The city must properly advertise for and publicly open competitive sealed proposals for job order contracts.[160] The base term of the job order contract may not exceed two years. The city may renew the contract annually for not more than three additional years.[161]

The city may award job order contracts to one or more of the offerors in the same solicitation. The city is not required to award a contract to whoever submits the lowest rates.[162]

Under a job order contract, specific work projects are authorized by the execution of a job order by the city and the contractor. The order may be a fixed price, lump sum order contract based on contractual unit pricing applied to estimated quantities, or a unit price order based on the quantities and line items delivered.[163]

If the amount or estimated amount of the job order is in excess of $25,000, then the contractor must post a payment bond on the job order. If the job order is $100,000 or more, a performance bond is also required.[164] However, note that the bonds are provided on each specific job order and not on the overall job order contract. Given the nature of job order work, it is possible that many job orders may not be of a size that would require performance bonds. However, it also means that a contractor may be required to post multiple bonds for multiple job orders during the same time period.

VII. Ability to Provide Preferences in Bid Awards

67. Can a city provide a preference for local businesses in its bid award?

In most cases, a city may not provide a preference for local businesses when awarding bids.[165] State law allows such a preference only in specifically authorized situations.

In the first situation, if two or more bidders have bids that are identical in nature and amount, with one bidder being a resident of the city and the other bidder or bidders being non-residents, the city council must select the resident bidder.[166]

Another provision geared towards purchases of tangible items allows the consideration of a bidder's principal place of business when a city awards a contract.[167] The statute states that:

> "In purchasing under this title any real property or personal property that is not affixed to real property, if a local government receives one or more bids from a bidder whose principal place of business is in the local government and whose bid is within three percent of the lowest bid price received by the local government from a bidder who is not a resident of the local government, the local government may enter into a contract with [either]...the lowest bidder; or...the bidder whose principal place of business is in the local government if the governing body of the local government determines, in writing, that the local bidder offers the local government the best combination of contract price and additional economic

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160 *Id.* § 2267.405.
161 *Id.* § 2267.409.
162 *Id.* § 2267.406.
163 *Id.* § 2267.410.
164 *Id.* § 2267.411. *See Id.* § 2253.021(a).
165 Op. Tex. Att'y Gen. No. DM-113 (1992); Tex. Att'y Gen. LO-93-073.
166 TEX. LOC. GOV'T CODE ANN. § 271.901(b) (West 2005).
167 *Id.* § 271.905 (West Supp. 2011).

development opportunities for the local government created by the contract award, including the employment of residents of the local government and increased tax revenues to the local government."[168]

A third provision authorizes cities that are purchasing real property, personal property not affixed to real property, or services (with the exception of certain telecommunications services) to enter into a contract with either: (1) the lowest bidder; or (2) a bidder whose principal place of business is in the city and whose bid is within five percent of the lowest bid price, if the governing body determines that the local bidder offers the city the best combination of contract price and additional economic development opportunities, including the employment of residents of the local government and increased tax revenues.[169] This is now limited to contracts for construction services for less than $100,000.[170]

Finally, cities must give a preference to local businesses if there are out-of-state bidders that have bid on the contract and the out-of-state bidder is located in a state that discriminates against out-of-state bidders in its bid awards in favor of local bidders.[171] For example, some states have laws that require an out-of-state bidder to underbid an in-state bidder by a certain minimum amount. In response to such requirements by other states, the Texas Legislature included a provision in Chapter 2252 of the Government Code. That chapter requires that Texas cities determine if a Texas bidder would be required to underbid the non-Texas bidder for a comparable contract in the non-Texas bidder's own state.[172] If such a preference is provided in that state, the non-Texas bidder is then required to underbid the lowest responsible Texas bidder by at least that amount. Thus, if a Texas city receives a bid from a non-Texas bidder, Chapter 2252 will give the lowest responsible Texas bidder the same advantage as the non-Texas bidder would have in its home state. If the non-Texas bidder is from a state where in-state bidders are not given preference over Texas bidders, then Chapter 2252 will not give the Texas bidder any advantage over the non-Texas bidder.

There are several important points to note with regard to the requirements of Chapter 2252 of the Government Code. First, a bidder's home state is determined by the location of its principal place of business. A contractor whose ultimate parent company or majority owner has its principal place of business in Texas would be considered a Texas bidder.[173] Second, information on the relevant bidding laws of other states is compiled by the Comptroller's Office. In ascertaining the relevant bidding laws of a particular state for purposes of meeting the requirements of Chapter 2252, a city must use the information provided by the Comptroller's Office.[174] Finally, Chapter 2252 does not apply to a contract involving federal funds.[175]

68. Can a city provide a preference for historically underutilized businesses?

A city that chooses to award a competitive bid or competitive proposal based on "best value" criteria may consider "the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations

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168 *Id.* § 271.905(b).
169 *Id.* § 271.9051.
170 *Id.*
171 TEX. GOV'T CODE § 2252.001 et seq. (West 2008 & Supp. 2011).
172 *Id.* § 2252.002 (West 2008).
173 *Id.* § 2252.001(4).
174 *Id.* § 2252.003.
175 *Id.* § 2252.004.

contractual unit pricing applied to estimated quantities, or a unit price order based on the quantities and line items delivered.[163]

If the amount or estimated amount of the job order is in excess of $25,000, then the contractor must post a payment bond on the job order. If the job order is $100,000 or more, a performance bond is also required.[164] However, note that the bonds are provided on each specific job order and not on the overall job order contract. Given the nature of job order work, it is possible that many job orders may not be of a size that would require performance bonds. However, it also means that a contractor may be required to post multiple bonds for multiple job orders during the same time period.

