paragraph 17 in Section 0300, entitled Right to Audit).
- 8. INTERLOCAL PURCHASING AGREEMENTS:** (applicable to competitively procured goods/services contracts).
- A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The

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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.

9. **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:

Phillip Campman

Information System and Business Manager

Phillip.Campman@austintexas.gov

*Note: The above listed Contract Manager is not the authorized Contact Person for purposes of the **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING Provision** of this Section; and therefore, contact with the Contract Manager is prohibited during the no contact period.

City of Austin, Watershed Protection Department
Scope of Services
Information Management Plan 2014
City of Austin, Texas
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1. PURPOSE

The City of Austin, Texas, Watershed Protection Department (WPD) is seeking responses from professional consultants with drainage utility and environmental resources management specific expertise to perform a major update to its Information Management Plan (IMP).

The successful proposer shall be responsible for the development of the Watershed Protection IMP and for providing project management and Information Technology (IT) management expertise.

This request for response will become the basis for negotiations leading to a contract with a successful proposer to provide services as described in this document.

2. BACKGROUND

Originally called the Drainage Utility, the Watershed Protection Department was established in 1991 to manage the City's creeks, drainage systems and water quality programs. Its focus is reducing the impact of flooding, erosion and water pollution. To guide staff in spending limited funds, they continue to assess the conditions in our watersheds and use the results to rate the severity of problems and prioritize projects. It is mostly funded by the drainage fee applied to the citizens of Austin via their utility bill. Some projects also receive bond or grant funding.

Watershed Protection staff primarily office within a City-owned office building, One Texas Center (OTC), located just south of the Colorado River and downtown Austin. OTC is shared by several different departments within the City including Public Works administrative staff, Austin Transportation Department administrative staff, Human Resources, and Planning and Development Review Department. It has four main satellite facilities which house Field Operations crews, equipment and inventory. In addition, a few employees are located off site for business-specific job tasks such as the Salamander research facility.

In recent history, WPD was combined with what is currently the Planning and Development Review Department (PDR) in a combined department called Watershed Protection and Development Review (WPDR). The IMP that is being revised originally encompassed the functions of this combined department. As such, a large portion of the content of the plan became obsolete when WPDR was split into two departments approximately two years after the original plan was completed.

WPD receives Enterprise IT support through the City's centralized IT department, Communications and Technology Management (CTM). Services are paid for via a budgetary transfer from WPD to CTM as designated by the City's Budget Office. Services provided includes among other things: desktop PC support; network support; security services; server maintenance and support; software licensing for Enterprise applications such as email, GIS, antivirus, office productivity, etc.; and some application implementation services.

WPD also has departmental IT staff in its Data Management section. Staff include: an IT manager, two Programmer Analyst Seniors, a Business Analyst Senior, an Engineer B (civil) and two GIS Analysts. Staff members are responsible for department-level initiatives such as: GIS development projects and data set maintenance; programming to support department section/department efforts; site administration for COTS applications; IT coordination with CTM; first line local user support and troubleshooting; IT short, mid and long-range planning and budgeting; and IT project management. The Data Management section has an annual operating budget of approximately \$750,000 and expends a yearly capital budget of approximately \$800,000 to \$1,000,000 per year for various IT projects and data collection efforts.

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WPD completed a long-range planning effort in 2006 which directed the course of work for its IT program until recently. However, most of the gaps identified in that plan have been completed or are substantially complete and a new plan is being developed to check results, determine additional work which needs to be done and recommend projects to be added to the department's five-year Capital Improvement Program (CIP).

3. SCOPE OF WORK GOALS AND OBJECTIVES

The goals and objectives are as follows:

- A. Summarize technologies of interest and technology-suitable business initiatives and list department goals, activities and gaps that could benefit from existing technology solutions in place at the City or planned.
- B. Summarize completion status of goals and recommendations from current plan.
- C. Summarize staff goals, issues and success criteria and identify common goals and issues.
- D. Provide new goals and recommendations for the three to five year planning horizon.
- E. Provide a list of recommended projects.

