

**REQUEST FOR QUALIFICATIONS
FOR
TRAFFIC SIGNAL RETIMING ANALYSIS – OFF PEAK
SOLICITATION NO. CLMP107**

ISSUE DATE: DECEMBER 20, 2011



RESPONSES DUE: JANUARY 25, 2012

PRIOR TO: 3:00 pm

DELIVER TO:

**CONTRACT MANAGEMENT DEPARTMENT
CONTRACT PROCUREMENT AND DEVELOPMENT DIVISION
ATTN: JOHN HILBUN
105 W. RIVERSIDE DR., SUITE 210
AUSTIN, TEXAS 78704**

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CONTRACT MANAGEMENT DEPARTMENT
Contract Procurement and Development Division

P. O. Box 1088, Austin, TX 78767-8839 Telephone: (512) 974-7181 Fax: (512) 974-7297

12/20/2011

To: Consultants Requesting RFQ Package

SUBJECT: Request for Statements of Qualifications (RFQ) Providing Engineering Services:
Traffic Signal Retiming Analysis – Off Peak
Solicitation Number: CLMP107

The City of Austin, through its Transportation Department and its Contract Management Department (CMD), is requesting statements of qualifications for the selection of a firm to provide engineering services for the above-noted project. **Responses to this RFQ must be received by the City of Austin, Contract Management Department, Contract Procurement and Development Division, Attn: John Hilbun, PRIOR to 3:00 p.m., January 25, 2012. All SOQs not received prior to the date and time set forth above will not be accepted for consideration.** The time stamp clock in the Suite 210 Reception Area is the time of record and is verified daily with the local time service (512-476-7744). The mailing address is P.O. Box 1088, Austin, Texas 78767. The delivery address is 105 W. Riverside Dr., Suite 210, Austin, Texas 78704. The qualification statement evaluation criteria for this project are included in this packet for your information. The selection process for this project is anticipated to be complete for City Council action in April 2012.

All prime firms and subconsultants must be registered to do business with the Owner prior to the RFQ response due date. Prime firms are responsible for ensuring that their subconsultants are registered as vendors with the City of Austin. You may register through the Owner's on-line Vendor Registration system.

Log on to https://www.austintexas.gov/financeonline/vendor_connection/index.cfm and follow the directions.

Firms and individuals who are proposed as staff on this RFQ must adhere to the requirements of Subchapter A of the Texas Professional Engineering Practice Act regarding the use of the term "engineer". The full text of the Texas Professional Engineering Act may be found at: <http://www.tbpe.state.tx.us/>

Enclosed are the RFQ response forms which are to be filled out and returned as part of your firm's response. Please use the enclosed current forms and organize your response in the order in which the forms are presented here. **Please submit one (1) original and eight (8) copies plus one (1) copy on CD or flash drive of the RFQ response.** Responses sent to the City of Austin are subject to disclosure pursuant to Open Records Act, Government Code, Chapter 552.

Failure to adhere to the requirements of this solicitation may result in your firm being deemed non-responsive which may cause your submittal to not be evaluated. In that event, the City of Austin's CMD Protest Procedures will be in effect. A description of these procedures is included in this packet as Attachment #2.

Entities submitting qualification statements, including their agents and representatives, shall not undertake any activities or actions to promote or advertise their qualification statement to any member of the Austin City Council or City staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations between the qualification statement submission date and

award by City Council. Any violation of this provision may result in disqualification of the submitting firm. **Entities submitting qualification statements shall execute by signature the attached Affidavit and return the signed affidavit with their response. Please note that the City of Austin's Anti-Lobbying Ordinance has been revised and can be found at <http://www.cityofaustin.org/edims/document.cfm?id=161145>.**

All City procurements are subject to the City's Minority-Owned and Women-Owned Business Enterprise Procurement Program (Chapter 2-9-B of the MBE/WBE Ordinance, revised June 15, 2006). The program provides Minority-Owned and Women-Owned Business Enterprises (MBEs/WBEs) opportunity to participate in all City contracts. Information on achieving the MBE/WBE participation goals or documenting good faith efforts to achieve the goals is contained in the MBE/WBE Procurement Program Package included in this RFQ as Attachment #5. Entities submitting qualification statements are required to complete and return the MBE/WBE Compliance Plan with their response.

The selected consultant will be required to execute a standard City of Austin professional services agreement. A copy of this document is available for review in the Contract Management Department, Contract Procurement and Development Division.

Prior to contract execution, the selected firm must submit either their existing or an updated personnel policy (on letterhead) documenting conformity with City Code, 5-4, § 5-4-2. If the Consultant does not submit a copy of their personnel policy incorporating the non-discrimination policy, the company will not be in compliance and the City will exercise its option to cease contract negotiations.

The selected consultant shall carry insurance in the following types and amounts for the duration of the Agreement, and furnish certificates of insurance along with copies of policy declaration pages and policy endorsements as evidence thereof:

- Workers' Compensation and Employers' Liability Insurance coverage with limits consistent with statutory benefits outlined in the Texas Workers' Compensation Act (Art. 8308-1.01 et seq. Tex. Rev. Civ. Stat.) and minimum policy limits for Employers' Liability Insurance of \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee. The firm'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 WC 420304.
 - (b) 30 day Notice of Cancellation, form WC 420601.
- Commercial General Liability Insurance with a minimum combined bodily injury and property damage per occurrence limit of \$500,000 for coverages A & B. The policy shall contain the following provisions:
 - (a) Blanket contractual liability coverage for liability assumed under the Agreement and all contracts relative to this project.
 - (b) Independent Contractors coverage.
 - (c) City of Austin listed as an additional insured, endorsement CG 2010.
 - (d) 30 day Notice of Cancellation in favor of the City of Austin, endorsement CG 0205.
 - (e) Waiver of Transfer Right of Recovery Against Others in favor of the City of Austin, endorsement CG 2404.

- Business Automobile Liability Insurance 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. The policy shall contain the following endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation endorsement TE 2046A.
 - (b) 30 day Notice of Cancellation endorsement TE 0202A.
 - (c) Additional Insured endorsement TE 9901B.
- Professional Liability Insurance with a minimum limit of \$ 500,000 per claim and in aggregate 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 committed or alleged to have been committed with respect to estimates, schedules, analyses, reports, surveys, designs or specifications prepared or alleged to have been prepared by the assured. Coverage, including any renewals, shall have a retroactive date coincident with or prior to the date of the Agreement. The engineer shall provide the City of Austin annually with a certificate of insurance as evidence of such insurance. The policy shall provide for 30 day notice of cancellation in favor of the City of Austin. The consultant shall provide a discovery period on professional liability policies that is commensurate with the warranty period of the project.

Should you have any questions concerning the project included in this RFQ, **please attend a pre-response meeting on Thursday, January 5, 2012, 10:00 a.m. at the Learning and Research Center (LRC), 2800 Spirit of Texas Drive, Austin, Texas, 78719.** Attendance at the meeting is not required; however, meeting minutes will not be issued. The authorized contact persons for this solicitation are Ronnie Bell, P.E., Project Manager, 512-974-4066 and John Hilbun, Buyer II, 512-974-7009. Please contact Ronnie Bell, P.E., for all project related questions and me for the RFQ procurement process. Thank you for requesting the RFQ and your interest in the City of Austin.

For information about other professional services procurement actions of this office, please visit us at https://www.austintexas.gov/financeonline/vendor_connection/index.cfm .

Sincerely,

John Hilbun
Contract Management Department
Contract Procurement and Development Division

Enclosures

cc: Ronnie Bell, P.E.

**CITY OF AUSTIN
REQUEST FOR STATEMENTS OF QUALIFICATIONS
RELATIVE TO THE SELECTION OF
PROFESSIONAL ENGINEERING SERVICES**

SCOPE OF SERVICES

PROJECT FOR:

Austin Transportation Department (ATD) through the Contract Management Department (CMD)

PROJECT TITLE:

Traffic Signal Retiming Analysis – Off Peak

OBJECTIVES OF THE PROJECT:

This project will consist of reviewing current signal operations and recommending future modes of operation for each signal for evening and late night off-peak hours of 7:00 PM to 6:00 AM weekdays and all day for weekends. **This RFQ is Phase One of what is anticipated to be a two-phase project. The City anticipates issuing another RFQ at a later date for the preparation of signal timing plans, based on the work performed in this phase, for some or all of these intersections. The prime firm that is awarded this contract will be conflicted out of submitting on the future RFQ related to this contract. The subconsultants awarded this contract may be conflicted out as well, which will be determined on a case-by-case basis.**

BACKGROUND:

The City of Austin operates over 900 traffic signals, of which approximately 100 signals are concentrated in the Central Business District. The remaining signals are located throughout the Austin metropolitan area, in both Travis and Williamson Counties. Over 700 of these signals are connected to the City's TMC (Traffic Management Center), through over 225 miles of fiber optic cable. Most of the remaining 200+ signals are running coordinated timing plans using internal clocks.

Approximately 95% of the traffic signals that the City of Austin operates are in a synchronized system with at least one adjacent signalized intersection. The remaining 5% of the signals operate in isolated mode running completely off vehicle detectors. Most traffic signal timing parameters for the 700 signalized intersections connected to the TMC can be changed from the TMC and do not require a trip to the cabinet in the field.

The synchronized signals are located along multiple major arterials in the city that the City of Austin focuses on maintaining traffic signal coordination. The traffic engineering staff has an annual goal of re-timing and optimizing at least one-third of these arterial systems each year. In addition, arterials that experience a significant change in traffic patterns and volumes are given high priority and are evaluated quickly. However, due to the workload and staffing level, timing of traffic signals for weekday evening and late night off-peak hours (7:00 PM to 6:00 AM) and all day on weekends have not received the desired level of attention and are in need of evaluation and revised timing plans.

Benefits of synchronization of signals include shorter travel times to the driving public as well as a reduction in vehicle emissions. The City of Austin works closely with several other governmental agencies, such as the Texas Department of Transportation, Travis County, Williamson County, and the City of Sunset Valley.

ANTICIPATED SERVICES:

The City of Austin is soliciting SOQs for consultant engineering services for analyzing traffic signal synchronization timing plans and recommending modes of operation for each of approximately 600 intersections as listed in *Attachment 1, List of Signalized Intersections*.

These consultant engineering services may include, but are not limited to, the following:

1. Collecting traffic data and performing measure of effectiveness (MOE) analysis.
 - a. Traffic data collection may consist of performing turning movement counts, volume counts, and classification counts
 - b. MOE analysis may consist of performing travel time delay studies, measuring average and maximum queue lengths, and analyzing stops, delay, emissions and fuel consumption
2. Modeling existing traffic conditions using Synchro
3. Preparing and submitting a proposed “Mode of Operation Selection Criteria” that describes what data, conditions, and/or factors would be used to:
 - a. Recommend whether a signal should be operated in stop-and-go coordinated operation, stop-and-go free operation, or flash operation for various times during the off peak period
 - b. When operated in stop-and-go operation, recommend whether left turn operation should be permissive only, protected/permissive, protected only, or variable for various times during the off peak period.
 - Note: This item only includes preparing the proposed criteria, not preparing the recommendation on the mode of operation and number of timing plans for each intersection. That effort is included in other items. (Items a. and b. above)
 - **The City will meet with the selected firm to discuss and review the proposed “Mode of Operation Selection Criteria”. Based on the proposed criteria submitted by the firm and any subsequent discussions between the City and the firm, the City shall issue a “Mode of Operation Selection Criteria” that is to be used by the firm to develop their recommendations on the mode of operation and number of timing plans for each intersection (Items #4 and #5 below)**
4. For each intersection, recommending if it should be operated in stop-and-go coordinated operation, stop-and-go free operation, or flash operation for each of the various traffic signal timing plans. If the signal is to be operated in stop-and-go operation, the type protected left turn operation to be provided, if any, will also be determined.
5. Recommending the number of timing plans needed, cycle length for each plan, and times of operation for evening and late night off-peak hours and weekend hours. Cycle length recommendations must consider pedestrian crossing activity and associated pedestrian signal intervals. Note: The specific number traffic signal timing patterns and their times of operation will be determined based on collected data and modeling of traffic conditions. However, it is anticipated that several traffic signal timing patterns will be developed.
6. Based on observations made during other work efforts such as data collection or intersection condition checks, list potential capital improvements that would provide increased capacity or operational benefits at the signalized intersections

These services may be modified based on the input from the selected consultant.

The selected consultant shall have a Project Manager with applied knowledge of and expertise in the principles of traffic signal timing and signal coordination. In addition, the Project Manager should have at

least eight years of experience, and technical staff at least three years of experience, in the areas described in this Scope of Services. The prime firm and subconsultants shall have experience in similar traffic signal re-timing projects completed in the past 5 years, experience with Synchro and SimTraffic software, and experience determining mode of operation for traffic signals and determining cycle lengths for signal timing plans.

ANTICIPATED DELIVERABLES

The following outlines the anticipated deliverables. The deliverables may be modified based on the input from the selected consultant.

1. Traffic data and MOE analysis
2. Traffic modeling results
3. "Mode of Operation Selection Criteria" document describing what data, conditions, and/or factors would be used to recommend operation mode and left turn types
4. Recommended mode(s) of operation for each intersection for off-peak times
5. Recommended number of timing plans, cycle length for each plan, and hours of operation for stop-and-go operation
6. Recommended potential capital improvements to provide increased capacity or operational benefits at the signalized intersections

PROPOSED SCHEDULE:

The anticipated completion time for this project is up to six (6) months after the contract is executed.

NOTE: While specific start and finish dates have not been established for the project, field data collection shall not be performed on City holidays or on weekdays when classes are not in session at UT. Furthermore, field data collection shall not be performed on a day immediately before or after a City holiday that falls on a Tuesday, Wednesday, or Thursday and field data collection shall not be performed on Thursday, Friday, Saturday, Sunday or Monday in the event a City holiday falls on a Friday or Monday.

