



FINANCIAL SERVICES  
DEPARTMENT

# Rotation List Management



# Introductions



## Central Procurement Capital Contracting Professional Services – Rotation List Management

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Procurement Manager

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Procurement Supervisor

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Procurement Specialist IV



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# Session Overview

What is a Rotation List?

Roles and Responsibilities

Rotation List Assignments and Processes

Consultant Guidelines for Fee Proposals

# What is a Rotation List?

Rotation Lists are a list of Consultants providing professional services on a regular basis for expedited selection and assignment.

## **Types of Rotation Lists include:**

Civil Engineering, Structural Engineering, General Architectural Services, Water and Wastewater Pipeline Engineering, Surveying, and Flood Hazard Mitigation.

- Assignments are made on a rotating basis dependent on the amount of authority the Consultant has remaining.
- Public Works, Austin Water Utility, Austin Energy, Aviation, PARD, Library, and Building Services are some users of Rotation Lists.
- Capital Contracting currently manages about 40 rotation lists accepting new assignments.
- Capital Contracting manages an additional 50 rotation lists which have open contracts in support of project continuation and/or additional services requests from initial new assignments.
- Assignments are made to Consultants on a rotating basis, thus the name Rotation List.

# Rotation List Manager Roles and Responsibilities



## What Does a Rotation List Manager Do?

- Implements effective mechanisms for managing Rotation Lists.
- Ensures consistency in assignment processes across all Rotation Lists and ensures appropriate assignment methodology is used.
- Adheres to authorization limits with exceptions approved and documented.
- Authorizes documents for Notice to Proceed (NTP) to be issued by the Project Manager.
- Maintains data properly for their Rotation Lists.
- Documents actions/decisions that affect Rotation Lists.
- Responds promptly and effectively to the needs of all stakeholders.
- Partners with Sponsor Departments and Consultants to deliver quality projects.
- Performs detailed contract compliance reviews.

## What are the Rotation List Manager's Priorities?

- Process NTP documents in a timely manner.
- Establish responsive, clear, and effective communication between the customer and the Consultant.
- Pay attention to detail in compliance reviews of proposals.
- Be a problem solver to work effectively and find workable solutions to meet the needs of customers.

## What are a Rotation List Manager's Deliverables?

- NTP Documents
- NTP Reports (eCAPRIS/Rotation List Database)
- Supplemental Amendments
- Closeout Documents
- Sourcing Documents
- Recommendation for Council Actions (RCAs) – Increase Authorizations/  
New Rotation List Involvement/Pre-Solicitation Actions
- Consultant Rates (Newly added Subconsultants)



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## Rotation List Assignment Process

- **Step 1:** Project Manager (PM) or requesting entity submits an Assignment Request.
- **Step 2:** Rotation List Manager determines the appropriate Rotation List.
- **Step 3:** Rotation List Manager assigns the project to the next Consultant on the list.
- **Step 4:** Consultant has five business days to accept/reject the Assignment Letter.
- **Step 5:** PM negotiates acceptable proposal with Consultant using the Proposal Guidelines provided by the Rotation List Manager.
- **Step 6:** Rotation List Manager reviews and approves proposal for compliance.
- **Step 7:** Rotation List Manager finalizes Notice to Proceed (NTP) documents.





eCAPRIS  
Capital Project Reporting and Information System

Ruben Cantu | 
 My eCAPRIS | 
 Projects | 
 Subprojects | 
 FDUs | 
 Sourcing | 
 Contracts | 
 Task Orders | 
 Bonds | 
 Requisitions | 
 Inspections | 
 Reports | 
 Logout

Searches

Lists

Subprojects

Bonds

Contracts

Sourcing

User Resources

Administration

## Assignment Request

**\* Request Type:**

**\* Assignment Type:**

**Subproject ID:**

Check this box if Non-CIP Funding ?

