



Pre-Response Meeting

2021 Roofing & Waterproofing Consultant
Services Rotation List
CLMP307

Monday, August 24, 2020



Agenda

- ❑ Overview – Kitty Tunnell, CCO
 - ❑ MBE/WBE Procurement Program – John Wesley-Smith, SMBR
 - ❑ Project Scope – Scott Hilton, CCO
 - ❑ RFQ Process – Kitty Tunnell, CCO
- 



Overview

- ❑ No Contact/Anti-Lobbying Ordinance is currently in effect until contract is executed **OR** 60 days after Council approval, whichever occurs first.
- ❑ Notify only Authorized Contact Persons for all questions outside of this meeting.
- ❑ Deadline for Questions is **Tuesday, September 8, 2020**
- ❑ Submittals Due **prior to 2 PM (in-person) and 3 PM (eResponse), Wednesday, September 16, 2020**
- ❑ Anticipated Council Recommendation is **December, 2020**
- ❑ Anticipated Contract Execution is **February, 2021**



Authorized Contacts

- ❑ Questions regarding RFQ submittal:

Kitty Tunnell – Procurement Specialist IV, Capital Contracting Office (CCO)

Phone: (512) 974-7055

Email: kitty.tunnell@austintexas.gov

- ❑ Questions regarding Scope of Services:

Scott Hilton – Rotation List Manager, Capital Contracting Office (CCO)

Phone: (512) 974-7054

Email: scott.hilton@austintexas.gov

- ❑ Questions regarding M/WBE Program:

John Wesley-Smith – Business Development Counselor, Small & Minority Business Resources Dept. (SMBR)

Phone: (512) 974-7758

Email: john.Wesley-smith@austintexas.gov



MBE/WBE Program Participation Requirements

John Wesley-Smith



Small & Minority Business Resources Department

JOHN WESLEY SMITH

Section 1: MBE/WBE Goals

- ▶ No Goals have been assigned to this solicitation

MBE/WBE COMPLIANCE PLAN

All applicable sections must be completed and submitted by the due date and time as indicated in the solicitation documents.

The Bidder/Respondent by submitting and signing this solicitation's 0300 form, understand and agree that the MBE/WBE Compliance Plan submitted as a part of the bid/proposal shall become a part of the contract with the City of Austin. The Bidder/Respondent further understand that the City of Austin's Minority-owned and Women-owned Business Enterprise Procurement Program Ordinance) and the Small and Minority Business Resources Department (SMBR) Rules shall apply.

Section I — Project Identification and Goals	
Project Name	
Solicitation Number	

Project Goals or Subgoals	
Combined MBE/WBE	%
MBE	%
African American	%
Hispanic	%
Asian/Native American	%
WBE	%

Section 2: Bidder Company Information

- ▶ All company information should match the information on Vendor Profile
 - ▶ Company Name, Address and Vendor Code
 - ▶ Contact person is who we can speak to in regards to compliance plan
- ▶ Indicate how Prime's participation is to be counted towards the goals.

Section II — Proposer Company Information	
Company Name	
Address	
City, State Zip	
Phone	
Fax	E-Mail
Name of Contact Person	
Is your company registered on Vendor Connection?	Yes <input type="checkbox"/> <i>If yes, provide Vendor Code _____</i> No <input type="checkbox"/> All vendors; Subconsultants and consultants must register with COA's Vendor Connect prior to award. See Link for registration information at www.austintexas.gov/vendor_registration
Is your company COA M/WBE certified?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(If yes, please indicate type below)</i> 1. MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE <input type="checkbox"/> Joint Venture <input type="checkbox"/> 2. AA <input type="checkbox"/> H <input type="checkbox"/> A/NA <input type="checkbox"/> WBE <input type="checkbox"/>
City of Austin SMBR Use Only	
<i>I have reviewed this Compliance Plan and found that the Bidder HAS <input type="checkbox"/> HAS NOT <input type="checkbox"/> complied as per the City Code Chapter 2-5B through GFE.</i>	
Reviewing Counselor _____	Date _____
<i>I have reviewed this Compliance Plan and have found the Bidder COMPLIANT <input type="checkbox"/> NON-COMPLIANT <input type="checkbox"/></i>	
Director / Assistant Director _____	Date _____

Section 3: MBE/WBE Statement of Responsibility

- ▶ This is a Professional Services Rotation List solicitation
 - ▶ If additional scopes of work or subconsulting opportunities are identified, reach out to SMBR for an availability list
- ▶ GFE specifics will be discussed in Section 7
- ▶ Sign that you understand you are responding to a Professional Services Rotation List Solicitation.