COST ESTIMATE:

The City anticipates selecting a firm to analyze the existing traffic conditions and prepare recommendations on the mode of operation for each intersection included in *Attachment 1*. For Phase 1, the City anticipates an approximate cost of \$200,000 for the project.

POTENTIAL SUBCONSULTANT/VENDOR OPPORTUNITIES:

Below is a list of *potential* subconsultant opportunities on this project. This listing is not a guarantee that each of the scopes listed below will materialize on this contract. If the prime consultant intends to enter into a subconsulting agreement on a scope of work not listed below, the prime consultant is required to contact SMBR and request an updated availability list of certified firms in each of the scopes of work for which the prime consultant intends to utilize a subconsultant

Major Subconsultant Opportunities

- *Traffic and Transportation Engineering
- *Traffic data collection
- *Traffic simulation
- *Traffic MOE analysis
- *Traffic Counting Services

Other Subconsultant Opportunities

Printing/Copying Services

QAQC (Quality Assurance/Quality Control)

* There must be representation for all major subconsultant opportunities listed. Subconsultant experience in the major and other subconsultant opportunities will be evaluated under, **Consideration Item 6 - Subconsultant Firms' Comparable Project Experience.** Any self-performed subconsultant opportunities should be identified under, **Consideration Item 5 – Prime Firms Comparable Project Experience.**

Notes:

- Participation at the prime or subconsultant level may create a conflict of interest and thus necessitate exclusion from any contracts resulting from the work performed in the signal timing preparation phase.
- Construction Inspection and Public Information & Communications are **NOT** sub-consultant opportunities on this solicitation. These services will be performed in-house or under a separate contract, if needed, and will be determined when project assignments are made.

SUBMITTAL INFORMATION:

Attachment 1	List of Signalized Intersections
Attachment 2	Protest Procedures
Attachment 3	Affidavit of Responder
Attachment 4	Evaluation Criteria
Attachment 5	MBE/WBE Procurement Program

Attachment 1 – List of Signalized Intersections

<u># of Signals</u>	<u>Roadway Segment</u>
16	Brodie Lane – Frate Barker to US 290
4	Burleson Road – Montopolis/Stassney to U.S. 183
5	Escarpment Boulevard – LaCrosse to Convict Hill
13	Manchaca Road – Ravenscroft to Fort View
3	Loop 1 – U.S. 290 to Southwest Parkway
11	Oltorf Street – 5th to Wickersham
3	SH 71 (w of US 290) – Covered Bridge to Center Of The Hills
19	Slaughter Lane – Escarpment to IH 35 (without Escarpment, Brodie, and Manchaca)
15	South 1st Street – Davis to Annie (without Oltorf)
5	Southwest Parkway – Travis Cook to Republic of Texas
5	Stassney Lane – Dove Springs to Teri
4	Stassney Lane – West Gate to IH 35 (without South 1 st and Manchaca)
6	US 290 (w of Loop 1) – FM 1826 to Industrial/Monterrey Oaks
3	West Gate Boulevard – Jones to US 290
19	William Cannon Drive – Escarpment to McKinney Falls Pkwy without Brodie, Manchaca, and South 1st
5	Woodward Street – IH 35 to St Elmo
3	6th Street – Campbell to West Lynn
9	7th Street – IH 35 to Shady
4	12th Street – IH 35 to Chestnut
4	24 th – San Gabriel to Guadalupe (without Guadalupe)
10	Airport Boulevard – Levander Loop to Wilshire
7	Barton Springs Road – Robert E Lee to Congress (without Lamar)
5	Capital of Texas Highway – Westgate to Loop 1 (South)
7	Cesar Chavez / 1st Street – IH 35 to Springdale
16	Congress Avenue – Sheraton to Barton Springs (without Oltorf and Barton Springs)
7	Dean Keeton (26th Street) – Whitis to Red River
6	Enfield Road / 15th Street – Exposition to Parkway
3	Lake Austin Boulevard – Red Bud to Atlanta (without Exposition)
11	Lamar Boulevard – Ben White to Riverside
11	MLK Boulevard – Comal to Decker (without Airport)
11	Manor Road – Lafayette/Comal to Pecan Park/Springdale (without Airport)
5	Montopolis Drive – Stassney/Burleson to Ponca (without Burleson)
7	Pleasant Valley Road – Oltorf to Webberville/Pedernales (without Oltorf, Cesar Chavez, and 7th)
5	Red River Street – MLK to 45th St. (without Dean Keeton and 38 th ½)
10	Riverside Drive – Lakeshore to SH 71 (without Pleasant Valley and Montopolis)
4	Riverside Drive – South 1st to IH 35 (without Barton Springs and Congress)
2	SH 71 (east of Montopolis Drive) – Thornberry to FM 973
12	35th/38th/38th 1/2 St. – Jackson to IH 35

# of Signals	Roadway Segment
7	45th Street – Burnet to Airport (without Red River)
9	Anderson Lane – Woodhollow to Burrell
6	Anderson Mill Road – Spicewood Pkwy to Broadmeade
5	Braker Lane – Jollyville to Loop 1
24	Burnet Road – 45th to Duval/Amherst (without 45 th and Anderson)
4	Exposition Boulevard – Lake Austin Blvd to 35th (without Enfield)
4	Far West Boulevard – Hart to Loop 1
4	Jollyville Road – Great Hills to Oak Knoll (without Braker)
12	Koenig Lane/Northland Drive – Parkcrest/Highland to Airport (without Burnet)
4	Lakeline Boulevard – Ridgeline to Lake Creek
3	Lakeline Mall Drive – Pecan Park to Lake Creek
16	McNeil Road/Spicewood Springs – Scotland Wells to McNeil-Round Rock
10	Parmer Lane – Avery Ranch to Amherst / Silver Creek (without McNeil)
3	Pond Springs Road – US 183 to Anderson Mill (without Anderson Mill)
3	Steck – Loop 1 to Rockwood
9	RM 2222 – RM 620 to Mesa (without RM 2222)
9	RM 620 – RM 2222 to Lake Creek East (without RM 2222 & TxDOT signals)
7	US 183 Frontage Roads – Capitol of Texas Hwy to Lakeline Blvd (without Lakeline, Lakeline Mall, RM 620, Anderson Mill, McNeil Spicewood, and Great Hills)
5	51st Street – IH 35 to US 183 (without Manor)
6	Airport Boulevard – IH 35 to Lamar (without 45 th , Lamar, and Koenig)
2	Berkman – 51 st to US 290 (without 51 st)
8	Braker Lane – Domain to Tom Adams (without Burnet and Metric)
9	Cameron/Dessau Road – Rutherford to Howard (without Parmer and Howard)
6	Cameron Road – Broadmoor to Coronado Hills
12	Capital of Texas Highway – Pascal to Loop 1 (North) (without RM 2222)
11	Guadalupe Street – MLK to 45th (without 38 th and 45th)
6	Howard Lane – Scofield to Dessau (without Metric)
6	IH 35 Frontage Roads – MLK to US 183 (without 38 th ½, 51 st , Airport, and St Johns)
13	Lamar Boulevard – MLK to Morrow (without 38 th , 45 th , and Koenig)
11	Lamar Boulevard – Northbend to Parmer (without Braker)
4	Loyola Lane – US 183 to Decker
13	Metric Boulevard – Rundberg to Howard
12	Parmer Lane – Loop 1 to Harris Branch (without Metric and Lamar)
7	Rundberg Lane – Mearns Meadow to North Plaza (without Lamar)
4	St. Johns Avenue – Guadalupe to Bennett
2	US 290 – Johnny Morris/Giles to Harris Branch
6	US 183 Frontage Roads – Anderson Square to Burnet (without Burnet)
5	Wells Branch Parkway – Tandem to FM 1825
3	Yager – IH 35 to Thompkins
585	Sub-total – roadway segments

<u># of Signals</u>	<u>Individual Intersections</u>
1	* Salt Springs & Thaxton
1	* DG Gabriel Collins & McKinley Parkway
1	* LaCrosse & Loop 1
1	* Barstow & Slaughter
1	* Becket & Davis
1	* Convict Hill & Brush Country
1	* Eberhart & Congress
1	* Pleasant Valley & Nuckols Crossing
1	* Nuckols Crossing & Palo Blanco
1	* Teri & Freidrich
1	* St Elmo & Teri
1	* Ross & Thome Valley
1	* Ross & Pearce
1	* Ben White and Burleson, Todd
1	* Loop 1 and Barton Skyway
1	* Walsh Tarlton and Pinnacle
1	* Westbank and Allen
1	* Victory/Packsaddle & US 290
1	* Banister & US 290
1	* IH 35 and Woodland
1	* 2 nd and Robert Martinez
1	* 6 th and Chicon
1	* 6 th and Comal
1	* 11 th and Rosewood
24	Sub-total – individual intersections
609	Total



Attachment 2
City of Austin
Contract Management Department
Protest Procedures

The OWNER's Contract Management Director has the authority to settle or resolve any claim of an alleged deficiency or protest. The procedures for notifying the City of an alleged deficiency or filing a protest are listed below. If you fail to comply with any of these requirements, the Contract Management Director may dismiss your complaint or protest.

Prior to Solicitation Due Date: If you are a prospective Respondent and you become aware of the facts regarding what you believe is a deficiency in the solicitation process before the Solicitation is due, you must notify the City in writing of the alleged deficiency before that date, giving the City an opportunity to resolve the situation prior to the Solicitation Due Date.

After Solicitation Due Date: If you submit a response to the City and you believe that there has been a deficiency in the solicitation process or the award, you have the opportunity to protest the solicitation process or the recommended award as follows:

1. You must file written notice of your intent to protest within four (4) calendar days of the date that you know or should have known of the facts relating to the protest. If you do not file a written notice of intent within this time, you have waived all rights to protest the solicitation process or the award.
2. You must file your written protest within fourteen (14) calendar days of the date that you know or should have known of the facts relating to the protest unless you know of the facts before the Solicitation was due. If you know of the facts before that date, you must notify the City as stated above.
3. You must submit your protest in writing and must include the following information:
 - a. your name, address, telephone, and fax number;
 - b. the solicitation number and the CIP number, if applicable;
 - c. a detailed statement of the factual grounds for the protest, including copies of any relevant documents.
4. Your protest must be concise and presented logically and factually to help with the City's review.
5. When the City receives a timely written protest, the Contract Management Director will determine whether the grounds for your protest are sufficient. If the Contract Management Director decides that the grounds are sufficient, the Contract Management Department will schedule a protest hearing, usually within five (5) working days. If the Contract Management Director determines that your grounds are insufficient, you will be notified of that decision in writing.
6. The protest hearing is informal and is not subject to the Open Meetings Act. The purpose of the hearing is to give you a chance to present your case, it is not an adversarial proceeding. Those who may attend from the City are: representatives from the department that

requested the purchase, the Law Department, the Contract Management Department, and other appropriate City staff. You may bring a representative or anyone else that will present information to support the factual grounds for your protest with you to the hearing.

7. A decision will usually be made within fifteen (15) calendar days after the hearing.
8. The Contract Management Director will send you a copy of the hearing decision after the appropriate City staff has reviewed the decision.
9. When a protest is filed, the City usually will not make an award until a decision on the protest is made. However, the City will not delay an award if the City Manager or the Contract Management Director determines that:
 - a. The City urgently requires the supplies or services to be purchased, or
 - b. failure to make an award promptly will unduly delay delivery or performance.

In those instances, the Contract Management Department will notify you and make every effort to resolve your protest before the award.

The protest or notice of intent and the protest shall be submitted in writing to the following address:

P.O. Address for U.S. Mail:

City of Austin
ATTN: Director, Contract Management Department
P.O. Box 1088
Austin, Texas 78767-0845

Street Address for Hand Delivery or Courier Service:

City of Austin
ATTN: Director, Contract Management Department
One Texas Center
105 W. Riverside Dr., Suite 210
Austin, Texas 78704
PHONE: 512/974-7181
FAX: 512/974-7297

ATTACHMENT 3 AFFIDAVIT

Entities submitting qualification statements, including their agents and representatives, shall not undertake any activities or actions to promote or advertise their qualification statement to any member of the Austin City Council or City staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations between the qualification statement submission date and award by City Council. Any violation of this provision may result in disqualification of the entity. Entity shall execute by signature the following Entity's Affidavit of Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying and return the signed affidavit with their qualification statement. The Affidavit form follows.

Anti-Lobbying and Procurement. Article 6, Chapter 2-7, Austin City Code, prohibits lobbying activities or representations by the Responder between the date that the Request for Qualifications (RFQ) is issued and the date of contract execution. The text of the pertinent City Ordinance may be viewed at <http://www.cityofaustin.org/edims/document.cfm?id=161145> .

(1) Definitions

- (A) "Authorized Contact Person" means the Project Manager listed in the Cover Letter of the RFQ, or other persons specifically named and designated in the RFQ as the contact for questions and comments regarding the RFQ.
- (B) "No-Contact Period" means the period of time from the date the RFQ is issued until a contract is executed. If the City withdraws the RFQ or rejects all responses with the stated intention to reissue the same or a similar RFQ for the same or similar project, the no-contact period continues during the time period between the withdrawal and reissue.
- (C) "Response" means a statement of qualifications.
- (D) "Respondent" means a person responding to a City solicitation including a bidder, a quoter, responder, or a proposer. The term "respondent" also includes:
 - (i) an owner, board member, officer, employee, contractor, subsidiary, joint enterprise, partnership, agent, lobbyist, or other representative of a respondent;
 - (ii) a person or representative of a person that is involved in a joint venture with the respondent, or a subconsultant in connection with the respondent's response; and
 - (iii) a respondent who has withdrawn a Response or who has had a Response rejected or disqualified by the City.
- (E) "Representation" means a communication related to a response to a council member, official, employee, or City representative that is intended to or that is reasonably likely to:
 - (i) provide information about the Response;
 - (ii) advance the interests of the Respondent;

- (iii) discredit the Response of any other respondent;
- (iv) encourage the City to withdraw the RFQ;
- (v) encourage the City to reject all of the responses;
- (vi) convey a complaint about a particular response; or
- (vii) directly or indirectly ask, influence, or persuade any City official, City employee, or body to favor or oppose, recommend or not recommend, vote for or against, consider or not consider, or take action or refrain from taking action on any vote, decision, or agenda item regarding the solicitation.

