



# City of Austin

Founded by Congress, Republic of Texas, 1839

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

April 15, 2020

To: Consultants Requesting RFQ Package

SUBJECT: Request for Qualifications (RFQ) for providing Professional Design Services for 2020 Local Mobility Field Eng. for ped, bike, & trail RL  
Solicitation Number: CLMP301 - **ADDENDUM No. 2**

This Addendum No. # 2 modifies the RFQ issued on March 23, 2020 for the above subject project.

1. **REFERENCE – Instructions to Consultants, “Preparation of Response”, page 1 of 10:**

**Modify paragraph b to add red italicized text:**

b. Statement of Qualifications (SOQ):

***Proposals may be submitted electronically in Austin Finance Online. Refer to attached “eResponse, Attachment 1 Submitting Offers online using eResponse”.***

**OR**

Please submit **one (1) original, stamped “ORIGINAL” and one (1) electronic copy on CD or flash drive** of the RFQ response. Sections should be divided by tabs for ease of reference. The City is not responsible for discrepancies between the submitting firm’s electronic version and “Original” hard copy submittal. The City of Austin reserves the right to use the electronic version as an “Original”.

Wherever used, "page" refers to single-sided, single-spaced, 10 point minimum font on 8 ½ x 11 inch pages.

Responses sent to the City of Austin are subject to disclosure pursuant to the Public Information Act, Government Code, Chapter 552.

2. **REFERENCE – Request for Qualifications, page 1 of 3:**

**Modify page 1 of 3 to add red italicized text:**

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 Capital Contracting Office, is requesting Statements of Qualifications (SOQs) for the selection of engineering services for the above-noted project.

**Submittals may be turned in at the Capital Contracting Office located at 505 Barton Springs Road, Suite 1045-B, Austin, TX 78704, or submitted electronically (see Attachment 1 Submitting Offers Using eResponse).**

**ALL SUBMITTALS ARE DUE ON: Wednesday, April 22, 2020 PRIOR TO: 03:00 pm**

**ATTENTION: Dan Dellemonache**

**IN PERSON SUBMITTALS WILL BE RECEIVED AT 505 BARTON SPRINGS ROAD, SUITE 1045-B *BETWEEN 10:00AM AND 2:00PM CST* ATTENTION: Dan Dellemonache *IF FIRMS CHOOSE TO USE A COURIER SERVICE, SAME REQUIREMENTS APPLY.***

**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 1045-B* Reception Area is the time of record and is verified with [www.time.gov](http://www.time.gov), the Official U.S. time. *The time of record for those electronically submitted is the time received in Austin Finance Online.* 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 July 2020. Contract execution is anticipated for October 2020.

*Firms submitting a response to this solicitation must be registered to do business with OWNER if the firm chooses to submit its proposal electronically using Austin Finance Online.*

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](https://www.austintexas.gov/financeonline/vendor_connection/index.cfm).

All other information in the Solicitation remains unchanged. 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 and project related questions, you may contact me at (512) 974-7233 or [Daniel.Dellemonache@austintexas.gov](mailto:Daniel.Dellemonache@austintexas.gov).

Sincerely,

*Daniel Dellemonache*

Daniel Dellemonache, Procurement Specialist IV  
Professional Services Division  
Capital Contracting Office

cc: Diane Rice, Public Works Project Manager  
Jeremy Wall, CCO Supervisor  
Sonya Powell, SMBR Representative



# Solicitation ATTACHMENT 1

## ATTACHMENT 1. Submitting Offers online using eResponse.

1. **Create a Response.** Find the Solicitation you wish to respond to in Austin Finance Online (AFO), located at: <https://www.austintexas.gov/financeonline/finance/>. If the Solicitation includes the “eResponse” function, it will have a “My Response” section in the Solicitation’s Detail page. Click on “Create Response” to start a Response (Fig. 1).

### SOLICITATION DETAILS

**SOLICITATION DETAILS**

eResponse Instructions eResponse Video Subscribe Print PDF

Type:	Invitation For Bids (IFB)
Status:	Open
Solicitation Number:	IFB 9300 BRS1014
Description:	Public Safety Drug and Alcohol Testing Services
Summary:	Provide the City of Austin (City) with a drug and alcohol testing program for uniformed and non-uniformed employees. Compliance with the Department of Transportation Regulations (DOT)49 CRF, Employee Test Act 1991.

My Response

To begin creating a Response to this solicitation, click the "Create Response" button below.

See the Solicitation documents in the Attachments section below for further instructions on developing and submitting your Response.

