



**February 20, 2020**

## Questions and Answers Report



**Mayor Steve Adler**

**Mayor Pro Tem Delia Garza, District 2**

**Council Member Natasha Harper-Madison, District 1**

**Council Member Sabino "Pio" Renteria, District 3**

**Council Member Gregorio Casar, District 4**

**Council Member Ann Kitchen, District 5**

**Council Member Jimmy Flannigan, District 6**

**Council Member Leslie Pool, District 7**

**Council Member Paige Ellis, District 8**

**Council Member Kathie Tovo, District 9**

**Council Member Alison Alter, District 10**

*The City Council Questions and Answers Report was derived from a need to provide City Council Members an opportunity to solicit clarifying information from City Departments as it relates to requests for council action. After a City Council Regular Meeting agenda has been published, Council Members will have the opportunity to ask questions of departments via the City Manager's Agenda Office. This process continues until 5:00 p.m. the Tuesday before the Council meeting. The final report is distributed at noon to City Council the Wednesday before the council meeting.*

## QUESTIONS FROM COUNCIL

**Item #9:** Authorize negotiation and execution of a professional services agreement with Lord Aeck and Sargent, Inc., (staff recommendation) or one of the other qualified responders for Request for Qualifications Solicitation No. CLMP282, to provide architectural design services for the Faulk Library/History Center and Archival Repository Expansion project, in amount not to exceed \$1,600,000.

### QUESTION/ANSWER

COUNCIL MEMBER ELLIS' OFFICE

*Can you provide additional information on the scope of services and evaluation criteria staff used to derive the recommended firm?*

Please see the attached solicitation scope of services and evaluation criteria.

**Item #15:** Approve a resolution updating the City of Austin's Public Improvement District Policy.

### QUESTION/ANSWER

COUNCIL MEMBER ELLIS' OFFICE

*Have any of the Commissioners' Courts for counties containing City of Austin ETJ (including Travis, Hays, Williamson, and Bastrop Counties) agreed to the provisions of the proposed PID Policy regarding entering into ILAs for county-created PIDs within our ETJ? If so, please provide documentation of their agreement to abide by the City's proposed PID Policy.*

No.

City staff have been in communications with Travis County staff that work on public improvement districts to share our policy draft and explain the City's need for an interlocal agreement (ILA). Travis County staff indicated a willingness to work with us on a proposed draft interlocal agreement between the City of Austin and Travis County that could be presented to our respective governing bodies for approval.

To our knowledge, the other surrounding counties (Hays, Williamson, and Bastrop) are not working on any public improvement districts in the City of Austin's extra-territorial jurisdiction. Should City staff learn about any, then we would need to reach out to the respective county staff to discuss a potential interlocal agreement.

**Items #22 and #23:** Authorize negotiation and execution of an agreement with the Austin-Travis County Collaborative for the provision and coordination of Census 2020 outreach and education services in an amount not to exceed \$200,000.

Authorize negotiation and execution of an interlocal agreement with Travis County to coordinate Census 2020 outreach and education services by hiring a program manager.

**QUESTION/ANSWER**

COUNCIL MEMBER ELLIS' OFFICE

*Why is Planning and Zoning Department authorizing this contract??*

Funding for this project was authorized within the Planning and Zoning department's budget during the 2019-2020 budget adoption process. Additionally, the City Demographer is the City's lead on this project, and he is housed within the Planning and Zoning department.

**Item #26:** Authorize negotiation and execution of Amendment No. 6 with The Salvation Army, Georgia Corporation, for shelter operations and modifications at the Downtown Shelter and Social Service Center, increasing grant funding in an amount not to exceed \$108,000 for a total agreement amount not to exceed \$1,446,912.

**QUESTION/ANSWER**

MAYOR ADLER'S OFFICE

*Can you provide a little more feedback on what these funds are being used for and if they could be used for other purposes by the Salvation Army?*

Homeless Housing and Services Program (HHSP) grant has approved the Salvation Army as a vendor to receive funding for homeless services. Eligible expenses include capital and/or shelter operations (to include staffing, client financial assistance, food, security, supplies, cleaning services, programmatic expenses, etc.). Austin Public Health will work with The Salvation Army to negotiate the most effective use of these grant funds, considering any changing circumstances, within the regulatory requirements of the grant

**Item #37:** Authorize negotiation and execution of an emergency multi-term contract with Waste Management of Texas Inc., to provide collection, transportation, processing, and disposal of refuse, recycling, brush, and compostable materials generated by City facilities, for up to one year in an amount not to exceed \$1,068,000.

**QUESTION/ANSWER**

COUNCIL MEMBER ELLIS' OFFICE

*In the description it says ARR does not provide waste collection services to City facilities due to the type of equipment required. Can you expand on that a little? What kind of equipment?*

ARR does not have dumpsters nor the specialized collection trucks (front-end loaders) to pick up and empty the dumpsters.

*Does this contract provide for composting services? If not, are there any plans to include composting at City sites in the future?*

The current city facility contract does not include composting services, but the scope of work for the new solicitation will include composting services.

**Item #38:** Authorize negotiation and execution of a multi-term contract with Woody Harrison D/B/A Friendly Universe Inc., LLC D/B/A Woody Harrison Films, to provide videography services, for up to five years for a total contract amount not to exceed \$675,000.

**QUESTION/ANSWER**

COUNCIL MEMBER ALTER'S OFFICE

*Please provide more detail on the anticipated use by department and the source of the funds in each instance.*

The source of funds for the Economic Development Department is the department's operating fund which is an allocation model comprised of General Fund, Austin Energy, Austin Water and Austin Resource Recovery's Fund.

The source of funds for the Austin Convention Center Department is its allocation of the Hotel Occupancy Taxes (HOT).

All other departments funding is from each departments general operating budget and can only be used if available in their annual approved budgets.

**Item #44:** Approve a resolution directing the City Manager to implement certain recommendations of the South Central Waterfront Vision Framework Plan.