(F) “City” means Owner.

(2) Restrictions on Contacts.

- (A) During a no-contact period, a Respondent shall make a representation only through the authorized contact person.
- (B) During the no-contact period, a Respondent may not make a representation to a City official or to a City employee other than to the authorized contact person. This prohibition also applies to a vendor that communicates and then becomes a Respondent.
- (C) The prohibition of representation during the no-contact period applies to a representation initiated by a Respondent, and to a representation made in response to a representation initiated by a City official or a City employee other than the Authorized Contact Person.
- (D) If the City withdraws an RFQ or rejects all Responses with a stated intention to reissue the same or similar RFQ for the same or similar project, the no-contact period shall expire after the ninetieth day after the date the RFQ is withdrawn or all Responses are rejected if the RFQ has not been reissued during the 90-day period.
- (E) For a single vendor award, the no-contact period shall expire when the first of the following occurs: contract is executed or solicitation is cancelled
- (F) For a multiple vendor award, the no-contact period shall expire when the last of the following occurs: all contracts are executed, negotiations have been fully terminated, or the ninetieth day after the solicitation is cancelled.
- (G) The purchasing officer or the director may allow respondents to make representations to city employees or city representatives in addition to the authorized contact person for a solicitation that the purchasing officer or the director finds must be conducted in an expedited manner; an expedited solicitation is one conducted for reasons of health or safety under the shortest schedule possible with no extensions. The purchasing officer’s or director’s finding and additional city employees or city representative who may be contacted must be included in the solicitation documents.
- (H) Representation to an independent contractor hired by the City to conduct or assist with a solicitation will be treated as representations to a City employee.
- (I) A current employee, director, officer, or member of a respondent, or a person related within the first degree of consanguinity or affinity to a current employee, director,

officer or member of a respondent, is presumed to be an agent of the respondent for purposes of making a representation. This presumption is rebuttable by a preponderance of the evidence as determined by the purchasing officer or director.

- (J) A respondent's representative is a person or entity acting on a respondent's behalf with the respondent's request and consent. For example, a respondent may email their membership list and ask members to contact council members on the respondent's behalf. The members are then acting per respondent's request and with their consent, and the members have become respondent representatives.

(3) Permitted Representations

- (A) If City seeks additional information from respondent, the Respondent shall submit the representation in writing **only** to the authorized contact person. The contact person will then distribute the written representation in accordance with the terms of the RFQ. A Respondent cannot amend or add information to a Response after the Response deadline.
- (B) If respondent wishes to send a complaint to the City, the respondent shall submit the complaint in writing only to the authorized contact person. The authorized contact person will then distribute a complaint regarding the process to members of the City Council or members of the City board, to the director of the department that issued the solicitation, and to all respondents of the RFQ. However the director shall not permit distribution of any complaint that promotes or disparages the qualifications of a respondent, or that amends or adds information to a response. A determination what constitutes promoting or disparaging the qualifications of a respondent or constitutes amending or adding information is at the director's sole discretion.
- (C) If a Respondent submits a written inquiry regarding an RFQ, the authorized contact person will provide a written answer and distribute both the inquiry and answer to all Respondents on the RFQ.
- (D) If a Respondent does not receive a response from the authorized contact person, the Respondent may contact the director as appropriate.
- (E) A respondent may ask a purely procedural question, for example a question regarding the time or location of an event or where information may be obtained, of a City employee other than the authorized contact person. No suggestions or complaints about the contract process that constitute a representation to a City employee is allowed. A respondent may not ask a procedural question to a Council member, a council member's aide, or of a City board member except in a meeting held under the Texas Government Code, Chapter 551 (Open Meetings Act).
- (F) The Anti-Lobbying ordinance allows representations:
 - (1) made at a meeting convened by the authorized contact person, including meetings to evaluate responses or negotiate a contract;
 - (2) required by protest procedures for vendors;
 - (3) made at a protest hearing;

- (4) provided to the Small & Minority Business Resources Department in order to obtain compliance with the MBE/WBE Procurement Program Ordinance;
 - (5) made to the City Risk Management coordinator about insurance requirements for a solicitation;
 - (6) made public at a meeting held under the Open Meetings Act; or
 - (7) made from a respondent's attorney to an attorney in the Law Department in compliance with Texas Disciplinary Rules of Professional Conduct.
- (G) Nothing in the Anti-Lobbying Ordinance prohibits communications regarding the solicitation between or among City official or City employees acting in their official capacity.
- (H) A contribution or expenditure defined in Chapter 2-2 (Campaign Finance) is not a representation.
- (4) Contract Voidable.** If a contract is awarded to a Respondent who has violated these Anti-Lobbying & Procurement provisions, the contract is voidable by the Owner.
- (5) Debarment.** If a Respondent has been disqualified under these provisions more than two times in a sixty month period the purchasing officer shall debar the responder from responding for a period not to exceed three years, provided the Respondent is given written notice and a hearing in advance of the debarment.

CITY OF AUSTIN
RESPONDER’S AFFIDAVIT OF NON-COLLUSION,
NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING FOR
RFQS NO. CLMP107

Traffic Signal Retiming Analysis – Off Peak

State of Texas

County of Travis

The undersigned “Affiant” is a duly authorized representative of the Responder for the purpose of making this Affidavit, and, after being first duly sworn, has deposed and stated and hereby deposes and states, to the best of his or her personal knowledge and belief as follows:

The term “**Respondent**”, as used herein, includes the individual or business entity submitting the response and for the purpose of this Affidavit includes the directors, officers, partners, managers, members, principals, owners, agents, representatives, employees, other parties in interest of the Respondent, and anyone or any entity acting for or on behalf of the Respondent, including a subconsultant in connection with this response.

The terms “**City**” and “**Owner**” are synonymous.

- 1. Anti-Collusion Statement.** The Respondent has not and will not in any way directly or indirectly:
 - a. colluded, conspired, or agreed with any other person, firm, corporation, respondent or potential respondent to the amount of this response or the terms or conditions of this response.
 - b. paid or agreed to pay any other person, firm, corporation, respondent or potential respondent any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the prices in the attached response or the response of any other respondent.
- 2. Preparation of Invitation for Response and Contract Documents.** The Respondent has not received any compensation or a promise of compensation for participating in the preparation or development of the underlying response or contract documents. In addition, the Respondent has not otherwise participated in the preparation or development of the underlying response or contract documents, except to the extent of any comments or questions and responses in the solicitation process, which are available to all respondents, so as to have an unfair advantage over other respondents, provided that the Respondent may have provided relevant product or process information to a consultant in the normal course of its business.
- 3. Participation in Decision Making Process.** The Respondent has not participated in the evaluation of responses or proposals or other decision making process for this solicitation, and, if Respondent is awarded a contract hereunder, no individual, agent, representative, consultant or sub contractor or consultant associated with Respondent, who may have been

involved in the evaluation or other decision making process for this solicitation, will have any direct or indirect financial interest in the Contract, provided that the Respondent may have provided relevant product or process information to a contractor or another consultant in the normal course of its business.

- 4. Present Knowledge.** Respondent is not presently aware of any potential or actual conflicts of interest regarding this solicitation, which either enabled Respondent to obtain an advantage over other Respondents or would prevent Respondent from advancing the best interests of OWNER in the course of the performance of the Contract.
- 5. City Code.** As provided in Sections 2-7-61 through 2-7-65 of the City Code, no individual with a substantial interest in Respondent is a City official or employee or is related to any City official or employee within the first or second degree of consanguinity or affinity.
- 6. Chapter 176 Conflict of Interest Disclosure.** In accordance with Chapter 176 of the Texas Local Government Code, the Respondent:
 - a. does not have an employment or other business relationship with any local government officer of OWNER or a family member of that officer that results in the officer of family member receiving taxable income;
 - b. has not given a local government officer of OWNER one or more gifts, other than gifts of food lodging transportation or entertainment accepted as a guest, that have an aggregate value of more than \$250 in the twelve month period preceding the date the officer becomes aware of the execution of the Contract or that OWNER is considering doing business with the Respondent.

As required by Chapter 176, Respondent must have filed a Conflicts of Interest Questionnaire with the Purchasing Department no later than the seventh business day after the commencement of contract discussions or negotiations with the City or the submission of a Response, response to a request for proposals, or other writing related to a potential contract with OWNER. The questionnaire must be updated not later than the seventh day after the date of an event that would make a statement in the questionnaire inaccurate or incomplete. There are statutory penalties for failure to comply with Chapter 176.

- 7. Anti-Lobbying Ordinance.** As set forth in Attachment 2 of the solicitation documents, between the date that the Invitation for Response was issued and the date of full execution of the Contract, Respondent has not made and will not make a representation to a member of the City Council, a member of a City Board, or any other official, employee or agent of the City, other than the authorized contact person for the solicitation, except as permitted by the Ordinance

If the Respondent cannot affirmatively swear and subscribe to the forgoing statements, the Respondent shall provide a detailed written explanation in the space provided below or, as necessary, on separate pages to be annexed hereto.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Firm/Entity: _____

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public

My Commission Expires _____

RESPONDENT'S EXPLANATION:

Include the entire Affidavit, Pages 5 – 7.

END

**ATTACHMENT #4
PROFESSIONAL SERVICES CONSULTANT SELECTION
EVALUATION CRITERIA**

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering services to the City of Austin. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (plus 25 points for interviews, if conducted). Wherever used, "prime firm" denotes a single firm or a joint venture responding as the prime consultant. Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed 8-1/2 x 11-inch pages. The prime firm shall perform the largest share of the assignment (on an estimated percentage of total agreement basis). Responses failing to show the prime firm performing the plurality of the services shall be rejected as non-responsive.

Limitations on volume of requested information apply equally to single firms and joint ventures regardless of the number of firms partnering in the joint venture. Responses with excess volume or which do not include information for the evaluation of all consideration items may not be thoroughly reviewed or may be rejected as non-responsive.

All prime firms and subconsultants must be registered to do business with the Owner prior to the RFQ response due date. Prime firms are responsible for ensuring that their subconsultants are registered as vendors with the City of Austin. You may register through the Owner's on-line Vendor Registration system.

Log on to https://www.austintexas.gov/financeonline/vendor_connection/index.cfm and follow the directions.

Consideration Item 1: MBE/WBE Procurement Program

Were Goals achieved or did response indicate that a Good Faith Effort was made to achieve the Goals?

- No** - Response **will not** be evaluated.
- Yes** - Evaluation of the response will continue.

Attach the following:

- Complete Form A.**
- MBE/WBE Compliance Plan (See Attachment #5)**
- Letters from subconsultants confirming contact/commitment to the project.**

Consideration Item 2: Prime Firm's EEO Program

- Complete Form B and Appendix A.**

Consideration Item 3: Experience of Project Manager and Project Principal (past 10 Years)

(Project Manager – 16 points; Project Principal – 8 points)

24 Points Maximum

City is interested in the experience of the Project Manager and Project Principal on projects similar to the project described in this solicitation. Points will be awarded as indicated above. Only one individual per job responsibility should be designated. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. The Project Manager must include projects that show applied knowledge of and expertise in the principles of traffic signal timing and signal coordination. List no more than five (5) projects meeting these criteria which have been completed in the past ten (10) years for each individual.

- Complete Form C(1) and C(2). Please provide no more than one (1) page per project. Attach a resume of no more than two (2) pages for each individual.**

Consideration Item 4: Experience and Availability of Proposed Staff **15 Points Maximum**
 Prime firm and subconsultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Prime firm and subconsultants must commit that staff proposed in this submittal would be available for the proposed work. City may desire to visit team's business addresses on a regular basis to follow progress of the work.

- Complete Form D. Attach a resume of no more than two (2) pages for each key individual.**

Consideration Item 5: Prime Firm's Comparable Project Experience (past 5 years) **15 points maximum**
 City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five projects meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

- Complete Form E. Please provide no more than one (1) page per project.**

Consideration Item 6: Subconsultant Firms' Comparable Project Experience (past 5 years) **15 points maximum**
 Areas of subconsulting which will be evaluated are identified in the project description. The City is interested in the proposed subconsultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per subconsultant meeting this criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.

- Complete Form F for each area of subconsulting on which you wish to report experience. Provide no more than one page per subconsultant. If no subconsultants are proposed, the prime firm shall use Form F to demonstrate its technical expertise in all areas required for the project if not previously described (e.g., surveying).**

Consideration Item 7: Team's Experience with Austin Issues **8 Points Maximum**
 City is interested in team's (including subconsultants) experience with Austin issues, as may be evidenced by existence of local offices or work in the Austin area during the past five (5) years. Briefly describe experience in the following areas and reference projects relating to that experience:

- Austin area traffic patterns
- Austin area roadway network including major highways, arterials, and collector streets
- Austin area traffic signal system

- Provide a brief narrative of no more than two (2) pages.**

Consideration Item 8: Team's Structure and Project Approach **12 Points Maximum**
 City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how subconsultants will work within the management structure. Describe any significant project issues and the team's approach in addressing those issues. Describe a sample report from a similar project your firm completed. Include the data collected that was used to make recommendations, the process used to analyze the data, and the methodology in reaching a determination. Also, describe a proposed detailed work plan and schedule, including projected time and staff availability per task.

