



Water & Wastewater Commission Review and Recommendation

Commission Meeting Date:	October 10, 2018
Council Meeting Date:	November 15, 2018
Department:	Purchasing
Client:	Lora Schneider, Danielle Lord, and David Anders
Agenda Item	
Authorize negotiation and execution of two multi-term contracts with Brad Norton and Ronald L. Johnson , to provide impartial hearing officer services, each for up to five years for total contract amounts not to exceed \$1,000,000 divided between the contractors. This is a multi-department contract. Austin Water's requested authorization is \$250,000.	
Amount and Source of Funding	
Funding in the amount of \$41,666 is available in the Fiscal Year 2018-2019 Operating Budget of Austin Water. Funding for the remaining contract terms are contingent upon available funding in future budgets.	
Purchasing Language:	The Purchasing Office issued a Request for Qualification Statements (RFQS) 1100 SMB4001 for these services. The solicitation issued on June 25, 2018 and it closed on July 19, 2018. Of the four offers received, the recommended contractors submitted the best evaluated responsive offers.
Prior Council Action:	N/A
Boards and Commission Action:	October 10, 2018 – To be reviewed by the Water and Wastewater Commission. October 15, 2018- To be reviewed by the Electric Utility Commission.
MBE/WBE:	This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9D Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established.

These contracts will provide impartial hearing officer services on an as needed basis for various City departments. Services include preparing for hearings, overseeing scheduled hearings, and rendering written rulings in accordance with applicable ordinances, codes or regulations. Hearings may relate to electric services; water and wastewater services; water conservation violations; solid waste services; alarm system permits; vicious/dangerous dog offenses; red light camera offenses; parking administrative offenses; transportation user fees; and drainage utility charges and services.

These contracts replace existing contracts that expire in September 2019. Due to the business needs and an unanticipated increase in the number of hearings requested by the public related to high water consumption, electric consumption, and short-term rentals, authorized funding under the current contracts is expected to be exhausted by the end of December 2018. Without replacement contracts, the City will be unable to provide the services requested by the public. Requested authorization for the new contracts is based on the forecasted number of hearings for the various City departments. Brad Norton is a current provider for these services.

An evaluation team with expertise in this area evaluated the offers and scored Brad Norton and Ronald L. Johnson as the best to provide these services based on prior experience and personnel qualifications, project approach, and writing sample.

Contract Detail:

Contract Term	Length of Term	Contract Authorization
Initial Term	2 Years	\$400,000
Optional Extension 1	1 Year	\$200,000
Optional Extension 2	1 Year	\$200,000
Optional Extension 3	1 Year	\$200,000
TOTAL	5 Years	\$1,000,000

Note: Contract Authorization amounts are based on the City's estimated annual usage.

POINT TABULATION

Impartial Hearing Officer Services – Brad Norton and Ronald L. Johnson

VENDOR

TOTAL POINTS

Brad Norton	98
Ronald L. Johnson	82
Austin Texas Mediator LLC	54
Webb & Webb *	

* Response withdrawn.

PRICE ANALYSIS

- a) Note: Award of contract is recommended based on the two highest scoring offerors.
- b) Competitive Status: This was a Request for Qualification Statements.
- c) Responses: 27 notices were sent, including 1 MBE and 4 WBE firms, 4 bids were received with no M/WBE firms responding.

APPROVAL JUSTIFICATION

- a) Austin Water concurs with Central Purchasing recommended award.