**QUESTION/ANSWER**

COUNCIL MEMBER FLANNIGAN'S OFFICE

*Please provide an estimate on the impact to City resources, including City Staff time, required to accomplish the task(s) required in this resolution if approved.*

The impact on staff resources is unknown at this time, as more coordination and planning is needed to determine how this resolution could be carried out.

**Item #45:** Approve a resolution directing the City Manager to create an urban trails stakeholder group to examine and make recommendations on how to improve the administrative processes and requirements associated with the design and permitting of urban trails.

**QUESTION/ANSWER**

COUNCIL MEMBER FLANNIGAN'S OFFICE

*Please provide an estimate on the impact to City resources, including City Staff time, required to accomplish the task(s) required in this resolution if approved.*

The Public Works Department anticipates the time impact to be approximately 3 to 5 hours per month for stakeholder group representatives, and an additional 3 to 5 hours per month for meeting planning and follow-up for core team members. For all 7 departments suggested for involvement we are anticipating approximately 50-60 hours per month total. Some of this work may overlap with efforts to update the Urban Trails Plan which would further reduce the additional time needed to respond to this Council direction. The process to update the Urban Trails Plan will take place this year.

**Item #46:** Approve a resolution directing the City Manager to explore options to procure a temporary vendor through an expedited process to oversee the repairs and operations of the Zilker Park train ride.

**QUESTION/ANSWER**

COUNCIL MEMBER FLANNIGAN'S OFFICE

*Please provide an estimate on the impact to City resources, including City Staff time, required to accomplish the task(s) required in this resolution if approved.*

Assuming that Austin Park Foundation is successful in coordinating operational preparation, PARD's main responsibility will be to facilitate permits needed to complete the track repairs and draft a contract. The total expected cost \$1,892 for the contract development and management and \$1,895 for the permitting facilitation. It is important to note, both of these responsibilities are required to re-activate the train with or without a resolution.

**Item #47:** Adopt a resolution requesting Texas Gas Service to provide a feasibility study regarding use of biomethane and measures to reduce natural gas leaks.

**QUESTION/ANSWER**

COUNCIL MEMBER FLANNIGAN'S OFFICE

*Please provide an estimate on the impact to City resources, including City Staff time, required to accomplish the task(s) required in this resolution if approved.*

The intention of the Resolution appears to be lowering the carbon footprint of the natural gas that Texas Gas Service delivers to its customers. Texas Gas Service is an independent utility, not directly a part of the City of Austin organization. Therefore, the bulk of the responsibility for the response lies with Texas Gas Service, not the City of Austin. However, there are some areas where the City is named in the Resolution and directed to take action. In order to clarify roles and responsibilities and the associated estimated resource impacts to the City, each task is listed in the attached table with notations regarding responsibilities and impacts to City resources, if any.



**Council Question and Answer**

<b>Related To</b>	Item #9	<b>Meeting Date</b>	February 20, 2020
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Additional Answer Information

Authorize negotiation and execution of a professional services agreement with Lord Aeck and Sargent, Inc., (staff recommendation) or one of the other qualified responders for Request for Qualifications Solicitation No. CLMP282, to provide architectural design services for the Faulk Library/History Center and Archival Repository Expansion project, in amount not to exceed \$1,600,000.

**QUESTION/ANSWER:** Council Member Ellis' Office

*Can you provide additional information on the scope of services and evaluation criteria staff used to derive the recommended firm?*

Please see the attached solicitation scope of services and evaluation criteria.



## EVALUATION CRITERIA STAND ALONE SOLICITATIONS

Solicitation Number: CLMP282

Project Name: FAULK LIBRARY / HISTORY CENTER – ARCHIVAL REPOSITORY  
EXPANSION

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural/planning services to the City of Austin. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (plus 15 points for interviews, if conducted). Wherever used, "prime firm" denotes a single firm or a joint venture responding as the prime consultant. Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed 8-1/2 x 11-inch pages. The prime firm shall perform the largest share of the assignment (on an estimated percentage of total agreement basis). Responses failing to show the prime firm performing the plurality of the services shall be rejected as non-responsive.

**Limitations on volume of requested information apply equally to single firms and joint ventures regardless of the number of firms partnering in the joint venture. Responses with excess volume or which do not include information for the evaluation of all consideration items may not be thoroughly reviewed or may be rejected as non-responsive.**

All prime firms and subconsultants must be registered to do business with the Owner prior to contract award. Prime firms are responsible for ensuring that their subconsultants are registered as vendors with the City of Austin. You may register through the Owner's on-line Vendor Registration system. Log on to the link below and follow the directions: [https://www.ci.austin.tx.us/financeonline/vendor\\_connection/index.cfm](https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm)

### NOTES:

- ❖ Firms and individuals, who are proposed as staff on this RFQ, must adhere to the requirements of Subchapter A of the Texas Professional Engineering Practice Act regarding the use of the term "engineer". The full text of the Texas Professional Engineering Act may be found at: <http://www.engineers.texas.gov>.
- ❖ Firms and individuals who are proposed as staff on this RFQ, must adhere to the requirements of Subchapter A of the Texas Architecture Practice Act regarding the use of the term "Architect". The full text of the Texas Architecture Practice Act may be found at: <http://www.statutes.legis.state.tx.us/Docs/OC/word/OC.1051.doc>

### DEFINITIONS:

The following definitions are meant to assist the prime firm in determining the appropriate key team members for this project. These definitions are not exhaustive and are meant only as a guide.

1. "Completed Project" - The City will consider a project complete when:
  - a) The specified discipline for which you are working has been completed; or,
  - b) All phases or scopes of work have been completed.
2. "Project Manager": The COA defines a project manager as an individual in the prime firm who:
  - ◆ Sets deadlines, assigns responsibilities and monitors and summarizes progress of project.
  - ◆ Has the responsibility of the planning, execution and closing of a project.
  - ◆ Responsible for accomplishing the stated project objectives and deliverables.
  - ◆ Leads project meetings to collect and disseminate information pertaining to the project.
  - ◆ Coordinates the collection and dissemination of information between/within the company and COA.
  - ◆ Manages all aspects of the project, including subconsultants.
3. "Project Principal": The COA defines a project principal as an individual in the prime firm who:

## EVALUATION CRITERIA – STAND ALONE

- ◆ Has executive oversight of projects.
  - ◆ Has the authority to remove the PM and/or Project Professional (PE or PA) assigned to this project.
  - ◆ Has the authority to secure additional resources to the project.
4. “Project Professional”: The COA defines a project professional as an individual in the prime firm who:
- ◆ Serves as lead Engineer, Architect, Landscape Architect, Planner or other professional on the proposed team who designs and develops project specifications.
  - ◆ Creates, reviews and provides resolution of technical specifications.
  - ◆ Directs other professional activities.
  - ◆ Is responsible for the preparation of probable construction cost estimates.
  - ◆ Has all required licenses, certifications or registrations from the State of Texas at the time of submittal.