- Provide an organizational chart and brief narrative. The total number of pages should not exceed eight (8) pages. Indicate activities, responsibilities and key personnel on the organizational chart.**

Consideration Item 9: City of Austin's Experience with Prime Firm (past 5 years) **11 Points Maximum**
The City will consider the history of the firm in complying with project programs, schedules, and budgets on previous City of Austin projects. Scoring will begin with 11 points. Points will be deducted if the City has had negative experience with the prime firm in its past relationship with the City and performance on City projects.

Specific consideration items may include:

- Timely completion of projects
- Cooperative working relationship with City
- Prompt payment of subconsultants at all levels
- Compliance with other contract terms
- Compliance with City ordinances on substitution/addition/deletion of subconsultants
- Provided contracting opportunities for small businesses and M/WBE's
- Compliance with City standards
- Conformance to City budget requirements

- Complete Form G.**

Consideration Item 10: Interview (Optional) **25 Points Maximum**
The City may determine that it is necessary to interview short-listed firms prior to making a recommendation to the City Council.

Generally, staff intends to use the following guidelines in determining whether to include the optional interview in the selection process:

The top ranked firms will be interviewed if the point difference between the first and second ranked firm is less than three points. The number of firms invited to an interview will depend on the closeness of the scores following evaluation of the written proposals. Staff will consider significant gaps in point separation between the top ranked firms in determining the number of firms to be interviewed. Only firms that are considered, on the basis of their written proposal, qualified to perform the work will be invited for interviews. No more than five firms will be interviewed. No interviews will be conducted for rotation list contracts unless deemed necessary by staff for specialized types of services. Staff may conduct interviews in other cases where staff believes it is in the best interest of the City.

PRIME FIRM - GENERAL INFORMATION

Project Name: Traffic Signal Retiming Analysis – Off Peak

=====
All prime firms and subconsultants must be registered to do business with the Owner prior to the RFQ response due date. Prime firms are responsible for ensuring that their subconsultants are registered as vendors with the City of Austin. You may register through the Owner’s on-line Vendor Registration system. Log on to https://www.austintexas.gov/financeonline/vendor_connection/index.cfm and follow the directions.

Firm Name: _____
Firm Address: _____
Headquarters Address (For parent company other than above listed firm): _____
Office Telephone # _____ Fax Telephone # _____
Federal Tax I.D. No. _____ **Vendor Code:** _____

CONTACT INFORMATION:

Designated Contact Person: _____
(For COA to contact regarding this response)
Telephone: _____ Fax: _____ E-mail: _____
Mailing Address: _____
Physical Address: _____

If Joint Venture, Name Participating Firms and Percentage Control. % Control
Firm A: _____
Firm B: _____

If you are submitting as a joint venture, the following information should be completed for each of the joint venture firms.

YEARS IN BUSINESS:

Number of years firm in business: _____.
Type(s) of Organization(s): (Individual, Partnership, or Corporation) _____.
Date(s) of Organization: (Month and Year) _____.
Name and Date of Predecessor Organization(s): _____.

OFFICE PERSONNEL

List principals and titles:

Personnel other than Principals:

Total number of employees in firm(s): _____.
Number of registered environmental engineers: _____.
Number of registered civil engineers: _____.
Number of other registered engineers: _____.
Number of other professionals: _____.
Number of support personnel: _____.

SUBCONSULTANT INFORMATION

Complete the MBE/WBE Compliance Plan in the MBE/WBE Procurement Program package. All subconsultant recommendations will be subject to approval by the City. If for any reason an MBE or WBE subconsultant must be replaced, the prime consultant firm will be required to make good faith efforts to replace with another MBE or WBE.

Attach a letter from each subconsultant on the proposed team, confirming that they have been contacted and are prepared to provide services for the project.

OTHER CONSIDERATIONS

1. Does your firm have and generally carry:
 - Worker’s Compensation and Employers’ Liability Insurance
 Yes No; if yes, please state limits: _____
 - Commercial General Liability Insurance
 Yes No; if yes, please state limits: _____
 - Business Automobile Liability Insurance
 Yes No; if yes, please state limits: _____
 - Professional Liability Insurance
 Yes No; if yes, please state limits: _____

2. Describe the quantity and nature of any work, interest in work, partnership interest, land ownership or other interest in any project, property or business dealing within the proposed project area or past or current business relationship which may give rise to a potential conflict of interest for your firm or associated firms in the execution of this project.

I hereby certify that our firm conforms to the Code of the City of Austin Section 5-4-2 as reiterated below:

Chapter 5-4. Discrimination in Employment by City Consultants.

Sec. 4-2 Discriminatory Employment Practices Prohibited. As an Equal Employment Opportunity (EEO) employer, the Consultant will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations and agrees:

- (B) (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to insure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter. Such affirmative action shall include, but not be limited to: all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising; selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.;
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by OWNER setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of Consultant, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, veteran status, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Consultants in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with OWNER's Human Rights Commission in connection with any investigation or conciliation effort of said Human Rights Commission to insure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require compliance with provisions of this chapter by all subconsultants having fifteen or more employees who hold any subcontract providing for expenditure of \$2,000.00 or more in connection with any contract with OWNER subject to the terms of this chapter.

Please check one of the following:

- Our firm's nondiscrimination policy, conforms to the requirements of City Code, Chapter 5-4-2-B, items (1) through (7).
- Our firm does not have an established nondiscrimination policy and will adopt the City's minimum standard shown below.

Prior to contract execution, the selected firm must submit either their existing or an updated personnel policy (on letterhead) documenting conformity with City Code, 5-4, § 5-4-2. If the Consultant does not submit a copy of their personnel policy incorporating the non-discrimination policy, the company will not be in compliance and the City will exercise its option to cease contract negotiations.

City of Austin

Minimum Standard Nondiscrimination in Employment Policy

CONSULTANT adopts the language shown above for City Code, Chapter 5-4-2-B, items (1) through (7) as the Nondiscrimination in Employment Policy of the CONSULTANT.

Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

Dated this _____ day of _____, _____.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Firm/Entity: _____

APPENDIX A OF THE TITLE VI ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor" agrees as follows:

1. Compliance with Regulations: The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contract for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its book, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Recipient, or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Recipient shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
 - (a) withholding of payments to the contractor under the contract until the contractor complies, and or
 - (b) cancellation, termination or suspension of the contract, in whole or in part.

6. Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Recipient or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Recipient to enter into such litigation to protect the interests of the Recipient, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

(DOT 1050.2, 08/24/71)

Signature: _____

Printed Name: _____

Title: _____

Company: _____

Date: _____

EXPERIENCE OF PROJECT MANAGER (LAST 10 YEARS)

Project Name: Traffic Signal Retiming Analysis – Off Peak

Firm Name: _____

Project Manager: _____

Current Years of Experience: _____

[List name as shown on registration with the Texas Board of Professional Engineers (TBPE)]

Registration No.: _____ Year of Registration: _____ Current Years of Experience: _____

Experience (Note experience relevant to the proposed project.): _____

(Use the following format. Provide no more than one page per project.)

Project #1 Name/Location: _____

Firm Name Work Performed Under: _____

Year Completed: _____ Construction Cost: _____

Client or Owner's Representative: _____

Title of person named above: _____

Address of person named above: _____

Phone number of person named above: _____

Project Description: _____

Work performed by Individual: _____

Project #2 Name/Location: _____

Firm Name Work Performed Under: _____

Year Completed: _____ Construction Cost: _____

Client or Owner's Representative: _____

Title of person named above: _____

Address of person named above: _____

Phone number of person named above: _____

Project Description: _____

Work performed by Individual: _____

Project #3 Name/Location: _____

Firm Name Work Performed Under: _____

Year Completed: _____ Construction Cost: _____

Client or Owner's Representative: _____

Title of person named above: _____

Address of person named above: _____

EXPERIENCE OF PROJECT MANAGER (LAST 10 YEARS)

Project Name: Traffic Signal Retiming Analysis – Off Peak

=====

Phone number of person named above: _____

Project Description: _____

Work performed by Individual: _____

Project #4 Name/Location: _____

Firm Name Work Performed Under: _____

Year Completed: _____ Construction Cost: _____

Client or Owner's Representative: _____

Title of person named above: _____

Address of person named above: _____

Phone number of person named above: _____

Project Description: _____

Work performed by Individual: _____

Project #5 Name/Location: _____

Firm Name Work Performed Under: _____

Year Completed: _____ Construction Cost: _____

Client or Owner's Representative: _____

Title of person named above: _____

Address of person named above: _____

Phone number of person named above: _____

Project Description: _____

Work performed by Individual: _____

EXPERIENCE OF PROJECT PRINCIPAL (LAST 10 YEARS)

Project Name: Traffic Signal Retiming Analysis – Off Peak

=====

Firm Name: _____

Project Principal: _____

Current Years of Experience: _____

Experience (Note experience relevant to the proposed project.): _____

(Use the following format. Provide no more than one page per project.)

Project #1 Name/Location: _____

Firm Name Work Performed Under: _____

Year Completed: _____ Construction Cost: _____

Client or Owner's Representative: _____

Title of person named above: _____

Address of person named above: _____

Phone number of person named above: _____

Project Description: _____

Work performed by Individual: _____

Project #2 Name/Location: _____

Firm Name Work Performed Under: _____

Year Completed: _____ Construction Cost: _____

Client or Owner's Representative: _____

Title of person named above: _____

Address of person named above: _____

Phone number of person named above: _____

Project Description: _____

Work performed by Individual: _____

Project #3 Name/Location: _____

Firm Name Work Performed Under: _____

Year Completed: _____ Construction Cost: _____

Client or Owner's Representative: _____

Title of person named above: _____

Address of person named above: _____

Phone number of person named above: _____

Project Description: _____

Work performed by Individual: _____

EXPERIENCE OF PROJECT PRINCIPAL (LAST 10 YEARS)

Project Name: Traffic Signal Retiming Analysis – Off Peak

=====
Project #4 Name/Location: _____

Firm Name Work Performed Under: _____

Year Completed: _____ Construction Cost: _____

Client or Owner's Representative: _____

Title of person named above: _____

Address of person named above: _____

Phone number of person named above: _____

Project Description: _____

Work performed by Individual: _____

Project #5 Name/Location: _____

Firm Name Work Performed Under: _____

Year Completed: _____ Construction Cost: _____

Client or Owner's Representative: _____

Title of person named above: _____

Address of person named above: _____

Phone number of person named above: _____

Project Description: _____

Work performed by Individual: _____

EXPERIENCE AND AVAILABILITY OF PROPOSED STAFF

Project Name: Traffic Signal Retiming Analysis – Off Peak

Prime Firm Name:

Proposed Staff	Current Project Assignments	Percent Complete	Office Location
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	

Subconsultant Firm Name:

Proposed Staff	Current Project Assignments	Percent Complete	Office Location
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	

Subconsultant Firm Name:

Proposed Staff	Current Project Assignments	Percent Complete	Office Location
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	

EXPERIENCE AND AVAILABILITY OF PROPOSED STAFF

Project Name: Traffic Signal Retiming Analysis – Off Peak

Subconsultant Firm Name:

Proposed Staff	Current Project Assignments	Percent Complete	Office Location
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	

Subconsultant Firm Name:

Proposed Staff	Current Project Assignments	Percent Complete	Office Location
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	

Subconsultant Firm Name:

Proposed Staff	Current Project Assignments	Percent Complete	Office Location
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	

EXPERIENCE AND AVAILABILITY OF PROPOSED STAFF

Project Name: Traffic Signal Retiming Analysis – Off Peak

Subconsultant Firm Name:

Proposed Staff	Current Project Assignments	Percent Complete	Office Location
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	

Subconsultant Firm Name:

Proposed Staff	Current Project Assignments	Percent Complete	Office Location
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	
_____	_____	_____	_____
	_____	_____	
	_____	_____	

(Use the following format. Provide no more than one page per project.)

Firm Name: _____

Project #1 Name/Location: _____

Owner: _____

Contact Person: _____

Current Phone Number: _____

Completion Date: _____

Construction Cost: _____

Project Description: _____

Services Provided: _____

Project #2 Name/Location: _____

Owner: _____

Contact Person: _____

Current Phone Number: _____

Completion Date: _____

Construction Cost: _____

Project Description: _____

Services Provided: _____

Project #3 Name/Location: _____

Owner: _____

Contact Person: _____

Current Phone Number: _____

Completion Date: _____

Construction Cost: _____

Project Description: _____

Services Provided: _____

Project #4 Name/Location: _____

Owner: _____

Contact Person: _____

Current Phone Number: _____

Completion Date: _____

Construction Cost: _____

Project Description: _____

Services Provided: _____

Project #5 Name/Location: _____

Owner: _____

Contact Person: _____

Current Phone Number: _____

Completion Date: _____

Construction Cost: _____

Project Description: _____

Services Provided: _____

SUBCONSULTANT'S COMPARABLE PROJECT EXPERIENCE (LAST 5 YEARS)

Project Name: Traffic Signal Retiming Analysis – Off Peak

=====
(Instructions: Please provide no more than one page per subconsultant.)