VIII. Ability to Provide Preference in Bid Awards

67. Can a city provide a preference for local businesses in its bid award?

State law allows a city to provide a preference for local businesses when awarding bids only in specifically authorized situations.[165]

In the first situation, if two or more bidders have bids that are identical in nature and amount, with one bidder being a resident of the city and the other bidder or bidders being non-residents, the city council must select the resident bidder.[166]

Another provision geared towards purchases of tangible items allows the consideration of a bidder's principal place of business when a city awards a contract.[167] The statute states that:

> "In purchasing under this title any real property or personal property that is not affixed to real property, if a local government receives one or more bids from a bidder whose principal place of business is in the local government and whose bid is within three percent of the lowest bid price received by the local government from a bidder who is not a resident of the local government, the local government may enter into a contract with [either]...the lowest bidder; or...the bidder whose principal place of business is in the local government if the governing body of the local government determines, in writing, that the local bidder offers the local government the best combination of contract price and additional economic development opportunities for the local government created by the contract award, including the employment of residents of the local government and increased tax revenues to the local government."[168]

A third provision authorizes cities that are purchasing real property, personal property not affixed to real property, or services (with the exception of certain telecommunications services) to enter into a contract with either: (1) the lowest bidder; or (2) a bidder whose

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[163] *Id.* § 2269.410.
[164] *Id.* § 2269.411. *See Id.* § 2253.021(a).
[165] Op. Tex. Att'y Gen. No. DM-113 (1992); Tex. Att'y Gen. LO-93-073.
[166] TEX. LOC. GOV'T CODE § 271.901(b).
[167] *Id.* § 271.905.
[168] *Id.* § 271.905(b).

principal place of business is in the city and whose bid is within five percent of the lowest bid price, if the governing body determines that the local bidder offers the city the best combination of contract price and additional economic development opportunities, including the employment of residents of the local government and increased tax revenues.[169] This is now limited to contracts for construction services for less than $100,000.[170]

Finally, cities must give a preference to local businesses if there are out-of-state bidders that have bid on the contract and the out-of-state bidder or manufacturer is located in a state that discriminates against out of-state bidders in its bid awards in favor of local bidders.[171] For example, some states have laws that require an out-of-state bidder to underbid an in-state bidder by a certain minimum amount. In response to such requirements by other states, the Texas Legislature included a provision in Chapter 2252 of the Government Code. That chapter requires that Texas cities determine if a Texas bidder would be required to underbid the non-Texas bidder for a comparable contract in the non-Texas bidder's own state.[172] If such a preference is provided in that state, the non-Texas bidder is then required to underbid the lowest responsible Texas bidder by at least that amount. Thus, if a Texas city receives a bid from a non-Texas bidder, Chapter 2252 will give the lowest responsible Texas bidder the same advantage as the non-Texas bidder would have in its home state. If the non-Texas bidder is from a state where in-state bidders are not given preference over Texas bidders, then Chapter 2252 will not give the Texas bidder any advantage over the non-Texas bidder.

There are several important points to note with regard to the requirements of Chapter 2252 of the Government Code. First, a bidder's home state is determined by the location of its principal place of business or manufacturing. A contractor whose ultimate parent company or majority owner has its principal place of business in Texas would be considered a Texas bidder.[173] Second, information on the relevant bidding laws of other states is compiled by the comptroller's office. In ascertaining the relevant bidding laws of a particular state for purposes of meeting the requirements of Chapter 2252, a city must use the information provided by the Comptroller's Office.[174] Finally, Chapter 2252 does not apply to a contract involving federal funds.[175]

Finally, some attorneys believe that a city may include under "best value" criteria a local preference component. That opinion has not been tested in court.

68. Can a city provide a preference for historically underutilized businesses?

A city that chooses to award a competitive bid or competitive proposal based on "best value" criteria may consider "the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities" or "any other relevant criteria" listed by the city in the specifications.[176] Some cities have used these provisions to continue seeking to procure services from historically

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[169] *Id.* § 271.9051.
[170] *Id.*
[171] TEX. GOV'T CODE § 2252.001 et seq.
[172] *Id.* § 2252.002.
[173] *Id.* § 2252.001(4).
[174] *Id.* § 2252.003.
[175] *Id.* § 2252.004.
[176] *See Id.* § 2267.358(10) ; TEX. LOC. GOV'T CODE §§ 252.0215, .043.