4. SCOPE OF WORK

The high level scope of services includes the following:

The Information Management Plan requested by this scope of work will be the department's third iteration of an IT planning effort. The first plan (termed the Database Contract Summary Report) was completed between 1996 and 1998 and identified many of the basic technological needs for the department which was relatively new at the time. The second plan (termed the Information Management Plan or IMP 2006) built on the recommendations from the first plan and laid out a key set of goals and priorities which were converted into actions and projects. IMP 2014 will be an update of the 2006 plan and a level set for a five year plan.

The plan will map a clear course of improvement from the presently owned technology and infrastructure to a desired future technology base. The work shall be based upon surveys of existing conditions, investigation and analysis of current and projected business requirements and constraints. The plan shall include recommendations, with order of magnitude cost estimates and priorities, for systems and infrastructure work at WPD. It will take into account any Enterprise initiatives currently underway or planned by CTM. The following infrastructure and systems will be included in the scope of work; however additional systems and applications may be discovered during survey, interviews and workshops:

- 1. Geographic Information System
- 2. Maximo Asset Management System
- 3. CSR/311 System
- 4. Mobile computing (field laptops/tablets)
- 5. Automated Vehicle Location services
- 6. Flood Early Warning System (FloodPro, ATX Floods, Inundation Mapping, etc.)
- 7. Surface Water Quality Sampling Database
- 8. Business Intelligence (MicroStrategy)
- 9. Cloud computing (ArcGIS Online, etc.)

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- 10. Online payments
- 11. AMANDA development review COTS
- 12. ECAPRIS web-based CIP project management application
- 13. Electronic Document Management

5. CONSULTANT ACTION ITEMS (CAI)

Included in the scope of work, these action items shall be accomplished as part of the development of the Information Management Plan 2014.

A. Consultant Action Item, Part 1 (CAI 1) – Project Work Plan and Mobilization.

CAI 1 – Project Work Plan
Task 1 – Project Kickoff Meeting
Task 2 – Consultant Communications Plan
Task 3 – Consultant Detailed Work Plan
Task 4 – Consultant Detailed Project Schedule
Task 5 – Consultant QA/QC Plan

1. Task 1 – Establish with the WPD Project Manager a date and time for the Project Kickoff Meeting. Confirm the date and time with a letter to the WPD Project Manager.
2. Task 2 – Provide a Consultant Communications Plan that contains the process for communications between the Consultant, Consultant team members, WPD Project Manager, WPD Project Team and other WPD staff identified during the course of the project. The Consultant Communications Plan shall include, but not be limited to:
 - (a) Consultant’s name, address, phone, fax and e-mail for the receipt of WPD Project documents and correspondence.
 - (b) Names and full contact information for all members of the Consultant’s Project Team.
 - (c) Escalation procedure within the Consultant organization for issues with contact names, addresses, telephone and e-mail for the individuals identified in the escalation procedure.
 - (d) Emergency contact information for all members of the Consultant’s team.
3. Task 3 – Provide a Detailed Work Plan describing how the Consultant will complete each of the Consultant Action Item tasks. Work plan shall list the expected WPD resources that will be needed and an estimate of time needed for each resource. This Work Plan shall be directly related to the Consultant Action Items, tasks described in the Scope of Work and the consultant-prepared and approved Detailed Project Schedule (see Task 4 below). The Work Plan shall include a work breakdown showing the consultant and sub-consultant team member assigned to the major tasks.
4. Task 4 – Provide a Consultant’s Detailed Project Schedule to be considered the Baseline Schedule that will track progress. This Project Schedule shall be prepared with Microsoft Project (current version, coordinated with owner) and shall include, but not limited to the following:
 - (a) All work task items.
 - (b) Consultant survey and interview periods.
 - (c) Consultant deliverable milestones (these flow into the WPD schedule).