**\* Project Name:**

**\* Sponsor Department(s):**

**\* Project Manager Name:**

**\* Project Manager Phone:**

**Master Agreement/Contract Number:**  ?

**\* Project Description:**   
0 characters (500 max)

**Project Stage(s):**

**Total Design Budget for Project:**

**Construction Budget:**

**Total Consultant Services (all phases):**

**\* Anticipated Assignment Value:**

**Comments:**   
0 characters (1000 max)

**\* Required Professional Services:**

### Funding

FDU	Object Code	Activity Code	Reporting Code	Amount	%	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		✖
<b>Total:</b>				<input type="text"/>		

[Add Another FDU](#)

Submit



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## Assignment Types

- New Assignment
- Project Continuation
- Additional Services



# New Assignments



## What is considered a New Assignment?

- New Assignments are considered projects that never had work performed.
- Rotation List Managers will send out an Assignment Letter to the next Consultant on the Rotation List to accept or reject the assignment.

# Project Continuation



## What is considered a Project Continuation?

- Project Continuations are assignments that are moving on to the next phase of the project.
- Phases include the following:  
Preliminary Phase, Design Phase, Bid Award Phase, Construction Phase, and Post-Construction Phase.
- A proposal will be submitted upon an Assignment Request by the PM. This proposal has been negotiated and reviewed by the PM before submission.
- Delivery Order (DO) will remain the same, but an alpha character will be added at the end of the number.
- Assignment number changes after the decimal point. For example PR# 5.2, PR# 5.3, PR# 5.4, etc.

# Additional Services



## What is considered an Additional Service?

- Additional Services are considered assignments that had unexpected charges in the initial phase of the assignment.
- A proposal will be submitted upon Assignment Request by the PM. This proposal has been negotiated and reviewed by the PM before submission.
- DO number remains the same.
- Assignment number changes after the decimal number. For example PR# 5.1, PR# 5.2, PR# 5.3, etc.

# Consultant Guidelines for Fee Proposal – Example



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Central Procurement • PO Box 1088 Austin, TX 78767

### CONSULTANT GUIDELINES FOR FEE PROPOSAL

The following are guidelines for the submission of fee proposals in response to Rotation List Assignments. This guideline includes the information needed by the City to accept the fee proposals and will assist the Consultant in the development of fee proposals.

#### 1. Proposal Cover Letter

A proposal should be accompanied by a cover letter on the Prime Consultant firm's letterhead that is dated and signed by a representative from the Prime Consultant firm. The cover letter should include:

- The Professional Services Agreement (PSA) Name and Number (i.e., 2015 General Architectural Services Rotation List / PA150000005).
- The Project CIP ID# (i.e., 30001.123).
- The Proposal Request (PR) Number (i.e., PR# 1.2).
- The Project Name (i.e., Barton Springs Pool Bathhouse Upgrades).
- The name of the City of Austin Project Manager
- A brief narrative of the scope of services being provided.
- The total fee proposal cost.

#### 2. Statement of Scope, Services Description, and Personnel Breakdown

Provide a task-oriented statement of scope and services description. The Statement of Scope and services description must:

- Correspond to the basic services described in the Professional Services Agreement (PSA) for each project phase (unless otherwise directed). For example:
  - Scope of Services
    - Basic Services
      - o Task 1 (Project Management Services)
      - o Task 2 (Preliminary Engineering)
      - o Task 3 (Design Engineering)
    - Special Services
      - o Task 1 Permitting
      - o Task 2 Survey
- Reflect the provided Resource Allocation Plan (RAP) as discussed in item 5 of these guidelines.
  - o Include a list of milestone submittals and their durations measured from Notice to Proceed (e.g., 60% plans – 6 months from NTP)
- State those services explicitly excluded from the scope (if appropriate).
- Identify the compensation method agreed to by the Project Manager (Lump Sum vs Time & Material or both)
- Include proposal language and terms that comply with the PSA Terms and Conditions.
- Include a list of deliverables.

