2016 MOBILITY BOND
VENDOR OPEN HOUSE

• 6:40 p.m. Welcome remarks – Rolando Fernandez, Director, Capital Contracting Office

• 6:40 p.m. 2016 Mobility Bond overview – Mike Trimble, Capital Planning Officer

• 7 p.m. Vendor registration and City processes – Rolando Fernandez, Director, Capital Contracting Office

• 7:20 p.m. MBE/WBE certification – Veronica Briseno, Director, Small and Minority Business Resources Department
VOTERS APPROVED PROPOSITION 1
ON NOVEMBER 8, 2016

$720 million bond proposition for transportation and mobility improvements including planning, designing, engineering, constructing, reconstructing, renovating and improving:

- Roads
- Streets
- Bridges
- Sidewalks
- Bikeways and other bicycle and pedestrian transportation and mobility infrastructure
- Drainage facilities related to mobility improvements.

- Improving traffic signal synchronization and control systems
- Acquiring and installing traffic signals
- Acquiring land and property necessary for the transportation and mobility improvements.
$101,000,000 FOR REGIONAL MOBILITY PROJECTS TO ADDRESS CONGESTION AND ENHANCE SAFETY

- $46,000,000 for intersections on Loop 360
- $17,000,000 for Spicewood Springs Road east of Loop 360
- $30,000,000 for Anderson Mill Road, RM 620 at FM 2222, and Parmer Lane
- $8,000,000 for Old Bee Caves Road Bridge
$482,000,000 FOR CORRIDOR IMPROVEMENT PROJECTS

Implementation of Corridor Plans for:
- North Lamar Boulevard
- Burnet Road
- Airport Boulevard
- E. MLK Jr./FM 969
- South Lamar Boulevard
- East Riverside Drive
- Guadalupe Street
- Slaughter Lane and/or William Cannon Drive

Preliminary Engineering and Design for:
- William Cannon Drive
- Slaughter Lane
- North Lamar/Guadalupe
- East Rundberg Lane
- West Rundberg Lane
- East Colony Loop Drive
- MLK Jr.
- South Congress Ave.
- Manchaca Road
- South Pleasant Valley Road
$137,000,000 FOR LOCAL MOBILITY PROJECTS

- $37,500,000 for **sidewalks**
- $27,500,000 for **Safe Routes to School** (to be divided evenly among each Council District)
- $26,000,000 for **urban trails** (for transportation and mobility purposes)
- $20,000,000 for **bikeways** (for transportation and mobility purposes)
- $15,000,000 for **fatality reduction strategies** (for projects listed on Top Crash Location Intersection Priorities Improvement List)
- $11,000,000 for **substandard streets/capital renewal**
  - William Cannon Railroad Overpass
  - Falwell Lane
  - Preliminary Engineering for Brodie Lane, Circle S Road, Cooper Lane, FM 1626, Johnny Morris Road, Latta Drive/Brush Country, Ross Road, Rutledge Spur
CONTRACT WITH VOTERS

• Resolution 20160818-074 establishes a “contract with voters” and provides direction for implementation of the bond program if approved
  – Authorized funding will be spent on projects and programs in Election Ordinance
  – Communications Plan to Council within 90 days of voter approval
  – How to proceed if additional funding is needed or if regional projects come in under budget
  – Leveraging and partnering
  – Analyze capital project delivery systems to recommend potential changes to complete the proposed bond program within eight years.
CONTRACT WITH VOTERS

• Corridor Plans will be revisited to ensure that implementation conforms to transportation plans, policies, and standards

• Development of “Corridor Construction Program” for Council approval before bonds are issued for construction

• Implementation of Program shall emphasize:
  – Making corridors livable, walkable, safe, and transit-supportive
  – Alignment with principles and metrics in the Imagine Austin Comprehensive Plan
  – Goal of reducing vehicle miles traveled, increasing transit ridership and non-vehicular trips
  – Promoting healthy, equitable, and complete communities
CONTRACT WITH VOTERS

• Corridor Improvement Projects for the Corridor Construction Program will be prioritized in ways that prioritize:
  – Reduction in congestion
  – Improved level of service
  – Reduced delay at intersections for all modes of transportation
  – Connectivity
  – Improved effectiveness of transit operations
CONTRACT WITH VOTERS