Operating Policies and Procedures Manual

Local Business Presence

Policy

The City seeks opportunities for businesses in the Austin Corporate City Limits to contract with the City for goods and services. The purpose is to encourage additional economic development opportunities for local businesses resulting from contracting with the City of Austin.

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under the solicitation.

Governing Policy

Local Government Code, Chapter 271.905; Consideration of Location of Bidder's Principal Place of Business

Texas Local Government Code, Chapter 252

City of Austin Local Preference/Presence Purchasing Policy

Requirements

The City of Austin may award a contract to a bidder other than the lowest responsible bidder if the City receives a competitive sealed bid from a bidder whose principal place of business is in the Austin Corporate City Limits and whose bid is within three percent (3%) of the lowest bid amount.

For those solicitations not based on the lowest responsible bid (example, Request for Proposal or Invitation for Bid-Best Value), Offerors/Bidders are eligible to receive up to 10 points for Local Business Presence.

The Austin Corporate City Limit includes the COA Limited Purpose and Full Purpose City Limits Jurisdictions. Offerrors/Bidders must be located within either the COA Limited

Purpose or Full Purpose City Limit Jurisdictions to be considered as having a Local Presence.

When evaluating the Local Business Presence of an Offerror/Bidder, the Buyer cannot accept Post Office Boxes as a physical address.

Exclusions

This does not apply to non-competitive based contracts, Interlocal Agreements, Request for Quotes (RFQ), Request for Qualifications (RFQS), Request for Information (RFI), Request for Application (RFA), or informally solicited contracts.

Notes

Although this does not apply to non-competitive contracts, when putting in place a contract based off a Cooperative, the Buyer should determine, as part of the Cooperative analysis, if the vendor does have a local presence (reference the Cooperative Purchasing Process).

Operating Policies and Procedures Manual

Local Business Presence

Procedure

Stage	Conditional Statement	Responsible Party	Step	Procedure
1	Solicitation requires Local Business Presence as an evaluation criteria	Buyer	1	Prior to publishing the solicitation, includes Section 0605, Local Business Presence as one of the bid documents
2			1	After solicitation closes, Buyer utilizes the GIS Development Web Map to determine if Offeror/Bidder is within the City's Corporate City Limits; The Web Map can be found at: http://www.austintexas.gov/GIS/DevelopmentWebMap/ A tutorial on using the Web Map can be found at: http://purchweb.ci.austin.tx.us/intranet/Download/gis-local-presence-geo-profile-lookup-tool.pdf
			2	Prints a copy of the Web Map showing whether or not the Offeror/Bidder is within the City's Corporate City Limits and include this in the Contract File

Operating Policies and Procedures Manual

Local Business Presence

Additional Information

Type	LOCAL PREFERENCE
Local Govt. Code	271.905
Provision	A city may select a bidder other than the lowest responsible bidder if the bidder is within three percent (3%) of the lowest bid amount and has a local presence
Solicitation Type	IFBs for goods will receive a three percent (3%) allowance of the lowest bid amount
Applicable Language	If the City receives a competitive sealed bid from a bidder whose principal place of business is in the Austin Corporate City Limits and whose bid is within three percent of the lowest bid price received from a bidder who is not a resident of the Austin Corporate City Limits, the City may enter into a contract with the local vendor
How Applied	605, 200

Type	LOCAL PRESENCE
Local Govt. Code	252.043
Provision	(a) If the competitive sealed bidding requirement applies to the contract for goods or services, the contract must be awarded to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality (b) In determining the best value for the municipality, the municipality may consider: (1).... (8) any relevant criteria specifically listed in the request for bids or proposals
Solicitation Type	IFB-BVs and RFPs for complex goods and services will be eligible to receive up to 10 points

Applicable Language	The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team's Percentage of Local Business Presence will be based on the allocation of work as reflected in the Offeror's MBE/WBE Compliance Plan or MBE/WBE No Goals Utilization Plan. *Note to IFB-BVs Bid Sheet: Local Business Presence (10 Points) - See Section 0200, Paragraph 12 for Evaluation Criteria, and complete and return Section 0605. The amount of Local Business Presence is determined by the amount of work performed by the Offeror and/or Subcontractor(s) combined.
How Applied	605, 200, 0600 (RFPS) *Add note to Bid Sheet (IFB-BVs)
No dollar limit for IFBs for goods to receive a three percent (3%) allowance of the lowest bid amount	
Cannot be used for professional services agreements	
A business' principal place of business (corporate city limits) is determined at the following link... http://www.austintexas.gov/GIS/DevelopmentWebMap/ A tutorial on the tool can be found Here The Austin Corporate City Limit includes the COA Limited Purpose and Full Purpose City Limits Jurisdictions.	
The address on the 0605 is the official physical address for determining principal place of business and compliance to this policy.	

Sample RCA Language:

(posting language) Authorize award, *negotiation* and execution of a XX-month requirements service contract with Vendor A, or the following qualified bidder, consistent with local preference law, Vendor B, for the purchase and installation of widgets.