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- (d) WPD milestones for delivery of information to the Consultant, and for WPD review and approval of Consultant deliverables.
- (e) Consultant progress reports.
- (f) Weekly meetings to go over actions, issues and the next two to three weeks of work.

B. Consultant Action Item, Part 2 (CAI 2) – Review existing documentation.

CAI 2 – Review Existing Documentation
Task 1 – Review Information Management Plan 2006
Task 2 – Review City IT Planning Documents
Task 3 – Review City Innovation Office Initiatives
Task 4 – Review Department Business Plan
Task 5 – Review Department Master Planning Documents
Task 6 – Summarize Technologies of Interest and Technology Suitable Business Initiatives
Task 7 – Deliver draft summary

1. Task 1 – Review the current Information Management Plan 2006. As previously mentioned, the current Information Management Plan was completed in 2006. Current state of technology in the department has been highly driven by the recommendations and goals set forth in that plan. The plan documents Department issues at its inception.
2. Task 2 – Review City IT planning documents. Documents of interest include: City-wide IT Governance documentation; current and proposed IT initiatives being pursued at the City level; and the high level roadmap produced by CTM showing primary applications and systems and their three to five year development arc.
3. Task 3 – Review current initiatives and activities at the City’s Innovation Office. Identify any projects that may be of value for WPD.
4. Task 4 – Perform a high level review and assessment of WPD’s business planning documents. Documents of interest include: Department Mission statement; Department Goals; Department Key Performance Indicators; identified performance gaps; Program and Activity pages. Interviews with division management may be used to supplement the assessment.
 WPD has five divisions:
 - (a) Watershed Policy & Planning
 - (b) Watershed Engineering & Field Operations
 - (c) Environmental Resources Management
 - (d) Value Engineering, Safety and Data (VESD)
 - (e) Office of the Director
 Summarize technologies of interest and technology-suitable business initiatives. List department goals, activities and gaps that could benefit from existing technology solutions in place at the City or planned.
5. Task 5 – Review the Department Master Planning document.
6. Task 6 – Provide a summary of existing documentation and technologies.
7. Task 7 – Deliver draft summary to WPD for review and comment. Revise the summary based on WPD comments.

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C. Consultant Action Item, Part 3 (CAI 3) – Evaluate completion of Information Management Plan 2006.

CAI 3 – Evaluate Completion of Information Management Plan 2006
Task 1 – Review and List Implementation Goals/Recommendations
Task 2 – Evaluate Progress on Goals/Recommendations
Task 3 – Summarize Completion Status
Task 4 – Deliver draft summary

1. Task 1 – Review and summarize implementation goals and recommendations. The IMP 2006 contains Implementation Details and Conclusion and Recommendations sections which textually lay out the recommendations and goals to be achieved in the five to seven year period following the plans completion.
2. Task 2 – Evaluate progress towards the goals and recommendations. Evaluation shall be objective and provide a starting point for new goals and recommendations.
3. Task 3 – Summarize completion status of goals and recommendations. Include a table listing goals or recommendations, a short summary of the status, and an estimated percentage complete. Note any goals or recommendations which have become obsolete.
4. Task 4 – Deliver draft summary to WPD for review and comment. Revise the summary based on WPD comments.

D. Consultant Action Item, Part 4 (CAI 4) – Document state of current Department IT.

CAI 4 – Document State of Current Department IT
Task 1 – Review provided documentation
Task 2 – Interview Key WPD Staff
Task 3 – Verify and update data sets matrix
Task 4 – Compile List of Major Applications in Use
Task 5 – Document Staff Goals, Issues, and Success Criteria
Task 6 – Compile and Summarize Findings
Task 7 – Deliver draft report

1. Task 1 – Review provided documentation. Documentation includes but is not limited to business process documentation, Capital Improvement Program project summaries and other relevant documentation.
2. Task 2 – Interview Key WPD Staff. Staff will be broken down into logical working groups primarily by function within the organization. Staff will discuss current work flows, what works, what doesn't, what they would like to do but can't, the types of applications they currently use, etc.
3. Task 3 – Verify and update data sets matrix. A data sets matrix was created for the IMP 2006 and has been kept relatively up to date however additional data sets may need to be added or existing ones updated.