Subconsultant Firm Name: _____

Project #1 Name/Location: _____

Owner: _____

Contact Person: _____

Current Phone Number: _____

Completion Date: _____

Construction Cost: _____

Project Description: _____

Services Provided: _____

Project #2 Name/Location: _____

Owner: _____

Contact Person: _____

Current Phone Number: _____

Completion Date: _____

Construction Cost: _____

Project Description: _____

Services Provided: _____

Project #3 Name/Location: _____

Owner: _____

Contact Person: _____

Current Phone Number: _____

Completion Date: _____

Construction Cost: _____

Project Description: _____

Services Provided: _____

=====

Firm Name:

Name of Project:

Project Manager:

Managing City Department:

Date Completed:

Name of Project:

Project Manager:

Managing City Department:

Date Completed:

Name of Project:

Project Manager:

Managing City Department:

Date Completed:

Name of Project:

Project Manager:

Managing City Department:

Date Completed:

Name of Project:

Project Manager:

Managing City Department:

Date Completed:

CITY OF AUSTIN



CITY CODE CHAPTER 2-9B PROFESSIONAL SERVICES MBE/WBE PROCUREMENT PROGRAM

Project Name: Traffic Signal Analysis – Off Peak

Project/Solicitation Number: CLMP107

Date: 12/20/11

JANUARY 2011

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MBE/WBE GOALS

Annual/Project Participation Goals:			Annual/Project Participation Subgoals:			
MBE	9.27	%				
WBE	8.36	%	OR	African American	NA	%
				Hispanic American	NA	%
				Asian/Native American	NA	%
				WBE	NA	%

OVERVIEW

This document should be read in conjunction with the City of Austin’s Minority-owned and Women-owned Business Enterprise Procurement Program Ordinance for Professional Services (Chapter 2-9B of the Austin City Code) and the Small and Minority Business Resources Department (SMBR) Rules. The definitions contained in Chapter 2-9B apply to this document. Copies of Chapter 2-9B and SMBR Rules may be obtained online at <http://www.ci.austin.tx.us/smbr/rules.htm> or from SMBR, 4201 Ed Bluestein, Austin, Texas 78721 (512) 974-7600.

Firms or individuals submitting responses to this Request for Qualifications agree to abide by the City’s Minority-owned and Women-owned Business Enterprise (MBE/WBE) Procurement Program and Rules. The City’s MBE/WBE program is intended (1) to promote and encourage MBEs and WBEs to participate in business opportunities with the City of Austin; (2) to afford MBEs and WBEs an equal opportunity to compete for work on City contracts; and (3) to encourage consultants to provide subcontracting opportunities to certified MBEs and WBEs by soliciting such Firms for subcontracting opportunities. The City of Austin and its consultants shall not discriminate on the basis of race, color, national origin, disability, or gender in the award and performance of contracts.

The City encourages Proposers to achieve the MBE/WBE participation goals and subgoals for this contract. However, Proposers may comply with the City Code and Rules without achieving the participation goals so long as they make and document Good Faith Efforts that would allow MBE and WBE participation per Section 2-9B-21 of the City Code and Section 9.1 of the Rules. Proposers that do not meet the project’s goals and subgoals are subject to Good Faith Efforts review.

Prior to the due date and time specified in the City’s solicitation documents, all Proposers (including those Firms certified as MBE/WBEs) shall submit: (1) an *MBE/WBE Compliance Plan* (Appendix A); and (2) if the project goals are not met, all appropriate documentation to demonstrate Good Faith Efforts to meet the project goals. Any questions regarding preparation of the *Compliance Plan* should be directed to SMBR at (512) 974-7600. Such contact will not be a violation of the Anti-Lobbying Ordinance.

The City has implemented Anti-Lobbying Ordinance 20071206-045 (Chapter 2-7 of the Austin City Code). Under Chapter 2-7, there is a “no-contact” period from the date the City issues a solicitation until the contract is executed. During the “no-contact” period, a person responding to a City solicitation can speak only to the contract’s authorized contact person regarding their solicitation response. Chapter 2-7 allows certain exceptions; for instance, a person responding to a City solicitation may speak to SMBR regarding this *Compliance Plan*. See the full language of the Ordinance, City Chapter, or solicitation documents for further details.

If the *Compliance Plan* and Good Faith Efforts documentation are not submitted prior to the due date specified in the solicitation documents, the bid will be deemed non-responsive and not be accepted for consideration.

COMPLIANCE PLAN INSTRUCTIONS

(See Appendix A)

SMBR may request written clarification of items listed on the *Compliance Plan*. However, there will be no further opportunity for the Proposer to augment the MBE/WBE participation originally listed in the *Compliance Plan* or to demonstrate Good Faith Efforts that were not made prior to the submission of the *Compliance Plan*. Changes to the *Compliance Plan* are permitted only after contract execution and only with prior written approval of SMBR.

Please type or clearly print all information, use “none” or “N/A” where appropriate, and sign and date the *Compliance Plan* as indicated. Please fill in all the blanks and use EXACT numbers. DO NOT USE: “approximate,” “plus or minus (+ -),” “up to,” “to be determined (TBD),” “<”, “>”, or any other qualifying language.

***Compliance Plans* not complying with the *Compliance Plan* Instructions shall be rejected as non-responsive. Submissions not utilizing the forms provided with the solicitation may render the submission nonresponsive or noncompliant.**

Section I Project Identification and Goals

This section includes the pre-printed Project Name, Project/Solicitation Number, and goals and/or subgoals. The Proposer does not need to fill in any information under Section I.

Section II Proposer Information

The Proposer should complete this section with its information and sign in the space provided. The portion of Section II marked as “Reserved for City of Austin SMBR Only” should be left blank.

Section III *Compliance Plan* Summary

This section is a summary of subconsultant participation for this solicitation. Proposers should complete Sections IV-VI, described below, before attempting to complete Section III. After completing Sections IV-VI, calculate the percentage of MBE/WBE participation for each goal and enter the information in the blanks provided. Because Section III is a summary, if there are any inconsistencies between Sections IV-VI and Section III, the calculations contained in Sections IV-VI will prevail.

Section IV Disclosure of MBE and WBE Participation

Please list all certified MBE/WBEs subconsultants, using the legal name under which they are registered to do business with the City of Austin, to be used in the performance of this contract. If Proposer is not completing this *Compliance Plan* in response to a Rotation List solicitation, please list the percentage of the overall contract that corresponds with the value of the work the subconsultants will be performing themselves. Do not include the value of work that the MBE/WBEs subconsultants will be subcontracting to second-level subconsultants. **If Proposer is completing this *Compliance Plan* in response to a Rotation List solicitation, do not list the percentages.**

By listing certified MBE and WBE Firms on the *Compliance Plan*, the Proposer indicates that both parties acknowledge the price and scope of work and that they are prepared to contract for that price and scope if the City awards the project to the Proposer. A Letter of Intent (LOI) does not replace a binding contract between a prime consultant and a subconsultant.

Before completing Section IV of the *Compliance Plan*, please read the following instructions regarding how to count MBE/WBE participation:

(A) Only the value of the work actually performed by the MBE/WBE shall be counted toward the goals. This includes:

- (1) work performed by the MBE/WBE's own forces;
- (2) the cost of supplies, materials, or equipment purchased, leased, or otherwise obtained by the MBE/WBE for the work of the contract (except that supplies, materials, and equipment purchased or leased from the prime consultant or its affiliate may not be counted toward the goal); and
- (3) fees or commissions charged by an MBE/WBE for providing a bona fide service, such as professional, technical, consultant, or managerial services, or for providing bonds or insurance specifically required for the performance of a contract, provided the fee is reasonable and not excessive as compared with fees customarily allowed for similar services.

(B) When a Proposer purchases supplies, materials, or equipment from an MBE/WBE, the cost of those supplies, materials, or equipment shall be counted toward the goals as follows:

- (1) If the supplies, materials, or equipment are obtained from an MBE/WBE that is a Manufacturer or Regular Dealer, 100 percent of the payment for the supplies, materials, or equipment shall be counted toward the goals.
- (2) If the supplies, materials, or equipment are obtained from an MBE/WBE that is neither a Manufacturer nor a Regular Dealer, the cost of the materials and supplies themselves shall not be counted toward the goals. However, fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on a job site, may be counted toward the goals if the payment of such fees is a customary industry practice and such fees are reasonable and not excessive as compared with fees customarily allowed for similar services.

(C) When an MBE/WBE subconsultant listed on the *Compliance Plan* subcontracts part of the work of its contract to another Firm, the value of that second-level subcontracted work may not be counted toward the goals based on the initial subconsultant's MBE/WBE certification. Please see Section VI for an explanation of how to count the value of second-level subconsultants' work.

(D) A Firm owned by a minority woman may be certified as both an MBE and a WBE (dual certified). On a single contract, the value of the work performed by a dual certified subconsultant may not be counted toward both the MBE and the WBE goals. The Proposer must decide whether to designate

the dual certified subconsultant as an MBE or a WBE in the *Compliance Plan* for the purpose of meeting the goals set for that contract. That designation may not be changed for the duration of the contract.

(E) When an MBE/WBE performs as a participant in a certified Joint Venture, only the portion of the contract value that is the result of the distinct, clearly defined portion of the work that the MBE/WBE performs with its own forces and for which it is at risk shall be counted towards the project goals. For more specific information regarding requirements and evaluations of certified MBE/WBE Joint Ventures, please see the City's MBE/WBE Procurement Program Rules or contact SMBR's Certification Division.

(F) Only expenditures to an MBE/WBE contractor that is performing a Commercially Useful Function shall be counted toward the project goals. If SMBR makes an initial determination that an MBE/WBE is not performing a Commercially Useful Function given the type of work involved and normal industry practices, the MBE/WBE may present evidence to rebut this presumption.

(G) To be counted toward project goals, MBE/WBEs must be certified by SMBR prior to the due date to submit the *Compliance Plan* as specified in the City's solicitation documents. A Firm that is certified as an MBE/WBE at the time that the *Compliance Plan* is filed may cease to be a certified Firm before the contract is completed. Only the value of the work performed by such a Firm while it is certified may be counted toward the project goals.

Section V Disclosure of Non-Certified Subconsultants

Please list all known non-certified subconsultants, using the legal name under which they are registered to do business with the City of Austin, to be used in the performance of this contract. If Proposer will not use any non-certified Firms, please write "N/A" in the first box on this page. If Proposer is not completing this *Compliance Plan* in response to a Rotation List solicitation, please list the percentage of the overall contract that corresponds with the value of the work the subconsultants will be performing themselves. Do not include the value of work that the MBE/WBE subconsultants will be subcontracting to second-level subconsultants. **If Proposer is completing this *Compliance Plan* in response to a Rotation List solicitation, do not list the percentages.**

If additional scopes of work are identified in this section as available for subcontracting beyond those identified in the availability lists provided, Proposer must contact SMBR to request an availability list of certified Firms for those additional scopes of work.

The scopes of work indicated in Section V will be considered subcontracting opportunities for MBEs and WBEs, unless it is demonstrated that certified MBEs or WBEs are unavailable or do not possess the requirements in the technical portion of the solicitation to perform the work involved. If Proposer did not meet the project goals, Proposer must explain in the space provided why MBEs/WBEs were not used as subconsultants. If Proposer did meet the project goals, please write "Goals Met" in the space provided.

Section VI Disclosure of Second-Level Subconsultants

Please complete this section if Proposer knows that one or more of Proposer's subconsultants will subcontract part of the work of their contracts to second-level subconsultants. In the last line of each entry box, please write the name of the first-level subconsultant that will be subcontracting work to the

second-level subconsultant. Identify second-level contractors by the legal name under which they will be registered to do business with the City. The first-level subconsultant should be listed in Section IV or Section V. If Proposer is not aware of any second-level subconsultants, please write “N/A” in the first box on this page.

If Proposer is not completing this *Compliance Plan* in response to a Rotation List solicitation, please list the percentage of the overall contract that corresponds with the value of the work the second-level subconsultants will be performing themselves. **If Proposer is completing this *Compliance Plan* in response to a Rotation List solicitation, do not list the percentages.**

As discussed in Section IV above, when an MBE/WBE subconsultant subcontracts part of the work of its contract to another Firm, the value of that second-level subcontracted work may not be counted toward the goals based on the initial subconsultant’s MBE/WBE certification. The value of the second-level subcontracted work may be counted toward the project goals only based on the second-level subconsultant’s own MBE/WBE certification, if any. Work that an MBE/WBE subconsultant contracts to a non-certified Firm does not count toward the goals. Work that an MBE/WBE subconsultant contracts to another certified Firm shall not be counted twice towards the goal.

Section VII MBE/WBE *Compliance Plan* Check Sheet

Please complete the MBE/WBE *Compliance Plan* Check Sheet with the information requested.

GOOD FAITH EFFORTS INSTRUCTIONS

(See Appendices B and D)

The Proposer has a responsibility to make a portion of the work available to MBE/WBE subconsultants so as to facilitate meeting the goals or subgoals. If the Proposer cannot achieve the goals or subgoals, documentation of the Proposer's Good Faith Efforts to achieve the goals or subgoals must be submitted at the same time as the *Compliance Plan*. The SMBR Director will review the documentation provided and determine if the Proposer made sufficient Good Faith Efforts. That there may be some additional costs involved in soliciting and using MBEs and WBEs is not a sufficient reason for a Proposer's failure to meet the goals and subgoals, as long as such costs are reasonable. However, a Proposer is not required to accept a higher quote from a subconsultant in order to meet a goal or subgoal.

Contacting Potential MBE/WBE Subconsultants

The City has determined the scopes of work for this project and provided an Availability List of all the MBE and WBE firms certified to perform those scopes. The Availability List is found at Appendix D and has two sections: *Vendors Within the Significant Local Business Presence (SLBP) Area* and *Vendors Outside the Significant Local Business Presence (SLBP) Area*. As part of Good Faith Efforts, Proposers **must** contact **all** the firms in the *Vendors Within the SLBP Area* section. Please note that every firm on the Availability List – within and outside the SLBP – is certified as an MBE or WBE for purposes of meeting the project goals, and Proposers are encouraged to contact all the firms. If a Proposer identifies an additional scope of work for this project, the Proposer must request an Availability List for that scope. The SMBR Director determines whether the Proposer has made sufficient Good Faith Efforts if goals or subgoals are not met.

