



**ADDENDUM  
CITY OF AUSTIN, TEXAS**

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**Solicitation: RFP 5800 TLF0301**

**Addendum No: 3**

**Date of Addendum: 07/06/16**

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

**I. Additional Information:**

- A. The attendee for the Pre-Proposal Conference is attached.
- B. Handouts provided by the Small and Minority Business Resources Department at the Pre-Proposal Conference are attached.

**II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

APPROVED BY: \_\_\_\_\_

Tracy Franklin, Corporate Contract Administrator  
Purchasing Office, (512) 974-2034

7/6/16  
\_\_\_\_\_  
Date

ACKNOWLEDGED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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**RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.**

## PURCHASING OFFICE MEETING SIGN-IN SHEET

**Pre-Proposal Conference for RFP 5800 TLF0301 Insurance Broker of Record and Administrator Services for Rolling Owner Controlled Insurance Program Phase VII**

**Meeting Date:** 07/05/2016

**Buyer:** Tracy Franklin/Sandy Brandt

**Place/Room:** Purchasing Office Conference Room

Please Print Legibly				
Name	Company/Agency/Dept.	Phone	Phone	Email
JAMES HOLOBAUGH	ALLIANT	323.447.1320		JHOLOBAUGH@ALLIANT.COM
MARK GASKAMP	Wooten	512.532.1536		Mark.gaskamp@wooteninsurance.com
Cassidy Villegan	City of Austin	512.974.9113		CASSIDY.VILLEGAN@AUSTINTEXAS.GOV
Benny Vanden Arnd	City of Austin	4-3264		benny.vandenarnd@austintexas.gov
Lestie Milvo	COA	4-3245		lestie.milvo@austintexas.gov
Paul Johnson	AT&T	512.662.2443		Paul.Johnson@at&t.com
Steve Pierce	AT&T	214.670.5099		Steven_Pierce@at&t.com
Cindy Gibbs	Marsh	610.6914249		Cindy.gibbs@marsh.com
TRACY FRANKLIN	COA PURCHASING	974.2034		TRACY.FRANKLIN@AUSTINTEXAS.GOV

**ROCIP VII Insurance Broker of Record and Admin. Services  
RFP 5800 TLF0301**

**July 5, 2016**

**Good Faith Effort Requirements**

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**POLICY:** The City of Austin and its contractors shall not discriminate on the basis of race, color, national origin, disability, or gender in the performance of contracts.

**COUNTING PARTICIPATION (2-9C-20)**

Listing City certified firms on the MBE/WBE No Goal Utilization Plan means that firms agree to both the price and scope of work. The MBE/WBE No Goal Utilization Plan shall list all firms that will participate on the contract.

- Only City of Austin certified MBE/WBE firms will be counted.
- Certified MBE/WBE firms may count their own participation, less any amount subcontracted.
- Use only the base bid amount or the proposal amount to calculate your MBE/WBE participation.

**ALL BIDDERS MUST PROVIDE GOOD FAITH EFFORT DOCUMENTATION IF NON-MBE/WBE FIRMS ARE IDENTIFIED ON THE MBE/WBE NO GOAL UTILIZATION PLAN.**

**GOOD FAITH EFFORTS – NO GOAL PROJECTS (ONLY)**

The City has determined that no goals are appropriate for this project. Even though no goals have been established, 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 work on the contract and the Bidder does not perform the service with its own workforce and the Bidder does not have the supplies or materials in its inventory, the Bidder shall contact the Small & Minority Business Resources Department at (512) 974-7600 to obtain a list of MBEs and WBEs to perform the service or provide the supplies or materials. The Bidder must make a good faith effort to use available MBE and WBE firms.

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

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

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

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

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

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

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



## **SMBR's Plan Room**

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

### ***Where is the Plan Room?***

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

### ***How much will it cost?***

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

### ***What are my next steps?***

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

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

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## **BONDING**

SMBR's Bonding Financial Consultant is available to educate and assist vendors with Bonding. Luke Ortega Luper can be reached at 512-974-7733 or by email at [Luke.Luper@austintexas.gov](mailto:Luke.Luper@austintexas.gov). Keep in mind that SMBR does not issue bonds; however, we do provide our bonding resource program as a free and confidential service to our business owners.

## AUSTIN MINORITY NEWSPAPERS

### **Capital City Argus News**

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

Charles M. Miles

email : [CMilesArgus@yahoo.com](mailto:CMilesArgus@yahoo.com)

### **El Mundo Newspaper**

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

[info@elmundonewspaper.com](mailto:info@elmundonewspaper.com)

### **La Prensa**

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

Catherine Vasquez-Revilla

email : [laprensa@aol.com](mailto:laprensa@aol.com)

### **Nokoa The Observer**

PO Box 1137  
Austin, TX 78767  
512-499-8713 Fax: same as phone

Akwasi Evans

email : [akwasievans2013@gmail.com](mailto:akwasievans2013@gmail.com)

### **The Villager**

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

Tommy L. Wyatt

email: [vil3202@aol.com](mailto:vil3202@aol.com)

## LOCAL MINORITY SERVICE ORGANIZATIONS

### **Asian Contractor Association**

4201 Ed Bluestein Blvd, 2<sup>nd</sup> floor  
Austin, TX 78721  
512-926-5400 Fax: 512-926-5410

Aletta Banks

[www.acta-austin.com](http://www.acta-austin.com)  
email: [asiancontractor@gmail.com](mailto:asiancontractor@gmail.com)

### **Austin Area Black Contractors Association**

6448 Highway 290 East, Suite E-107  
Austin, TX 78723  
512-467-6895 Fax: 512-467-9808

James Harper

[www.abcatx.com](http://www.abcatx.com)  
email: [brc-pro@swbell.net](mailto:brc-pro@swbell.net)

### **Business Investment Growth (BIG Austin)**

Capital Plaza Chase Office Bank Bldg.  
5407 N. IH-35, Ste 200  
Austin, TX 78723  
512-928-8010 Fax: 512-926-2997

Stacy Dukes-Rhone

[www.bigaustin.org](http://www.bigaustin.org)  
email: [info@bigaustin.org](mailto:info@bigaustin.org)

### **Business Resource Consultants (BRC)/(Bid Briefs)**

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

Carol S. Hadnot

email: [brc-pro@swbell.net](mailto:brc-pro@swbell.net)

### **Greater Austin Black Chamber of Commerce**

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

Natalie Madeira Cofield

[www.austinbcc.org](http://www.austinbcc.org)  
email: [admin@austinbcc.org](mailto:admin@austinbcc.org)

### **Greater Austin Asian Chamber of Commerce**

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

Marina Ong Bhargava

[www.austinasianchamber.org](http://www.austinasianchamber.org)  
email: [exec.admin@austinasianchamber.org](mailto:exec.admin@austinasianchamber.org)

### **Greater Austin Hispanic Chamber of Commerce**

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

Selina Aguirre

[www.gahcc.org](http://www.gahcc.org)  
email: [saguirre@gahcc.org](mailto:saguirre@gahcc.org)

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

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

Juan Oyervides

[www.ushca-austin.com](http://www.ushca-austin.com)  
email: [info@ushca-austin.com](mailto:info@ushca-austin.com)