

## AGENDA



Thursday, March 6, 2008

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION****Item No. 31**

**Subject:** Authorize award, negotiation, and execution of three 12-month requirements service contracts with: CONCEPT DEVELOPMENT & PLANNING, LLC (MBE/FB), Austin, TX to provide public involvement services for road reconstruction projects, intersection improvement projects, and new roads in an estimated amount not to exceed \$125,000, with four 12-month extension options in an estimated amount not to exceed \$125,000 for each extension option, for a total estimated contract amount not to exceed \$625,000; RJW OPERATIONS, INC. dba GROUP SOLUTIONS RJW (MBE/FB), Austin, TX to provide public involvement services for utility (water, wastewater, and drainage) projects in an estimated amount not to exceed \$260,000, with four 12-month extension options in an estimated amount not to exceed \$260,000 for each extension option, for a total estimated contract amount not to exceed \$1,300,000; and ESTILO COMMUNICATIONS, INC. (MBE/FH), Austin, TX to provide public involvement services for architectural projects and projects of less than \$1,000,000 in an estimated amount not to exceed \$50,000, with four 12-month extension options in an estimated amount not to exceed \$50,000 for each extension option, for a total estimated contract amount not to exceed \$250,000.

**Amount and Source of Funding:** Funding in the amount of \$253,750 is available in the Capital and/or Operating Budgets of the Public Works Department and various other City departments. Funding for the remaining five months of the original contract period and extension options is contingent upon available funding in future budgets.

**Fiscal Note:** There is no unanticipated fiscal impact. A fiscal note is not required.

**For More Information:** Roy Rivers, Buyer II 974-6434

**Purchasing Language:** Best evaluated proposals of eight proposals received.

**MBE/WBE:** These contracts will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

**Boards and Commission Action:** Recommended by the Water and Wastewater Commission.

These contracts will provide for public information and communication services to City Staff, stakeholders and interested parties for the City's Capital Improvement Projects. As needed, communication services may include the development, population, and maintenance of databases of property owners within affected project areas; planning and coordination of stakeholders meetings; development and distribution of project newsletters and/or information flyers; assisting with news releases as required; provide hotline services, bilingual materials/communications, website development; media relations; and other communication services as required for the individual Capital Improvement Projects.

A separate contract will be awarded for each of the following Options/Vendors:

Option 1 - Concept Development & Planning, LLC (MBE/FB)

Capital Improvements Projects for road reconstruction projects, intersection improvement projects, and new roads to be constructed. The City anticipates an estimated quantity of 4-6 of these types of projects per year.

Option 2 - RJW Operations, Inc. dba Group Solutions RJW (MBE/FB)

Capital Improvements Projects for utility (water, wastewater, and drainage) projects. The City anticipates an estimated quantity of 4-6 of these types of projects per year.

Option 3 - Estilo Communications, Inc (MBE/FH)

Capital Improvements Projects for architectural projects and projects of less than \$1,000,000. The City anticipates an estimated quantity of 3 to 5 of these types of projects per year.

Public outreach for each project will commence during early design of the project and/or at least eight months in advance of the start of construction and will continue through construction.

Proposals were evaluated by departmental staff assigned to communications, public information, and project management from Public Works, Austin Water Utility, and Watershed Protection Development and Review Department. Staff evaluated all proposals and made recommendations for each option based upon concept solution, demonstrated applicable experience, personnel qualifications, and cost.

MBE/WBE solicited: 26/22      MBE/WBE bid: 5/0

#### PROPOSAL ANALYSIS

- a. Adequate competition.
- b. Three hundred five notices were sent, including 26 MBEs and 22 WBEs. Eight proposals were received, including five MBEs and no WBEs.

#### APPROVAL JUSTIFICATION

- a. Best evaluated proposals received.
- b. The Purchasing Office concurs with the Public Works Department's recommended awards.
- c. Advertised in the Austin American-Statesman and on the Internet.