(below the line) If Council chooses to invoke the City's local preference policy and select Vendor B, the motion should be stated as follows in order for the record to reflect the appropriate findings. Motion: "I move to authorize the award and execution of an agreement with company name to purchase name of product based on the fact that the local bidder offers the City the best combination of contract price and additional economic development opportunities for the City created by the contract award, including the employment of residents of the City and increased tax revenues to the City."

HOW TO REVIEW A JOB ORDER ASSIGNMENT PROPOSAL – WHAT TO LOOK FOR

1. **Verify the proper coefficient is used and applied**
   - The contracted coefficient is applied to the Unit Price line items only, including overtime calculations.

2. **Perform a math check on the Proposal Summary**
   - Math should be checked in the "down column" and it is recommended to check certain high quantity line items "across" the detail sheet.

3. **Review and check all overtime applications**
   - This includes crew rates used and the specific application of what is being performed under O.T.
   - The overtime coefficient is the same as the normal working time coefficient.
   - Distinguish between overtime for off-hours labor vs. straight-time with a shift differential.

4. **Check and review the line item detail**
   - Line items should clearly correspond to the scope of work and be categorized by the Construction Specifications Institute groups.
   - The formulas cannot be changed or modified in the Unit Price Book

5. **Review and confirm quantities**
   - Check the large quantities and the frequency of smaller quantities
   - Look for duplication
   - Confirm that inter-related line items have appropriate inter-relating quantities, e.g., conduit quantity vs. wire quantity.

6. **Review and confirm qualifications / clarifications**
   - Clarifications are important because they confirm or spell out unknowns.
   - Verify how clarifications affect the pricing in the proposal or the scope of work

7. **Confirm the Job Order duration / final completion**
   - All projects require a schedule in Microsoft Project format. It should be noted that the final approved schedule can be furnished at an agreed upon later date and may or may not be attached as part of the initial proposal.

8. **Review the non pre-priced items**
   - The goal is to keep non pre-priced items to 10% or less of the direct cost. However we have many proprietary systems and vendors. Some proposals may exceed the 10% due to the application of these proprietary sources.
   - All non pre-priced line items must have a complete material and labor breakdown attached.
   - Confirm that the non pre-priced items are ***not*** in R.S. Means.

CONTRACT & LAND MANAGEMENT

CITY OF AUSTIN

Alternative Project Delivery

PURPOSE

- To provide an overview of Alternative Project Delivery Methods for Capital Improvement Program (CIP) projects

- To enable participants to recognize potential contracting opportunities

Capital Program

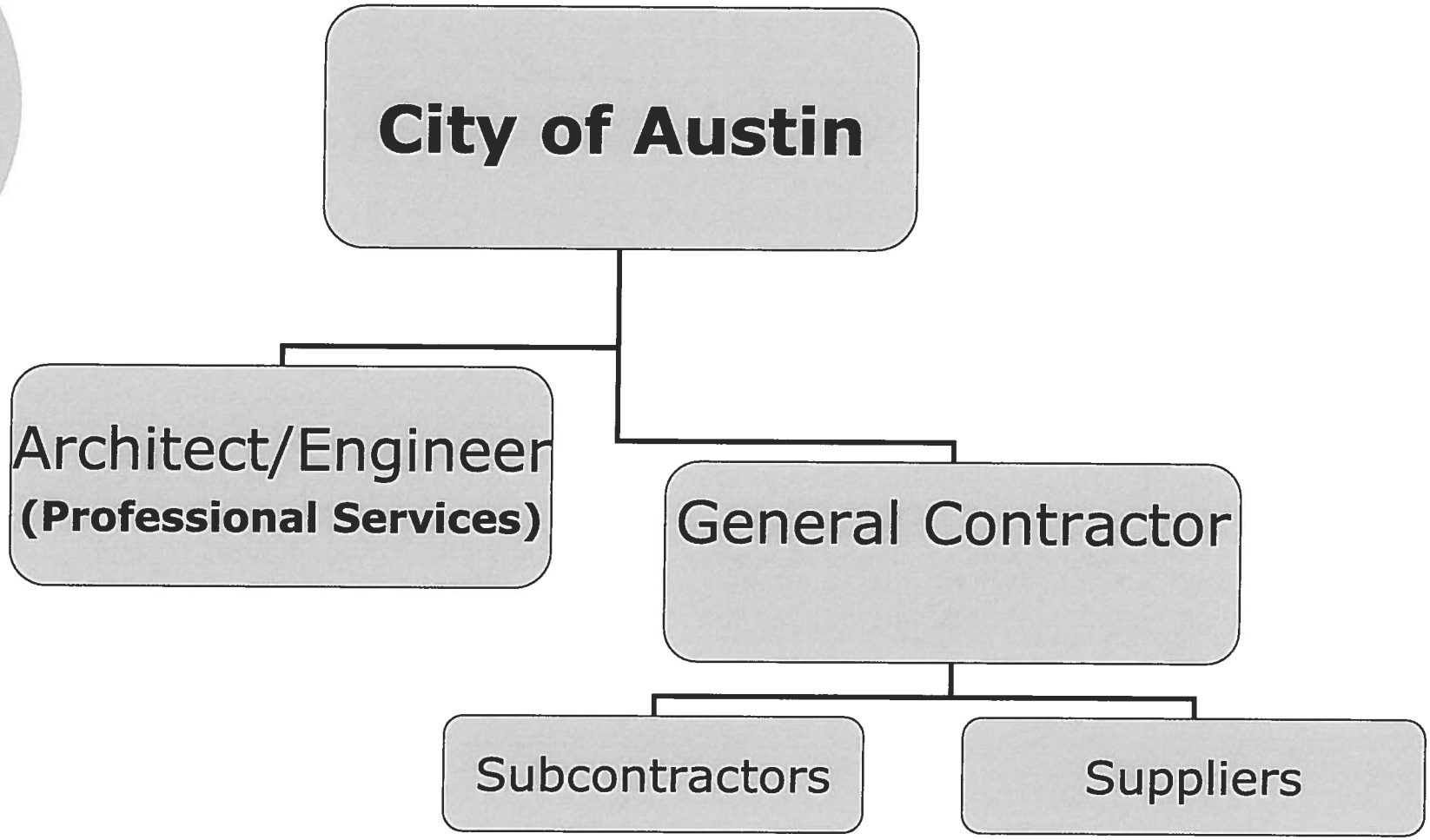
There are a variety of contracting methods for design and construction services.