• Subject to the foregoing, the Corridor Improvement Projects for the Corridor Construction Program will make allowances for:
  – Preservation of existing affordable housing and local businesses
  – Opportunities for development of new affordable housing
  – Geographic dispersion of funding
  – Opportunities to facilitate increased supply of mixed-income housing
BOND PROCUREMENT STRATEGY
CORRIDOR IMPROVEMENTS CONSULTANT

• Corridor Improvement Consultant RFQ
  – Issued Nov. 10, 2016
  – Responses due December 15, 2016
  – Interviews to be held week of January 16, 2017
  – Council Approval February 9, 2017 (tentative)
  – Targeting April 2017 Contract Execution
CORRIDOR IMPROVEMENTS CONSULTANT

• NO CONTACT PERIOD is now in effect

• Authorized Contacts:
  – Project Related Questions:
    • Gordon Derr (512) 974-7228
gordon.derr@austintexas.gov
  
  – Solicitation Specific Questions:
    • Steve Cocke (512) 974-7998
steven.cocke@austintexas.gov

  – Small Minority Business Resources Questions:
    • LaVonia Horne-Williams (512) 974-9183
lavonia.horne-williams@austintexas.gov
NEAR TERM PROCUREMENT: ~NEXT 6 MONTHS

• Corridor Plan PER Rotation List
  – Issue date: January 4, 2017
  – Responses due: February 8, 2017
  – Interviews to be held April 2017
  – Council Approval May 18, 2017 (tentative)
  – Targeting July 2017 Contract Execution

• Capital Renewal PER Rotation List
  – Issue date: January 4, 2017
  – Responses due: February 8, 2017
  – Interviews – Not Applicable
  – Council Approval May 18, 2017 (tentative)
  – Targeting July 2017 Contract Execution
NEAR TERM PROCUREMENT: ~NEXT 6 MONTHS

• IDIQ construction contract
  – Sidewalk projects
  – Bicycle projects
  – Safety projects
  – Safe Routes to School projects

• Stand Alone RFQ, RFP
  – Safe Routes to School Consultant
  – Capital Renewal - Fawell Lane design project

• Existing Rotation Lists
  – William Cannon, Slaughter Lane, Brodie Lane
FUTURE PROCUREMENT

• Corridor Engineering and Construction
  – Delivery Method TBD

For the following Corridors:
  – North Lamar
  – Burnet Road
  – Airport Blvd.
  – East MLK Jr. Blvd/FM969
  – South Lamar
  – East Riverside Drive
  – Guadalupe Street
  – William Cannon and/or Slaughter Lane
FUTURE PROCUREMENT

• Stand Alone RFQ, RFP
  – Capital Renewal projects:
    • Spicewood Springs Road
    • Old Bee Caves Road Bridge
  – Urban Trails projects
  – Signal/Video technology

• Other Solicitations
  – As needed for individual projects
RESOURCES

www.AustinTexas.gov/2016bond

- Map
- Project and program descriptions
- Election Ordinance and Contract with Voters Resolution

2016bond@austintexas.gov
512-974-7840
Vendor Registration

Creating and Maintaining Your City of Austin Vendor Account

City of Austin – Purchasing Office
Vendor Registration

• Vendor Connection

• Registering with the City of Austin

• Submitting your W9 Form

• Logging In To Your Account

• Keeping Your Account Up To Date
Vendor Connection

https://www.austintexas.gov/financeonline/vendor_connection/index.cfm
## Vendor Connection

![Vendor Connection Website Screenshot](image)

### Procurement Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Link Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Purchasing Bid Tabulations</td>
<td>web form</td>
</tr>
<tr>
<td>Contract Management Bid Tabulations</td>
<td>web form</td>
</tr>
<tr>
<td>Registered Vendor Search</td>
<td>page link</td>
</tr>
<tr>
<td>No Contact List</td>
<td>pdf</td>
</tr>
<tr>
<td>Expiring Contracts List</td>
<td>pdf</td>
</tr>
<tr>
<td>NIGP Commodity Search</td>
<td>web form</td>
</tr>
<tr>
<td>New NIGP Commodity Codes (Past 4 Weeks)</td>
<td>page link</td>
</tr>
</tbody>
</table>

