



## SCOPE OF SERVICES

Solicitation Number: CLMP202

Project Name: Engineering Services for 2017 Small Diameter Pipeline  
Engineering Rotation List

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### **PROJECT FOR:**

CITY OF AUSTIN, AUSTIN WATER, THROUGH ITS CAPITAL CONTRACTING OFFICE

### **PROJECT TITLE:**

2017 SMALL DIAMETER PIPELINE ENGINEERING ROTATION LIST

### **OBJECTIVES OF THE PROJECT:**

The City of Austin (City) anticipates contracting with up to 10 firms to provide professional engineering services for small diameter water and wastewater pipeline projects. The City has defined the Small Diameter Pipeline Rotation List is for projects in which the pipeline is less than 16 inch in diameter.

### **BACKGROUND:**

The City currently has a Small Diameter Water and Wastewater Pipeline rotation list agreement with ten (10) firms to provide engineering services for Austin Water. It is anticipated that the contracting authority for the existing rotation list will be exhausted in the near future. The assignments listed below are some, but not all, previous assignments awarded using the current rotation list:

1. STAA - Springwoods non-MUD and Kruger (Wastewater)
2. Zilker Lift Station Demolition
3. Oak Valley Rd/Old Manchaca Rd Rehab
4. East Allandale White Rock Neighborhood Water System Upgrades
5. Lindshire LS Relief
6. Lockheed LS Relief
7. Barrington Way FM Reroute and Gravity System Upgrade
8. RA - Austin Heights Neighborhood Water System Upgrades
9. RA - Concordia & SW Cherrywood Neighborhood WSU
10. Group 21 - Residential and Collector Streets Central East (North)
11. Four Points Center Forcemain Improvements
12. Harpers Branch Creek Interceptor
13. Barton Creek Plaza Lift Station Downstream Improvements
14. 3rd Street Chilled Water Service to J.W.Marriott

Austin Water has identified numerous small diameter water, wastewater, reuse system, and other pipeline projects as part of the current Capital Improvements Program (CIP) that will be necessary to meet current and future utility needs of its customers. These projects will require external engineering services to properly plan, evaluate, design, and implement. Austin Water

anticipates additional projects may be added, deleted, accelerated, or delayed as the CIP budget is modified from time to time, or as Operations and Maintenance (O&M) needs arise.

The City anticipates that water, wastewater, and reclaimed water needs for larger projects or for projects that require highly unique engineering services will be procured through subsequent individual project specific requests for qualifications.

**ANTICIPATED SERVICES:**

Individual project assignments and related project schedules are yet to be determined. The selected firms from the 2017 Small Diameter Pipeline Engineering Rotation List shall provide planning, studies, preliminary engineering, design, construction phase services, project delivery support, and other engineering services as necessary for projects that are identified as part of the Austin Water Capital and O&M budgets. Engineering disciplines under this contract may include civil, environmental, trenchless, geotechnical, structural, mechanical, and other types of engineering. Selected firms should be knowledgeable and experienced in water, wastewater, and reclaimed water pipeline projects.

The selected firms shall demonstrate experience with pipelines that are 15 inches in diameter and smaller. Additional consideration will be provided for firms demonstrating experience in working in residential neighborhoods, knowledgeable and experience in working Austin communities, and responsiveness and the ability to quickly address issues that arise on the project.

The selected firms shall provide consultation and professional services for engineering studies, reports, planning, design, construction phase services, and project management of water, wastewater, and reclaimed water system pipeline projects.

The majority of the projects will follow a similar phase approach outlined below. However, there may be instances where additional services are necessary to meet the engineering needs of projects where engineering studies, management of a program, or operation and maintenance related assessment/assistance may be needed.

**Planning / Study / Preliminary Engineering Phase Services**

This phase will develop a clear, well-defined scope for the project and will be reviewed with the selected professional engineering firms. A proposal including costs and schedule will be developed and submitted by the engineer and work will proceed upon written authorization to proceed. Consultant services relating to project permits, bid document preparation or construction services will be determined during the scope meeting. Special reports addressing environmental or other issues will be handled in the same manner.

