



# City of Austin

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April 23, 2014

TO: Firms Requesting Request for Qualifications (RFQ) Package

SUBJECT: Floodplain Evacuation Support Services  
Solicitation Number CLMP153

## **CLARIFICATION NO. 1**

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This clarification is in response to questions received that warrant clarification.

### **QUESTIONS RELATED TO THE SCOPE OF SERVICES**

#### **Question 1:**

***Why did this project move from the City of Austin's MBE/WBE goals to DBE goals?***

#### **Response to Question 1:**

The project moved from the City of Austin's MBE/WBE goals to DBE goals in order for the City to seek funding or reimbursement from the various federal agencies: Corp of Engineers (USACE), FEMA Hazard Mitigation Grant Program (HMGP), and to maintain the requirements of the lead agency – the Department of Transportation – Federal Highway Administration, compliance with 49 CFR Part 26 (Disadvantaged Business Enterprise Program) is required.

#### **Question 2:**

***This Consultant services is estimated at 12,000,000.00. If I am selected as the consultant, how will the funds be allocated?***

#### **Response to Question 2:**

For the purpose of this program, individual assignments made by the Owner to the Consultant in subsequent written authorizations can also be referred to as "Subprojects". The Scope and compensation for individual subprojects will vary depending upon the scope of services required in the written work authorizations. The program will be implemented through a series of written work authorizations which shall govern the performance of support services for which the City has received, or will receive in the future, federal funding.

**Question 3:**

***Please reference the Scope of Services, page 2 of 10. It indicates that Federal agency coordination, compliance and administration may be required. What are the responsibilities of the selected Floodplain Evacuation Support Services Consultant (FESSC)?***

**Response Question 3:**

The selected FESSC will be responsible for assisting in the assurance that the Program abides by and is in compliance with all applicable City policies and/or ordinances, regulations more particularly described in the Uniform relocation Assistance and real Property Acquisition Polices Act of 1970 for Federal and Federally-Assisted Programs (Uniform Act), and all other federal laws, regulations, policies, guidelines, and requirements as they relate to the funding source as may be applicable to the Program.

**Question 4:**

***If the Prime is a DBE do they need to have DBE subconsultants?***

**Response Question 4:**

The Prime firm that is a DBE will need to have DBE subcontractors. When the prime firm is DBE certified they can count their own participation toward the goals but cannot self-perform the entire project. Certified primes are held to the same DBE requirements as non-certified primes when giving subcontracting opportunities to listed DBE firms.

The prime and subconsultants at all levels shall take all necessary and reasonable steps under 49 CFR Part 26 and Chapter 2-9B of the City Code to ensure nondiscrimination in the award, administration and performance of this federally-assisted contract.

**Question 5:**

***Will the recipient for the relocation services be voluntary?***

**Response Question 5:**

All displaced person(s) occupying a home at the time of initiation of negotiations will be eligible for relocation assistance pursuant to the Uniform Act. It is not mandatory that a displaced person claim their relocation assistance.

**Question 6:**

***Are engineering floodplain delineation services required as part of this solicitation?***

**Response Question 6:**

No delineation services are required. Floodplain delineation has already been completed. This solicitation is for services associated with buy-out and relocation services.

**Question 7:**

***HDR is currently performing the task associated with this project. Will they be allowed to respond to this project?***

**Response to Question 7:**

Yes, HDR will be allowed to respond to the RFQ. The City has not determined this to be a conflict of interest.

**Question 8:**

***Why must the FESSC be capable of purchasing 200 properties? Is that how many properties we will be responsible for purchasing?***

**Response Question 8:**

The selected FESSC will provide support services to assist the City in the buyout of an estimated 371 properties at high risk of flooding located within the Lower Onion Creek.

The scope, including the buyout of additional properties beyond those included in the Lower Onion Creek area may be increased, decreased or amended prior to or after the selection of FESSC.

If the City of Austin identifies funding in an amount that can accommodate the purchase of 200 properties, the City will accelerate the Program.

The FESSC response must address the team's capability to acquire 200 properties or more within a two year period of time utilizing federal guidelines set out in the Uniform Act.

The number of personnel and/or services will vary throughout the term of the Professional Services Contract.