Appendix A

Section III — MBE/WBE STATEMENT OF RESPONSIBILITY

STATEMENT OF RESPONSIBILITY

Initial one of the following Statement of Responsibility options below as applicable.

A. Goals Met

_____ I understand I am responding to a Professional Services Rotation List solicitation. I understand and affirm I have filled out this Compliance Plan in accordance with applicable City Code and Program Rule requirements and must comply with the MBE/WBE Program in order to be considered for selection of this solicitation. If chosen for this Solicitation, compliance with the City's MBE/WBE Procurement Program ordinances and rules is required. If additional scopes of work or subconsulting opportunities are identified, I agree to contact SMBR for an availability list at smbrcompliancedocuments@austintexas.gov and perform good faith efforts if a non-certified firm is selected. I agree to meet the solicitation goals specified in the chart below utilizing the firms listed on the Compliance Plan as scopes of work are assigned.

B. Good Faith Efforts

_____ I understand that I am responding to a Professional Services Rotation List solicitation. I do not anticipate meeting the goals with certified MBE/WBE firms; therefore, I am submitting Good Faith Efforts documentation demonstrating my efforts to meet the established MBE/WBE goals. I understand and affirm I have filled out this Compliance Plan in accordance with applicable City Code and Program Rule requirements and must comply with the MBE/WBE Program in order to be considered for selection for this solicitation. If additional scopes of work or subconsulting opportunities are identified, I agree to contact SMBR for an availability list at smbrcompliancedocuments@austintexas.gov and perform good faith efforts if a non-certified firm is selected.

I understand that I am responding to a Professional Services Rotation List solicitation. If chosen for this Solicitation, the City of Austin will require me to comply with the City's MBE/WBE Procurement Program, and this signed Statement of Responsibility is my commitment to the requirements of the MBE/WBE Procurement Program which are a part of my contract with the City of Austin.

Authorized Representative (Print or Typed)	Company Title
Authorized Representative (Signature)	Date

Section 4: Disclosure of Certified Subs

- ▶ All company information should match the information on Vendor Profile
 - ▶ Company Name, Address and Vendor Code
 - ▶ Contact person is who we can speak to in regards to compliance plan
 - ▶ Only indicate the codes you intend to use them for, not all of the ones listed on their vendor profile.

- ▶ Note: Dually certified firms may only count towards either the MBE goal OR the WBE goal, not both.

Appendix A

Section IV — Disclosure of MBE and WBE Firms
(Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of MBE/WBE certified Firms as registered with City of Austin Vendor Connection.
- Select either MBE or WBE for dually certified firms to indicate which certification will count towards the MBE or WBE goal.
- Contact SMBR to request an availability list of certified Firms for additional scopes of work that were not included on the original availability list.

Name of MBE/WBE Certified Firm	
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	

Section 5: Disclosure of Non-Certified Subs

- ▶ All company information should match the information on Vendor Profile
 - ▶ Company Name, Address and Vendor Code
 - ▶ Contact person is who we can speak to in regards to compliance plan
 - ▶ Only indicate the codes you intend to use them for, not all of the ones listed on their vendor profile.
- ▶ Indicate the reason a certified firm was not used

Appendix A

Section V — Disclosure of Non-Certified Firms
 (Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in the names of Non-Certified Subconsultants as registered with the City of Austin’s Austin Finance Online

Are Goals Met? Yes No If no, state reason(s) below and attach documentation:

Name of Non-Certified Firm	
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Reason Certified Firm not used	

Section 6: Disclosure of 2nd Tier Subs

- ▶ All company information should match the information on Vendor Profile
 - ▶ Company Name, Address and Vendor Code
 - ▶ Contact person is who we can speak to in regards to compliance plan
 - ▶ Only indicate the codes you intend to use them for, not all of the ones listed on their vendor profile.
- ▶ Note: Dually certified firms may only count towards either the MBE goal OR the WBE goal, not both.

