PROJECT FOR:

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

PROJECT TITLE:

2019 LARGE DIAMETER WATER AND WASTEWATER PIPELINE ENGINEERING ROTATION LIST

OBJECTIVE OF THE PROJECT:

The City of Austin (City) anticipates contracting with up to 10 (ten) firms to provide professional engineering services for large diameter water and wastewater pipeline projects. The City has defined large diameter projects as pipeline projects which are generally 16 inches or greater in diameter and/or over $4,000,000 in total construction cost.

BACKGROUND:

The City currently has a Large Diameter Water and Wastewater Pipeline rotation list agreement with eleven (11) firms to provide engineering services for Austin Water. The maximum authorization amount of $10,000,000 is being divided for an estimated authorization amount of $909,090.90 per firm. The 2017 Large Diameter Pipeline Engineering Rotation List issued fifteen assignments at an average of $241,762.15 per assignment, with the largest at $908,712.76. 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. Bull Creek Basin Wastewater Pipelines Renewal
2. 17th Street Water and Wastewater Renewal
3. Interstate 35 - Oltorf Low Pressure Project
4. Hyde Park Water & Wastewater Pipeline Renewal - Phase 1
5. Review and Overview of the Wastewater Collection System
6. Zilker Water & Wastewater Pipeline Renewal
7. Old Enfield Water & Wastewater Pipeline Renewal: Newfield Lane Area
8. Hergotz-Lockheed (Linger Lane) Forcemain Replacement
9. TxDOT FM 2222 WL Relocation: Bonaventure Drive to Ribelin Ranch Road
10. TxDOT SH 71 Water Line Relocation: SH71 @ US 183 Interchange

Austin Water has identified numerous large 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.

**CONTRACT ESTIMATE:**

The City anticipates selecting up to 10 firms with an estimated authorization amount of
$1,400,000 for each firm, for a total maximum funding amount of $14,000,000.

Compensation of individual project assignments will vary depending upon the scope of services
required. Funding will come from the individual projects for which the services are provided.
The City anticipates developing and executing a professional services agreement with each
selected firm.

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.

**PROPOSED PROCUREMENT SCHEDULE:**

**RFQ Issue Date:** March 13, 2019  
**Pre-Response Meeting Date:** March 20, 2019  
**Submittal Due Date:** April 19, 2019  
**Anticipated Council Date:** August 2019  
**Contract Execution:** October 2019

**SELECTION OF CONSULTANTS:**

The request for qualifications for the 2019 Small Diameter Pipeline Engineering Rotation List
will run concurrently with this request for qualifications, 2019 Large Diameter Pipeline
Engineering Rotation List. 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 2019 Large Diameter Pipeline Engineering Rotation
List first and then firms will be selected for the 2019 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.

**ANTICIPATED SERVICES:**

- Individual project assignments and related project schedules are yet to be determined.
The selected firms from the 2019 Large Diameter Pipeline 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 16 inch and larger in diameter. Ancillary projects may include trenchless construction, relocation of utilities associated with TxDOT and County roadway widening projects, and rehabilitation of large diameter wastewater interceptors, manholes, and shafts.

- 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.

- Most of the assigned 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.

**Preliminary Phase**

- Scope confirmation
- Feasibility / alternatives study
- Routing study
- Permit evaluation
- Preliminary cost estimate
- Preliminary Schedule
- Develop project budget
- Preliminary reports (including preliminary engineering)

**Design Phase**

- Field surveys and field note descriptions for easement acquisition
- Geotechnical investigations, design memorandum, geotechnical data reports, and geotechnical baseline reports
- Investigations for final designs
- 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, including addressing comments from Austin Water’s Pipeline Engineering and the Quality Management Division of the Public Works Department
- Prepare contract documents and project manuals
- Obtain all necessary permits on the project.
 SCOPE OF SERVICES