Create Response

(Fig. 1)

- a. Offerors must be logged into AFO in order to create, edit or submit a Response.
- b. If you click on “Create Response” but you have not yet logged into AFO, the system will redirect you to a login screen (Fig. 2). Once you have logged into AFO, the system will take you back to the Solicitation.

**AUSTIN FINANCE ONLINE**

FINANCIAL DOCUMENTS STRATEGIC PLAN CHECKBOOK UNCLAIMED PROPERTY PROCUREMENT

ACCOUNT LOGIN

Username

Password

Login

Don't remember your username? [Retrieve your username](#)

Forgot your password? [Reset your password](#)

Don't have an account yet? [Create an account](#)

(Fig. 2)



# Solicitation ATTACHMENT 1

- c. Once you click “Create Response”, you will now see a Response ID, Vendor Name, the date that you Created your Response, the date and time you Last Revised your Response and the Status of your Response, which should be “DRAFT” initially (Fig. 3).

## SOLICITATION DETAILS

**SOLICITATION DETAILS**

eResponse Instructions eResponse Video Subscribe Print PDF

**Type:** Invitation For Bids (IFB)  
**Status:** Open  
**Solicitation Number:** IFB 9300 BRS1014  
**Description:** Public Safety Drug and Alcohol Testing Services  
**Summary:** Provide the City of Austin (City) with a drug and alcohol testing program for uniformed and non-uniformed employees. Compliance with the Department of Transportation Regulations (DOT)49 CRF, Employee Test Act 1991.

**My Response**

Price Offer document is required.

Response ID	Vendor	Created	Last Revised	Status
619	AMS TEST VENDOR	04/07/2020, 09:07 AM	04/07/2020, 09:07 AM	DRAFT

+ Add Files

Filename Type

Submit Response Delete

(Fig. 3)

2. **Adding Files to Your Response.** To upload files to your Response click on the blue “+ Add Files” button (Fig. 4).

**My Response**

Price Offer document is required.

Response ID	Vendor	Created	Last Revised	Status
353	TEST VENDOR 10 - JG	12/06/2019, 09:32 AM	12/06/2019, 09:32 AM	DRAFT