The City neither warrants the capacity nor guarantees the performance of any Firm indicated on the availability list.

The availability list is sorted in numerical sequence by National Institute of Governmental Purchasing (NIGP) Commodity Code. It includes all certified MBE/WBE vendors for the scopes of work identified by the City as being potentially applicable to this project. However, the availability list is not a comprehensive identification of all areas of potential subcontracting opportunities. If a Proposer identifies one or more work areas that are appropriate subcontracting opportunities that not included on the availability list, the Proposer shall contact SMBR to request the availability of MBE and WBE Firms in those areas. Requests for supplemental availability lists will be evaluated as a part of the Proposer's Good Faith Efforts to meet the goals.

If the Proposer believes any of the work areas on the availability list are not applicable to the project's scope of work or if the Proposer believes that the lists are inaccurate, notify the authorized contact person of the concern. All Proposers will be notified in writing of any inaccuracy by addendum to the solicitation. Concerns about a particular MBE's/WBE's certification status may be addressed to SMBR at (512) 974-7600 or the SMBR Certification Division at (512) 974-7645. If the Proposer wants to use a certified subconsultant that does not appear on this list, Proposer may either request the certified subconsultant to furnish proof of certification and the specific work areas for which it has been certified or request such information from SMBR.

Appendix B shows the format for collecting required information from the subconsultants on the *Vendors Within SLBP Area* availability list. The information must be obtained at least seven (7) business days prior

to the submission of the *Compliance Plan*; alternate formats may be acceptable as long as they gather the same required information. Attached to the Subconsultant Vendor List at Appendix D is a list containing the names and addresses of all these MBE/WBE Firms in alphabetical order. This list is in label format and is designed to facilitate the printing of mailing labels.

The following codes are used on the availability lists:

GND	A firm's two-digit gender/ethnicity code (e.g., FA, MA, or FB)	LCTN	A firm's two-digit location code (e.g., SL or TX)
FA	Female / Asian-American	FN	Female / Native American
MA	Male / Asian-American	MN	Male / Native American
FB	Female / African-American	FW	Female
MB	Male / African-American	SL	Significant Local Business Presence (SLBP)
FH	Female / Hispanic	TX	Outside SLBP
MH	Male / Hispanic		
MBE	A firm certified as a Minority-owned Business Enterprise	WBE	A firm certified as a Woman-owned Business Enterprise
M/WB	A firm certified as both a Minority-owned & Woman-owned Business Enterprise	W/MB	A firm certified as both a Minority-owned & Woman-owned Business Enterprise
M/WDB	A firm certified as a Minority-owned; Woman-owned; and Disadvantaged Business Enterprise	W/MDB	A firm certified as a Minority-owned; Woman-owned; and Disadvantaged Business Enterprise

Good Faith Efforts Review

If goals are not met, SMBR will examine the *Compliance Plan* and the Good Faith Efforts documentation submitted with the *Compliance Plan* to ensure that the Proposer made Good Faith Efforts to meet the project goals or subgoals. In determining whether the Proposer has made Good Faith Efforts, SMBR will consider, at a minimum, the Proposer's efforts to do the following:

- (A) Solicit certified MBE/WBE subconsultants with a Significant Local Business Presence (SLBP) and request a response from those interested subconsultants who believe they have the capability to perform the work of the contract through at least two reasonable, available, and verifiable means. The Proposer must solicit this interest more than seven (7) business days prior to submission of the Compliance Plan to allow sufficient time for the MBEs or WBEs to respond. (The date bids/proposals are due to the City should not be included in the seven day solicitation criteria.) The Proposer must take appropriate steps to follow up with subcontractors who respond. The Proposer must state a specific and verifiable reason for not contacting each certified Firm with a significant local business presence.

- (B) Provide interested MBEs/WBEs with adequate information about the plans, specifications, and requirements of the contract, including addenda, in a timely manner, to assist them in responding and submitting a proposal.
- (C) Negotiate in good faith with interested MBEs/WBEs that have submitted bids/proposals to the Proposer. An MBE/WBE that has submitted a bid to a Proposer but has not been contacted within five (5) business days of submission of the bid may contact SMBR to request a meeting with the Proposer. Evidence of good faith negotiation includes the names, addresses, and telephone numbers of MBEs/WBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for MBEs/WBEs to perform the work. Bid shopping is prohibited.
- (D) Select portions of the work to be performed by MBEs/WBEs in order to increase the likelihood that the MBE/WBE goals or subgoals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MBE/WBE participation, even when the Proposer might otherwise prefer to perform these work items with its own forces.
- (E) Publish solicitation notice in a local publication (i.e. newspaper, trade association publication, or via electronic/social media).
- (F) Use the services of available community organizations; minority persons/women contractors' groups; local, state, and federal minority persons/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of MBEs/WBEs.
- (G) Seek guidance from SMBR on any questions regarding compliance with this section.

The following factors may also be considered by SMBR in determining compliance through good faith efforts; however, they are not intended to be a mandatory checklist, nor are they intended to be exclusive or exhaustive:

- (A) Whether the Proposer made efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or contractor.
- (B) Whether the Proposer made efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.

In assessing minimum good faith efforts, SMBR may consider whether the Proposer sought assistance from SMBR on any questions related to compliance with this section. In addition, SMBR may also consider the performance of other Proposers successfully meeting the goals.

The ability or desire of a Proposer to perform the work of a contract with its own organization does not relieve the Proposer of the responsibility to make Good Faith Efforts.

Proposers may reject MBE/WBEs as unqualified only following thorough investigation of their capabilities. The MBE/WBE's membership or lack of membership in specific groups, organizations, or associations, and political or social affiliations (for example union or non-union employee status), are not legitimate causes for the rejection or non-solicitation of bids/proposals in the Proposer's efforts to meet the project goals or subgoals.

At a minimum, the following should be submitted to support Good Faith Effort documentation (documentation is not limited to this list):

- Fax logs, emails, and/or copies of documents sent to firms within the SLBP area.
- Copies of written correspondence to certified firms (include names, addresses, and other identifying information).
- Phone logs with responses (*Phone contacts, alone, will not be sufficient.*).
- Lists and copies of letters sent by mail, hand delivered, or e-mailed.
- Breakdown of negotiations made with certified firms.
- Copies of advertisements with local newspapers, trade associations, Chambers of Commerce and/or any other public media.
- Other communications regarding contacts with trade associations and Chambers of Commerce.

The following additional Good Faith Efforts factors may also be considered

- Fax logs, emails, and/or copies of documents sent to firms outside the SLBP area.
- Copies of emails or phone logs regarding assistance in bonding, lines of credit, or insurance (as required by City or Contractor).
- Copies of emails or phone logs regarding assistance in obtaining equipment, supplies, materials, or services.
- Copies of all proposals received in response to Proposer contacting other Firms.

POST-AWARD INSTRUCTIONS

(See Appendix C)

Confirmation Letters

All Proposers are required to include copies of the confirmation letters received from subconsultants, confirming the Subconsultants' willingness to provide services should the contract be awarded.

Changes to the *Compliance Plan* including additions, deletions, contract changes, or substitutions of subconsultants are permitted only after contract execution and only with prior written approval of SMBR. Request for changes to the *Compliance Plan* must be submitted on the *Request for Change of Compliance Plan Form* for all levels of subcontracting.

Post-Award Monitoring

The City will monitor post-award compliance information regarding the use of certified MBE/WBE Firm(s) listed on the *Compliance Plan*. The Consultant will be required to submit post award reports detailing the utilization of all Subconsultants. The reports and other information regarding post-award compliance will be discussed with the successful Proposer. The following information on Payment Verification, Change Order/Contract Amendments, and Progressive Sanctions provides an overview of some of the post-award monitoring process.

▪ Payment Verification

Proposers are advised that the contract resulting from this solicitation includes a subconsultant payments clause. This clause requires all subconsultants to be paid within ten (10) calendar days from the date that the Consultant has been paid by the City for invoices submitted by subconsultants.

The Consultant shall submit a *Subcontractor/Supplier Awards and Expenditures Report* to the project manager and/or contract administrator at the time specified by the managing department. The report shall be in the format required by the City and shall include all awards and payments to subconsultants for goods and services provided under the contract during the previous month. This report may be used by the City to verify utilization of and payment to MBEs and WBEs.

The Consultant and/or any subconsultant whose subcontracts are being counted toward the MBE/WBE requirements shall allow the City access to records relating to the contract, including but not limited to, subcontracts, payroll records, tax information, and accounting records, for the purpose of determining whether the MBEs/WBEs are performing the scheduled subcontract work.

In determining achievement of MBE/WBE goals, the participation of an MBE/WBE subconsultant shall not be counted until the amount being counted toward the goal has been paid.

▪ Change Order/Contract Amendments

The goals on this contract shall also apply to change orders that require work beyond the scope(s) of trades originally required to accomplish the project. The Consultant is required to make Good Faith Efforts to obtain MBE/WBE participation for additional scopes of work.

Change orders that do not alter the type of trades originally required to accomplish the project may be undertaken using the subconsultants already under contract to the Consultant. Project managers will have automatic SMBR approval to authorize any change order that **increases** the contract amount for an **existing** certified subcontractor and is **within** the existing scope being performed by that subcontractor.

- **Progressive Sanctions**

The successful Proposer's *Compliance Plan* will be incorporated into the resulting contract with the City and shall be considered part of the contractor's performance requirements. Progressive sanctions may be imposed for failure to comply with Chapter 2-9B of the City Code, including:

- Providing false or misleading information in Good Faith Efforts documentation, post award compliance, or other Program operations;
- Substituting Subconsultants without first receiving approval for such substitutions, which may include the addition of an unapproved Subconsultant and failure to use a Subconsultant listed in the approved *Compliance Plan*; and
- Failure to comply with the approved *Compliance Plan* without an approved Request for Change, an approved Change Order, or other approved change to the Contract.

Please refer to Section 2-9B-25 of the City Code and SMBR Rule 11.5 for additional information.

RFQ – MBE/WBE COMPLIANCE PLAN
*All sections (I-VII) must be completed and submitted
 prior to the due date in the solicitation documents*

Section I — Project Identification and Goals

Project Name	Traffic Signal Retiming Analysis – Off Peak
Solicitation Number	CLMP107

Project Goals or Subgoals	
MBE	9.27%
African American	NA%
Hispanic American	NA%
Native/Asian American	NA%
WBE	8.36%

Section II — Prime Company Information

Name of Company	
Address	
City, State Zip	
Phone	
Fax	
Name of Contact Person	
Is prime 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 *Compliance Plan* is true and complete to the best of my knowledge and belief. I further understand and agree that this *Compliance Plan* shall become a part of my contract with the City of Austin.

 Name and Title of Authorized Representative

 Signature

 Date

For SMBR Use Only:

I have reviewed this *Compliance Plan* and found that the Proposer **HAS** or **HAS NOT** complied as per the City Code Chapter 2-9B.

Reviewing Counselor _____

Date _____

Director/Assistant Director _____

Date _____

Section III — *Compliance Plan Summary*

Note:

- Fill in all the blanks.
- For project participation numbers use an EXACT number. DO NOT USE: approximate, plus or minus (+ -), up to, to be determined (TBD), < >, or any other qualifying language.
- Compliance plans not complying with these requirements shall be rejected as non-responsive.

Goals: Proposed Participation	
MBE	%
WBE	%
Non-Certified	%

Subgoals: Proposed Participation	
African American	NA%
Hispanic	NA%
Native/Asian American	NA%
WBE	NA%
Non-Certified	NA%

Proposer’s own participation in project (less any amount subcontracted):

Percentage: _____%

Are the stated goals or subgoals of the solicitation met? *(If no, attach documentation of Good Faith Efforts)*

Yes No

For SMBR Use Only:

Verified Goals OR Subgoals:

MBE _____ % WBE _____ %

African-American _____ %; Hispanic _____%; Native/Asian American _____%; WBE _____%

Section IV — Disclosure of MBE and WBE Participation

Duplicate As Needed

- Note:**
- Fill in all the blanks.
 - For project participation numbers use an EXACT number. DO NOT USE: approximate, plus or minus (+ -), up to, to be determined (TBD), < >, or any other qualifying language.
 - Compliance plans not complying with these requirements shall be rejected as non-responsive.
 - If you are completing this *Compliance Plan* in response to a Rotation List solicitation, do not list the percentages.
 - Fill in names of MBE/WBE Certified Firms as registered with the City of Austin.

Name of MBE/WBE Certified Firm	
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Percent of Subcontract	%
Commodity codes/describe services	

Name of MBE/WBE Certified Firm	
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Percent of Subcontract	%
Commodity codes/describe services	

Name of MBE/WBE Certified Firm	
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Percent of Subcontract	%
Commodity codes/describe services	

Name of MBE/WBE Certified Firm	
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Percent of Subcontract	%
Commodity codes/describe services	

Section V — Disclosure of Non-Certified Subconsultants
Duplicate As Needed

- Note:**
- Fill in all the blanks.
 - For project participation numbers use an EXACT number. DO NOT USE: approximate, plus or minus (+ -), up to, to be determined (TBD), < >, or any other qualifying language.
 - Compliance plans not complying with these requirements shall be rejected as non-responsive.

Fill in names of Non-Certified Subcontractors as registered with the City of Austin.