Consideration Item #	Title	Maximum Point Value
1	MBE/WBE PROCUREMENT PROGRAM	N/A
2	TURNT IN ALL REQUIRED DOCUMENTS	N/A
3a	TEAM’S STRUCTURE	10
3b	TEAM’S PROJECT APPROACH	20
4	EXPERIENCE OF KEY PERSONNEL	15
5	PRIME FIRM’S COMPARABLE PROJECT EXPERIENCE	15
6	MAJOR SCOPES OF WORK – COMPARABLE PROJECT EXPERIENCE	20
7	TEAM’S EXPERIENCE WITH AUSTIN ISSUES	10
8	CITY OF AUSTIN’S EXPERIENCE WITH PRIME FIRM	10
9	INTERVIEWS (OPTIONAL)	15

### **CONSIDERATION ITEM 1**

#### **MBE/WBE PROCUREMENT PROGRAM**

Were Goals achieved or did response indicate that a Good Faith Effort was made to achieve the Goals?

- No** - Response **will not** be evaluated.  
**Yes** - Evaluation of the response will continue.

Attach the following:

- **MBE/WBE Compliance Plan**
- **Letters from subconsultants confirming contact/commitment to the project.**

### **CONSIDERATION ITEM 2**

#### **TURNT IN ALL REQUIRED DOCUMENTS**

Did respondent turn in the requested documents as required by this Consideration Item and the forms and submittal requirements for all other consideration items?

- No** - Response **will not** be evaluated.  
**Yes** - Evaluation of the response will continue.

Respondent must attach the following to Consideration Item 2:

- **Form 1 – Prime Firm General Information**
- **Form 2 – Affidavit of Authentication**
- **Form 3A - Prime Firm’s EEO Program**
- **Form 3B - Title VI Assurances Appendix A**
- **Form 3C – Title VI Assurances Appendix E**
- **Form 4 - Affidavit of Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying**
- **Form 5 - Affidavit of Availability**
- **Form 6 - Affidavit of Contract Execution**

**NOTE: Other forms and submittal documents required in the remaining consideration items should be attached to that respective consideration item.**

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**CONSIDERATION ITEM 3a**

**TEAM’S STRUCTURE**

**10 Points Maximum**

City is interested in team's organizational structure. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager, how subconsultants will work within the team structure and how the contracted Construction-Manager-at-Risk (CMR) will be included in the design process. Describe the roles of the key individuals proposed to work on this project. **Indicate activities, responsibilities and key personnel on the organizational chart. Organizational chart may be submitted on 11 x 17 paper. Response should align with team’s proposed MBE/WBE Compliance Plan provided in Consideration Item 1 above.**

The proposed staff must include individual(s) with experience in sustainable design and capable of designing and managing the project during construction to provide a facility that meets the requirements of the Council Resolutions 20071129-045 & 20071129-046. The City has established a process for implementation of sustainable principles in design and construction of buildings and site development projects. The resolutions can be downloaded from the City’s website by accessing the following:

[20071129-045, Resolution http://www.cityofaustin.org/edims/document.cfm?id=110795](http://www.cityofaustin.org/edims/document.cfm?id=110795)  
[20071129-046, Resolution http://www.cityofaustin.org/edims/document.cfm?id=110796](http://www.cityofaustin.org/edims/document.cfm?id=110796)

- Provide an organizational chart. (1 page limit)
  - Provide a brief narrative. (Narrative should not exceed 4 pages)
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**CONSIDERATION ITEM 3b**  
**TEAM'S PROJECT APPROACH**  
**20 Points Maximum**

City is interested in team's overall understanding of the project scope and issues in working with a CMR. Please include the team's approach in coordinating efforts and meeting the requirements of the Texas Historical Commission and the National Park Service Registry for Historical Places. Describe any significant project issues and the team's approach in addressing those issues. Reference issues seen on similar scoped projects, and the overall approach to mitigate those and other issues. Describe your team's methods to successfully complete the work; your team's understanding of the techniques and sequencing required; and how the prime firm will interface with the City's appointed representative. Please describe the major subconsultants' placement in the overall approach to the project.

- Provide a narrative not to exceed five (5) pages.
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**CONSIDERATION ITEM 4**  
**EXPERIENCE OF PROJECT MANAGER, PROJECT PROFESSIONAL, AND PROJECT PRINCIPAL (past 10 Years)**  
**20 Points Maximum**

***(Project Manager – 8 points; Project Professional – 5 points; Project Principal – 2 points)***

City is interested in the experience of the Project Manager, Project Professional, and Project Principal that demonstrates history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. Points will be awarded as indicated above. Only one individual per job responsibility should be designated. The prime consultant must employ the Project Manager, Project Professional, and Project Principal. The Project Manager, Project Professional, and Project Principal may be the same individual. The Project Professional must be licensed as a registered architect in the State of Texas and a LEED Accredited Professional at the time of submittal. **Please indicate LEED specialty on Form 8.**

List three (3) projects meeting these criteria which have been completed in the past ten (10) years for each individual.

