




**TO:** Mayor and Council Members

**FROM:** Rosie Truelove, Capital Contracting Officer 

**DATE:** February 1, 2016

**SUBJECT:** Council Item #5 & 6 – Authorize negotiation and execution of professional service agreements for the 2016 Large Scale and Small Scale Facilities Engineering Rotation Lists for Austin Water Utility Facilities

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On the February 4<sup>th</sup> agenda, Council will find two rotation lists contracts for consideration (Items 5 and 6). Both of these rotation lists will be predominately used by Austin Water for improvements to their facilities. These scopes of work have been broken into two distinct lists – Large Scale and Small Scale. This distinction serves multiple purposes; this memo serves to provide background on rotation list contracting and the logic behind a consultant selection of this nature.

**What is “Rotation List” contracting?**

The City has used rotation list contracting for over 20 years. Rotation List contracting allows the City to have a group of qualified consultants available to perform a specific type of recurring work in a timely manner to meet the project needs of various City departments. Firms who are on the various rotation lists are selected through the City’s standard Qualifications-Based Selection process, which meets the standards and guidelines of Government Code - Chapter 2254.

Once all documents needed to establish a rotation list have been acquired, the internal Rotation List Advisory Committee (RLAC) reviews and refines the scope of work, evaluation criteria, suggested number of firms, MBE/WBE participation goals, and total funding authorization levels.

**Splitting a rotation list into two lists**

On occasion, the RLAC or the Capital Contracting Office (CCO) will recommend splitting a rotation list into two lists. The determination to split a rotation list up into two separate lists is usually based on:

- 1) the amount of work anticipated over the life of the rotation list and
- 2) the potential opportunity to increase participation of more firms.

In the first instance, staff looks at the number and the size of the anticipated projects to determine if the sizes of projects warrant splitting the work into two lists to provide flexibility for the administrative management of the consultants and assignments. In the second instance, staff utilizes this approach to provide additional opportunities for increased numbers of prime contractor opportunities. When employing this approach, the contracts are often broken up into larger scale and smaller scale projects to provide firms that might otherwise lack the depth of expertise to compete on the “larger scale” work the opportunity to compete on the “smaller scale” work and gain that capacity and experience.

Based on the successful splitting of the General Civil Engineering Rotation List (Large and Small Scale General Civil Engineering) approved by Council in October 2015, a collaborative decision was made to split the AWU Facilities Engineering Rotation List into Large Scale and Small Scale, items #5 and #6, on the February 4<sup>th</sup>, 2016 Council Agenda.

If you have any questions or comments, please contact me at (512) 974-3064.

CC: Marc A. Ott, City Manager  
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