Appendix A

Section VI — Disclosure of Second-Level Firms (Duplicate as Needed)	
Note: <ul style="list-style-type: none"> • Fill in all the blanks (use "none" or "N/A" where appropriate). • MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive. • Fill in names of Second-Level Subconsultants as registered with the City of Austin's Austin Finance Online 	
Name of Second-Level Firm	
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
First-Level Subconsultant	

Section 7: Good Faith Efforts Check List

- ▶ Is each stated project goal of the solicitation met?
 - ▶ If “Yes”, GFE requirements are satisfied
 - ▶ If “No”, perform GFE as indicated in the Section 7 Checklist.

Appendix A

Section VII — MBE/WBE Compliance Plan Check List

Is each stated project goal of the solicitation met?
 Yes No

(If no, complete and submit Section VII Compliance Plan Check List)

If the goals or subgoals were not achieved, all questions in Section VII **must** be completed and **Good Faith Efforts** documentation must be submitted with the **MBE/WBE Compliance Plan**. The completion and submission of this form is not required if the above question is answered Yes.

Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals?		
<ul style="list-style-type: none"> • Copy of written solicitation sent to MBE/WBEs in SLBP area 7 days prior to the submission of this Compliance Plan 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> • Two separate methods of notices sent to MBE/WBEs in SLBP area Indicate notice types: fax transmittals emails phone log letters 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> • Copy of advertisements placed in local publication 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> • Copy of notices sent to Minority and Women organizations 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> • Documentation that demonstrates additional GFEs: <ul style="list-style-type: none"> ○ Efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or consultant ○ Efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services ○ Efforts made to reach agreements with the MBE/WBEs who responded to Proposer's written notice 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Were additional elements of work identified to achieve the goals or subgoals? Yes No
 If yes, please explain: _____

Was SMBR contacted for assistance? Yes No
 If yes, complete following:
 Contact Person: _____
 Date of Contact: _____
 Summary of Request: _____

Were Minority or Women organizations contacted for additional assistance? Yes No
 If yes, complete following:
 Organization(s): _____
 Date of Contact: _____
 Summary of Request: _____

Section 7: Good Faith Efforts Check List

- ▶ Please complete the MBE/WBE Compliance Plan Check Sheet with the information requested.
- ▶ All questions in Section VIII must be completed and submitted with the Compliance Plan if goals or subgoals are not met.
 - ▶ Solicitations must be sent to MBE/WBEs within the SLBP within seven (7) business days prior to bid due date.
 - ▶ Local advertisement examples include but is not limited to local newspaper, local trade association publication, or via electronic/social media.
 - ▶ Be sure to reach out and contact our local minority trade associations (Asian Contractor Assoc., Austin Area Black Contractors Assoc., & US Hispanic Contractors Assoc. de Austin)

Appendix A

Section VII — MBE/WBE Compliance Plan Check List

Is each stated project goal of the solicitation met?
 Yes No

(If no, complete and submit Section VII Compliance Plan Check List)

If the goals or subgoals were not achieved, all questions in Section VII **must** be completed and **Good Faith Efforts** documentation must be submitted with the MBE/WBE **Compliance Plan**. The completion and submission of this form is not required if the above question is answered *Yes*.

Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals?

<ul style="list-style-type: none"> • Copy of written solicitation sent to MBE/WBEs in SLBP area 7 days prior to the submission of this Compliance Plan 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> • Two separate methods of notices sent to MBE/WBEs in SLBP area Indicate notice types: fax transmittals emails phone log letters 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> • Copy of advertisements placed in local publication 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> • Copy of notices sent to Minority and Women organizations 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> • Documentation that demonstrates additional GFEs: <ul style="list-style-type: none"> ○ Efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or consultant ○ Efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services ○ Efforts made to reach agreements with the MBE/WBEs who responded to Proposer's written notice 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Were additional elements of work identified to achieve the goals or subgoals? Yes No
 If yes, please explain: _____