- **Complete Form 7 – Experience of Project Manager. Please provide no more than**

- one (1) page per project.
  - Complete Form 8 – Experience of Project Professional. Please provide no more than one (1) page per project.
  - Complete Form 9 – Experience of Project Principal. Please provide no more than one (1) page per project.
  - Attach a resume of no more than two (2) pages for each individual.
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**CONSIDERATION ITEM 5**

**PRIME FIRM'S COMPARABLE PROJECT EXPERIENCE (past 5 years)**

**15 points maximum**

City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List three (3) projects meeting these criteria which have been completed in the past five years. **One of the projects must include experience with buildings or facilities of a historical nature.** In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

- Provide a narrative not to exceed one (1) page.
- Complete Form 10 and provide no more than one (1) page per project.

City is interested in the prime firm's expertise in design. Please submit a representative sampling in two dimensional formats of designs completed by the prime firm in the past five years. Please provide project name and basic information regarding location, date of construction, names of design team members, project scope, etc. for three projects.

- Provide copies of drawings or photographs bound into the hard copy of the response and provided as a separate PDF file in the CD or flash drive. Please do not send portfolios or original work as these items cannot be returned to you.
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**CONSIDERATION ITEM 6**

**MAJOR SCOPES OF WORK - COMPARABLE PROJECT EXPERIENCE (past 5 years)**

**15 points maximum**

The City has identified Major Scopes of Work to be provided for this project, which are included in the Scope of Services. Each scope of work can be accomplished through subcontracting other firms or utilizing the prime firm. The City is interested in the history and success of the firm

proposed to perform the scope of work (subconsultant or prime), with projects of similar programs, budgets, and/or clients as the areas identified. List three (3) projects per Major Scope of Work meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects. If more than one firm is listed for a particular Major Scope of Work, the City expects the work will be divided evenly among them. If more than one firm is listed for a particular Major Scope of Work, list three (3) projects per firm per scope of work. Provide no more than one page per firm per scope.

**Major Scopes of Work (20 pts)**

- Architecture Design Services (7 points)
  - Structural Engineering (3 points)
  - Mechanical, Electrical and Plumbing Engineering (3 points)
  - Historic and Cultural Resources Specialist (3 points)
  - Public Information & Community Engagement (2 points)
  - Cost Estimating (2 points)
- **Complete Form 11 for each Major Scope of Work listed in the Scope of Services. Provide no more than one page per Major Scope of Work, per firm. All major subconsultants listed in this item must also be included in your MBE/WBE compliance plan.**

**CONSIDERATION ITEM 7**

**TEAM’S EXPERIENCE WITH AUSTIN ISSUES**

**10 Points Maximum**

City is interested in the team’s (including subconsultants) experience with Austin issues, as may be evidenced by work in the Austin area during the past five (5) years. Briefly describe experience in the following areas and reference projects relating to that experience:

- ◆ City of Austin site development and/or building permit requirements.
- ◆ Austin area construction in the public right-of-way.
- ◆ Austin area construction costs and practices.
- ◆ Austin area historical, civic and cultural values.
- ◆ Austin environmental community, conditions and constraints.
- ◆ Public awareness and involvement in project development in the Austin area.

- **Provide a brief narrative of no more than four (4) pages.**

**CONSIDERATION ITEM 8**

**CITY OF AUSTIN'S EXPERIENCE WITH PRIME FIRM (past 5 years)**

**10 Points Maximum**

The City will consider the history of the firm in complying with project programs, schedules, and budgets on previous City of Austin projects within the last five (5) years.

Scoring is based on consultant performance evaluations completed by City staff for City projects, considering:

1. Schedule / Timeliness of Performance
2. Budget / Cost Control
3. Quality of Work Performed
4. Invoicing and Payments
5. Deliverables
6. Compliance with MBE/WBE/DBE Procurement Program(s)
7. Regulatory Compliance and Permitting
8. Adequacy and Availability of Workforce
9. Project and Contract Management
10. Communications, Cooperation, and Business Relations

Firms who have had no previous City of Austin projects relative to the industry or engineering discipline of this solicitation, will receive a score equal to the average of all firms in the database with previous City of Austin projects relative to the industry or engineering discipline of this solicitation.

**CONSIDERATION ITEM 9**

**INTERVIEWS (OPTIONAL)**

**15 Points Maximum**

The City may determine that it is necessary to interview short-listed firms prior to making a recommendation to the City Council. Staff intends to use the following guidelines for the optional interview process:

- ◆ The point difference between the first and second ranked firm is less than three points.
- ◆ The number of firms interviewed will depend on the closeness of the scores following evaluation of the written proposals.
- ◆ Staff will consider significant gaps in point separation between the top ranked firms in determining the number of firms to be interviewed.
- ◆ Only firms that are considered qualified to perform the work, on the basis of their written proposal, will be invited for interviews.
- ◆ No more than five firms will be interviewed.

## EVALUATION CRITERIA – STAND ALONE

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- ◆ Staff may conduct interviews in other cases where staff believes it is in the best interest of the City.
- ◆ The City reserves the right to determine whether an interview will be conducted for every solicitation/project.



## SCOPE OF SERVICES

Solicitation Number:

Project Name: FAULK LIBRARY / HISTORY CENTER – ARCHIVAL REPOSITORY EXPANSION

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### **PROJECT FOR:**

CITY OF AUSTIN, AUSTIN PUBLIC LIBRARY, THROUGH ITS CAPITAL CONTRACTING OFFICE

### **PROJECT TITLE:**

FAULK LIBRARY / HISTORY CENTER – ARCHIVAL REPOSITORY EXPANSION

### **OBJECTIVES OF THE PROJECT:**

The Faulk Library and Austin History Center are grouped together to meet the growth demands of the City's burgeoning population by adding much needed archival storage space, security for collections, and upgrading environmental controls. The campus will be reinforced as a single destination that will facilitate seamless interchanges between the Faulk Building, the Austin History Center, adjacent Wooldridge Square and many nearby historical sites.

With sustainability as a project goal, the work to the Faulk Building includes but is not limited to modifying the 2nd and 3rd floors of JHF to meet minimal archival storage standards. Removing existing carpet and providing a sealed, epoxy-coated concrete flooring finish or similar types. Additional work includes upgrading the building Mechanical, Electrical, Plumbing systems (M/E/P) and Elevator Retrofit. Infrastructure upgrades at the Austin History Center include wheel chair lift replacements, lead-based paint abatement, renovation of worn finishes, lighting retrofit, and renovation of exteriors to redress structural and aesthetic improvements.