Subconsultant	
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Percent of Subcontract	%
Commodity codes/describe services	
Reason MBE/WBE not used	

Subconsultant	
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Percent of Subcontract	%
Commodity codes/describe services	
Reason MBE/WBE not used	

Subconsultant	
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Percent of Subcontract	%
Commodity codes/describe services	
Reason MBE/WBE not used	

Subconsultant	
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Percent of Subcontract	%
Commodity codes/describe services	
Reason MBE/WBE not used	

Section VI Disclosure of Second-Level Subconsultants

Duplicate as Needed

Note:

- Fill in all the blanks.
- For project participation numbers use an EXACT number. DO NOT USE: approximate, plus or minus (+ -), up to, to be determined (TBD), < >, or any other qualifying language.
- Compliance plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of Second-Level Subcontractors as registered with the City of Austin.

Second-Level Subconsultant	
City of Austin Certified?	No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Percent of Second-Level Subcontract	%
Commodity codes/describe services	
First-Level Subconsultant	

Second-Level Subconsultant	
City of Austin Certified?	No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Percent of Second-Level Subcontract	%
Commodity codes/describe services	
First-Level Subconsultant	

Second-Level Subconsultant	
City of Austin Certified?	No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Percent of Second-Level Subcontract	%
Commodity codes/describe services	
First-Level Subconsultant	

Second-Level Subconsultant	
City of Austin Certified?	No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethnic/Gender Code:
Vendor Code	
Address/ City / State / Zip	
Contact Person	Phone #:
Percent of Second-Level Subcontract	%
Commodity codes/describe services	
First-Level Subconsultant	

SECTION VII — MBE/WBE COMPLIANCE PLAN CHECK LIST

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

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

Yes No

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

Yes No

List Methods: _____

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

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

Yes No

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

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

Yes No

If yes, please explain: _____

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

7. Was SMBR contacted for assistance? Yes No

If yes, complete following:

Contact Person: _____

Date of Contact: _____

Summary of Request: _____

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

If yes, complete following:

Organization(s): _____

Date of Contact: _____

Summary of Request: _____

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

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

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

Yes No Copy of advertisements.

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

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

CONFIRMATION LETTER

(printed on Subconsultant letterhead)

Date

Contact Name
Business Name
Street Address
City, State Zip

Re: Solicitation # _____

Dear (Contact Name):

This letter is to confirm that (insert Subcontractor name here) is pleased to provide (insert Prime Contractor name here) (insert service here) for the above-referenced project.

If this confirmation is not for a rotation list, we understand that we will be completing ___% of the work on this project.

We look forward to working with you and the City of Austin should your team be awarded the project.

Sincerely,

(insert signature)

Contact Name
Title
Business Name

**City of Austin
Subcontract Vendor List - VCRCVS**

Solicitation No:	RFQS 6100 CLMP107	Traffic Signal Retiming Analysis Off Peak
Rev. No:	0.00	Selection Criteria: ALL
		Commodity Type NIGP

C Code & NIGP / CSI Code Description	Vendor Code & Address	Phone / Fax / Email	W/MB Code	G/E	LCTN
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Vendors Within the SLBP Area

91888	Quality Assurance/Control Consulting				
	ALL8308356	512-272-5056	M/WDB	F/B	SL
	All Points Inspection Svcs Inc	512-272-8278			
	6448 Hwy 290 Ste C110	AUSTIN@APISGROUP2.COM			
	Austin, Tx 78723-1068				
	ASD7048240	512-836-3329	MDB	M/B	SL
	Asd Consultants Inc	512-836-3802			
	8120 N Ih 35	ASDCNSLT@AOL.COM			
	Austin, Tx 78753				
	CAS7170685	512-836-2388	MDB	M/A	SL
	Cas Consulting & Svcs Inc / Cas Consulting & Services	512-836-4515			
	7908 Cameron Rd	CHANNYS@CASEENGINEERS.COM			
	Austin, Tx 78754				
	HAY2261500	512-451-6600	M/WDB	F/B	SL
	Haynes-Eaglin-Waters	512-879-1088			
	Po Box 82448	chaynes@hewaustin.com			
	Austin, Tx 78708-2448				
	VC0000102707	512-487-1709	MDB	M/B	SL
	It Solutions On Demand Llc				
	Po Box 14170	BATCHASSI@IODESOLUTIONS.COM			
	Austin, Tx 78761				
	VS0000005426	512-748-3339	WBE	F/W	SL
	Cts Consolidated Telecom Services Llc				
	Po Box 2110	pfaver@cts411.com			
	Round Rock, Tx 78680				
	VS0000010846	512-289-7080	MBE	M/A	SL
	Adil Farrokh Dalal / Pinnacle Process Solutions, Ltd.				
	1409 Deep Brook Path	adil@pinnacleprocess.com			
	Cedar Park, Tx 78613				

**City of Austin
Subcontract Vendor List - VCRCVS**

Solicitation No:	RFQS 6100 CLMP107	Traffic Signal Retiming Analysis Off Peak	Selection Criteria:	ALL	Commodity Type	NIGP
Rev. No:	0.00					

C Code & NIGP / CSI Code Description	Vendor Code & Address	Phone / Fax / Email	W/MB Code	G/E	LCTN
	VS0000013543 The Mcdonald Consulting Group Inc / Mcdonald Consulting Group Inc 3317 Lookout Lane Austin, Tx 78746	512-280-7175 marymcd@mcdcg.com	WBE	F/W	SL
	VS0000015857 Spire Consulting Group, Llc / Spire Consulting Group, Llc Norwood Tower 114 W 7th St Ste 600 Austin, Tx 78701	512-637-0845 512-637-0846 anthonyg@spirecg.com	MBE	M/H	SL
	VS0000022768 Zander Engineering And Consulting, Inc. 12713 Belcara Place Austin, Tx 78732	512-779-3459 martha@zander-ec.com	M/WBE	F/H	SL
	VS0000026197 Eq Consultants Group 1003 Justin Lane #1050 Austin, Tx 78757	818-679-1790 elizabeth.quintanilla@gmail.com	M/WDB	F/H	SL
	VS0000031293 Inxelerate Solutions Llc 1326 Mesquite Road Cedar Park, Tx 78613	512-658-5726 512-257-9519 hadyn.inniss@inxelerate.com	MDB	M/B	SL
92593	Traffic and Transportation Engineering				
	VS0000025677 Saenz+Bury Engineering, Llc 221 W Sixth St Ste 330 Austin, Tx 78701	512-610-0073 512-610-0074 hcsisneros@saenzbury.com	M/WDB	F/H	SL
	VS0000029699 Landmark Civil Engineering Services, PLLC 7813 Callbram Lane Austin, Tx 78736	512-913-5080 512-628-3528 jbarajas@landmarkces.com	MBE	M/H	SL

**City of Austin
Subcontract Vendor List - VCRCVS**

Solicitation No:	RFQS 6100 CLMP107	Traffic Signal Retiming Analysis Off Peak			
Rev. No:	0.00	Selection Criteria:	ALL	Commodity Type	NIGP

C Code & NIGP / CSI Code Description	Vendor Code & Address	Phone / Fax / Email	W/MB Code	G/E	LCTN
	VS0000030160 Seiler/Lankes Group Po Box 2186 Round Rock, Tx 78680	512-560-9601 jseiler@slg-eng.com	MDB	M/H	SL
	VS0000030213 Unintech Engineers, Llc 3737 Executive Center Drive, Ste. 101 Austin, Tx 78731	512-579-0722 512-579-0734 nyi@unintech.com	M/WDB	F/A	SL
	VS0000037698 Professional Strucivil Engineers Inc 12710 Research Blvd. Suite 390 Austin, Tx 78759	512-238-6422 psce@psceinc.com	MDB	M/OM	SL
	ADV7156765 Adv Consulting Engineers Inc 5524 Bee Caves Road, Suite I-4 Austin, Tx 78746-	512-444-1739 512-732-8333 ASHT@ACENGRS.COM	MDB	M/A	SL
	AGU8313738 Aguirre & Fields Lp / Aguirre & Fields 12708 Riata Vista Circle Ste A-109 Austin, Tx 78727	281-340-8900 15 281-340-8909 RICHARD.FIELDS@AGUIRRE-FIELDS.COM	MDB	M/H	SL
	ALL7111300 Alliance-Texas Engineering Company / Alliance Transportation Group Ir 11500 Metric Blvd Bldg M1, Ste 150 Austin, Tx 78758	512-821-2081 512-821-2085 GHEATH@EMAILATG.COM	WDB	F/W	SL
	ARI0290800 Arizpe Group Inc (The) 6330 E Hwy 290 Ste 375 Austin, Tx 78723-1156	512-339-3707 512-339-3709 Robert.Arizpe@Arizpe.com	MDB	M/H	SL

City of Austin
Subcontract Vendor List - VCRCVS

Solicitation No:	RFQS 6100 CLMP107	Traffic Signal Retiming Analysis Off Peak	Selection Criteria:	ALL	Commodity Type	NIGP
Rev. No:	0.00					

C Code & NIGP / CSI Code Description	Vendor Code & Address	Phone / Fax / Email	W/MB Code	G/E	LCTN
	AXI8316197 Axiom Engineers Inc 13276 Research Blvd Ste 208 Austin, Tx 78750	512-506-9335 512-506-9377 NCF@AXIOMTEXAS.COM	WDB	F/W	SL
	BAE7086810 Baer Engineering & Environmental Consulting Inc 7756 Northcross Dr Ste 211 Austin, Tx 78757-1725	512-453-3733 512-453-3316 tbaer@BaerEng.com	WDB	F/W	SL
	CAS7170685 Cas Consulting & Svcs Inc / Cas Consulting & Services 7908 Cameron Rd Austin, Tx 78754	512-836-2388 512-836-4515 CHANNYS@CASENGINEERS.COM	MDB	M/A	SL
	CEP8319715 Bowman Engineering & Consulting Inc 902 Rio Grande Austin, Tx 78701	214-303-1744 214-382-9410 SHAUNA@BOWMANENGINEERS.COM	WBE	F/W	SL
	DAV1449500 Davcar Engineering Svcs 1010 Land Creek Cove Ste 200 Austin, Tx 78746-	512-328-4428 512-306-8330 DAVID@DAVCAR.COM	MDB	M/H	SL
	KFR8309453 K Friese & Assoc Inc 1120 S Capital Of Texas Hwy, The Setting li, Ste 100 Austin, Tx 78746	512-338-1704 512-338-1784 kfriese@kfriese.com	WDB	F/W	SL
	KUR8303988 Kurkjian Engineering Corp 111 W Anderson Ln Bldg D #202 Austin, Tx 78752-1132	512-371-3535 512-371-7333 kec@austin.rr.com	M/WDB	F/H	SL

City of Austin
Subcontract Vendor List - VCRCVS

Solicitation No:	RFQS 6100 CLMP107	Traffic Signal Retiming Analysis Off Peak	Selection Criteria:	ALL	Commodity Type	NIGP
Rev. No:	0.00					

C Code & NIGP / CSI Code Description	Vendor Code & Address	Phone / Fax / Email	W/MB Code	G/E	LCTN
	MAR3044500 Mwm Designgroup Inc / Mwm Designgroup Or Martinez, Wright And Mc 305 E Huntland Dr Ste 200 Austin, Tx 78752	512-453-0767 512-453-1734 MWM@MWMINC.COM	M/WDB	F/H	SL
	RJR8317892 Rj Rivera Assoc Inc 3200 Steck Ave Ste 220 Austin, Tx 78757-8075	512-467-1136 512-371-1137 RIVERA@RJRIVERA.COM	MDB	M/H	SL
	ROD7082460 Rodriguez Transportation Group 11211 Taylor Draper Ln Ste 100 Austin, Tx 78759	512-231-9544 512-231-9133 MRODRIGUEZ@RTG-TEXAS.COM	MDB	M/H	SL
	SUN4499350 Sunland Group Inc Suite 370 Austin, Tx 78752	5125907951 512-494-0406 cthompson@sunlandgrp.com	WDB	F/W	SL
	TRA8311787 Transtec Group Inc 6111 Balcones Dr Austin, Tx 78731-	512-451-6233 512-451-6234 DAN@THETRANSTECGROUP.COM	MDB	M/H	SL
	TRI4738850 Tricia Altamirano 1101 S Cap Of Tx Hwy Ste 210d Austin, Tx 78746-6438	512-328-2203 512-327-2947 taltamirano@austin.rr.com	WBE	F/W	SL
	UNI8318182 Unintech Consulting Engineers Inc 3737 Executive Center Dr Ste 101 Austin, Tx 78731	210-641-6003 210-641-8279 ECHAN@UNINTECH.COM	M/WDB	F/A	SL

City of Austin
Subcontract Vendor List - VCRCVS

Solicitation No:	RFQS 6100 CLMP107	Traffic Signal Retiming Analysis Off Peak		
Rev. No:	0.00	Selection Criteria:	ALL	Commodity Type NIGP

C Code & NIGP / CSI Code Description	Vendor Code & Address	Phone / Fax / Email	W/MB Code	G/E	LCTN
	URB7038110 Ute Consultants Inc 7401 B Hwy 71 W Ste 200 Austin, Tx 78735	512-583-2639 512-583-2601 uteconsultants@earthlink.net	WDB	F/W	SL
	VC0000102500 Civil Land Group Llc / Civil Land Group 206 W Main St Ste 101 Round Rock, Tx 78664	512-992-0118 512-246-1856 BFRYE@CIVLNDGRP.COM	M/WBE	F/H	SL
	VC0000102911 Fayez S Kazi / Civilitude 411 W Saint Elmo Rd Unit #1 Austin, Tx 78745	512-761-6161 760-418-8612 fayez@civilitude.com	MDB	M/A	SL
	VC0000103053 Chan & Partners Engineering Llc 4319 James Casey St Ste 300 Austin, Tx 78745	512-480-8155 512-480-8811 RAYMONDC@CHANPARTNERS.COM	MBE	M/A	SL
	VIC7091950 Vickrey & Assoc Inc 1717 W 6th St Ste 234, Hartland Plaza Austin, Tx 78703	512-494-8014 512-494-8054 austin@VICKREYNET.COM	WDB	F/W	SL
	VS0000004650 Rgt Engineering, Inc. 1000 Heritage Center Circle Round Rock, Tx 78664	512-494-6612 512-382-6851 rgonzalez@rgtengineering.com	MDB	M/H	SL
	VS0000008581 Global Engineers Inc / Global Engineers & Contractors 2501 Avenue N Austin, Tx 78727	512-417-3172 512-246-2212 mkhan@g-engineers.com	MDB	M/A	SL