### Contact Information

- Create Account
- Retrieve Username
- Reset Password

- Central Purchasing
- Contract Management
- Hotel and Short Term Rental

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**Frequently Asked Questions | Public Information Request | Austin City Council Contacts**

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# Vendor Connection

**Standard Bid Documents for Purchases**

<table>
<thead>
<tr>
<th>Description</th>
<th>LINK TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 0100 - Standard Purchase Definitions</td>
<td>PDF</td>
</tr>
<tr>
<td>Section 0200 - Standard Solicitation Instructions</td>
<td>PDF</td>
</tr>
<tr>
<td>Section 0300 - Standard Purchase Terms and Conditions</td>
<td>PDF</td>
</tr>
<tr>
<td>Section 0800 - Non-Discrimination Certification</td>
<td>PDF</td>
</tr>
<tr>
<td>Section 0805 - Non-Suspension or Debarment Certification</td>
<td>PDF</td>
</tr>
<tr>
<td>Section 0810 - Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying Affidavit</td>
<td>PDF</td>
</tr>
<tr>
<td>Section 0820 - Living Wage Employee Certification</td>
<td>PDF</td>
</tr>
<tr>
<td>Section 0900 - No Goals Utilization Plan</td>
<td>PDF</td>
</tr>
</tbody>
</table>

**Standard Bid Documents for Sales**
Viewing Solicitations

Searching Solicitations

Locating the Bid Packet

Download and read the entire solicitation/bid package. You must fulfill all requirements listed to ensure your response is eligible.
Registering with the City of Austin

If you do not have a Vendor Connection account, click Create Account to begin a new registration.

During registration, you will provide information about your business and location. Continue each step until you are able to submit the registration for approval.
Submitting Your W9 Form

• A W9 form is required to approve your account.

• The W9 must be:
  • Manually signed
  • Completed according to W9 instructions
  • The most recent version

• The W9 can be uploaded in the Business Section of your account, or returned by email or fax to 512-978-7643
Logging In To Your Vendor Account

If you already have a Vendor Connection account, log in in the Account Login section.

If you have forgotten your log-in information, please use the Retrieve Username or Reset Password links.
Logging In To Your Account

• If you have forgotten your log-in information, you may use the Retrieve Username or Reset Password links.

• For additional assistance contact Vendor Registration by:
  • Email: VendorReg@austintexas.gov
  • Phone: (512) 974-2018
Your Vendor Connection Account

When you log in to your account, Vendor Connection will display solicitations of interest.

This includes solicitations you have subscribed to, solicitations matching your existing commodity codes, and solicitations you visited, but did not subscribe to.
Your Vendor Connection Account

You can access the different sections of your account from the right navigation panel.

As a Registered Vendor, you may subscribe to solicitations, download solicitation attachments, and add/update commodities for notification. You are also eligible to be awarded a contract.

You have not confirmed that you can receive email at reve.crayton@austintexas.gov from the City of Austin. Request an Email Confirmation
Keeping Your Account Up To Date

- Commodity Codes
  - Search by keyword or drill down through the list

- Contact Information
  - Solicitation notices are sent to the User and Sales Contact email addresses

- If your company’s legal name or federal tax ID number change, please contact Vendor Registration.
  - Email: VendorReg@austintexas.gov
  - Phone: (512) 974-2018
Commodity Code Structure

- The NIGP commodity codes available in Vendor Connection can be broken down into 3 parts: Class, Item, and Group.

<table>
<thead>
<tr>
<th>Class</th>
<th>Item</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>450</td>
<td>61</td>
<td>54</td>
</tr>
</tbody>
</table>

- 450: Hardware and Related Items
- 61: Pails, Tubs, Buckets, Etc.
- 54: Paint Pails

BROAD to NARROW
Which commodity codes should I choose?

• Before adding commodity codes to your account, carefully consider the goods and services you can provide.

• When possible, select Group level (7 digit) commodity codes.

• Avoid commodity codes with letters.
Which commodity codes should I choose?

- Commodity codes for services begin with the number 9.