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4. Task 4 – Compile matrix of major applications in use by each staff grouping interviewed.
5. Task 5 – Document staff issues, goals, and success criteria.
6. Task 6 – Compile and summarize findings in a draft report consisting of the data sets matrix, matrix of major applications in use, and detailed notes from interviews with staff which includes a summary of the goals, issues and success criteria captured. Summarize staff goals, issues and success criteria. Identify common goals and issues. WPD to review and comment on draft product. Revise based on WPD comments.
7. Task 7 – Deliver draft report to WPD for review and comment. Revise the draft based on WPD comments.

E. Consultant Action Item, Part 6 (CAI 6) – Prepare the Information Management Plan 2014.

CAI 6 – Information Management Plan 2014
Task 1 – Provide a Gap Analysis Between Industry Trends and WPD
Task 2 – Update Goals/Recommendations List
Task 3 – Provide List of Recommended Projects
Task 4 – Draft Information Management Plan 2014 Delivery
Task 5 – Information Management Plan 2014 Presentation
Task 6 – Final Information Management Plan 2014 Delivery

1. Task 1 – Provide a gap analysis between industry trends and WPD. Analysis shall take into account the information provided and collected in CAI 2 through CAI 5. Industry trends shall be relevant to other MS4 permit stormwater entities within the United States or other closely related utilities and directly relate to the missions of the department. WPD is particularly interested in opportunities for data sharing, governmental transparency and innovation.
2. Task 2 – Update Goals/Recommendations list. Based on the information collected, provide a revised list of goals and recommendations for the 5 to 7 year planning period.
3. Task 3 – Provide a list of recommended projects. Recommended projects shall advance the goals and recommendations List shall include at a minimum: project name; expected duration for implementation; high level scope including expected benefits; dependencies including data, technology, staffing, or other resources; estimated completion and ongoing costs; and priority. Where possible, identify projects that could incorporate non-traditional approaches towards problem solving.
4. Task 4 – Draft Information Management Plan Delivery. Deliver the draft plan to WPD staff for review and comments. Provide revisions to the plan based on staff feedback.
5. Task 5 – Information Management Plan 2014 Presentation. Prepare and deliver a presentation of the draft plan for City staff. Document feedback from staff during open forum following presentation. Confer with WPD project staff to incorporate any revisions to the plan based on feedback.

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6. Task 6 – Final Information Management Plan Delivery. Deliver the final plan to WPD staff. Provide revisions to the plan based on staff feedback.

- F. Consultant Action Item, Part 7 (CAI 7)** – Supplemental tasks supporting WPD project staff communications within the department, CTM and City of Austin Management related to the Information Management Plan 2014.

CAI 7 – Supplemental AD/HOC Presentation and Analysis Support
Task 1 – Presentation and illustrative materials as requested
Task 2 – Presentation participation as requested

1. Task 1 – Preparation of ad hoc presentation and illustrative materials for WPD and Consultant use at no more than five (5) presentations identified during the agreement period such as:
- (a) Preparation of Power Point presentation or similar presentation materials.
 - (b) Preparation of drawings, illustrations, and materials and reproduction of the materials for distribution within WPD and the City of Austin.

Each presentation package shall be defined jointly by the WPD Project Manager and the Consultant Project Manager.

2. Task 2 – Preparation for and participation in ad hoc presentations identified during the agreement period such as:
- (a) Preparation of Power Point presentations and handouts.
 - (b) Time for presentation review, run-through and presentation.
 - (c) Travel or special delivery costs associated with the presentation activity.

Each Consultant presentation shall be defined jointly by the WPD Project Manager and the Consultant Project Manager.