**City of Austin
Subcontract Vendor List - VCRCVS**

Solicitation No:	RFQS 6100 CLMP107	Traffic Signal Retiming Analysis Off Peak		
Rev. No:	0.00	Selection Criteria:	ALL	Commodity Type NIGP

C Code & NIGP / CSI Code Description	Vendor Code & Address	Phone / Fax / Email	W/MB Code	G/E	LCTN
	VS0000011481 Maldonado-Burkett Intelligent Transportation Systems, Llp 2205 Western Trails Blvd. Ste B Austin, Tx 78745-1638	512-876-9415 ramon@mbitsgroup.com	MDB	M/H	SL
96618 Copying Services (Reproduction)	DJB1578500 Berox Corporation / D & J Blueline 1000 E 7th St Austin, Tx 78702-3261	512-477-6775 512-477-0063 djblue@dandjblueline.com	WBE	F/W	SL
	DYN1653500 Dynamic Reprographics Inc / Dynamic Reprographics 817 W 12th St Austin, Tx 78701	512-474-8842 512-474-9133 support@dynamicreprographics.com	WBE	F/W	SL
	KZP8304429 K2 Partners L L C 12331-A Riata Trace, Ste 115 Austin, Tx 78759-8632	512-279-1444 512-279-1448 INFO@K2PARTNERS.COM	WDB	F/W	SL
	LON8310575 Lone Star Office Supplies Inc / Lone Star Supplies Po Box 151616 Austin, Tx 78715-1616	512-280-5145 512-280-2504 GAYLE@LONESTARSUPPLIES.COM	WDB	F/W	SL
	MIL3227500 Miller Blueprint Co Po Box 2065 Austin, Tx 78768-2065	512-381-5266 512-474-7099 luci@millerblueprint.com	WBE	F/W	SL
	PAR8320086 Parcel Plus 10900 Research Blvd Ste 160 C Austin, Tx 78681-5718	512-418-9983 512-418-9990 BUS6393@YAHOO.COM	M/WBE	F/A	SL

**City of Austin
Subcontract Vendor List - VCRCVS**

Solicitation No:	RFQS 6100 CLMP107	Traffic Signal Retiming Analysis Off Peak			
Rev. No:	0.00	Selection Criteria:	ALL	Commodity Type	NIGP

C Code & NIGP / CSI Code Description	Vendor Code & Address	Phone / Fax / Email	W/MB Code	G/E	LCTN
	TEX7121915 Texas Star Document Svcs 400 W 15th St Ste B-30 Austin, Tx 78701-1600	512-474-8411 512-474-8273 lacy@texasstardocs.com	WDB	F/W	SL
	VS0000018733 Speedy Gonzales Printing, Inc. / Speedy'S Printing 111 W. Anderson Lane Suite E315 Austin, Tx 78752	512-454-9320 512-451-2190 speedys1942@sbcglobal.net	MDB	M/H	SL
96885	Traffic Counting Services				
	GRA7130335 Gram Traffic Counting Inc Bldg. 1 Hutto, Tx 78634-5475	512-832-8650 512-833-6471 PAT@GRAMTRAFFIC.COM	WDB	F/W	SL
	INL8322353 Inland Geodetics L P 1504 Chisholm Trl Rd Ste 103 Round Rock, Tx 78681-2900	512-238-1200 512-238-1251	WDB	F/W	SL
	RJR8317892 Rj Rivera Assoc Inc 3200 Steck Ave Ste 220 Austin, Tx 78757-8075	512-467-1136 512-371-1137 RIVERA@RJRIVERA.COM	MDB	M/H	SL
	VS0000028755 Dassi Traffic Services, Llc 1214 Heppner Dr. Cedar Park, Tx 78613	512-257-1787 dassittraffic@yahoo.com	WDB	F/W	SL
Total in SLBP				53	

**City of Austin
Subcontract Vendor List - VCRCVS**

Solicitation No:	RFQS 6100 CLMP107	Traffic Signal Retiming Analysis Off Peak	Selection Criteria:	ALL	Commodity Type	NIGP
Rev. No:	0.00					

C Code & NIGP / CSI Code Description	Vendor Code & Address	Phone / Fax / Email	W/MB Code	G/E	LCTN
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Vendors Outside the SLBP Area

92593 Traffic and Transportation Engineering

VS0000023267 Hayden Consultants, Inc. 5646 Milton St. Suite 515 Dallas, Tx 75206	2147538100 214-750-9329 bhart@haydenconsultants.com	WDB	F/W	TX
VS0000025545 Amani Engineering, Inc / Branch 8313 Southwest Freeway #350 Houston, Tx 77074	713-270-5700 713-271-3487 pkolluru@amaniengineering.com	MBE	M/A	TX
AVI0530500 Aviation Alliance Inc Po Box 799 Colleyville, Tx 76034-0799	817-498-0388 817-281-1867 Shirley@AviationAllianceInc.com	WDB	F/W	TX
IBA7153325 Ibarra Consulting Engineers Inc 3131 Turtle Creek Blvd #1151 Dallas, Tx 75219-5445	214-219-1030 214-219-1035	M/WDB	F/H	TX
MAE8319636 Maestas & Associates Inc 11550 Ih 10 W Ste 320 San Antonio, Tx 78230	210-366-1988 210-366-1980 EMAESTAS@MAESCE.COM	MDB	M/H	TX
SWA8303727 Swayzer Engineering Inc 3102 Maple Ave Ste 450 Dallas, Tx 75201-1261	713-942-7929 281-480-5580	M/WBE	F/B	TX
VC0000101039 Psa Engineering, Llc 17819 Davenport Rd, Ste 215 Dallas, Tx 75252	972-248-9651 972-248-9681 JOHNH@PSAENGR.COM	MDB	M/A	TX

**City of Austin
Subcontract Vendor List - VCRCVS**

Solicitation No:	RFQS 6100 CLMP107	Traffic Signal Retiming Analysis Off Peak		
Rev. No:	0.00	Selection Criteria:	ALL	Commodity Type NIGP

C Code & NIGP / CSI Code Description	Vendor Code & Address	Phone / Fax / Email	W/MB Code	G/E	LCTN
	VC0000103077 Briones Consulting & Engineering Ltd 8118 Broadway San Antonio, Tx 78209	210-828-1431 210-828-1432 RBRIONES@BRIONESENGINEERING.COM	MDB	M/H	TX
	VS0000014891 Eckermann Engineering, Inc. 1002 E 4th St Ste A Lampasas, Tx 76550	512-556-8160 512-556-8160 derrek@eckermannengineering.com	MBE	M/NA	TX

Total out of SLBP	9
Total in SLBP:	53
Total out of SLBP:	9
Total Count:	62

Adil Farrokh Dalal / Pinnacle Process Solutions, Ltd.
1409 Deep Brook Path
Cedar Park Tx, 78613

Axiom Engineers Inc
13276 Research Blvd Ste 208
Austin Tx, 78750

Dassi Traffic Services, Llc
1214 Heppner Dr.
Cedar Park Tx, 78613

Adv Consulting Engineers Inc
5524 Bee Caves Road, Suite 1-4
Austin Tx, 78746-

Baer Engineering & Environmental Consulting Inc
7756 Northcross Dr Ste 211
Austin Tx, 78757-1725

Davcar Engineering Svcs
1010 Land Creek Cove Ste 200
Austin Tx, 78746-

Aguirre & Fields Lp / Aguirre & Fields
12708 Riata Vista Circle Ste A-109
Austin Tx, 78727

Berox Corporation / D & J Blueline
1000 E 7th St
Austin Tx, 78702-3261

Dynamic Reprographics Inc / Dynamic Reprographics
817 W 12th St
Austin Tx, 78701

All Points Inspection Svcs Inc
6448 Hwy 290 Ste C110
Austin Tx, 78723-1068

Bowman Engineering & Consulting Inc
902 Rio Grande
Austin Tx, 78701

Eckermann Engineering, Inc.
1002 E 4th St Ste A
Lampasas Tx, 76550

Alliance-Texas Engineering Company / Alliance Transportat
11500 Metric Blvd Bldg M1, Ste 150
Austin Tx, 78758

Briones Consulting & Engineering Ltd
8118 Broadway
San Antonio Tx, 78209

Eq Consultants Group
1003 Justin Lane #1050
Austin Tx, 78757

Amani Engineering, Inc / Branch
8313 Southwest Freeway #350
Houston Tx, 77074

Cas Consulting & Svcs Inc / Cas Consulting & Services
7908 Cameron Rd
Austin Tx, 78754

Fayez S Kazi / Civiltude
411 W Saint Elmo Rd Unit #1
Austin Tx, 78745

Arizpe Group Inc (The)
6330 E Hwy 290 Ste 375
Austin Tx, 78723-1156

Chan & Partners Engineering Llc
4319 James Casey St Ste 300
Austin Tx, 78745

Global Engineers Inc / Global Engineers & Contractors
2501 Avenue N
Austin Tx, 78727

Asd Consultants Inc
8120 N Ih 35
Austin Tx, 78753

Civil Land Group Llc / Civil Land Group
206 W Main St Ste 101
Round Rock Tx, 78664

Gram Traffic Counting Inc
Bldg. 1
Hutto Tx, 78634-5475

Aviation Alliance Inc
Po Box 799
Colleyville Tx, 76034-0799

Cts Consolidated Telecom Services Llc
Po Box 2110
Round Rock Tx, 78680

Hayden Consultants, Inc.
5646 Milton St. Suite 515
Dallas Tx, 75206

Haynes-Eaglin-Waters
Po Box 82448
Austin Tx, 78708-2448

Maestas & Associates Inc
11550 Ih 10 W Ste 320
San Antonio Tx, 78230

Saenz+Bury Engineering, Llc
221 W Sixth St Ste 330
Austin Tx, 78701

Ibarra Consulting Engineers Inc
3131 Turtle Creek Blvd #1151
Dallas Tx, 75219-5445

Maldonado-Burkett Intelligent Transportation Systems, Llp
2205 Western Trails Blvd. Ste B
Austin Tx, 78745-1638

Seiler/Lankes Group
Po Box 2186
Round Rock Tx, 78680

Inland Geodetics L P
1504 Chisholm Trl Rd Ste 103
Round Rock Tx, 78681-2900

Miller Blueprint Co
Po Box 2065
Austin Tx, 78768-2065

Speedy Gonzales Printing, Inc. / Speedy'S Printing
111 W. Anderson Lane Suite E315
Austin Tx, 78752

Inxelerate Solutions Llc
1326 Mesquite Road
Cedar Park Tx, 78613

Mwm Designgroup Inc / Mwm Designgroup Or Martinez, W
305 E Huntland Dr Ste 200
Austin Tx, 78752

Spire Consulting Group, Llc / Spire Consulting Group, Ll
Norwood Tower 114 W 7th St Ste 600
Austin Tx, 78701

It Solutions On Demand Llc
Po Box 14170
Austin Tx, 78761

Parcel Plus
10900 Research Blvd Ste 160 C
Austin Tx, 78681-5718

Sunland Group Inc
Suite 370
Austin Tx, 78752

K Friese & Assoc Inc
1120 S Capital Of Texas Hwy, The Setting Ii, Ste 100
Austin Tx, 78746

Professional Strucivil Engineers Inc
12710 Research Blvd. Suite 390
Austin Tx, 78759

Swayzer Engineering Inc
3102 Maple Ave Ste 450
Dallas Tx, 75201-1261

K2 Partners L L C
12331-A Riata Trace, Ste 115
Austin Tx, 78759-8632

Psa Engineering, Llc
17819 Davenport Rd, Ste 215
Dallas Tx, 75252

Texas Star Document Svcs
400 W 15th St Ste B-30
Austin Tx, 78701-1600

Kurkjian Engineering Corp
111 W Anderson Ln Bldg D #202
Austin Tx, 78752-1132

Rgt Engineering, Inc.
1000 Heritage Center Circle
Round Rock Tx, 78664

The Mcdonald Consulting Group Inc / Mcdonald Consulti
3317 Lookout Lane
Austin Tx, 78746

Landmark Civil Engineering Services, Pllc
7813 Callbram Lane
Austin Tx, 78736

Rj Rivera Assoc Inc
3200 Steck Ave Ste 220
Austin Tx, 78757-8075

Transtec Group Inc
6111 Balcones Dr
Austin Tx, 78731-

Lone Star Office Supplies Inc / Lone Star Supplies
Po Box 151616
Austin Tx, 78715-1616

Rodriguez Transportation Group
11211 Taylor Draper Ln Ste 100
Austin Tx, 78759

Tricia Altamirano
1101 S Cap Of Tx Hwy Ste 210d
Austin Tx, 78746-6438

Unintech Consulting Engineers Inc
3737 Executive Center Dr Ste 101
Austin Tx, 78731

Unintech Engineers, Llc
3737 Executive Center Drive, Ste. 101
Austin Tx, 78731

Ute Consultants Inc
7401 B Hwy 71 W Ste 200
Austin Tx, 78735

Vickrey & Assoc Inc
1717 W 6th St Ste 234, Hartland Plaza
Austin Tx, 78703

Zander Engineering And Consulting, Inc.
12713 Belcara Place
Austin Tx, 78732