The work also entails improvements to the existing, occupied, historic, three-story center. System upgrades include HVAC and electrical components, life safety systems, interior and exterior security camera and card access system, miscellaneous new construction, signage and retrofit for ADA compliance purpose. The work also includes miscellaneous asbestos and lead-based paint abatement, minor demolition, salvaging of existing materials, minor exterior work including replacement of landscaping, interior construction, patching and equipment retrofits interior partitions, ceilings, wall and floor finishes, toilet accessories and signage.

### **BACKGROUND:**

The Austin History Center (AHC) building is a City of Austin Historic Landmark as well as a Registered Texas Historic Landmark. It is also listed on the National Register of Historic Places. Its historic collections, research services, public exhibits and programs attracts approximately 45,000 visitors annually, with 25% of those visitors from out of town.

Due to the growth demands of the City's increasing population, there is a need to combine

The Faulk Library and Austin History Center, located at 800 and 810 Guadalupe St. in Austin, Texas 78701, into an Austin History Archival Repository Center to meet the high demand of the archival storage space and security for collections. The Center will be reinforced as a single destination that will facilitate seamless interchanges between the Faulk Building, the Austin History Center, adjacent Wooldridge Square and many nearby historical sites.

**ANTICIPATED SERVICES:**

This project requires a consultant team with experience in the architectural design of archival repository centers, with a strong emphasis in community-based facilitation, and public engagement.

The selected consultant should have experience in designing a variety of archival repository center projects with an emphasis on sustainability, and community engagement.

The selected consultant should have experience in working with the Integrated Project Delivery Process to collaborate with a Construction Manager at Risk (CMR) and Commissioning Agent (Cx). The CMR will be retained by the City under separate contract to deliver the project within a Guaranteed Maximum Price (GMP). The Cx will be retained by the City under separate contract to confirm systems performance requirements in conformity with design intent.

This project will include Architectural/Engineering consulting services for all phases of the project including:

**1. Preliminary Phase: Confirm Planning Strategy**

- a. Analysis of applicable city, state and federal codes and regulations affecting the rehabilitation of the History Center/Faulk Library and its immediate environs with particular attention to the requirements of the Secretary of the Interior’s Standards for the Treatment of Historic Properties.
  
- b. Discussion of permitting processes and determination of applicable codes for the proposed project; coordinate efforts with City of Austin departments, State, and Federal agencies with jurisdictional oversight.
  
- c. Review of the building and previous site studies, with detailed assessment of the current structural, building envelope, drainage, mechanical, electrical, plumbing and life safety systems.
  
- d. Review and documentation of the History Center/Faulk Library cultural resources and historical designations. Identify opportunities and challenges for implementation of the recommended program and phasing.

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- e. In coordination with City staff, develop a facility program, a detailed scope of work and a phased schedule for rehabilitation efforts. Engage stakeholders in the planning strategy.
  - g. Coordinate with Austin History Center Association and/or Texas Historical Commission to ensure full compliance with the historic preservation principles.
  - h. Align with ongoing site improvements, particularly those impacting the pathway connecting the two buildings.
  - i. Project is required to achieve minimum LEED Silver certification. Identify sustainability opportunities, discuss and track progresses at each phase.
  - j. Provide public engagement and outreach plan during planning and designing through Austin Public Library Public Information Office. Provide bi-lingual (Spanish speaking) outreach literature and presentation assistance.
  - k. Provide formal public meetings and outreach plan.

## **2. Design Phase, Schematic Design**

- a. Create a schematic layout of the pathway connecting the two buildings and the surrounding plaza, with the emphasis on the historic aspect of the Austin History Center.
- b. Prepare and present plans and sketches to illustrate elements in agreed scope of work. Include access, life safety, and historical elements.
- c. Identify and outline permitting process for proposed improvements including the development of necessary agreements, amendments or variances to ensure site code requirements, and utilizing historical preservation best practices.
- d. Coordinate with the City of Austin Development Review Department regarding applicable site plan approvals, parking lot reconfiguration, and related utilities requirements.
- e. Vet schematic plans with Texas Historical Commission, City of Austin Historic Preservation Office and the Austin History Center Association.
- f. Develop a phasing operations strategy to maintain Austin Public Library programs, to allow public access to the History Center during peak usage periods for continuous use.
- g. Evaluate progresses and track sustainability measures toward LEED certification.

h. Provide preliminary budget analysis for the development of the proposed improvements by phase. Provide cost estimate for proposed efforts inclusive of professional services and associated permitting fees.

i. Provide recommendations for phasing strategy of project implementation.

**3. Design Phase, Design Development**

a. Confirm construction phasing strategy.

b. Develop site and parking lot reconfiguration plans with staff and public engagement.

c. Develop building rehabilitation plans with staff and public engagement.

d. Detail automated access improvements for possible early implementation.

e. Evaluate progress and track sustainability measures towards LEED certification.

f. Obtain necessary site development and building permits including any needed variances/amendments, a State Antiquities permit, and/or the Certificate of Appropriateness.

g. Provide cost estimate.

h. Ensure that the project meets all the specifications and codes requirements throughout the whole project cycle.

**4. Design Phase, Construction documents**

a. Complete full construction bid documents including plans and specifications.

b. Secure an initial building permit.

c. Coordinate with approval of required variances or amendments.

d. Evaluate progress and track sustainability measures towards LEED certification.

e. Complete Registered Accessibility Services (RAS) review and submit completed documents to the Texas Department of Licensing and Regulation (TDLR).

f. Provide cost estimate (itemized).

**5. Bid-Award Execution Phase**

a. Assist with City’s construction procurement process, issue bidding addenda as required; multi-phased bidding is expected.

