

INDUSTRY DAY



Doing Business with AUS

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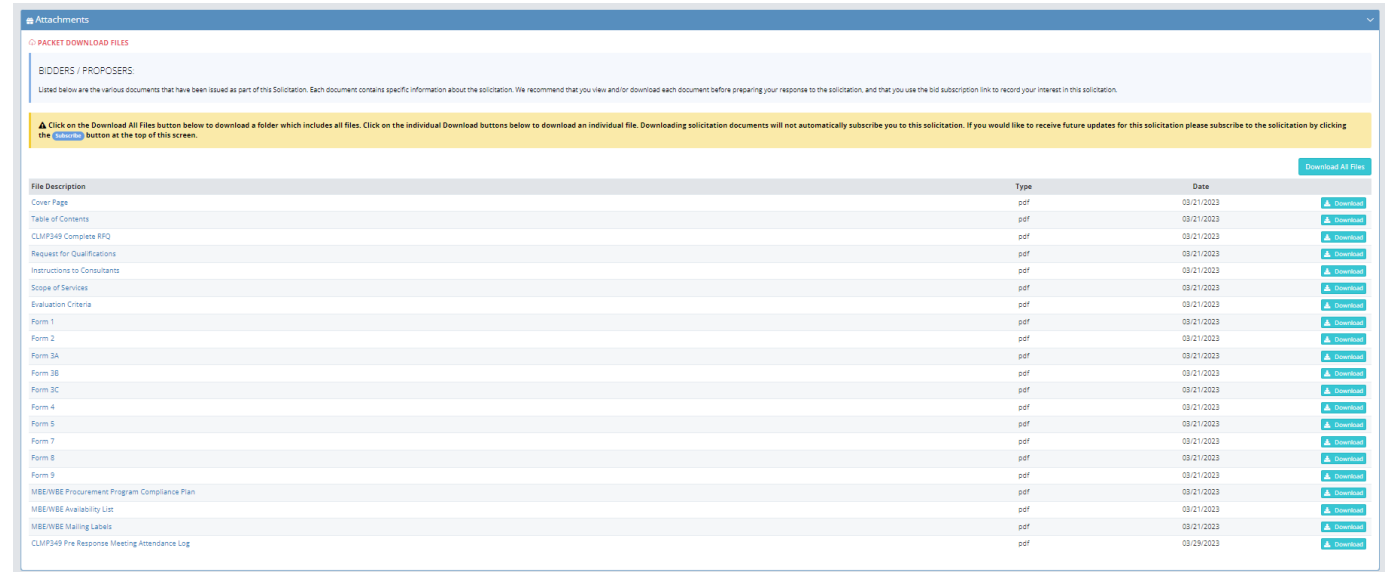
Types of Solicitations and Contracts

- Request For Qualifications
 - Professional Services
 - Architectural/Engineering Services
 - Design Build (Alternative Delivery)
 - Design and Construction Services
- Request for Proposals
 - Construction Manager at Risk (Alternative Delivery)
 - Construction Services
 - Competitive Sealed Proposals (Alternative Delivery)
 - Construction Services
- Invitation for Bids - Construction Services



Parts of a Submittal Response - RFQ for Professionals

- Cover Page
- Table of Contents
- Request for Qualifications
- Instructions to Consultants
- Scope of Services
- Evaluation Criteria
- Forms 1 through 9
- MBE/WBE Procurement Program Compliance Plan
- Pre Response Meeting Attendance Log



Attachments

PACKET DOWNLOAD FILES

BIDDERS / PROPOSERS

Listed below are the various documents that have been issued as part of this Solicitation. Each document contains specific information about the solicitation. We recommend that you view and/or download each document before preparing your response to the solicitation, and that you use the bid subscription link to record your interest in this solicitation.

