

AGENDA



Recommendation for Council Action

AUSTIN CITY COUNCIL

Regular Meeting: November 15, 2018

Item Number: **029**

Purchasing Office

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. (Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

Lead Department	Purchasing Office.
Fiscal Note	Funding in the amount of \$174,167 is available in the Fiscal Year 2018-2019 Operating Budget of various City departments. 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. A complete solicitation package, including a log of offers received, is available for viewing on the City’s Financial Services website, Austin Finance Online. Link: <u>Solicitation Documents</u> .
For More Information	Inquiries should be directed to the City Manager’s Agenda Office, at 512-974-2991 or <u>AgendaOffice@austintexas.gov</u> <mailto:AgendaOffice@austintexas.gov> NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation’s Authorized

	Contact Person: Sandy Brandt, at 512-322-6594 or Sandy.Brandt@austinenergy.com .
Council Committee, Boards and Commission Action	<p>October 10, 2018 - Recommended unanimously by the Water and Wastewater Commission on a 6-0 vote, with Commissioner's Castleberry, Turrieta, Lee, Bell, and Schmitt absent.</p> <p>October 15, 2018 - Recommended by the Electric Utility Commission on a 7-0 vote, with Commissioners Hopkins, Weldon and Wray absent and one vacancy.</p>
Client Department(s)	Animal Services; Austin Code; Austin Energy; Austin Police Department; Austin Water; Municipal Court; Watershed Protection Department.

Additional Backup Information:

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	Contract of Term Authorization
Initial Term	2 yrs.	\$ 400,000
Optional Extension 1	1 yr.	\$ 200,000
Optional Extension 2	1 yr.	\$ 200,000
Optional Extension 3	1 yr.	\$ 200,000
TOTAL	5 yrs.	\$1,000,000

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