Provide a breakdown of the estimated personnel labor requirements per task identified in the statement of scope and service description. The personnel labor breakdown must:

- Reflect the estimates that were used to create the maximum not-to-exceed fee proposal.
- Include the hourly rates for each employee.
  - o Ensure Key Personnel names are listed and match current SOQ org chart or approved request for change KP documentation.
- Include the number of hours each employee will work on the project.
- Utilize the currently approved loaded hourly rates as identified on the consultant's approved rate sheets.

# Consultant Guidelines for Fee Proposals

- Proposal Cover Letter
- Statement of Scope, Services Description, and Personnel Breakdown
- Fee Proposal Matrix
- Subconsultants' Proposals
- Resource Allocation Plan (RAP)
- Subconsultant Utilization Form (SUF)
- Project Schedule
- Proposal Requirements Checklist
- Miscellaneous



## Cover Letter – Must include the following:

- The Professional Services Agreement (PSA) Name and Number (i.e. 2019 General Architectural Services Rotation List/PA1900000071).
- The Project CIP ID (i.e. 3001.123).
- The Proposal Request (PR) Number (i.e. PR# 1.2).
- The Project Name (i.e. Barton Springs Pool Bathhouse Upgrades).
- City of Austin's Project Manager.
- A brief narrative of the Scope of Services being provided.
- The total fee proposal cost.



# Statement of Scope – Should include the following:

- The Basic Services described in the Professional Services Agreement (PSA) for each project phase (unless otherwise directed).
- Scope of Services:
  - Basic Services
    - Task 1 (Project Management Services)
    - Task 2 (Preliminary Engineering)
    - Task 3 (Design Engineering)
  - Special Services
    - Task 1 (Permitting)
    - Task 2 (Survey)



## **Statement of Scope – Should include the following:** **(Continued)**

- Reflect the provided Resource Allocation Plan (RAP).
- State those services explicitly excluded from the scope (if appropriate).
- Identify the compensation method agreed to by the Project Manager.
- Proposal language that comply with the PSA Terms and Conditions.
- A list of deliverables.
- A breakdown of the estimated personnel labor requirements per task identified in the Statement of Scope and service description.



## Fee Proposal Matrix

Complete the fee proposal matrix in a manner that accurately reflects the fee proposal and task/fee breakdown stated in the RAP.

Provide a maximum not-to-exceed fee proposal. The proposal must include:

- The labor costs showing approved employee classification titles and rates.
- The identified reimbursable project expenses.
- The approved prime Consultant rate sheets used to prepare the proposal.
- A summary of Subconsultants costs.

# Fee Proposal Matrix – Example

Titles need to match what is on City approved rate sheet

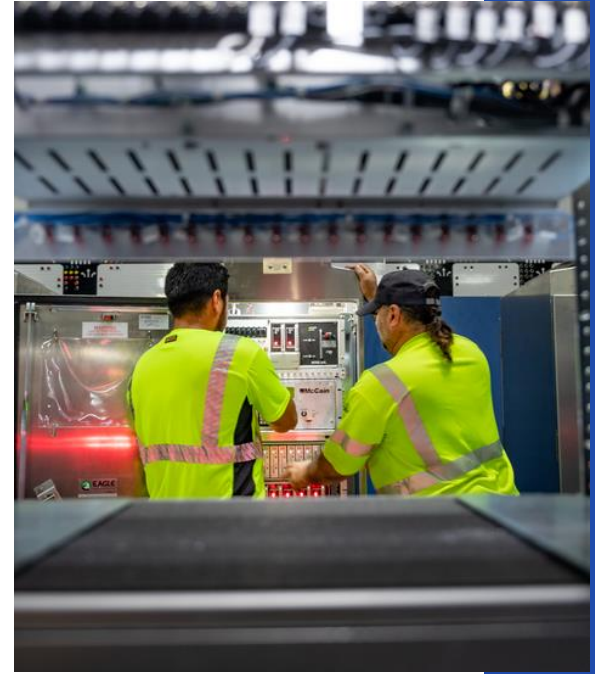
Fee Estimate for Scope of Services													
Approved Rate		Position	Principal	Man. Eng. VI	Sup. Eng. III	PE IV	PE I	EIT I	Admin Assist I	CAD Tech III	SUBTOTALS		TOTAL
Item No.	Sub-Item Description	No. of Item	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Cost	Subtotal
<b>TASK I</b>	<b>Project Management Services</b>												
	Project Management												
	Herding Cats		1	2	3	4	5	6	7	8			\$1.00
	Talking about Cats												
	Cat Workshop												
	Meetings about Cats												
	How to design the right Dog												
	<b>Total Hours (per Position)</b>		1	2	3	4	5	6	7	8			
	<b>Total Cost (per Position)</b>		\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00			
<b>TASK II</b>	<b>Preliminary Engineering Services</b>												
	Dog Reports		1	2	3	4	5	6	7	8			\$1.00
	<b>Total Hours (per Position)</b>		1	2	3	4	5	6	7	8			
	<b>Total Cost (per Position)</b>		\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00			