Preliminary engineering will result in establishing sufficient project detail in order for design phase services to be initiated (30% design). This will include the development and submittal of a preliminary project cost estimate and schedule.

In some instances, the scope of the anticipated projects may be pre-defined by Austin Water and the preliminary report phase generally associated with these types of projects may not be necessary.

### **Design and Permitting Phase Services**

The selected professional engineering firms shall, upon written authorization, conduct or otherwise acquire the necessary field surveys, field note descriptions for easement acquisition, soil borings, and peripheral investigations for final designs. The firms shall prepare detailed 60%, 90%, and 100% final design plans and specifications meeting Texas Commission on Environmental Quality (TCEQ) requirements, City of Austin standards, and other project developed standards. Firms shall also prepare contract documents, project manuals, and permit the project. A certified opinion of probable costs shall be delivered to the Owner with the 60%, 90%, and 100% final design packages.

### **Bidding Phase Services**

The selected firms may be requested to assist the City in the bidding of the project including responding to pre-bid inquiries, issuing bid documents, addendums, submitting permit application(s), and attending the pre-bid conference. The selected firm will also issue and seal any addenda.

### **Construction Phase Services**

The selected firms may be asked to provide construction phase services for some projects, and upon written authorization, furnish construction phase services coinciding with the construction contractor's activities. These services may include, but not be limited to, the following: periodic visits to the job site to review the progress and quality of the work being accomplished; review and recommend for approval or disapproval pay estimates of the contractor(s) for work completed; review and approve shop drawings and submittals, respond to request for information (RFI), and address any necessary change orders; interpretation of the plans, specifications and other contract documents as required; project and constructability reviews with the contractor(s) and the City; preparation of near as-built drawings during construction and final as-built drawings of the completed facilities (appropriate hard copy and appropriate electronic format or via on line submittal); certify that the project was constructed in accordance with approved plans and specifications; and other necessary related services associated with the firm's designs as applied to the construction process. The professional engineering firms may also provide on-site inspection services by qualified, experienced personnel for some projects which they did not have prior phase

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involvement. The professional engineering firms may also be engaged for Quality Assurance/Quality Control (QA/QC) and/or for dispute resolution services.

### **Warranty Phase Services**

If authorized, by the City in writing, the selected engineering firm shall provide warranty phase services generally consisting of assisting the City in correcting project malfunctions, defects, or deficiencies.

### **PROPOSED PROJECT SCHEDULE:**

The 2017 Small Diameter Pipeline Engineering Rotation List schedule is estimated to last for a period of three (3) years or until available funding authorization is expended. Individual assignments may range between 120 days and 36 months, or longer, in certain circumstances.

### **PROPOSED PROCUREMENT SCHEDULE**

Pre-Proposal Meeting – July 11, 2016  
Council Recommendation – December 2016  
Contract Execution – March 2017

### **SELECTION OF CONSULTANT**

The request for qualifications for the **2017 Large Diameter Pipeline Engineering Rotation List (CLMP201)**, will run concurrently with this request for qualifications, **2017 Small Diameter Pipeline Engineering Rotation List (CLMP202)**. Consultants may submit statements of qualifications for both solicitations; but, it is the City's intent that a firm will only be selected for one of the two solicitations. Firms will be selected for the 2017 Large Diameter Pipeline Engineering Rotation List first and then firms will be selected for the 2017 Small Diameter Pipeline Engineering Rotation List. The Recommendation for council action will occur at the same time for the Large Diameter Pipeline Engineering Rotation List and the Small Diameter Pipeline Engineering Rotation List.

### **COST ESTIMATE:**

The City anticipates selecting up to 10 firms with an estimated authorization amount of **\$500,000.00 for each firm**, for a **total maximum funding amount of \$5,000,000.00**.

If a firm ceases practice during the contract period, or should the City elect to terminate its agreement with one of the selected firms, the remaining authorization will be distributed to one or more of the remaining firms.