6. PROJECT DELIVERABLE FRAMEWORK

A. Security and Confidentiality

The winning contractor will be required to sign a non-disclosure agreement and keep details of WPD and CTM infrastructure and security system confidential. Failure to sign or abide by the non-disclosure agreement will be cause to disqualify a Contractor or cancel their contract.

B. Base Delivery Quantity

Unless specific task items include a quantity for the associated task deliverables the base quantity for deliverables is:

1. Printed Technical Documents. Ten (10) printed and bound copies of documents or compiled materials, one (1) printed and un-bound copy and a DVD with a collated or organized electronic copy of the entire document content.
2. Drawings, Presentation Materials and Individual Diagrams. Ten (10) printed and bound copies of the drawings, presentation materials or diagrams, one (1) printed and unbound copy of

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diagrams, presentation materials and drawings and a DVD with a collated or organized electronic copy of the drawings with externals and required files to reproduce the drawing.

C. Drawing Format Requirements

All drawings, presentation materials, individual diagrams and technical documents shall be supplied in Microsoft Office 2010 formats or other format as agreed upon by the WPD Project Manager and the Consultant Project Manager.

D. Photographs

The Consultant may decide to take and use photographs for documenting such things as existing conditions, locations that would require special design or construction actions, and recommended locations for future items identified in project deliverables.

Raw photographs shall be JPG format and a photograph standardized label format will be coordinated between WPD and Consultant for raw photographs.

Photographs integrated with text information for the presentation of information such as existing conditions shall be part of a total page layout format that will be coordinated between WPD and Consultant prior to delivery of documents to WPD.

E. Cost Estimates

The estimates shall be prepared as equivalent to 30% design estimates. A separation of labor estimates, equipment/materials/software cost estimates, and other factors shall be maintained. The Consultant shall use software and software releases that are interoperable with the WPD and the City of Austin's software standards.

F. Schedule of Deliverables

The deliverable schedule table below includes the Consultant Action Item reference, the deliverable item with the Consultant Action Item, and the initial number of days after Notice to Proceed estimated for the delivery. The table is the initial milestone point the Consultant has identified for delivery. The Consultant's submitted and approved schedule shall be the governing milestone dates for deliverables and any subsequent adjustments shall be only with the written approval of the WPD Project Manager.

1. WPD Review of the deliverable will be performed and review comments returned to the Consultant 12 working days after WPD receipt of the deliverable. The 12 working days is the established target turn around period. Some complex submittals may take longer. Therefore, coordination of the Consultant submitted schedule shall identify anticipated exceptions to the 12 working day rule and take these into consideration. If during the execution of the project work review periods take longer than scheduled, extensions to schedule shall become a topic at the project meeting and approved extensions may be added to the working level schedule.

1. The WPD Project Manager shall receive Consultant responses to WPD Review comments within 8 working days after Consultant receipt of the WPD Review Comments. This period shall only be changed with written approval of the WPD Project Manager and only on a case by case basis. Some complex submittals may take longer to prepare a response; coordination of the Consultant submitted schedule shall identify expected exceptions to the 8 working day rule and take these into consideration. If during the execution of the project work, review periods take longer than scheduled, extensions to schedule shall become a topic at the project meeting and approved extensions may be added to the working level schedule.

2. Table of Deliverables with Initial Delivery Targets. The table is to be completed by the Consultant and submitted to WPD Project Manager for concurrence prior to start of work.

