



**Purchasing Service Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 30
AGENDA DATE: Thu 06/24/2004
PAGE: 1 of 2**

SUBJECT: Authorize negotiation and execution of a 12-month service agreement with RJW OPERATIONS, INC., dba GROUP SOLUTIONS RJW, (WBE/FB-87.1%), Austin, TX, for public information and community services for the Austin Water Utility in an amount not to exceed \$104,680, with two 12-month extension options in an amount not to exceed \$104,680 per extension option, for a total agreement amount not to exceed \$314,040.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$104,680 is included in the Fiscal Year 2003-2004 Approved Capital Budget of the Austin Water Utility. Funding for the extension options is contingent upon available funding in future budgets.

FISCAL NOTE: A fiscal note is attached.

REQUESTING Purchasing **DIRECTOR'S**
DEPARTMENT:for Austin Water Utility; **AUTHORIZATION:** Vickie Schubert

FOR MORE INFORMATION CONTACT: R.C. Hernandez, Senior Buyer/974-6434

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Best proposal of eight proposals received.

MBE / WBE: 12.9% MBE, 0% WBE subcontractor participation.

This contract is for Public Information and Communication Services for the City's Walnut Creek Service Annexed Areas Program to handle the outreach requirements of the annexation project. The Public Information Officer will provide information to home owners and interested property owners, including local newspapers for the Walnut Creek Service Annexed Areas Project. In 2004, the City of Austin procured the services of four engineering design consultants for the preparation of the construction plans for the water and wastewater improvements.

The City of Austin has a limited purpose annexation (land use control services) area known as the Walnut Creek Area. The area includes approximately 315 acres located in northeast Travis County northwest of the intersection of Braker Lane and Dessau Road. The area is a predominantly single-family residential neighborhood with approximately 825 homes and 2400 residents.

The Public Information Officer (PIO) will provide the following services:

- a. create and maintain a database of property owners within the annexed area
- b. plan and coordinate stakeholder meetings'
- c. provide and distribute newsletters
- d. provide hotline during design and construction, voicemail, and e-mail support

Group Solutions RJW has previously worked with the City (Public Works and Water and Wastewater) in several annexation programs and infrastructure improvement projects.



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MBE/WBE solicited: 40/37 MBE/WBE proposed: 2/3

Project specific goals stated in the solicitation were 10.1% MBE and 11.84% WBE.

Prime Vendor: Group Solutions RJW (WBE/FB) \$91,180.00 87.1%

Subcontractor:

<u>MBE/ASIAN</u>	<u>\$13,500.00 12.9%</u>
Kaleidoscope Consultants (FA)	\$13,500.00 12.9%
Austin, Texas	
Outreach services	

Group Solutions RJW submitted an MBE/WBE Compliance Plan which was approved by the Department of Small and Minority Business Resources.

RFP #RH04300044
PROPOSAL ANALYSIS

- a. Adequate competition.
- b. Three hundred eighty-seven notices were sent including forty MBEs and thirty-seven WBEs. Twenty-eight proposals were issued including seven MBEs and three WBEs. Eight proposals were received with two MBEs and three WBEs responding.

APPROVAL JUSTIFICATION

- a. The proposal submitted by the recommended awardee meets the requirements of the Request for Proposal.
- b. Austin Water Utilities Department concurs with the recommended award.
- c. Advertised in the Austin American-Statesman and Internet.

CIP FISCAL NOTE

DATE OF COUNCIL CONSIDERATION:
WHERE ON AGENDA:
DEPARTMENT:

6/17/2004
Resolution
Austin Water Utility

DESCRIPTION:

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FINANCIAL INFORMATION:

Parent Project Name:	Water Unfunded Future
Project Authorization:	2003-04 Approved Capital Budget
Funding Source:	Commercial Paper
Number:	3960 227 1019

Current Appropriation	\$ 271,508,739.00
Unencumbered Balance	76,871,782.56 *
Amount of This Action	<u>(10,468.00)</u>
Remaining Balance	<u>\$ 76,861,314.56</u>
Current Available Balance	\$ 79,006,475.56
Less Outstanding Commitments	<u>(2,134,693.00)</u>
Estimated Unencumbered Balance	<u>\$ 76,871,782.56 *</u>

Utility Finance:


David Anders, Utilities Finance Manager

Date:

5/26/04

REF. # 3960 227 7937

CIP FISCAL NOTE

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WHERE ON AGENDA:
DEPARTMENT:

6/17/2004
Resolution
Austin Water Utility

DESCRIPTION:

Authorize negotiation and execution of a 12 -month service agreement with RJW OPERATIONS, INC., dba GROUP SOLUTIONS RJW, (WBE/FB-87.1%), Austin, TX for professional public information and community services for the Austin Water Utility in an amount not to exceed \$104,680, with two 12 -month extension options in an amount not to exceed \$104,680 per extension option, for a total agreement amount not to exceed \$314,040.

FINANCIAL INFORMATION:

Parent Project Name:	Wastewater Unfunded Future
Project Authorization:	2003-04 Approved Capital Budget
Funding Source:	Commercial Paper
Number:	4570 237 2017

Current Appropriation	\$ 410,907,293.00
Unencumbered Balance	150,396,694.52 *
Amount of This Action	<u>(94,212.00)</u>
Remaining Balance	<u>\$ 150,302,482.52</u>
Current Available Balance	\$ 184,602,487.75
Less Outstanding Commitments	<u>(34,205,793.23)</u>
Estimated Unencumbered Balance	<u>\$ 150,396,694.52 *</u>

Utility Finance:



David Anders, Utilities Finance Manager

Date: 5/26/04

REF #4570 237 8937