Was SMBR contacted for assistance? Yes No
 If yes, complete following:
 Contact Person: _____
 Date of Contact: _____
 Summary of Request: _____

Were Minority or Women organizations contacted for additional assistance? Yes No
 If yes, complete following:
 Organization(s): _____
 Date of Contact: _____
 Summary of Request: _____

Reminders/Tips

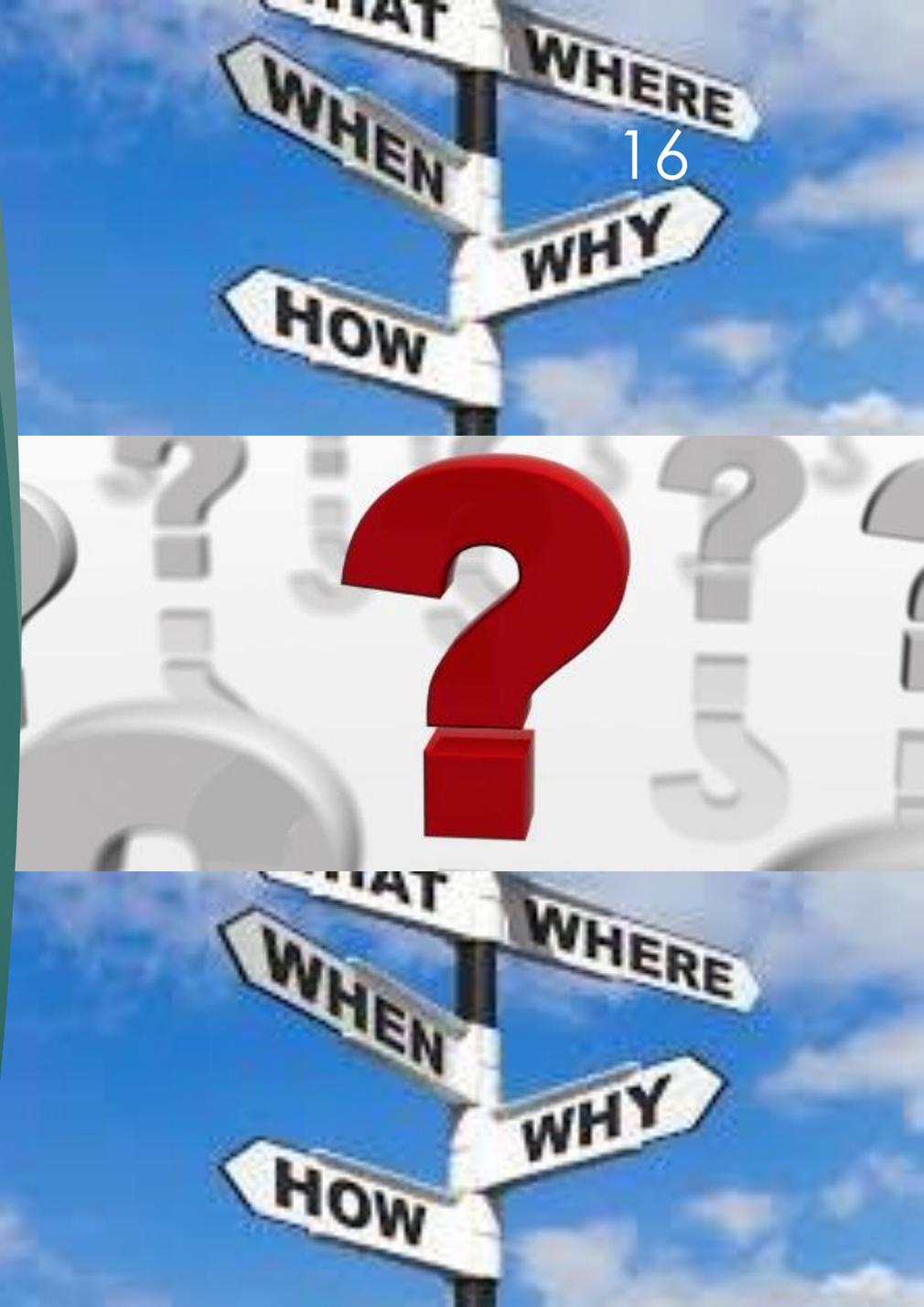
- ▶ Review solicitation documents for project goals
- ▶ Verify MBE/WBE certifications
- ▶ Use the availability list and contact SMBR if additional scopes of work are identified
- ▶ Attach good faith effort documentation if goals are not met

Questions?