<table>
<thead>
<tr>
<th>75070</th>
<th>91430</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ready-Mix Concrete</td>
<td>Concrete</td>
</tr>
<tr>
<td><strong>Goods</strong></td>
<td><strong>Services</strong></td>
</tr>
<tr>
<td>Ready-Mix Concrete for Road/Highway Building Materials</td>
<td>Concrete Services for New Construction</td>
</tr>
</tbody>
</table>

- Each commodity provides additional information on the Class, Item, and Group to help you make your selection.
Researching Commodity Code Usage

• Search for competitors commodity code lists.

• You can research the City’s past contracts and solicitations on Austin Finance Online:

  https://www.austintexas.gov/financeonline/finance/index.cfm

  • The Contract Catalog displays the City’s current contracts.

  • In Vendor Connection, the Open and Closed Solicitations sections display current and past bid opportunities.
Commodities

The Commodities section will open to your Saved Commodities

If you do not have any saved commodities, the section will open to the Add Commodities tab.
Commodities

In the Add Commodities tab, you can find commodity codes by keyword search or drilldown.
Commodities

The keyword search will return every commodity code with your keyword in the commodity description.

For best results, search for a single word.
Commodities

In this example, we have searched for the word “can”. The search returned 383 results. To narrow the results, we can use the Quick Filter field.

By entering “paint” in the Quick Filter field, we now have ten results to choose from.
Commodities

To add commodity codes to your account, check the boxes in the right column and hit Save Selected.
Commodities

A message will confirm that the new commodities were added successfully.

Please note: When you add 7 digit commodities, the 5 digit commodity is also added.
Commodities

The Commodity Drilldown allows you to separate commodities by group, category, and class.
Commodities

After the class is selected, you may use the Quick Filter field and select your commodity codes.
Thank you!

For questions on vendor registration and commodity codes, please contact the Vendor Registration team.

Email: vendorreg@austintexas.gov

Phone: 512-974-2018
CAPITAL CONTRACTING OFFICE
Vendor registration and processes
REQUESTS FOR QUALIFICATIONS (RFQ)

• Qualifications Based Selection Process as defined by Texas Local Gov’t Code Ch. 2254
  – Solicitation issued in Vendor Connection
  – Statements of Qualifications received and evaluated by City staff
  – Highest scoring firm(s) presented to Council for approval/selection
  – Contract negotiated with the selected firm(s) at a “fair and reasonable price”

• Debriefs are available to interested firms to review the QBS procurement and evaluation process.
INDEFINITE DELIVERY, INDEFINITE QUANTITY (IDIQ) CONSTRUCTION SOLICITATIONS

• IDIQ method used when the scope of work is repetitive in nature but the exact scope of work is unknown at the time of bidding

• Invitation for Bid Process (Local Gov’t Code Ch. 252)
  – Solicitation advertised in Austin-American Statesman and issued in Vendor Connection
  – Contractors submit bids based on a unit price bid form
  – Bid tab certified, lowest responsible bidder submitted to Council for approval/selection
  – Contract executed with contractor for a specific term and dollar amount with renewal options, can be up to a 5 year total contract term
  – Work assignments are issued to contractor as needed and work is performed in accordance with the unit prices included in contractor’s bid
  – Work assignment includes project location, contract time, engineering design, and other relevant information
  – City and Contractor meet on-site to finalize work assignment scope prior to issuance of notice to proceed
Any pricing information (bids, monetary cost information and/or rate information) is NOT required or considered during the CCO’s Qualification-Based Selection (QBS) and City Council Award processes.

Texas state law requires the City to negotiate a fair and reasonable price for professional services of the selected firm. [Ref. Government Code Chapter 2254]
CAPITAL CONTRACTING OFFICE (CCO)
PROFESSIONAL SERVICES HOURLY RATE REVIEWS

• **AFTER** City Council Award, the selected Consultant(s) and Subconsultant(s) are required to submit the following documentation for CCO to evaluate fair and reasonableness in compliance with the law:
  – Raw wage rates used to calculate the Consultant’s loaded hourly rate for each Title and/or Key Personnel;
  – Overhead (OH) rate based on independent audit, compliant with Federal Acquisition Regulations (FAR) or Texas Department of Transportation approved OH rate. If Consultant does not have the above documentation, they must provide the breakdown of expenditures that was used in the OH calculation; and
  – Consultant’s proposed profit.