+ Add Files

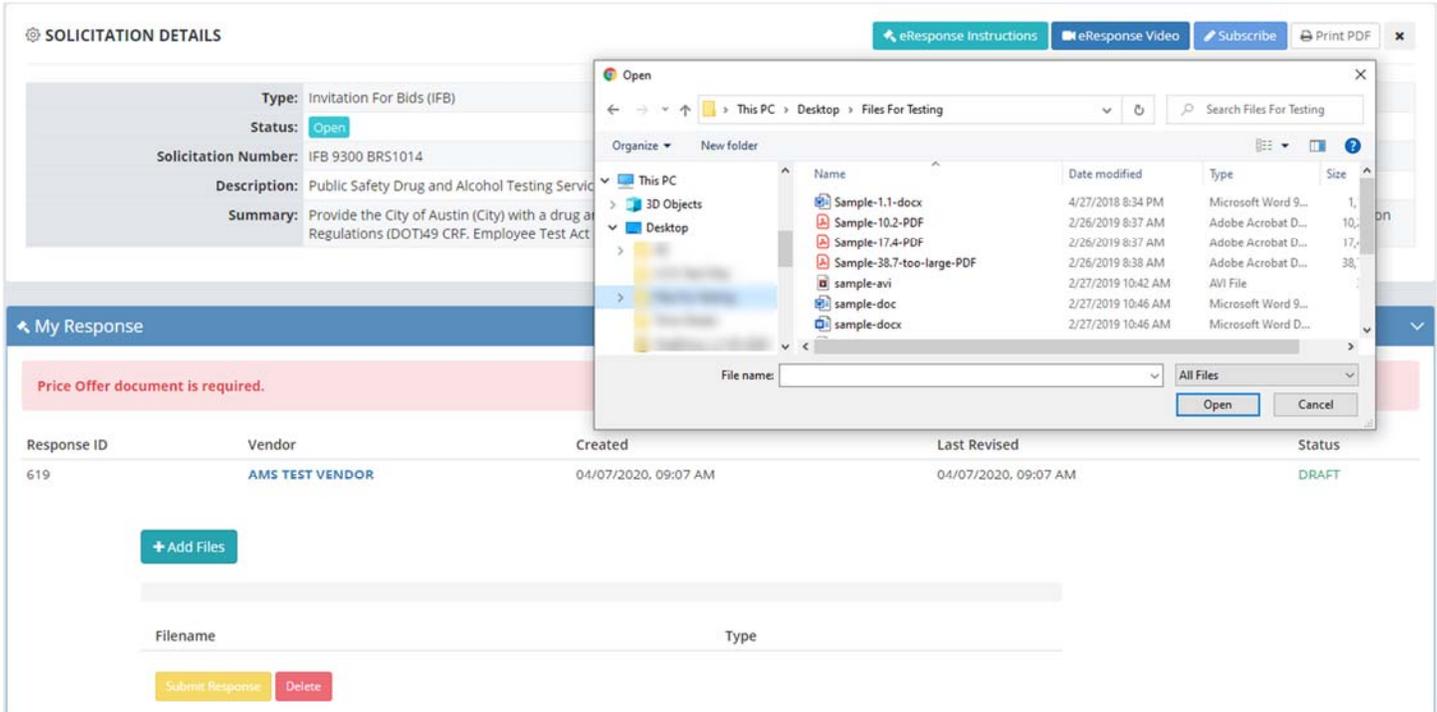
Filename Type

Submit Response Delete

(Fig. 4)

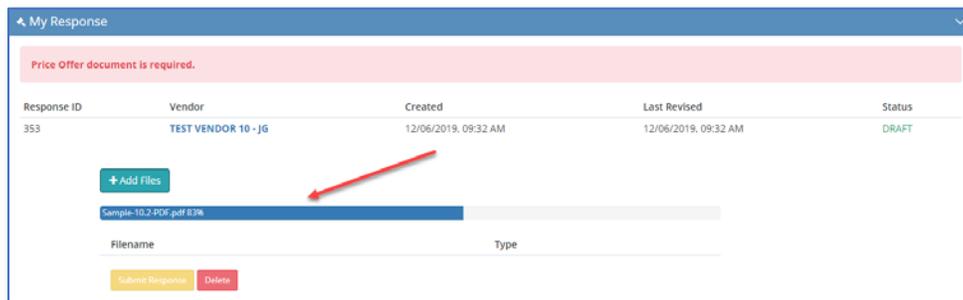


# Solicitation ATTACHMENT 1



(Fig. 5)

- After clicking the “+ Add Files” button, a pop-up window will open displaying files on your computer (Fig. 5).
- Navigate on your computer to where your files are located. Select the file you wish to upload and click “Open”. The blue indicator bar moving from left to right will show your file being uploaded (Fig. 6)



(Fig. 6)

- Repeat this step to add additional files to your Response.



# Solicitation ATTACHMENT 1

3. **File Types Accepted.** The eResponse functionality in AFO supports (accepts) the following electronic file types (Fig. 7).

.PDF	.XLS	.GIF
.DOC	.XLSX	.PNG
.DOCX	.PPT	
.TXT	.PPTX	
.ZIP	.JPG	

(Fig. 7)

4. **Number and Size of Files Allowable.** The eResponse functionality in AFO supports (accepts) no more than ten (10) files in a Response. eResponse will not accept a single file greater than 40 MB.

5. **eResponse Only Accepts One Submission per Vendor per Solicitation.** If alternate offers are being accepted, you will need to submit those along with your primary submission. Alternates can be multiple pages in a single “Price Offer” file or uploaded as a separate document by selecting the “Technical Offer” from the drop down.

6. **Identify Your Files.** As you add files, you will see a dropdown menu to the right of the Filename, under “Type”. Use this dropdown menu to select the appropriate file types (Fig. 8).

**a. For Requests for Qualifications Statements, the following files must be included (Professional Services):**

- i. Select the “Offer and Certifications” type for the file which contains your signed Statement of Qualifications. This should be a combined PDF and must include the signed Form 1 and responses to each of the Evaluation Criteria Items, including Forms 5 through 9. You can only identify one (1) file as your “Offer and Certifications.” Statement of qualifications includes:
  - a. Evaluation criteria required items
  - b. Form 1 – Prime Firm General Information
  - c. Form 5 – Experience of Project Manager
  - d. Form 6 – Experience of Project Professional
  - e. Form 7 – Experience of Project Principal
  - f. Form 8 – Prime Firm’s Comparable Project Experience
  - g. Form 9 – Major Scopes of Work – Comparable Project Experience
- ii. Select “Compliance Plan” type to identify the file that includes your **MBE/WBE Compliance Plan and any Good Faith Effort documentation**. You can identify multiple files as “Compliance Plan” types.
- iii. You will not be able to submit your Response if you have not identified at least one file as “Offer and Certification”. Once you do, the red warning bar across the top of the My Response box will disappear.



# Solicitation ATTACHMENT 1

Price Offer document is required.