**6. Construction Phase Services**

- a. Work collaboratively with the Construction Manager At Risk (CMR) to provide Construction Administration support to the owner regarding all design and construction issues throughout the whole project life cycle.
- b. Schedule recurring meeting with stakeholders.
- c. Prepare all meetings sign-in sheets, agendas, meeting notes, and distribute the notes to stakeholders accordingly.
- d. Review Request for Information (RFIs) and submittals, and provide responses to those on a timely manner.
- e. Work with the Project Team, the General Contractor (GC) to resolve any project issues throughout the whole project life cycle including the warranty phase of the project.
- f. Verify that the project meets all the specifications and codes required and develop a punch list of any defective items for the GC to fix those on a timely manner.
- g. Provide an accurate punch list of all items that required to be fixed to GC for correction and work with the Project Team to get the issues resolved in order to move forward to Substantial Completion.

#### **7. Post-Construction & Warranty Phase Services**

- a. Work with GC to resolve the 'As Built' in order to complete the recorded documents.
- b. Provide closing documents which include the recorded documents.
- c. Work with the Project Team to develop a list of lessons learned from the project.
- d. Coordinate with the Project Team, the GC (and subs) to get issues under warranty resolved on a timely manner.

#### **SOLICITATION SCHEDULE:**

RFQ Issued – 10/15/2019

Pre-Response Meeting – 10/22/2019

Submittals Due – 11/20/2019

Interviews (if needed) – early December

City Council (anticipated) – February 2020

Contract Executed (anticipated) – March 2020

**PROPOSED PROJECT SCHEDULE:**

The anticipated project duration is approximately 16 months from Notice To Proceed (NTP) through Construction Documents completion inclusive of any and all public engagement, boards, and commissions.

**COST ESTIMATE:**

The professional services fee is estimated to be \$1,600,000 and the estimated construction cost is \$12,700,000. Additional funds may become available during the duration of the scope of work to fund any and all proposed construction projects as identified and described here in. Funding for additional scope of work to address scope expansion shall be considered based on funding becoming available. Any and all additional tasks, services and deliverables will be negotiated.

**MAJOR AND OTHER SCOPES OF WORK:**

Below is a list of the major scopes of work that the City has identified for this project. The experience of the firms listed to perform the Major Scopes of Work, whether a subconsultant or prime firm, will be evaluated under Consideration Item 6 – Major Scopes of Work – Comparable Project Experience.

In addition, the City has identified Other Scopes of work that MAY materialize during the course of the project. The City does not guarantee that the scopes listed under Other Scopes of work will materialize on this contract. If the prime consultant intends to enter into a subconsulting agreement on a scope of work not listed below, the prime consultant is required to contact SMBR and request an updated availability list of certified firms in each of the scopes of work for which the prime consultant intends to utilize a sub-consultant.

**\* Major Scopes of Work (20 pts)**

- Architecture Design Services (7 points)
- Structural Engineering (3 points)
- Mechanical, Electrical and Plumbing Engineering (3 points)
- Historic and Cultural Resources Specialist (3 points)
- Public Information & Community Engagement (2 points)
- Cost Estimating (2 points)

**Other Scopes of Work**

- Landscape Architecture
- LEED Consulting
- Urban Planning & Design
- Traffic Engineering and/or Planning
- Civil Engineering

- ADA Accessibility Specialist
- Graphics /Design Visualization

**Notes:**

- Construction Inspection is **NOT** a subconsultant opportunity. These services will be performed in-house or under a separate contract, if needed, and will be determined when project assignment is made.
- Participation at the prime or subconsultant level may create a conflict of interest and thus necessitate exclusion from future contracting opportunities with the City.
- If the City determines that a conflict of interest exists at the prime or subconsultant level, the City reserves the right to replace/remove the prime or instruct the prime consultant to remove the subconsultant with the conflict of interest and to instruct the prime consultant to seek a post-award change to the prime consultant’s compliance plan as described in City Code § 2-9B-23. Such substitutions will be dealt with on a case-by-case basis and will be considered for approval by Small and Minority Business Resources (SMBR) in the usual course of business. The City’s decision to remove a prime or subconsultant because of a conflict of interest shall be final.
- A consultant performance evaluation will be performed on all professional services contracts. This evaluation will be conducted at the end of each Design and Construction phase.
- Please review the City of Austin’s Public Participation Principles

<http://austintexas.gov/page/public-participation-principles>

**CITY OF AUSTIN PUBLIC PARTICIPATION PRINCIPLES:**

**Accountability and Transparency**

*The City will enable the public to participate in decision-making processes by providing clear information on the issues, the ways to participate, and how their participation contributes to the decision.*

**Fairness & Respect**

*The City will maintain a safe environment that cultivates and supports respectful public engagement and will expect participants to do so in turn.*

**Accessibility**

*The City will respect and encourage participation by providing ample public notice of opportunities and resources and accommodations that enable all to participate.*

**Predictability & Consistency**

*The City will prepare the public to participate by providing meeting agendas, discussion guidelines, notes, and information on next steps.*

**Creativity & Community Collaboration**

(Inclusivity and Diversity)

*The City will use innovative, proven, and customized engagement solutions that are appropriate to the needs of the projects and the participants.*

**Stewards of Resources**

*The City will balance its commitment to provide ample opportunities for public involvement with its commitment to delivering government services efficiently and using City resources wisely.*



**Council Question and Answer**

<b>Related To</b>	Item #15	<b>Meeting Date</b>	February 20, 2020
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Additional Answer Information

Approve a resolution updating the City of Austin's Public Improvement District Policy.

**QUESTION/ANSWER:** Council Member Ellis' Office

*Have any of the Commissioners' Courts for counties containing City of Austin ETJ (including Travis, Hays, Williamson, and Bastrop Counties) agreed to the provisions of the proposed PID Policy regarding entering into ILAs for county-created PIDs within our ETJ? If so, please provide documentation of their agreement to abide by the City's proposed PID Policy.*

No.

City staff have been in communications with Travis County staff that work on public improvement districts to share our policy draft and explain the City's need for an interlocal agreement (ILA). Travis County staff indicated a willingness to work with us on a proposed draft interlocal agreement between the City of Austin and Travis County that could be presented to our respective governing bodies for approval.

