



**Recommendation for  
Water & Wastewater Commission**

<b>Commission Meeting Date:</b>	August 9, 2017
<b>Council Meeting Date:</b>	August 31, 2017
<b>Department:</b>	Purchasing
<b>SUBJECT</b>	
<p>Authorize negotiation and execution of a contract with <b>BUREAU VERITAS NORTH AMERICA, INC.</b>, to provide permit plan review services, with an initial term of two years and three one year extension options, for a total contract amount not to exceed \$1,825,000. This is a multi-department contract. Austin Water's requested authorization is \$500,000.</p>	
<b>AMOUNT AND SOURCE OF FUNDING</b>	
<p>Funding in the amount of \$100,000 is contingent upon approval of the proposed Fiscal Year 2017-2018 Operating Budget of Austin Water. Funding for the remaining 12 months of the original contract and extension options is contingent upon available funding in future budgets.</p>	
<b>Purchasing Language:</b>	<p>The Purchasing Office issued a Request for Proposals (RFP) MDD0101 for these services on January 2, 2017 and it closed on February 2, 2017 with three offers received. The recommended offer is the best evaluated offer submitted by a responsible offeror. Additional information on the solicitation is included below the line. The recommended offeror is not the current provider for these services.</p>
<b>Prior Council Action:</b>	N/A
<b>For More Information:</b>	Matt Duree, 512-974-6346; Bart Jennings, 512-972-0118; Rick Harland, 512-972-0031
<b>Boards and Commission Action:</b>	August 9, 2017- To be reviewed by the Water and Wastewater Commission.
<b>MBE/WBE:</b>	<p>This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9 C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were insufficient subcontracting opportunities; therefore, no subcontracting goals were established.</p>

The contract is for residential, commercial, and plumbing permit plan review services to address and mitigate plan review backlogs and achieve City targeted performance measures as required by the Development Services department and Austin Water.

In 2015, Zucker Systems performed an analysis of the performance of the Planning and Development Review department. The Zucker Report made the following recommendations: "Recommendation #100 - The existing backlog for commercial plan review needs to be eliminated through the use of outside plan review consultants"; and "Recommendation # 296 - The Department should hire qualified contract plan review staff to help eliminate plan review backlog and to provide relief for staff to concentrate on enhancing their code knowledge so they can expand the scope of their reviews."

Within the Development Services department, both residential and commercial plan review workgroups have a long-term target to complete 90% of plan reviews within City Code mandated review times. The Development Services department's previous plan review contract consisted of a single year contract for \$50,000, which started in March 2016 and ended in March 2017. The contract authorized services for residential and commercial plan reviews and inspections. However, because of the limited funding amount, it was later determined that residential production building permit application reviews should take priority.

Austin Water currently performs site plan plumbing reviews for the City. Austin Water's site plan plumbing review services were not included in the previous contract. However, in Fiscal Year 2016-2017, Austin Water temporarily modified an existing employee's duties in order to reduce backlogs and improve the timeliness of reviews. To date, 94% of site plan plumbing reviews were completed on-time. Upon this contract being implemented, the temporarily assigned employee will return to their regular duties related to private wastewater lateral and on-site sewage facility investigations and inspections.

The requested authorization amount was based on estimates from the Development Services department and Austin Water.

An evaluation team with expertise in this area evaluated the offers and scored Bureau Veritas North America, Inc. as the best to provide these services based on system concept and solution, work plan and approach, project management/contract management, experience, personnel, cost, and local business presence.

If the City is unable to enter into a contract, the Development Services department will not be able to reduce their plan review backlog or move significantly closer to their targeted performance measure of 90% on-time reviews. Additionally, the Development Services department and Austin Water would continue to use temporarily assigned review staff and supervisors to assist with reviews.

**BUREAU VERITAS NORTH AMERICA, INC.**

	<b>Contract Term</b>	<b>Contract Amount</b>	<b>Contract Amendment</b>	<b>Revised Amount</b>
Original Term	2	\$730,000	n/a	n/a
Extension Option 1	1	\$365,000	n/a	n/a
Extension Option 3	1	\$365,000	n/a	n/a
Extension Option 2	1	\$365,000	n/a	n/a
<b>TOTAL</b>	<b>5</b>	<b>\$1,825,000</b>	<b>\$-</b>	<b>\$-</b>

**EVALUATION MATRIX  
RFP MDD0101  
PERMIT PLAN REVIEW SERVICES - RESIDENTIAL AND COMMERCIAL**

<b>EVALUATION FACTORS</b>	<b># Possible Points</b>	<b>BUREAU VERITAS NORTH AMERICA, INC.</b>	<b>PERMIT PARTNERS, LLC</b>	<b>SAFEBUILT, LLC</b>
COST PROPOSAL	<b>30</b>	<b>22</b>	<b>30</b>	*
PROJECT MANAGEMENT / CONTRACT MANAGEMENT	<b>20</b>	<b>11</b>	<b>6</b>	*
SYSTEM CONCEPT AND SOLUTION	<b>10</b>	<b>8</b>	<b>3</b>	*
WORK PLAN AND APPROACH	<b>10</b>	<b>9</b>	<b>2</b>	*
EXPERIENCE (Firm's Experience)	<b>10</b>	<b>9</b>	<b>2</b>	*
PERSONNEL (Experience of directly assigned personnel)	<b>10</b>	<b>7</b>	<b>2</b>	*
LOCAL BUSINESS PRESENCE	<b>10</b>	<b>0</b>	<b>6</b>	*
<b>Total</b>	<b>100</b>	<b>66</b>	<b>51</b>	*

\*Deemed Non-Responsive - Did not meet the requirements of the solicitation related to the Minority Owned and Women Owned Business Enterprise Procurement Program.

NOTE: As per Section 252.049 of the local government code, contents of a proposal shall remain confidential until a contract is awarded. Therefore, the matrix will include points awarded for price but exact pricing will not be disclosed.

**EVALUATION MATRIX  
RFP MDD0101  
PERMIT PLAN REVIEW SERVICES - PLUMBING**

<b>EVALUATION FACTORS</b>	<b># Possible Points</b>	<b>BUREAU VERITAS NORTH AMERICA, INC.</b>	<b>SAFEBUILT, LLC</b>
COST PROPOSAL	<b>30</b>	<b>30</b>	*
PROJECT MANAGEMENT / CONTRACT MANAGEMENT	<b>20</b>	<b>11</b>	*
SYSTEM CONCEPT AND SOLUTION	<b>10</b>	<b>8</b>	*
WORK PLAN AND APPROACH	<b>10</b>	<b>9</b>	*
EXPERIENCE (Firm's Experience)	<b>10</b>	<b>8</b>	*
PERSONNEL (Experience of directly assigned personnel)	<b>10</b>	<b>5</b>	*
LOCAL BUSINESS PRESENCE	<b>10</b>	<b>0</b>	*
<b>Total</b>	<b>100</b>	<b>71</b>	*

\*Deemed Non-Responsive - Did not meet the requirements of the solicitation related to the Minority Owned and Women Owned Business Enterprise Procurement Program.

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