John Wesley Smith
Business Development II
John.Wesley-Smith@austintexas.gov
512-974-7758

Main SMBR Contact Information
SMBRComplianceDocuments@austintexas.gov

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History/Background/Scope

Scott Hilton, Rotation List Manager
Capital Contracting Office





Background Info

- ❑ The City currently has rotation list service agreements with 7 firms to provide roofing and waterproofing consultant services on various building projects and renovations.
- ❑ The City will be selecting up to 7 Consultants with an estimated authorization amount of \$200,000 per firm, for the total maximum authorization amount of not-to-exceed \$1,400,000.00.



Scope – Anticipated Services

☐ Consultant services:

- Building envelop evaluations and conditions reports, including options for remediation with estimates of construction costs.
- Design Phase through Construction Phase:
 - Roof replacements and/or roof repairs;
 - Waterproofing repairs of existing building envelopes, including repairs to curtain wall systems, wall panels and traffic decks;
- It is anticipated that all participating firms will specify materials and the method of work of the type that will allow for use or substitute of approved equal.
- The Consultant or team is required to have at least one Roof Consultant Institute (RCI) Registered Roof Consultant (RRC) with at least three years' experience, a Registered Roof Observer (RRO), a Registered Waterproofing Consultant (RWC). They should also be members in good standing of the National Roof Contractors Association (NRCA).



RFQ Process

Capital Contracting Office

Kitty Tunnell, Procurement Specialist IV





➔ TOTAL POSSIBLE POINTS EQUALS 100





Consideration Item 1 – M/WBE Procurement Program

- Submittal Requirements
 - Project has no goals
 - Attach the following:
 - ✓ No Goals Utilization Form
 - ✓ No Goals Utilization Plan (if applicable)



Consideration Item 2 – Turned in All Required Documents

- ❑ Submittal requirements identified in other evaluation items included and,
- ❑ Prime Firm submittal Requirements included:
 - **Form 1 – Prime Firm’s General Information**
- ❑ Scoring: **Yes or No**
 - **Yes** = Evaluation of the response will continue.
 - **No** = Response **will not** be evaluated.



Consideration Item 3a – Team’s Structure

- ❑ The City is interested in:
 - Team’s organizational structure
 - Project leadership
 - Reporting responsibilities
 - How prime firm will interface with City PM
 - How subconsultants, if applicable, will work within the team structure
 - Roles of the key individuals

- **Provide an organizational chart (1 page)**
- **Provide a narrative (not to exceed 3 pages)**
- ❖ **Scoring: 10 points maximum**



Consideration Item 3b – Team’s Project Approach

- ❑ Describe your team’s (prime and subs):
 - Methods to successfully complete the work,
 - Submittal management in regards to contractual requirements,
 - Understanding of the techniques and sequencing required,
 - Assignment management,
 - Determination of cost estimates to ensure accuracy with market costs, and
 - Process of how the prime firm will interface with the City’s Project Manager.
 - **Provide a narrative (not to exceed 5 pages)**
 - ❖ **Scoring: 20 points maximum**



Consideration Item 4 – Key Personnel

❑ **Project Manager (10 points) and Project Principal (5 points)**

- Should demonstrate history and success with projects of similar programs, budgets, and/or clients as the project described in the solicitation;
- Only one individual per job responsibility should be designated;
- The Project Manager and Project Principal may be the same individual;
- Project Manager and Project Principal must be registered as an architect in the State of Texas at the time of submittal.
- Project Manager must be LEED or LEED GA accredited; and
- Key Personnel must be employed by the prime firm.



Consideration Item 4 – Key Personnel

- ❑ **List 5 Projects completed in the past 10 years for each individual**
 - **Form 5** should be completed for the Project Manager;
 - **Form 6** should be completed for the Project Principal;
 - Provide no more than 1 page per project; and
 - Provide a resume of no more than 2 pages for each individual.