# of hours and cost per title needs to be totaled at bottom of sheet

- What CCO looks for:
1. Rates and Titles are matching against City approved/current Rate sheets ( Any Key Personnel should be named)
  2. We calculate total hours x rate per title
  3. Percentage of hours for Key Personnel against the project (eg. Project Principle has 20% of the hours = Red Flag)
  4. Reimbursable items need to be spelled out and in detail (Local Mileage = Red flag / Out of town travel = Yellow flag / Permits or printing = Green flag)

# COA Approved Loaded Hourly Rate Sheets

- Rates must be current as of the date of the Assignment Letter and must be included in every proposal. Rates for all subconsultants in the proposal must also be included.



**NOTE:** A Consultant may use their expired rates by submitting an email to the Rotation List Manager stating their expired rates are acceptable to them AND the Consultant must initiate the process of renewing their rates.

# Resource Allocation Plan (RAP) – Example

	A	B	C	D	E	F	G
1	<b>ATTACHMENT 1: RESOURCE ALLOCATION PLAN</b>						
2	Project: Capital Contracting Template Example / PR# 3.1						
3							
4	<i>Note: PM will advise Consultant of level of detail and payment benchmarks desired for Task Descriptions</i>						
5							
6	<b>Task Description</b>	<b>Budget</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Complete</b>	<b>% Paid</b>	<b>% Time</b>
7	A. Preliminary Phase	\$0.00					
8					0.0%	0.0%	0.0%
9					0.0%	0.0%	0.0%
10	<i>Phase Total</i>				0.0%	0.0%	0.0%
11	B. Design Phase						
12	Task 1	\$6,000.00			0.0%	0.0%	0.0%
13	Task 2	\$1,230.00			0.0%	0.0%	0.0%
14	Task 3	\$650.00			0.0%	0.0%	0.0%
15	Task 4	\$720.00			0.0%	0.0%	0.0%
16	Task 5	\$65.00			0.0%	0.0%	0.0%
17	Task 6	\$120.00			0.0%	0.0%	0.0%
18	Task 7	\$55.00			0.0%	0.0%	0.0%
19					0.0%	0.0%	0.0%
20	Design Phase Total	\$8,840.00	7/1/2022	9/4/2022	0.0%	0.0%	0.0%
21					0.0%	0.0%	0.0%
22					0.0%	0.0%	0.0%
23					0.0%	0.0%	0.0%
24					0.0%	0.0%	0.0%
25					0.0%	0.0%	0.0%
26	<i>Phase Total</i>				0.0%	0.0%	0.0%
27	C. Bid-Award Execution Phase	\$0.00					
28					0.0%	0.0%	0.0%
29	<i>Phase Total</i>				0.0%	0.0%	0.0%
30	D. Construction Phase						
31	Task 8 Construction Phase Services	\$7,525.27			0.0%	0.0%	0.0%
32					0.0%	0.0%	0.0%
33	Reimbursable Expenses	\$3,000.00			0.0%	0.0%	0.0%
34	Prime Provider Mark-up (5%)	\$114.27					
35							
36	Construction Phase Total	\$10,639.54	10/1/2022	10/26/2022			
37					0.0%	0.0%	0.0%
38	<i>Phase Total</i>				0.0%	0.0%	0.0%
39	E. Post-Construction Phase	\$0.00					
40					0.0%	0.0%	0.0%
41	<i>Phase Total</i>				0.0%	0.0%	0.0%
42							
43	<b>Project Total</b>	\$38,959.08			0.0%	0.0%	0.0%
44							
45	<b>APPROVED FIXED CONSTRUCTION BUDGET:</b>		\$85,000.00				
46							
47	<b>DATE OF CURRENT FCB:</b>		4/26/2022				
48							