Projects using the 2017 Small Diameter Pipeline Engineering Rotation List contract will generally be for pipelines that are less than 16 inch in diameter.

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Initial project assignments will be based on the rankings determined from the qualification-based selection process. Subsequent project assignments will be based on percentage of remaining authority. The City may, however, select a firm that is considered to be the most qualified for a specific project or most able to meet a project's schedule objectives. Project-specific schedules will be agreed upon at the time professional services are defined.

The projects will be implemented through a series of Subproject Work Authorizations ("Work Authorizations") which shall govern the performance of services for which the City may receive Local, State, and/or Federal funding (i.e. FEMA, TWDB...). Individual assignments made by the City to the firm's in subsequent written authorizations may also be referred to as "Subprojects" and/or "Work Authorizations". "Work authorizations" shall be executed by both parties and, at a minimum, shall describe the services to be performed under the most stringent requirements applicable to the funding source. **The City does not guarantee a minimum number of Subprojects or a minimum dollar amount for each Subproject.** The firm is not authorized to begin work on any Subproject until the City issues a Notice-to-Proceed for the Subproject.

The procedure for establishing each Subproject assignment by negotiating subsequent written authorizations is as follows:

1. Proposal request. Upon identifying a specific Subproject assignment, the City will issue a written Proposal request to the Consultant describing the Subproject, services required, proposed schedule, and method of compensation selected by the City.
2. Subproject Proposal. After being contacted by the City, the Consultant provide a Proposal for the City's review within the timeline established by the City.
3. Notice to Proceed. Upon City's approval of the Subproject Proposal the City will execute an authorization letter and issue a Subproject Notice to Proceed.

#### **MAJOR AND OTHER SCOPES OF WORK:**

Below is a list of the major scopes of work that the City has identified for this project. ***\*There must be representation for all major scopes of work listed in the prime's statement of qualifications. The experience of the firms listed to perform the Major Scopes of Work, whether a subconsultant or prime firm, will be evaluated under Consideration Item 6 – Major Scopes of Work – Comparable Project Experience.***

In addition, the City has identified Other Scopes of work that MAY materialize during the course of the project. The City does not guarantee that the scopes listed under Other Scopes of work 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.

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**\* Major Scopes of Work**

Civil Engineering  
Geotechnical Engineering  
Surveying Services

**Other Scopes of Work**

Environmental Consulting/Assessment/Studies  
Geotechnical and/or Soils Laboratory Services  
Structural Engineering  
Environmental Engineering  
Cost Estimating  
Permitting Services  
Scheduling Services  
Trenchless Engineering (Tunneling, Micro-Tunneling, and Directional Drilling)  
Traffic/Transportation Engineering

**Notes:**

- Construction Inspection and Public Information and Communications are **NOT** a subconsultant opportunity. These services will be performed in-house or under a separate contract, if needed, and will be determined when project assignment is made.
- 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 design phase.
- If the City determines that a conflict of interest exists at the prime or subconsultant level, the City reserves the right to replace/remove the prime or instruct the prime consultant to remove the subconsultant with the conflict of interest and to instruct the prime consultant to seek a post-award change to the prime consultant's compliance plan as described in City Code § 2-9B-23. Such substitutions will be dealt with on a case-by-case basis and will be considered for approval by Small and Minority Business Resources (SMBR) in the usual course of business. The City's decision to remove a prime or subconsultant because of a conflict of interest shall be final.
- For Subproject assignments that include construction activities performed by the CONSULTANT or Subconsultants, workers shall be paid not less than the prevailing wage rates, as referenced in Section 00830 and 00830HH which may be obtained at the following website: <http://www.austintexas.gov/page/bid-docs>.
- A consultant performance evaluation will be performed on all professional services contracts. This evaluation will be conducted at the end of each Preliminary, Design and Construction phase, or at assignment completion for those projects with no distinct phases (i.e., surveying, SUE services, etc.).