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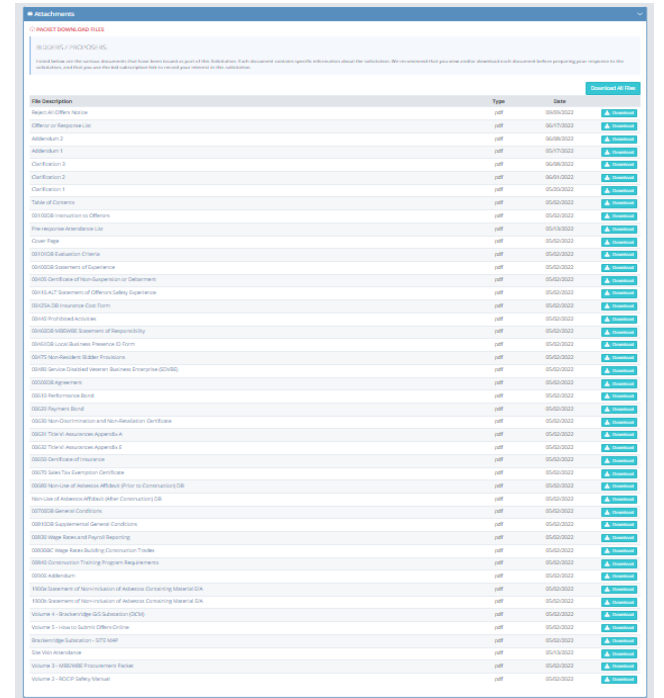
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File Description	Type	Date	
Cover Page	pdf	03/21/2023	Download
Table of Contents	pdf	03/21/2023	Download
CLMP349 Complete RFQ	pdf	03/21/2023	Download
Request for Qualifications	pdf	03/21/2023	Download
Instructions to Consultants	pdf	03/21/2023	Download
Scope of Services	pdf	03/21/2023	Download
Evaluation Criteria	pdf	03/21/2023	Download
Form 1	pdf	03/21/2023	Download
Form 2	pdf	03/21/2023	Download
Form 3A	pdf	03/21/2023	Download
Form 3B	pdf	03/21/2023	Download
Form 3C	pdf	03/21/2023	Download
Form 4	pdf	03/21/2023	Download
Form 5	pdf	03/21/2023	Download
Form 7	pdf	03/21/2023	Download
Form 8	pdf	03/21/2023	Download
Form 9	pdf	03/21/2023	Download
MBE/WBE Procurement Program Compliance Plan	pdf	03/21/2023	Download
MBE/WBE Availability List	pdf	03/21/2023	Download
MBE/WBE Mailing Labels	pdf	03/21/2023	Download
CLMP349 Pre Response Meeting Attendance Log	pdf	03/29/2023	Download



Parts of a Submittal Response for RFQ -for Design Build

- There are 38 documents on average to submit, some are;
- There are 2 Steps for Design Build
- Organizational Chart
- Team Structure and Communications Narrative
- Business Outreach Plan (in alignment with COA plans)
- Schedule Narrative
- Business Outreach Plan (in alignment with COA plans)
- Sustainable Processes Narrative
- Plus more documents (look at existing or old solicitations)