MOST COMMON METHOD

"Traditional" Project Delivery Method a.k.a. Design / Bid / Build

- Commonly used and more familiar to most. Also called, "low bid" method.
- City contracts with an Architect/Engineer (Professional Services) to complete design and produce a project specifications manual.
- City advertises for construction work and Contractor bids on completed design and specifications.
- City awards a contract with the lowest responsive responsible bidder.

Design-Bid-Build Structure



ALTERNATIVE METHOD

Legislative Authorization

- In 2001, the Texas Legislature authorized the use of alternative project delivery methods to municipalities for facilities, “vertical” construction

- In 2007, authority was expanded to include civil engineering construction such as water treatment plants, streets/ highways, and other "horizontal” construction

"Alternative" Project Delivery

- Called "alternative" because the solicitation, evaluation, selection, contracting and project delivery methods varies from the most traditional design/bid/build competitive "low bid" method.
- Award is made to the firm who provides the "**BEST VALUE**" to the City of Austin
- Best Value is determined by scored and ranked weighted criteria published in the solicitation.

Advantages to the City of Austin

The most qualified firm is selected providing the "BEST VALUE" to the City of Austin

- Promotes collaboration / cohesiveness / partnering throughout project
- Allows City to establish relevant meaningful criteria such as (but not limited to):
  - Past relationships / past projects with the City
  - Relevant technical experience
  - Price
  - Experience with Austin Issues and environmental Issues
  - Sustainability Practices
  - Local Business Presence
  - MBE/WBE Program Participation
  - Quality Assurance/Quality Control

Considerations in Determining Best Project Delivery Method

- Work complexity
- Project size
- Scope definition
- Need for constructability reviews
- Technical expertise
- Time-sensitive
- Funding constraints
- Fast-tracking of work
- Recurring need of repairs/improvements
- Contracting opportunities

ALTERNATIVE TYPES AND STRUCTURE

Types of Alternative Delivery

- Competitive Sealed Proposal (CSP)
- Construction Manager-at-Risk (CM@R)
- Design-Build (D-B)
- Job Order Contracting (JOC)
- Construction Manager-Agent (rarely used by City)

Competitive Sealed Proposal (CSP)

LGC 271.116: Authority

City selects contractor to perform construction services based on qualifications, experience, price and other factors including local business presence, i.e., "BEST VALUE" to the City.