To our knowledge, the other surrounding counties (Hays, Williamson, and Bastrop) are not working on any public improvement districts in the City of Austin's extra-territorial jurisdiction. Should City staff learn about any, then we would need to reach out to the respective county staff to discuss a potential interlocal agreement.



**Council Question and Answer**

<b>Related To</b>	Items #22 and 23	<b>Meeting Date</b>	February 20, 2020
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*Additional Answer Information*

Authorize negotiation and execution of an agreement with the Austin-Travis County Collaborative for the provision and coordination of Census 2020 outreach and education services in an amount not to exceed \$200,000.

Authorize negotiation and execution of an interlocal agreement with Travis County to coordinate Census 2020 outreach and education services by hiring a program manager.

**QUESTION/ANSWER: COUNCIL MEMBER ELLIS' OFFICE**

*Why is Planning and Zoning Department authorizing this contract??*

Funding for this project was authorized within the Planning and Zoning department's budget during the 2019-2020 budget adoption process. Additionally, the City Demographer is the City's lead on this project, and he is housed within the Planning and Zoning department.



**Council Question and Answer**

<b>Related To</b>	Item #26	<b>Meeting Date</b>	February 20, 2020
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*Additional Answer Information*

Authorize negotiation and execution of Amendment No. 6 with The Salvation Army, Georgia Corporation, for shelter operations and modifications at the Downtown Shelter and Social Service Center, increasing grant funding in an amount not to exceed \$108,000 for a total agreement amount not to exceed \$1,446,912.

**QUESTION/ANSWER:** Mayor Adler’s Office

*Can you provide a little more feedback on what these funds are being used for and if they could be used for other purposes by the Salvation Army?*

Homeless Housing and Services Program (HHSP) grant has approved the Salvation Army as a vendor to receive funding for homeless services. Eligible expenses include capital and/or shelter operations (to include staffing, client financial assistance, food, security, supplies, cleaning services, programmatic expenses, etc.). Austin Public Health will work with The Salvation Army to negotiate the most effective use of these grant funds, considering any changing circumstances, within the regulatory requirements of the grant



**Council Question and Answer**

<b>Related To</b>	Item #37	<b>Meeting Date</b>	February 20, 2020
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Additional Answer Information

Authorize negotiation and execution of an emergency multi-term contract with Waste Management of Texas Inc., to provide collection, transportation, processing, and disposal of refuse, recycling, brush, and compostable materials generated by City facilities, for up to one year in an amount not to exceed \$1,068,000.

**QUESTION/ANSWER:** Council Member Ellis' Office

*In the description it says ARR does not provide waste collection services to City facilities due to the type of equipment required. Can you expand on that a little? What kind of equipment?*

ARR does not have dumpsters nor the specialized collection trucks (front-end loaders) to pick up and empty the dumpsters.

*Does this contract provide for composting services? If not, are there any plans to include composting at City sites in the future?*

The current city facility contract does not include composting services, but the scope of work for the new solicitation will include composting services.



**Council Question and Answer**

<b>Related To</b>	Item #38	<b>Meeting Date</b>	February 20, 2020
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Additional Answer Information

Authorize negotiation and execution of a multi-term contract with Woody Harrison D/B/A Friendly Universe Inc., LLC D/B/A Woody Harrison Films, to provide videography services, for up to five years for a total contract amount not to exceed \$675,000.

**QUESTION/ANSWER:** Council Member Alter’s Office

*Please provide more detail on the anticipated use by department and the source of the funds in each instance.*

The source of funds for the Economic Development Department is the department’s operating fund which is an allocation model comprised of General Fund, Austin Energy, Austin Water and Austin Resource Recovery’s Fund.

The source of funds for the Austin Convention Center Department is its allocation of the Hotel Occupancy Taxes (HOT).

All other departments funding is from each departments general operating budget and can only be used if available in their annual approved budgets



**Council Question and Answer**

<b>Related To</b>	Item #44	<b>Meeting Date</b>	February 20, 2020
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Additional Answer Information

Approve a resolution directing the City Manager to implement certain recommendations of the South Central Waterfront Vision Framework Plan.

**QUESTION/ANSWER:** Council Member Flannigan’s Office

*Please provide an estimate on the impact to City resources, including City Staff time, required to accomplish the task(s) required in this resolution if approved.*

The impact on staff resources is unknown at this time, as more coordination and planning is needed to determine how this resolution could be carried out.



**Council Question and Answer**

<b>Related To</b>	Item #45	<b>Meeting Date</b>	February 20, 2020
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Additional Answer Information

Approve a resolution directing the City Manager to create an urban trails stakeholder group to examine and make recommendations on how to improve the administrative processes and requirements associated with the design and permitting of urban trails.

**QUESTION/ANSWER:** Council Member Flannigan’s Office

*Please provide an estimate on the impact to City resources, including City Staff time, required to accomplish the task(s) required in this resolution if approved.*

The Public Works Department anticipates the time impact to be approximately 3 to 5 hours per month for stakeholder group representatives, and an additional 3 to 5 hours per month for meeting planning and follow-up for core team members. For all 7 departments suggested for involvement we are anticipating approximately 50-60 hours per month total. Some of this work may overlap with efforts to update the Urban Trails Plan which would further reduce the additional time needed to respond to this Council direction. The process to update the Urban Trails Plan will take place this year.



**Council Question and Answer**

<b>Related To</b>	Item #46	<b>Meeting Date</b>	February 20, 2020
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Additional Answer Information

Approve a resolution directing the City Manager to explore options to procure a temporary vendor through an expedited process to oversee the repairs and operations of the Zilker Park train ride.

**QUESTION/ANSWER:** Council Member Flannigan’s Office

*Please provide an estimate on the impact to City resources, including City Staff time, required to accomplish the task(s) required in this resolution if approved.*

Assuming that Austin Park Foundation is successful in coordinating operational preparation, PARD’s main responsibility will be to facilitate permits needed to complete the track repairs and draft a contract. The total expected cost \$1,892 for the contract development and management and \$1,895 for the permitting facilitation. It is important to note, both of these responsibilities are required to re-activate the train with or without a resolution.