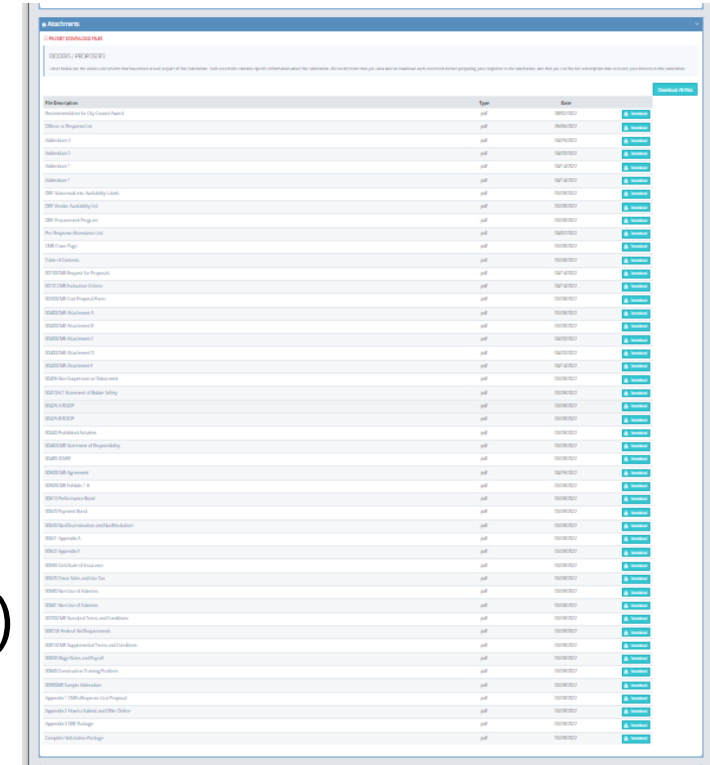


File Description	Type	Date
Request for Proposal	pdf	05/09/2022
Office of Response List	pdf	06/17/2022
Attachment 2	pdf	06/09/2022
Attachment 1	pdf	05/17/2022
Confirmation 2	pdf	06/09/2022
Confirmation 1	pdf	06/17/2022
Task of Contract	pdf	05/09/2022
011000 Invitation to Offerors	pdf	05/09/2022
010000 Request for Proposal	pdf	05/09/2022
020000 Evaluation Criteria	pdf	05/09/2022
030000 Statement of Experience	pdf	05/09/2022
040000 Statement of Non-Suspension or Debarment	pdf	05/09/2022
050000 Statement of Offeror Safety Experience	pdf	05/09/2022
060000 Insurance and Bond	pdf	05/09/2022
070000 Financial Statement	pdf	05/09/2022
080000 Statement of Responsibility	pdf	05/09/2022
090000 Local Business Presence or Form	pdf	05/09/2022
100000 Non-Discrimination/Equal Opportunity	pdf	05/09/2022
110000 General Contract Award Agreement (GCA)	pdf	05/09/2022
120000 Agreement	pdf	05/09/2022
130000 Performance Bond	pdf	05/09/2022
140000 Payment Bond	pdf	05/09/2022
150000 Non-Discrimination and Non-Retaliation Certificate	pdf	05/09/2022
160000 Trade and Apprenticeship	pdf	05/09/2022
170000 Trade and Apprenticeship 2	pdf	05/09/2022
180000 Certificate of Insurance	pdf	05/09/2022
190000 Surety Certificate	pdf	05/09/2022
200000 Non-Use of Address Affidavit (Prior to Commencement)	pdf	05/09/2022
210000 Review of Address Affidavit (After Commencement)	pdf	05/09/2022
220000 General Conditions	pdf	05/09/2022
230000 Supplemental General Conditions	pdf	05/09/2022
240000 Wage Rates and Payroll Reporting	pdf	05/09/2022
250000 Wage Rates Building Construction Trades	pdf	05/09/2022
260000 Apprenticeship Training Program Registration	pdf	05/09/2022
270000 Affidavit	pdf	05/09/2022
280000 Statement of Non-Use of Address Containing Material CA	pdf	05/09/2022
290000 Statement of Non-Use of Address Containing Material CA	pdf	05/09/2022
300000 Volume 1 - Backmatter (GC Submittal) (GC)	pdf	05/09/2022
310000 Volume 2 - Local Content (GC Submittal)	pdf	05/09/2022
320000 Supplemental Submittal - GC Submittal	pdf	05/09/2022
330000 GC Submittal	pdf	05/09/2022
340000 Volume 3 - ABE/ABC Procurement Packet	pdf	05/09/2022
350000 Volume 4 - RFP Safety Manual	pdf	05/09/2022



Parts of a Submittal Response for RFP - for CMR

- There are 38 documents on average to submit, some are;
- Organizational Chart
- Key Personnel Resumes with Subs
- Statement of Relevant Experience
- Team Structure and Communications Narrative
- Schedule Narrative
- Construction Planning/Phasing Narrative
- Business Outreach Plan (in alignment with COA plans)
- Sustainable Processes Narrative
- Plus more documents (look at existing or old solicitations)



Description	Type	Date
Organizational Chart	PDF	10/10/2023
Key Personnel Resumes	PDF	10/10/2023
Statement of Relevant Experience	PDF	10/10/2023
Team Structure and Communications Narrative	PDF	10/10/2023
Schedule Narrative	PDF	10/10/2023
Construction Planning/Phasing Narrative	PDF	10/10/2023
Business Outreach Plan	PDF	10/10/2023
Sustainable Processes Narrative	PDF	10/10/2023
Plus more documents	PDF	10/10/2023



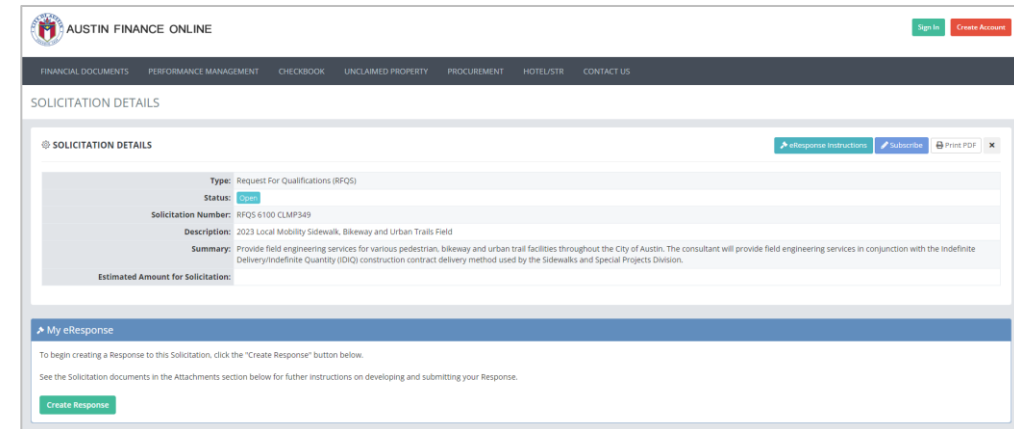
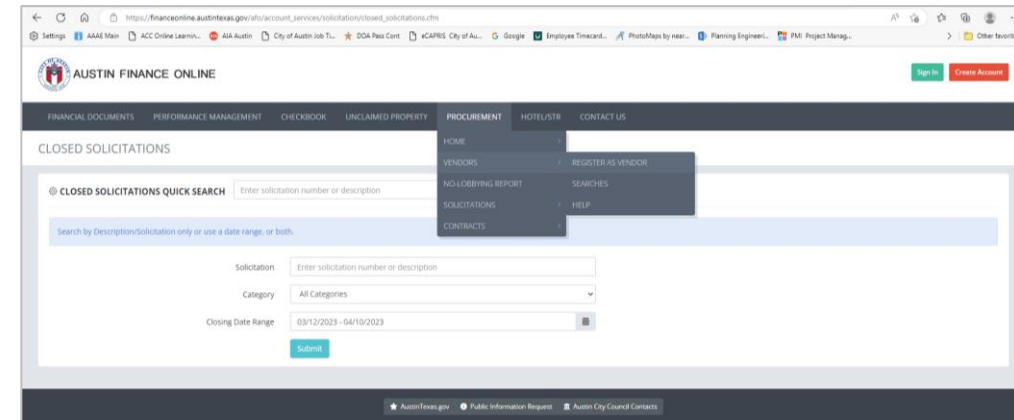
Solicitation Process Overview