• No contract will be executed without successful negotiation of loaded hourly rates.

• Consultant and Subconsultants must provide their then current approved loaded hourly rate sheet with each proposal requested by the City and those hourly rates will apply for the life of each proposal.

• Once the Consultant has approved hourly rates, CCO will review and approve their rates annually to be used on any future proposals.
MISSION STATEMENT

The purpose of the Small & Minority Business Resources Department is:

- To administer the MBE/WBE Procurement Program; and
- Provide development opportunities and resources for small businesses so that they can have affirmative access to city procurement opportunities and show productive growth.
## CERTIFICATION TYPES

<table>
<thead>
<tr>
<th>Types of Certification offered by the City of Austin</th>
<th>Certification</th>
<th>Projects/ Funding Source</th>
<th>Applicant’s Max PNW</th>
<th>Site Audit Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minority-Owned Business Enterprise (MBE)</td>
<td>COA Certifies</td>
<td>City of Austin projects and funding</td>
<td>$1,457,000</td>
<td>COA requirement</td>
</tr>
<tr>
<td>Woman-Owned Business Enterprise (WBE)</td>
<td>COA Certifies</td>
<td>City of Austin projects and funding</td>
<td>$1,457,000</td>
<td>COA requirement</td>
</tr>
<tr>
<td>Disadvantaged Business Enterprise (DBE)</td>
<td>COA certifies</td>
<td>Federal projects and funding</td>
<td>$1,320,000</td>
<td>Federal requirement</td>
</tr>
<tr>
<td>Airport Concession Disadvantaged Business Enterprise (ACDBE)</td>
<td>COA certifies</td>
<td>Federal projects and funding</td>
<td>$1,320,000</td>
<td>Federal requirement</td>
</tr>
</tbody>
</table>

*The City of Austin can provide HUB recommendation during review of M/W or DBE certification application*
SMALL BUSINESS AND ECONOMIC DISADVANTAGE

- Must be a small business as defined by Small Business Administration (SBA)
- Personal Net Worth Limits
- Fifty-one percent (51%) owned, managed and controlled by and economically and socially disadvantaged individual
  - Presumed groups
    1. Minority
      - Asian-American
      - African-American
      - Hispanic
    2. Women
- Must have experienced directly related to the firm’s scope of work
- Must manage and control day-to-day operations
COMPLIANCE DIVISION

Compliance is responsible for enforcing the program on City procurements from solicitation to the completion of a project.

- Set/Approve MBE/WBE participation goals
- Educate constituents and participants on program requirements
- Review & track MBE/WBE utilization
- Perform audits
- Facilitate Prime/Subcontractor issues
- Determine contractor compliance
COMPLIANCE FACTS

• Goals are not a quota
  – Proposers/contractors must either meet goals or perform Good Faith Efforts
  – If neither achieved, the bid/proposal will not be considered
• The MBE/WBE goal can only be met by using City of Austin certified MBE/WBE firms for commodities/services listed in the solicitation
• Dually certified firms can be counted as either MBE or WBE but not both
• Post-award program violations may result in sanction
GOOD FAITH EFFORTS

Good Faith Efforts includes:

- Justification for not meeting MBE/WBE/DBE goals
- Notify certified firms (fax, e-mail, mail or phone call)
- Negotiate in good faith with interested MBEs and WBEs
- Publish notice in a local publication
- Seek services of minority and women organizations
- Contact SMBR for assistance
- Select portions of work that will increase MBE/WBE opportunities
- Assist MBE/WBE firms with bonding, lines of credit, and insurance
SMBR RESOURCES

• Outreach
  – Monthly workshops
  – Collaboration with local small business entities

• Bonding
  – Consultation
  – Educational Assistance

• Plan Room
  – Access to Project Plans

• Service Providers
CONTACTING SMBR

City of Austin
Small & Minority Business Resources
4201 Ed Bluestein Blvd.
Austin, TX 78721
Phone: (512) 974-7600

www.austintexas.gov/smbr