**Council Question and Answer**

<b>Related To</b>	Item #47	<b>Meeting Date</b>	February 20, 2020
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*Additional Answer Information*

Adopt a resolution requesting Texas Gas Service to provide a feasibility study regarding use of biomethane and measures to reduce natural gas leaks.

**QUESTION/ANSWER:** Council Member Flannigan’s Office

*Please provide an estimate on the impact to City resources, including City Staff time, required to accomplish the task(s) required in this resolution if approved.*

The intention of the Resolution appears to be lowering the carbon footprint of the natural gas that Texas Gas Service delivers to its customers. Texas Gas Service is an independent utility, not directly a part of the City of Austin organization. Therefore, the bulk of the responsibility for the response lies with Texas Gas Service, not the City of Austin. However, there are some areas where the City is named in the Resolution and directed to take action. In order to clarify roles and responsibilities and the associated estimated resource impacts to the City, each task is listed below with notations regarding responsibilities and impacts to City resources, if any.

**Directives and Tasks Related to Texas Gas Service Resolution**

<b>Task or Whereas Statement</b>	<b>Sub-Task</b>	<b>Responsibility and Resource Impact to City of Austin</b>
WHEREAS, in 2018, Texas Gas Service gas system leaks were responsible for an estimated 125,045 in metric tons of CO2 in Travis County;	This data is reported by Texas Gas Service to EPA. The same data reported to EPA is then integrated into the City of Austin annual Carbon Footprint tabulated by the City of Austin Office of Sustainability.	<u>No new staff impact.</u>
A feasibility analysis by late Spring of 2020 of renewable natural gas that addresses:		Texas Gas Service is responsible to find the resources to deliver the requested feasibility analysis with either in-house resources or by hiring a consultant. <u>No new staff impact.</u>
	Opportunities for methane capture from any and all sources in the Austin area and in the surrounding region	Austin Water is already studying a variety of approaches to methane recovery at Hornsby Bend. This effort is expected to continue. <u>No new staff impact is</u>

		<u>anticipated.</u>
	Economic benefits of such opportunities for the City, gas providers, and ratepayers;	This should be covered in the feasibility analysis delivered by Texas Gas Service. <u>No new staff impact.</u>
Opportunities and benefits of the use of renewable credits and offsets to support sustainability goals. The feasibility analysis should include findings identifying:		Opportunities and benefits should be covered in the feasibility analysis delivered by Texas Gas Service. The Office of Sustainability is available to meet with Texas Gas Service and/or their consultant to provide information regarding the City of Austin’s related sustainability goals. <u>Staff Impact: minimal staff time for staff in Office of Sustainability.</u>
	A target percentage of biomethane to be incorporated into the throughput of Texas Gas Service; A target date by which such percentage will be reached, to include interim goals for adoption;	This should be covered in the feasibility analysis delivered by Texas Gas Service. <u>No new staff impact.</u>
	Options for a potential opt-in consumer renewable energy program modeled on the Austin Energy GreenChoice program	This should be covered in the feasibility analysis delivered by Texas Gas Service.  Austin Energy GreenChoice program staff could be available to meet with Texas Gas Service and/or their consultant to advise them on how the program works. <u>Staff Impact: minimal staff time for Austin Energy staff.</u>
	Local opportunities that retain revenue for the City	This should be covered in the feasibility analysis delivered by Texas Gas Service.  <u>No new staff impact.</u>
	Options for opportunities throughout the local economy	This should be covered in the feasibility analysis delivered by Texas Gas Service.  <u>No new staff impact.</u>

	Options for offsets and renewable credits	<p>This should be covered in the feasibility analysis delivered by Texas Gas Service.</p> <p>The Office of Sustainability is available to meet with Texas Gas Service and/or their consultant to provide information regarding the City of Austin's current carbon offset activities.  <u>Staff Impact: minimal staff time for staff in Office of Sustainability.</u></p>
The city manager is directed to provide input in Texas Gas Service's feasibility analysis and facilitate conversations between Texas Gas Service and City departments.		Telecommunications and Regulatory Affairs staff and staff from the Office of Sustainability are available to provide the appropriate introductions between Texas Gas Service and/or their consultant, and to facilitate scheduling any needed discussions. <u>Staff Impact 4-6 hours of staff time.</u>
The city manager is directed to evaluate the findings of Texas Gas Service's feasibility study		Several Departments would need to be involved in a high-level evaluation of the feasibility study findings, including Telecommunications and Regulatory Affairs, Office of Sustainability, Austin Energy, Austin Water, Economic Development. <u>Staff Impact: 2-3 hours of staff time for each Department listed.</u>
Evaluate recommendations for possible incorporation into the 2020 update to the Austin Community Climate Plan, in addition to any related ideas in consideration for inclusion into the plan		Office of Sustainability staff, in conjunction with the Austin Community Climate Plan Steering Committee and Advisory Groups, will review recommendations that are delivered by late Spring of 2020. However, this is expected to occur rather late in the work cycle for the update to the Plan which is already underway. Any recommendations which arrive too late for consideration as

		<p>additions to the 2020 Plan Update could be considered in subsequent Plan Updates. (2025 is the next scheduled Update after 2020).</p> <p><u>Staff Impact: 3-12 hours of Office of Sustainability staff time.</u></p>
Evaluate technology and cost options for increasing natural gas system leak detection and reduction programs		<p>Texas Gas Service is responsible to find the resources to evaluate technology and cost options with either in-house resources or by hiring a consultant.</p> <p><u>No new staff impact.</u></p>
	<p>Regularly report to the City's Resource Management Commission, at least quarterly, and to City Council, at least annually, an update on leakage rates and efforts to reduce leakage rates.</p>	<p><u>No new staff impact beyond putting these items on the RMC agenda.</u></p>
All options and recommendations should aim for aggressive sustainability goals while maintaining affordable energy rates for Austin residents.		<p>Staff from Austin Energy and Austin Water might be made available to meet with Texas Gas Service and/or their consultant to share information regarding how these two City-owned utilities address affordability in their rates.</p> <p><u>Staff Impact: Minimal staff impact from AE and AW staff.</u></p>