❖ **Scoring: 15 points maximum**



Consideration Item 5 – Prime Firm's Comparable Project Experience

- ❑ City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation.
- ❑ Identify projects including PVC, TPO, modified bitumen EPDM, and BUR roof membrane systems.
- ❑ How many of each type within the past 5 years.
- ❑ List five (5) projects completed in past 5 years as a Prime firm.
 - Complete Form 7 and provide no more than 1 page per project.



Consideration Item 5 – Prime Firm’s Comparable Project Experience

- ❑ City is interested in the prime firm’s expertise in design.
- ❑ Submit a representative sampling in two dimensional formats of designs completed by the prime firm in the past 5 years.
- ❑ Provide project name and basic information regarding location, date of construction, names of design team members, project scope, etc. for 3 projects.
 - Provide copies of drawings or photographs bound into the hard copy of the response and provide as a pdf in the CD or flash drive.
 - Do not send portfolios or original work as these items cannot be returned to you.

❖ **Scoring: 15 points maximum**



Consideration Item 6 – Major Scopes of Work – Comparable Project Experience

- ❑ The City is interested in the history and success of the firm proposed to perform the scopes of work (subconsultant or prime).
- ❑ Consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.
- ❑ If more than one firm is listed for particular Major Scope of Work, list 3 projects per firm per scope of work.
- ❑ 3 projects per major Scope of Work within past 5 years:
 - Roof replacements, roof repairs and waterproofing repairs

Submit:

- Form 8 – for each Major Scopes of Work
 - One (1) page per scope, per firm; and
 - Ensure all subconsultants listed in Item 6 are also in your No Goals Utilization Plan.
- ❖ **Scoring: 20 points maximum**



Consideration Item 7 – Team’s Experience with Austin Issues

- ❑ Team experience in Austin Area within the past 5 years
 - City of Austin site development and/or building permit requirements;
 - Austin area construction in the public right-of-way;
 - Austin area construction costs and practices;
 - Austin environmental community, conditions and constraints;
 - Public awareness and involvement in project development in the Austin area; and
 - Responsiveness due to proximity of projects to local office.
 - **Provide a narrative (no more than 4 pages)**
 - ❖ **Scoring: 10 points maximum**

Consideration Item 8 – City of Austin’s Experience with Prime Firm

- ❑ The City will consider the history of the firm in complying with project programs, schedules and budgets on previous City of Austin projects within the last five (5) years.
- ❑ The scoring is based on Consultant Performance Evaluations (CPE):
 1. Schedule / Timeliness of Performance
 2. Budget / Cost Control
 3. Quality of Work Performed
 4. Invoicing and Payments
 5. Deliverables
 6. Compliance with MBE/WBE/DBE Procurement Program(s)
 7. Regulatory Compliance and Permitting
 8. Adequacy and Availability of Workforce
 9. Project and Contract Management
 10. Communications, Cooperation, and Business Relations
- ❑ Firms who have had no previous City projects relative to the industry or engineering discipline of this solicitation, will receive a score equal to the average of all firms.

❖ **Scoring: 10 points maximum**



Professional Service Agreement (PSA)

- ❑ Included as reference in RFQ.
- ❑ Form 1 – Prime General Information
 - Prime firm committing to responsiveness and timelines/deadlines to execute PSA
- ❑ Tentative timeframe for contract execution is **February 2021.**



Consultant Responsiveness

- ❑ See Instructions to Consultants, pages 7 – 8 for items that:
 - ✓ WILL or MAY deem firms non-responsive



Key Reminders

- ❑ **Submittals Due:** Wednesday, **September 16, 2020**
prior to:
 - 3:00 PM (eResponse)
 - Between 10:00 AM and 2:00 PM, at 505 Barton Springs Road, Suite 1045B, Austin, TX 78704 (in-person)
- ❑ **Deadline for questions is **September 8, 2020****
- ❑ **Your firm's legal name must match the information the City has in our Vendor Connection system.**



Thank you

QUESTIONS?