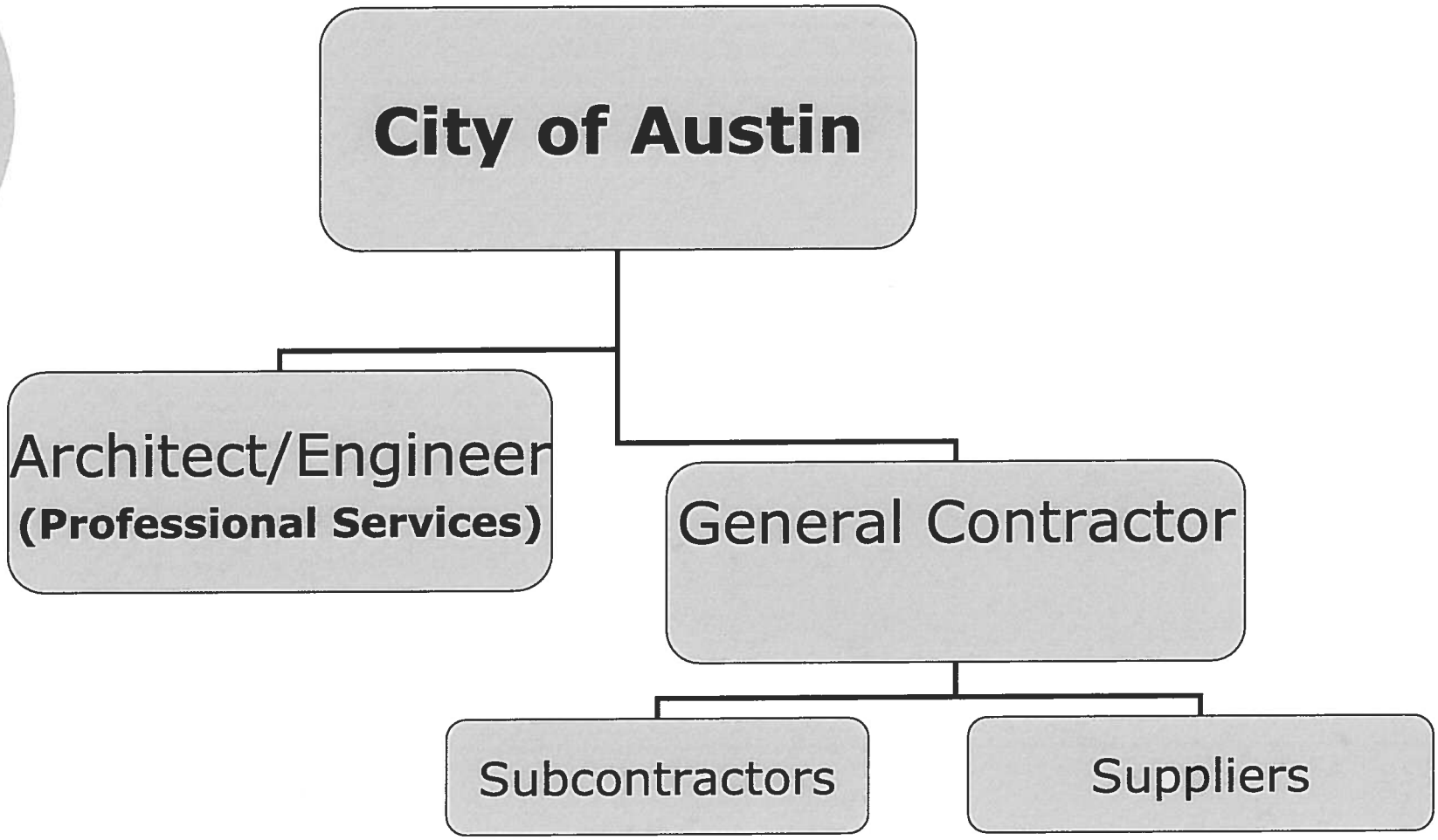
Benefits:

✓✓ Most similar to traditional D/B/B
✓✓ Familiar to the contracting community
✓✓ Best for straightforward work
✓✓ Contract is negotiable

Considerations:

✓✓ From solicitation to evaluation/ranking to Council approval to contract execution = 4-6 months
✓✓ Scope must be well defined
✓✓ Not good for schedule-sensitive work

CSP Structure



Construction Manager-at-Risk (CM@R)

LGC 271.118: Authority

City selects a CM based on qualifications, experience, price and other factors including local business presence, i.e., "BEST VALUE" to the City.

Benefits:

✓✓ CM is on-board during design phase to collaborate with City team and design team on constructability and cost savings

✓✓ CM is responsible for construction

✓✓ Open book method – City reviews CM's processes (especially necessary during CM's bidding process)

