



MEMORANDUM

FROM: Robin A Camp, Project Manager, Public Works Department
DATE: January 29, 2016
TO: Kristi A. Samilpa, Business Process Consultant, SMBR
RE: Commodity Codes Improvements Budget Cost Estimate

Per your request, please see the recommended steps in a path toward the goal of finalizing a standard crosswalk system that will substitute the current trade summary used for establishing consistent goals for construction projects. Cost estimates are provided. The ultimate intent is to increase opportunities for MBE/WBE Contractor participation on City contracts.

I. Crosswalk 1 - NIGP to CSI codes \$20,000

Consultants to work with eCapris team to test and implement templates previously created.

II. Crosswalk 2 - City Standard Bid Items- 50 to 150 Units \$150,000-\$450,000

1. Finalize 12 Standard Bid Item Crosswalks from previous phase.

Coordinate the 12 preliminary Standard Bid Item crosswalks phase with internal project stakeholders, such as City of Austin Subject Matter Experts, Small and Minority Business Resources (SMBR) staff and Financial Services IT (eCAPRIS system) to discuss the crosswalk and application to the City process. The goal of this coordination will be to accomplish the following:

- a. Gain concurrence on technical items in the Crosswalk.
- b. Discuss solutions for minimizing changes to Contractor registration.
- c. Discuss potential new MBE/WBE opportunities emerging from preliminary crosswalk findings.
- d. Develop a tool or template to assist City staff and consulting engineers in filling out project trade summaries in a consistent manner.
- e. Clarify implementation and use of the Crosswalk at the Project level.
- f. Meet with eCapris team to discuss implementation issues associated with the Crosswalk
- g. Confirm methodology for standard bid item to NIGP crosswalks for future phases.

2. Continue Crosswalk effort for additional bid items, utilizing methodology established in previous phase.

3. Perform a pilot test of the crosswalk on small construction projects. The purpose of this exercise is to get a better understanding of how implementing the crosswalk will impact the project's trade summary and goals, and show how the goals established by the Crosswalk compare to the actual project MBE/WBE utilization goals and results.
4. Review test results with internal project stakeholders and assess impacts of crosswalk. Make adjustments to ratios/percentages as necessary based on discussions.

III. Public Engagement- \$25,000

1. Listing of any NIGP Codes tied to certified M/WBE vendors, for which no contracting activity exists. Consultants will work with the City to identify key messaging around these vendor categories to the stakeholder groups. The City will also be in a position to communicate to the vendor community these "gaps" between contracting activity and certified vendor registration.
2. Conduct internal stakeholder group meeting to discuss progress, impact of 5 versus 7 digit analysis, and review crosswalk
3. Conduct external stakeholder group meeting, coordinate with City to post crosswalk online, and invite comments over a 30-day review period
4. Analyze on-line feedback and make adjustments where applicable
5. Follow-on assistance & guidance with key stakeholder groups (including discussion of implementation considerations with IT and any specific stakeholders requiring more interaction)

IV. City of Austin internal – Possible staff costs \$25,000-\$75,000

CC: Roxanne Cook, P.E., CFM

Division Manager, Project Management Division, Public Works Department