## Project Schedule

Include a schedule that corresponds to the task-oriented Statement of Scope. A Gantt chart format is preferred.

## Proposal Requirement Checklist

This document will help the Consultant ensure all required items necessary for the review and acceptance of a proposal are included in the initial submission to reduce delays in processing. Complete all fields on the form with the requested information.

## Miscellaneous

**Consolidate all proposal documents into a single PDF.**

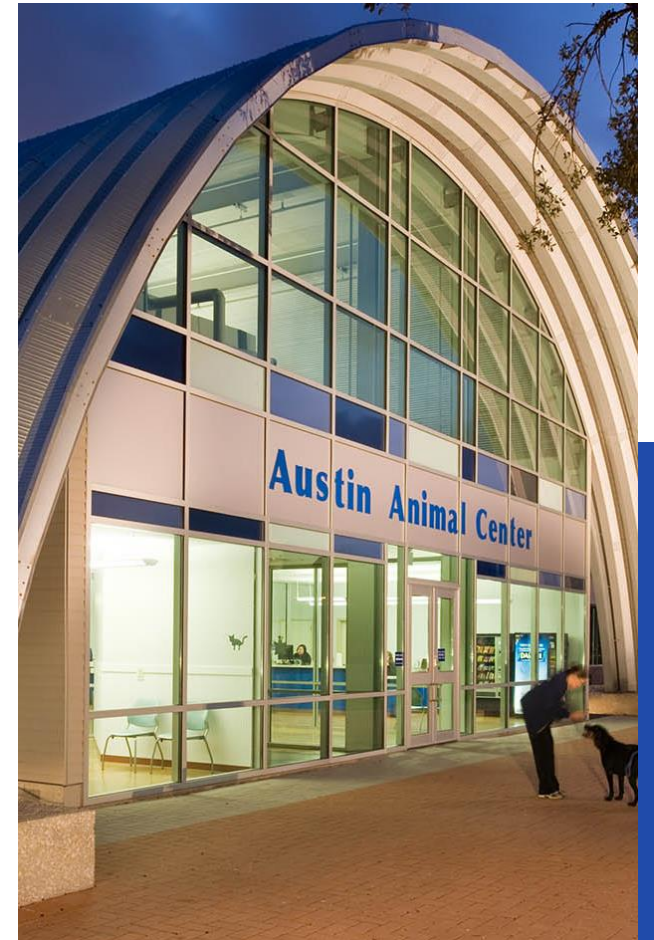
It is the Consultant's responsibility to ensure their Certificate of Insurance (COI) is current. If expired, the Consultant must provide a copy of their renewed COI to be included in their proposal.



# To Review

Here is what we learned:

- What a Rotation List is.
- What the roles and responsibilities of a Rotation List Manager are.
- What the steps and processes are for different types of Rotation List assignments.
- The proper way to prepare a fee proposal.





**Thank you for  
your time!**



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context=department/capital-contracting/programs](https://www.austintexas.gov/page/rotation-lists#overlay-context=department/capital-contracting/programs)