

**AGENDA**



**Recommendation for Council Action (Purchasing)**

<b>Austin City Council</b>	<b>Item ID:</b>	57086	<b>Agenda Number</b>	18.
<b>Meeting Date:</b>	May 5, 2016			
<b>Department:</b>	Purchasing			
<b>Subject</b>				
<p>Authorize negotiation and execution of two 24-month contracts with BRAD NORTON and WEBB &amp; WEBB, or one of the other qualified offerors to Request For Proposal RMJ0305, for administrative hearing officer services in an amount not to exceed \$124,000 each and combined, with two 24-month extension options in an amount not to exceed \$124,000 each and combined per extension option, for a total contract amount not to exceed \$372,000.</p>				
<b>Amount and Source of Funding</b>				
<p>Funding in the amount of \$20,667 is available in the Fiscal Year 2015-2016 Operating Budgets of various City Departments. Funding for the remaining 20 months of the original contract period and extension options are contingent upon available funding in future budgets.</p>				
<b>Fiscal Note</b>				
<p>There is no unanticipated fiscal impact. A fiscal note is not required.</p>				
<b>Purchasing Language:</b>	<p>The Purchasing Office issued a Request for Proposal (RFP) RMJ0305 for these goods and services on December 7, 2015 and it closed on January 29, 2016 with five offers received. The recommended offers are the best evaluated offers submitted by responsible offerors. Additional information on the solicitation is included below the line. One of the recommended offeror is the current provider for these goods and services.</p>			
<b>Prior Council Action:</b>	<p>█</p>			
<b>For More Information:</b>	<p>Ray Moncada, Senior Buyer Specialist Corporate, 512-322-6594</p>			
<b>Boards and Commission Action:</b>	<p>April 13, 2016 – Unanimously recommended by the Water and Wastewater Commission on an 11-0 vote.                  April 18, 2016 – Recommended by the Electric Utility Commission on a 10-0 vote with Commissioner Wray off the dais.</p>			
<b>Related Items:</b>	<p>█</p>			
<b>MBE / WBE:</b>	<p>This solicitation was reviewed for subcontracting opportunities in accordance with City Code</p>			

Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods and services required for this solicitation, there were insufficient subcontracting opportunities; therefore, no subcontracting goals were established.

#### Additional Backup Information

The contracts will provide the City with services to oversee administrative hearings. The administrative hearings officers will conduct hearings initiated by customer objections to actions, policies or decisions of and by the utilities and City departments participating under the contract. The hearings officers will manage the hearings process by scheduling hearings, presiding over applicable rules and regulations. The contracts incorporate Council's recommended improvements to the hearings process.

Hearings may be conducted for the following:

- Disputes regarding electric, water, wastewater, and solid waste services
- Water Conservation Violations
- Alarm System permits
- Vicious/dangerous dog offenses
- Red light offenses caught on camera
- Parking Administrative offenses
- Any other Civil or Administrative offenses or hearing support subject to the preview of the Municipal Court
- Other services as defined by the City of Austin Utility Service Regulations

The City departments using the contracts include: Austin Energy, Austin Water, Watershed Protection, Austin Police Department, Municipal Court, and Telecommunications and Regulatory Affairs (TARA). Each department will be responsible for paying for their own services based on the administrative hearing services that are required.

An evaluation team with expertise in this area evaluated the offers and scored Brad Norton and Webb & Webb as the best to provide these services based on evaluation criteria understanding and approach to the work, experience, personnel qualifications, total evaluated price and local business presence.

The current contract expires on February 9, 2018. Upon Council approval and staff execution of the contracts, the services will transition to the new contracts. The current contract is only with Brad Norton and in order to have ready access to these services, multiple vendors are preferred.

This request allows for the development of a contract with a qualified offerors selected by Council. If the City is unsuccessful in negotiating a satisfactory contract with the selected offeror, negotiations will cease and staff will return to Council so that another qualified offeror may be selected.

A complete solicitation package, including a response list, is on file in the City's Purchasing Office and is available on the City's Financial Services Austin Finance Online website. Link: [Solicitation Documents](#)