



City of Austin

Founded by Congress, Republic of Texas, 1839

Capital Contracting Office, PO Box 1088, Austin, Texas 78767 Telephone 512/974-7181 Fax 512/974-7297

November 4, 2015

To: Consultants Requesting RFQ Package

SUBJECT: Request for Statements of Qualifications (RFQ) for Professional Engineering Services for the Traffic Management Center Operations Expansion Project
Solicitation Number: CLMP189A – **CLARIFICATION 1**

This Clarification 1 is in response to questions received which warranted a clarification.

Clarification:

Question 1: I am planning to submit as a prime firm on this RFQ. If I include a subconsultant on the No Goals Utilization form that is certified as a MBE/WBE firm through the City's SMBR Department, do I still have to contact SMBR and the firms on the availability list?

Response: Yes. Even though there are no goals for this project, the City's MBE/WBE Procurement Program will become effective if subcontractors will be used for any portion of the work. The program requires the prime firm to contact SMBR, obtain the availability list, and contact all the firms listed on the availability list if the prime firm plans to utilize any subconsultants on this project. In addition, an ad must be placed in a local publication and minority trade associations must also be contacted. Documentation showing that two verifiable means of contact were used to solicit all firms on the availability list must be submitted along with all GFE documentation mentioned above with the statement of qualifications at the time of submittal.

Question 2: On the No Goals Utilization Plan form it states "Attach Good Faith Efforts documentation if non MBE/WBE firms will be used." If a certified MBE/WBE firm is used do we still need to provide the Good Faith Effort documentation?

Response: No. If a certified MBE/WBE firm is used you are not required to provide the Good Faith Effort documentation with your submittal, but you are still required to contact all the firms listed on the availability list in accordance with the MBE/WBE Procurement Program requirements. Documentation showing two verifiable means of contact for all firms on the availability list must be submitted with the statement of qualifications at the time of submittal as well as proof of advertisement in a local publication.

Question 3. What is required if the prime firm wants to use a non-MBE/WBE certified subconsultant?

Response: The prime firm is required to contact SMBR to obtain an availability list for the non-certified subconsultant's scope of service, perform good faith effort and include good faith effort documentation with the statement of qualifications at the time of submittal. This is applicable to certified and non-certified firms. A good faith effort must be made in any instance that any portion of the work is not performed by the prime consultant.

Question 4: The Evaluation Criteria states “Project Manager and Project Professional must be employed by the prime firm and may be the same individual.” Do the individuals listed as key personnel have to be employed by the prime firm at time of submittal or can they submit qualifications for someone they intend to hire?

Response 4: The individuals listed as key personnel (Project Manager and Project Professional) in the submittal must be employed by the prime firm at the time of submittal.

This document is for clarification purposes only. Please remember this solicitation is currently in a “No Contact” period and all inquiries should be directed to the appropriate contact persons listed in the solicitation. If you have questions regarding this process, please call me at (512) 974-7998. You may also contact David Carey, Project Manager, at (512) 974-7768 for project related questions.

Sincerely,



Steve Cocke, Buyer II
Capital Contracting Office
Contract Procurement Division



cc: David Carey