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Deliverable Item Description	Delivery Cal. Days After NTP	Remarks
CAI 1 – Project Work Plan		
Task 1 – Project Kickoff Meeting		
Task 2 – Consultant Communications Plan		
Task 3 – Consultant Detailed Work Plan		
Task 4 – Consultant Detailed Project Schedule		
Task 5 – Consultant QA/QC Plan		
General -		
Monthly Consultant Progress Report		First Report in 2 nd Month
Progress Meeting Minutes		After each Meeting
CAI 2 – Review Existing Documentation		
Task 1 – Review Information Management Plan 2006		
Task 2 – Review City IT Planning Documents		
Task 3 – Review Department Business Plan		
Task 4 – Review Department Master Planning Documents		
Task 5 – Summarize Technologies of Interest and Technology Suitable Business Initiatives		
CAI 3 – Evaluate Completion of Information Management Plan 2006		
Task 1 – Review and List Implementation Goals/Recommendations		
Task 2 – Evaluate Progress on Goals/Recommendations		
Task 3 – Summarize Completion Status		
CAI 4 – Document State of Current Department IT		
Task 1 – Review provided documentation		
Task 2 – Interview Key WPD Staff		
Task 3 – Verify and update data sets matrix		
Task 4 – Compile List of Major Applications in Use		
Task 5 – Document Staff Goals, Issues, and Success Criteria		
Task 6 – Compile and Summarize Findings		
CAI 6 – Information Management Plan 2014		
Task 1 – Provide a Gap Analysis Between Industry Trends and WPD		

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Deliverable Item Description	Delivery Cal. Days After NTP	Remarks
Task 2 – Update Goals/Recommendations List		
Task 3 – Provide List of Recommended Projects		
Task 4 – Draft Information Management Plan 2014 Delivery		
Task 5 – Information Management Plan 2014 Presentation		
Task 6 – Final Information Management Plan 2014 Delivery		
CAI 7 – Supplemental AD/HOC Presentation and Analysis Support		
Task 1 – Presentation and illustrative materials as requested	TBD	
Task 2 – Presentation participation as requested	TBD	
Task 3 – Analysis of unforeseen items	TBD	

3. Deliverable and Schedule Dependencies

The deliverable milestones and general schedule are dependent upon the actions and events such as those listed below. The Consultant’s submitted and approved schedule shall be the reference for the project dates. Adjustments to dates shall be by written approval of the WPD Project Manager and shall be reflected in updated project schedules showing baseline and changed dates. The overall project flow shall be administered between the Consultant Project Manager and the WPD Project Manager and will not exceed the established contract end date.

Dependency examples:

- (a) Interview schedule with WPD and CTM employees and changes to interview schedule.
- (b) Changes in availability of locations for survey and review.
- (c) Delay in WPD review of submittals.
- (d) Delay in Consultant response to WPD reviews.
- (e) Delays or not accounting delivery time for WPD materials such as reference materials to the Consultant.
- (f) Not accounting for potential lost time during holidays.
- (g) Coordination time for work shops and presentations.
- (h) Results and reports from other WPD projects.

7. **STANDARDS FOR CONSULTANT PERFORMANCE**

A. Consultant’s Quality Assurance/Quality Control Plans Requirements

The QA/QC incorporated herein by this reference, shall guide the Consultant’s performance of quality enforcement to the extent that it is applicable.

B. Review/Compliance

As a signatory to the agreement, Consultant shall make every reasonable effort that the plan and conceptual design documents, prepared under its direction, identify the applicable codes, regulations, and conditions set forth by the governing regulatory agencies at the time of document preparation and potential changes are identified for review during design that results on construction and systems implementation. Consultant shall make every reasonable effort that the plan and conceptual design documents have been thoroughly reviewed and checked for

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completeness and clarity. The Consultant shall make every effort to indicate products and materials that are available and will be available at the time of design and system implementation. The Consultant shall coordinate the use of trade or brand name products with the WPD Project Manager.

C. Quality of Work

All work shall be in accordance with current criteria and guides established by the City of Austin and shall be in accordance with the best information technology practices. All elements of Consultant's submittals shall be completely and thoroughly reviewed by the Consultant per the Consultant QA/QC process before submission to WPD. The Consultant shall retain a record of the review and any associated corrective actions. This applies to draft or final documentation officially submitted for WPD review.