Response ID	Vendor	Created	Last Revised	Status
600	AMS TEST VENDOR	04/03/2020, 04:23 PM	04/04/2020, 09:36 PM	DRAFT

+ Add Files

Filename	Type
sample-docx.docx	Price Offer
Sample-1.1-docx.doc	Offer and Certifications
sample-doc.doc	Technical Offer
Sample-10.2-PDF.pdf	Other

Submit Response Delete

(Fig. 8)

7. **Submitting your response.** Once you have uploaded and identified the types of all the files you need to for your Response, click the “Submit Response” button (Fig. 9).

My Response

Response ID	Vendor	Created	Last Revised	Status
456	TEST VENDOR 10 - JG	03/14/2020, 12:06 PM	03/14/2020, 12:14 PM	DRAFT

+ Add Files

Filename	Type
Sample-10.2-PDF.pdf	Price Offer
Sample-1.1-docx.doc	Offer and Certifications
sample-doc.doc	Technical Offer
sample-docx.docx	Other

Submit Response Delete

(Fig. 9)



# Solicitation ATTACHMENT 1

- a. After you click the “Submit” button, you will be redirected to the Response History Page of your User Dashboard (Fig. 10). You will be automatically Subscribed to the solicitation when you submit your Response.

The screenshot shows a user dashboard with a sidebar on the left and a main content area. The sidebar includes a user profile for 'TES8304597' and a menu with options like 'Account', 'Home', 'Contact/Password', 'Vendor Information', 'Business', 'Response History' (selected), 'Addresses', 'NAICS Codes', 'Commodities', and 'Vendor Summary'. The main content area is titled 'RESPONSE HISTORY' and contains a table of 'Online Responses'.

Response ID	Solicitation Number	Solicitation Description	Created	Close Date
353	IFB 7400 TEST9902	TEST SOLICITATION 1/1	12/06/2019 09:32	01/03/2020
334	IFB 7400 TEST9900	TEST SOLICITATION 1/1	10/24/2019 01:01	10/28/2019
313	IFB 7400 TEST9895	TEST SOLICITATION 1/1 - SEPTEMBER	10/03/2019 10:06	10/04/2019
238	IFB 7400 TEST9893	TEST SOLICITATION 1/1 - AUGUST	09/05/2019 03:23	09/13/2019
207	IFB 7400 TEST9891	TEST SOLICITATION 1/1	06/06/2019 01:38	06/12/2019
173	IFB 7400 TEST9889	TEST SOLICITATION 1/2	04/15/2019 10:37	04/15/2019
113	IFB 7400 TEST9887	TEST SOLICITATION 2/3	04/05/2019 09:40	04/05/2019
112	IFB 7400 TEST9886	TEST SOLICITATION 1/3	03/29/2019 10:31	03/29/2019
105	IFB 7400 TEST9885	TEST SOLICITATION 16/16	03/10/2019 12:29	03/10/2019
85	IFB 7400 TEST9881	TEST SOLICITATION 12/16	03/09/2019 01:23	03/09/2019
84	IFB 7400 TEST9880	TEST SOLICITATION 11/16	03/09/2019 12:18	03/09/2019
57	IFB 7400 TEST9875	TEST SOLICITATION 6/16	03/08/2019 12:44	03/08/2019
27	IFB 7400 TEST9873	TEST SOLICITATION 4/16	03/07/2019 01:04	03/07/2019
22	IFB 7400 TEST9872	TEST SOLICITATION 3/16	03/07/2019 12:46	03/07/2019
20	IFB 7400 TEST9871	TEST SOLICITATION 2/16	03/07/2019 11:48	03/07/2019

(Fig. 10)

- b. You can return to the Solicitation or your Response through the Response History page, or by navigating directly to the Solicitation in AFO. When you return to the Solicitation, you will notice that your Status (upper right corner of the My Response section) will state “SUBMITTED”. Your Last Revised date and time will update to the date and time you clicked on the “Submit” button.
- c. If you start a response and don’t click “Submit Response”, your response will stay in “DRAFT” status. Before the Solicitation’s Due Date and Time, you can navigate back to your draft Response and complete it.
- d. Responses that are still in “DRAFT” status by the Solicitation’s Due Date and Time will not be received by the City.
- 8. Withdrawing or Changing a Response After it has been Submitted.** Prior to the Solicitation’s Due Date and Time, you may withdraw or modify your Response. You can delete the entire Response or individual files. To Withdraw or Change your Response, navigate back to the Solicitation. You will see your Response and files in the “My Response” section.
- a. To delete the entire Response, click the red “Delete” button at the bottom of the “My Response” section. You will receive an “Are You Sure” message to confirm your intent to delete your Response including all files within it. Click on Yes, to proceed with the deletion.
- b. To delete individual files within a Response, click the red circle with the white “X” to the left of the file you wish to delete.