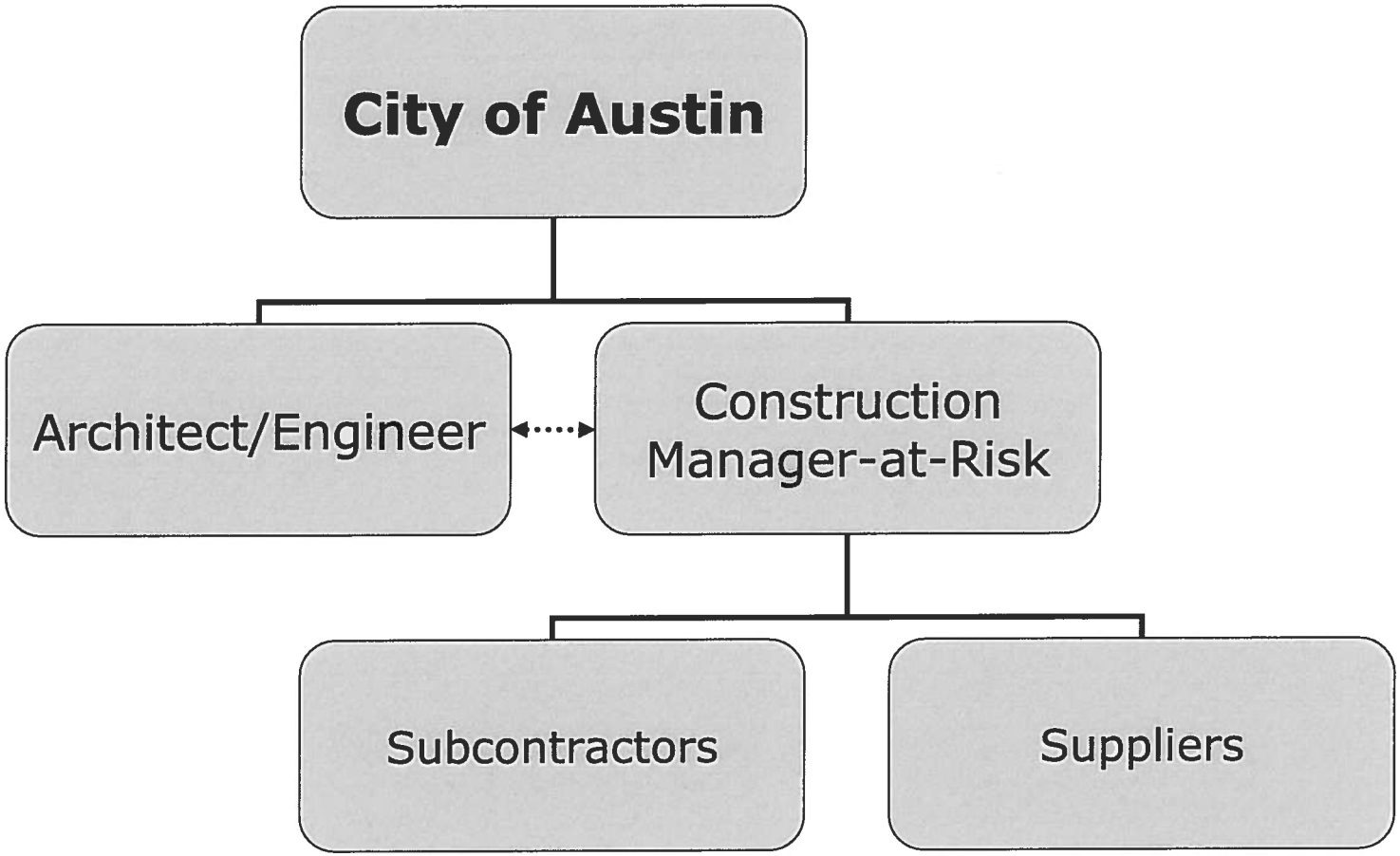
✓✓ Good for larger complex projects with sensitive design/construction schedules

Considerations:

✓✓ Two-step Selection Process – from issuance of RFQ to shortlists for RFP to evaluation/ranking of Proposals to Council approval to Contact Execution = 9 months

✓✓ Complex contract components (Preconstruction Phase Services, General Conditions, GMP-Construction Phase Services)

CM@R Team Structure



Design-Build (D-B)

LGC 271, Subchapter H: Authority for facilities "vertical" construction
LGC 271, Subchapter J: Authority for civil "horizontal" construction

City selects Design-Builder based on qualifications, experience, and other factors as determined to be the "BEST VALUE" to the City.

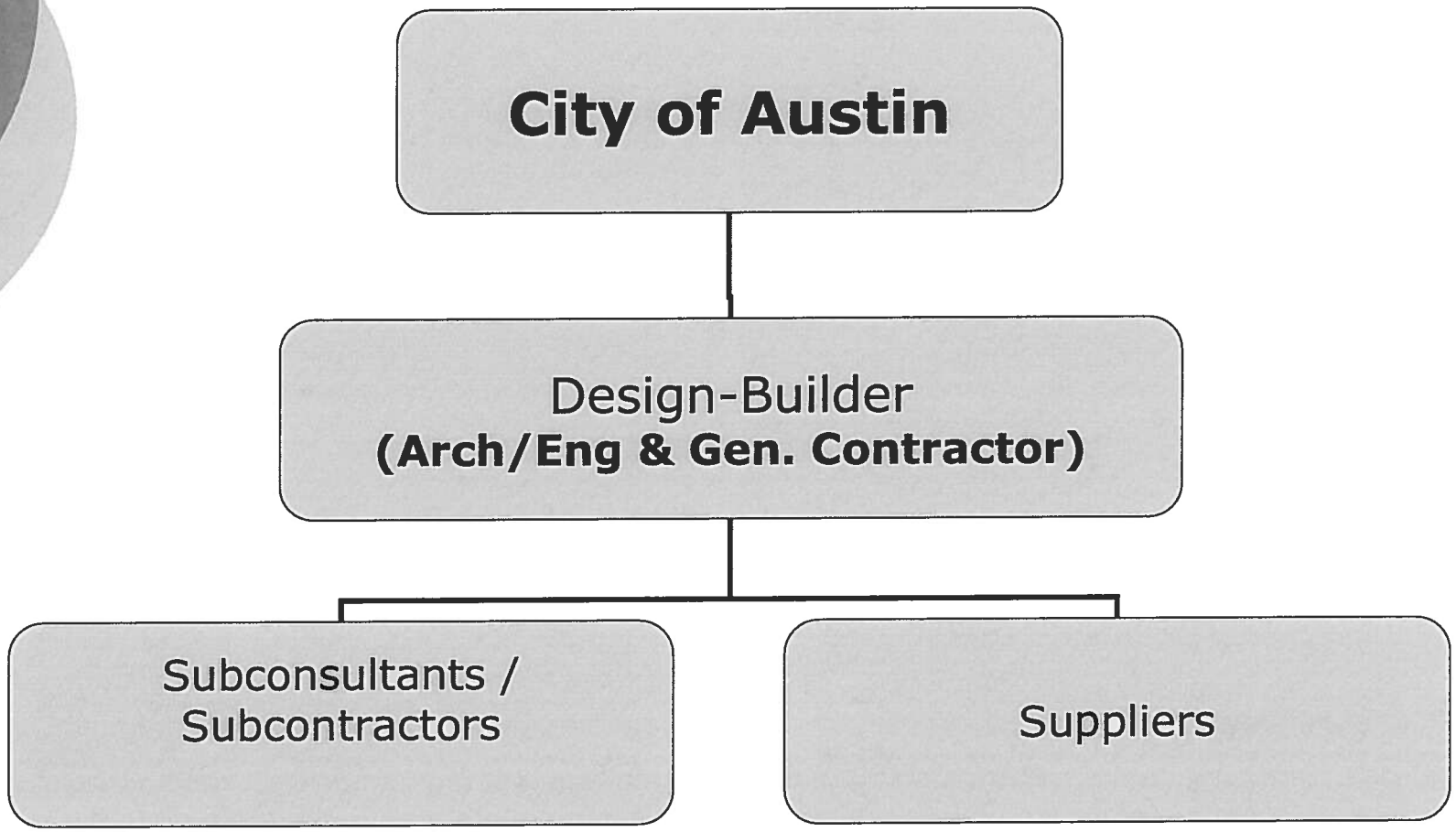
Benefits:

✓✓ Design-Builder is a single firm to perform both design and construction services
✓✓ D-B starts construction before design is complete
✓✓ Good for faster delivery of construction

Considerations:

✓✓ From solicitation to evaluation to short listing to interviews to ranking to Council approval to contract execution = 9 months
✓✓ Complex contract components (Preliminary Design, Design, General Conditions, GMP-Construction)

Design-Build Team Structure



Job Order Contracting (JOC)

LGC 271.120: Authority for Job Order Contracting for minor construction, repair, rehab, and alterations for facilities

City selects Contractor(s) based on qualifications, experience, price, and other factors including local business presence, i.e., "BEST VALUE" to the City.

Benefits:

✓✓ City selects contractor(s) to perform construction services on an "on call" basis for indefinite delivery/indefinite quantity

✓✓ Contract has established pre-priced unit pricing

✓✓ Good for schedule-sensitive minor work

✓✓ Multiple Job Order Assignments going at one time

Considerations:

✓✓ RFP process to contract execution can take 9 months

✓✓ Requires knowledgeable trained staff to administer base contract and individual job orders

CITY COUNCIL'S ROLE

Austin City Council's Role on Alternative Project Delivery Projects

- Authorize use of Alternative Project Delivery Method
- Approve award and authorize negotiations with top-ranked firm
- Approve contract amendments, i.e., construction phase GMP for CM@Risk and design phase and construction phase GMP for Design-Build

WHY NOT USE ALTERNATE DELIVERY METHOD ON ALL PROJECTS?

Reasons why . . .

- Time commitment:
  - Solicitation process is lengthy due to evaluation process
- Requires greater resource commitment during solicitation and award:
  - Evaluation and selection process
  - Contract negotiations due to complex contract components
- Contract/Project Management:
  - Complex contractual relationships and components
  - Higher level of city resources to oversee and manage the project
- Cost considerations:
  - Alternative Delivery is focused on Best Value, not price alone
- Work considerations:
  - Actual work may not warrant extended solicitation process
  - Type of work may be best suited for traditional bid method
- Commonly used – Familiar to most:
  - Traditional D-B-B remains common practice for governmental entities
  - D-B-B is familiar to the majority of the Contractor community

Current Alt Delivery Projects

- WTP4 – under contract
- Austin Energy New System Control Center CMR – under contract
- Municipal Court DB – under contract
- PARD Aquatic Pools Complex Improvements DB – under contract
- Asian American Resource Center DB – under contract
- New Central Library CMR – under contract
- African American Cultural Center CSP – in solicitation
- Street Reconstruction, Group B CSP – in solicitation
- Holly Street Power Plant Decommissioning CSP – in solicitation
- Public Safety Training Facility DB – recently had ribbon cutting

QUESTIONS?

Contact Information:

Contract and Land Management Department

512-974-7181

- How do you fit in?
- City is likely to do more Alternate Delivery Method Projects

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- SMBR and Prime Firm will hold meet and greets
- Local Business Presence
  - Business HQ - administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located.
  - Business Branch office = smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.
  - Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors.
  - Evaluation of the Team's Percentage of Local Business Presence will be based on the allocation of work as reflected in the Offeror's MBE/WBE Compliance Plan.