**Question 9:**

***Who will be responsible for acquisition and relocation assistance and how will the document control be handled?***

**Response Question 9:**

The FESSC will provide agents to perform acquisition and relocation assistance pursuant to local/state and federal regulations.

Support services that are needed in the Program will include, but are not limited to the creation and implementation of database(s) for tracking acquisition and relocation activities, program planning, scheduling, accounting and quality assurance.

In addition, the FESSC will be responsible for scanning all program documents and coordinating the close out and transmittal of all documents to a City storage facility.

**Question 10:**

***When do you anticipate the initial funding for this project to begin and a Notice-to- Proceed to be issued?***

**Response Question 10:**

City staff anticipates recommending a firm for Council action in June 2014. The Contract execution is estimated to be completed in July. The Notice-to-Proceed should occur shortly after the contract has been executed.

**Question 11:**

***The Scope of Services identifies a list of bulleted services and this is followed by a more detailed summary of tasks. The list of services and the summary of tasks do not include real estate title services, however, Escrow and Title services are shown at the end of the Scope as "Other Scopes of Work." What is the City's plan for how Escrow and Title services will be applied to this project? Does the City request proposing vendors to submit qualified escrow and title firms for these services?***

**Response Question 11**

In the Scope of Services, beginning on page 5 of 10, Task 6 requires the consultant to coordinate all title commitments, attend closings, and assist with any needed legal and/or curative work.

When applicable, identify the title company that will provide title commitments and closings for the Escrow and Title Services

**Question 12:**

***Can the Prime Firm use DBE subcontractor participation to count toward the DBE goals when they are included on the team to perform "Other Scopes of Work" ?***

**Response Question 12**

Yes.

**Question 13:**

***Was the first phase of the Flood Hazard Mitigation Buyout Program completed in house or by a consultant?***

**Response Question 13:**

It is being performed with a combination of City of Austin and Consultant team members.

**Question 14:**

***Will the City pay for Translation/Interpretation Services?***

**Response Question 14:**

When needed, the City of Austin will reimburse for eligible translation/interpretation services.

**QUESTIONS RELATED TO THE EVALUATION CRITERIA**

**Question 15:**

***The amended forms 8 through 11 request for each project reference the "Total Project Budget." Is the requested budget number for right of way services only? Typically, the right of way services firm is not informed of other project costs such as survey, design, construction, and other non-right of way services.***

**Response Question 15:**

If the Total Project Budget is unknown, provide budget for the services your firm performed.

**Question 16:**

***Team members must be identified who are fluent in Spanish. Is this a requirement of any staff or is any preference in the evaluation given to it? If it is required, can subcontractors who provide translation and/or interpretation services be included as "Other" services?***

**Response Question 16:**

Spanish speaking team members are not required, but Spanish speaking members who will occupy the Program Office should be identified.

**Question 17:**

***Consideration Item 4 says "Only one individual per job responsibility should be designated. Project Professional and Project Principal must be employed by the prime firm and may be the same individual." This appears to be a contradiction. Please explain.***

Response Question 17

The City is interested in the individual who will perform the duties of the Project Professional and the Project Principal. The responsibilities for each position are uniquely different and outlined in the Evaluation Criteria on page 4 of 6. It is at the firm's discretion to determine who should fill these roles. Some firms find it advantageous to have separate individuals assigned to each position; other firms have determined that one person can perform both jobs. Please note, if a firm does designate one person to perform the duties of both the Project Professional and the Project Principal then form 8 should be completed detailing his/her experience as a Project Professional, and Form 9 should be completed detailing his/her experience as a Project Principal.

**Question 18:**

***Must proposed staff be employed by the prime contractor at the time of submission of the proposal?***

**Response Question 18:**

The individual designated as the Project Professional and Project Principal must be employed by the Prime Firm at the time of submittal.

**Question 19:**

***In the Evaluation Criteria , page 1 of 7, first paragraph states: "...responses failing to show the Prime Firm performing the plurality of the services shall be rejected as non-responsive". Please define "plurality of services"?***

Response to Question 19:

"Performing the plurality of the services" means that the work being performed by the Prime Firm is greater than any sub-consultant on the team.

Sincerely,



Sofie Johnson, Buyer II  
Contract Procurement Division  
Contract Management Department

cc: Edward Campos, Division Manager, Contract Management Department  
Melinda Ruby, Program Manager, Office of Real Estate Services