D. Security and Confidentiality

The winning bidder will be required to sign a non-disclosure agreement and keep all details of City of Austin infrastructure, networks, and systems etc. information confidential. Available documentation for contingency planning, physical infrastructure and logical diagrams (i.e. cable plant, systems, and LAN/WAN configurations etc.) will be provided as needed to the vendor after security clearance is granted. Failure to sign or abide by the non-disclosure agreement will be cause to disqualify a Contractor or cancel their contract.

E. Security Sensitive Information

Some security sensitive documents may not be reproduced or removed from the City of Austin facilities. Review of some security sensitive documents may require that Consultant view documents on site.

8. LIAISON WITH WATERSHED PROTECTION DEPARTMENT

A. Communications

All correspondence and submittals shall be addressed to the WPD Project Manager as follows:

Physical Address, U.S. Mail & Overnight Delivery:

Philip Campman
City of Austin, Watershed Protection Department
505 Barton Springs Rd., Suite 1100
Austin, Texas 78704

E-Mail Telephone and Fax:

E-mail Philip.Campman@austintexas.gov
Telephone: (512) 974-6314 Fax: (512) 974-2846

B. Consultant Project Manager

Consultant shall designate an employee of Consultant as Project Manager, who shall be fully cognizant of the requirements and progress of the work at all times during the planning and conceptual design phase. All liaisons with WPD shall be through the WPD Project Manager.

C. Project, Progress and Status Meetings

Consultant and WPD Project Manager shall confer on project progress at approximate two-week intervals, or on a mutually agreeable schedule. These meetings shall be included in the project schedules. These meetings shall be based upon a running project action list and on progress to date and two-week look-ahead. All meetings involving WPD and City of Austin personnel shall be

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held in person at City of Austin facilities unless agreed upon otherwise. After all Project, Progress and Status Meetings, and all Workshops, Presentations, etc., Consultant shall provide Meeting Minutes within 5 business days for review and comment.

D. Weekly and Progress Reports

The Consultant shall furnish a weekly progress report to the WPD Project Manager summarizing work accomplished. Additionally, a monthly progress report must be submitted by the second week of each month of the agreement to be included with invoicing. The initial progress report will be due on the second week of the second month following the agreement award date. The progress report shall be prepared in the form of a letter and shall include, but not limited to, brief statements of the following:

1. Work accomplished during the reporting period with schedule update information.
2. Special problems encountered.
3. Percentage of planned work completed.
4. Plans and actions for the next month.
5. Confirmation and requests for meetings and work sessions with WPD staff during the next month.
6. Confirmation of any clarifications or technical guidance by WPD staff.
7. Changes in Consultant's project staff.

End of Scope of Services

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1. PROPOSAL FORMAT

Prefacing the proposal, the Proposer shall provide an Executive Summary of three (3) pages or less, which gives in brief, concise terms, a summation of the proposal. The proposal itself shall be organized in the following format and informational sequence:

- A. **Part I - Business Organization**: State full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate.
- B. **Part II - Project Concept and Solution**: Define in detail your understanding of the requirement presented in the Scope of Work of this request for proposal and your system solution. Provide all details as required in the Scope of Work and any additional information you deem necessary to evaluate your proposal.
- C. **Part III - Program**: Describe your technical plan for accomplishing required work. Include such time-related displays, graphs, and charts as necessary to show tasks, sub-tasks, milestones, and decision points related to the Scope of Work and your plan for accomplishment. Specifically indicate:
 - i. A description of your work program by tasks. Detail the steps you will take in proceeding from Task 1 to the final tasks.
 - ii. The technical factors that will be considered in section above, and the depth to which each will be treated.
 - iii. The degree of definition provided in each technical element of your plan.
 - iv. The points at which written, deliverable reports will be provided.
 - v. The amount of progress payments you are requesting upon successful completion of milestones or tasks, deducting ten percent (10%), which will be paid upon final acceptance by the City.
 - vi. A statement of your compliance with all applicable rules and regulations of Federal, State and Local governing entities. The Proposer must state his compliance with terms of this Request for Proposal (RFP).

