REQUEST FOR QUALIFICATIONS

Solicitation Number: CLMP159
Project Name: 2014 Austin Brownfields Hazardous and Petroleum Assessments

The following is a summary of information for this Solicitation. The Consultant is cautioned to refer to other sections of this Request for Qualifications (RFQ) packet for further details.

The City of Austin, through its Contract Management Department, is requesting Statements of Qualifications (SOQs) for the selection of a consultant to perform professional services for the above-noted project.

Submittals will be received at 105 W. Riverside Drive, Suite 210 Austin, Texas 78704, Contract Management Department.

ALL SUBMITTALS ARE DUE ON: Wednesday, August 13, 2014 PRIOR TO 3:00 pm
ATTENTION: Lynn Rich

ALL SUBMITTALS 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 with www.time.gov, the Official U.S. time. 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 November. Contract execution is anticipated for January, 2015.

All prime firms and subconsultants must be registered to do business with the Owner prior to the contract award. 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 the following link and follow the directions: https://www.austintexas.gov/financeonline/vendor_connection/index.cfm.

City procurements receiving federal funding are subject to Disadvantaged Business Enterprises (DBEs) requirements. The City of Austin is one of six members of the Texas Unified Certification Program (TUCP). DBEs are qualified for participation in federal Department of Transportation airport, highway, and public transit contracting projects across the State of Texas in compliance with Code of Federal Regulations (49 CFR Part 26 and Part 23).

The City of Austin's Small & Minority Business Resources (SMBR) Department certifies qualifying small businesses that are owned, managed, and controlled by both socially and economically disadvantaged individuals as Disadvantaged Business Enterprises (DBEs) Information on achieving the DBE participation goals or documenting good faith efforts to achieve the goals is contained in the DBE Procurement Program Package included in this RFQ packet. Entities submitting statements of qualifications are required to complete and return the DBE 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 included in this RFQ packet. 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 $1,000,000 bodily injury each accident, $1,00,000 bodily injury by disease policy limit and $1,000,000 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 $1,00,000 for coverage 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 $1,000,000 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 $ 1,000,000 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 consultant 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 information included in this RFQ**, please attend a pre-response meeting on Tuesday, July 15, 2014, at 3:00 pm in Training Room A, 1520 Rutherford Lane BLDG 1, Austin, TX, 78754.** Attendance at the meeting is not required; however, meeting minutes will not be issued.

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 .

AUTHORIZED CONTACT PERSONS

PROJECT MANAGER: Christine Whitney telephone (512) 974-6085 email christine.whitney@austintexas.gov

BUYER II: Lynn Rich telephone (512) 974-7009 email lynn.rich@austintexas.gov

END