- Prepare certified opinion of probable costs with the 60%, 90%, and 100% final design packages.
- Preparation of bid documents
- Assist with the City of Austin SBMR Trade Summary
- Attend public meetings and prepare presentation figures
- Attend progress meetings

Bid/Proposal Phase

- Attend pre-bid conference
- Prepare responses to questions from prospective bidders
- Provide clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda
- Seal any addenda

Construction Phase

- Attend construction team meetings
- Visits to the site at intervals appropriate to the stage of construction over the duration of the Project during construction
- Review and recommend approval or disapproval pay estimates of the Contractor for work completed
- Review and approve shop drawings and submittals
- Review and respond to RFI’s
- Review changes in the work (field orders, change orders (CO), and change directives)
- Review and comment on the Contractor’s schedule
- Provide Punch list
- Assist in determining Substantial Completion and the date of final completion
- Certify the project was constructed in general conformance with the approved plans and specifications
- Other necessary related services associated with the firm’s design as applied to the construction process.

Post-Construction Phase

- Prepare record drawings/as-built plans
- Attend closeout and perform walkthrough
- Project closeout support
- Warranty process
- Assisting the City in correcting project malfunctions, defects, or deficiencies.

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.

* **Major Scopes of Work**
  - Civil Engineering
  - Geotechnical Engineering
  - Surveying Services

* **Other Scopes of Work**
  - Structural Engineering
  - Environmental Engineering
  - Cost Estimating
  - Permitting Services
  - Trenchless Engineering (Tunneling, Micro-Tunneling, and Directional Drilling)
  - Traffic/Transportation Engineering

**PERFORMANCE EXPECTATIONS:**

It is the goal of the City of Austin to decrease project timeframes with zero impact on the quality of work being performed. The selected consultants will be expected to:

- Reduce performance periods via efficient scheduling,
- Provide cost accountability,
- Provide quality control,
- Adherence to the timelines and provisions contained in the contract’s standard terms and conditions, and
- Perform construction document management.

**CONTRACTING AND ASSIGNMENT PROCESS:**

- Once a firm is selected to participate on a Rotation list and after Austin City Council approves – all selected firms will be invited to the Contract Kick-Off meeting to begin execution of their Professional Service Agreement (PSA).
- After a firm’s PSA is executed, the firms will be placed in rotation for an assignment
• The Capital Contracting Office (CCO) Rotation List Manager receives the assignment request from the City of Austin Project Manager and issues an assignment letter to the consultant. The consultant will have the opportunity to accept or reject the assignment. After assignment acceptance, the consultant works with the Project Manager and provides a fee proposal for the assignment. After the Project Manager accepts the fee proposal, the Rotation List Manager issues the Notice to Proceed (NTP) to the consultant.

• The order of assignments on the FIRST pass will be ranked as shown in the order of the evaluation matrix. There may be exceptions to this based on the City’s needs to expedite assignments and/or delays in PSA execution.

• The SECOND and subsequent passes will be sorted and ranked in order of each Consultant’s highest remaining authority – that being – the firm with highest remaining authority will be receiving the first assignment for that pass.

• Towards the end of a rotation list CCO may make assignments out of the usual methodology in the best interest of the City by re-allocating a firm’s remaining authority.

• No work shall be authorized prior to receipt of a formal, written NTP. City of Austin Project Managers do not have the authority to authorize additional or subsequent phase work prior to the formal, written NTP. Consultants who choose on their own to perform work ahead of the NTP and/or outside of their scope and budget are doing so solely at their own risk.

• The City may, however, select a firm that is felt 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.

**Notes:**

• Construction Inspection and Public Information and Communications are **NOT** subconsultant opportunities. 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 future contracting opportunities with the City.

• 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.

- A consultant performance evaluation (CPE) will be performed on all professional services contracts. This evaluation will be conducted at the end of each Design and Construction phase, or at assignment completion for those projects with no distinct phases (e.g., surveying, SUE services, etc.).