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- D. **Part IV - Project Management Structure:** Provide a general explanation and chart which specifies project leadership and reporting responsibilities; and interface the team with City project management and team personnel. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor.
- E. **Part V - Prior Experience:** Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. Do not include corporate experience unless personnel assigned to this project actively participated. Do not include experience prior to 2004. Supply the project title, a description of the project, year, and reference name, title, present address, email addresses and phone number of principal person for whom prior projects were accomplished.
- F. **Part VI - Personnel:** Include names and qualifications of all professional personnel who will be assigned to this project. State the primary work assigned to each person and the percentage of time each person will devote to this work. Identify key persons by name and title. Provide all resumes.
- G. **Part VII - Local Business Presence:** The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team's Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the Offeror's MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Offeror or Subcontractor(s) have a local business presence.
- H. **Part IX - Proposal Acceptance Period:** All proposals are valid for a period of one hundred and twenty (120) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal
- I. **Part X - Proprietary Information:** All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
- J. **Part XI - Authorized Negotiator:** Include name, address, email address and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.
- K. **Part XII - Cost Proposal:** Information described in the following subsections is required from each Proposer. Your method of costing may or may not be used but should be described. A firm fixed price or not-to-exceed Contract is contemplated, with progress payments as mutually determined to be appropriate. Ten percent (10%) of the total contractual price will be retained until submission and acceptance of all work products.
- i. Manpower. Itemize to show the following for each category of personnel with separate hourly

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rates:

- (1) manager, senior consultant, analyst, subcontractor, etc.
 - (2) estimated hours for each category of personnel
 - (3) rate applied for each category of personnel
 - (4) total cost
- ii. Itemize cost of supplies and materials
 - iii. Other itemized direct costs
 - iv. If applicable, general and administrative burden. Indicate base used, percentage, and total cost relative to this procurement.
 - v. Travel expenses. All travel lodging expenses in connection with the Contract for which reimbursement may be claimed by the Contractor under the terms of the Solicitation will be reviewed against the City's Travel Policy as published and maintained by the City's Controller's Office and the Current United States General Services Administration Domestic Per Diem Rates (the "Rates") as published and maintained on the Internet at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

No amounts in excess of the Travel Policy or Rates shall be paid. All invoices must be accompanied by copies of detailed receipts (e.g. hotel bills, airline tickets). No reimbursement will be made for expenses not actually incurred. Airline fares in excess of coach or economy will not be reimbursed. Mileage charges may not exceed the amount permitted as a deduction in any year under the Internal Revenue Code or Regulations.
 - vi. Printing. State separately the cost of furnishing copies of the final report (if applicable).
 - vii. Total cost schedule.

2. EXCEPTIONS:

Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the Proposal.

3. PROPOSAL PREPARATION COSTS:

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

4. EVALUATION FACTORS AND AWARD

- A. **Competitive Selection:** This procurement will comply with applicable City Policy. The successful Proposer will be selected by the City on a rational basis. Evaluation factors outlined in Paragraph B below shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the

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Best Offeror. Award of a Contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.

B. Evaluation Factors:

i. 100 points.

Evaluation Factor No.	Title	Maximum Point Value
1	Project Concept and Solutions	25
2	Demonstrated Applicable Experience	25
3	Personnel Qualifications	10
4	Consultant Detailed Project Schedule	10
5	Total Evaluated Cost	20
6	Local Business Presence	10

(1) System Concept and Solutions Proposed- **25 points**

(2) Demonstrated Applicable Experience -**25 points**

(3) Personnel Qualifications- **10 points**

(4) Schedule-**10 points**

(5) Total Evaluated Cost-**20 points**

(6) LOCAL BUSINESS PRESENCE-**10 points**

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

ii. Interviews, Optional. Interviews may be conducted at the discretion of the City. Maximum 25 points

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