1. Planning
2. Solicitation
3. Solicitation Submittal
4. Submittal Responsiveness Determination
5. Review and Evaluation
6. Interviews
7. Recommendation to Council (RCA)
8. Terms and Conditions Agreement
9. Negotiations
10. Boards/Commissions
11. Council Approval
12. Contract Execution
13. Notice to Proceed



Steps in the Process: Planning

- Register with the City of Austin
 - This gives you the opportunity to have solicitations emailed to you
- [Austin Finance Online \(austintexas.gov\)](https://austintexas.gov)
- Monitor upcoming CIP solicitations austintexas.gov/department/upcoming-projects
- OA Active Solicitations
 - Search & View by type or view all
 - Create a Response using eResponse
- Anti Lobbying Ordinance 20180614-056



Steps in Process: Solicitation

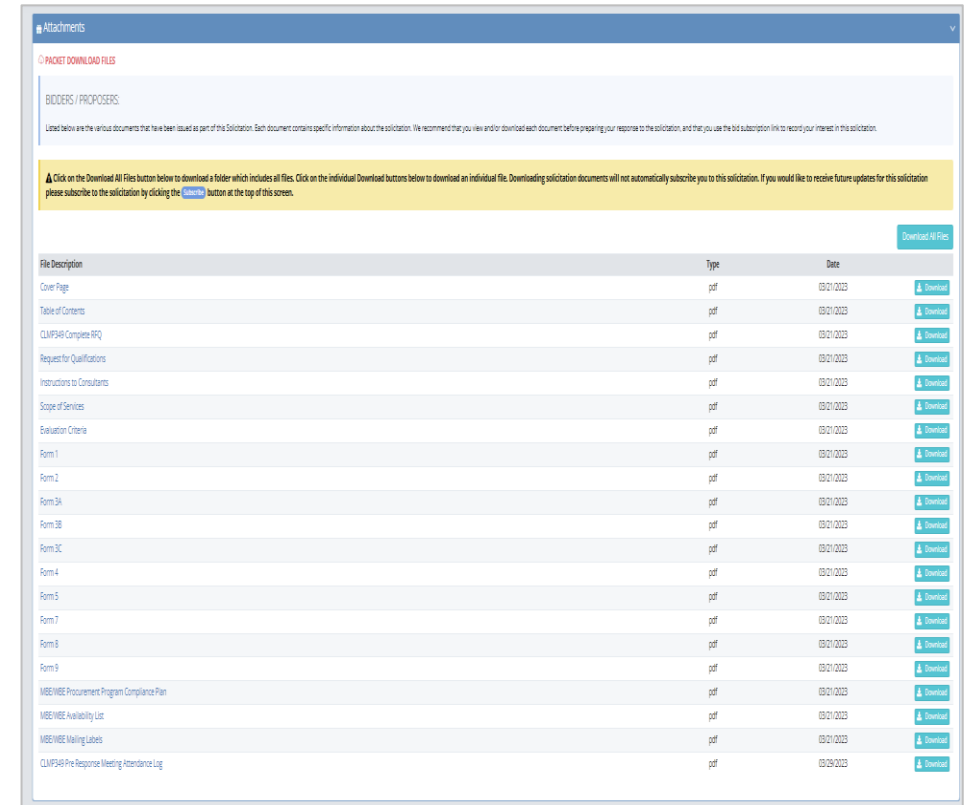
- Attend Pre-Response Meeting (not always mandatory – project and contract information shared)
- Attend site meetings - Do your homework
- Talk to SMBR – find your subs and make sure they are CERTIFIED with SMBR/DBE
- Follow instructions (related questions, solicitations questions, SMBR questions)

Basic Information	
SUBCONTRACTING GOALS	
African American	1.13%
Hispanic American	4.42%
Native/Asian American	2.89%
WBE	3.55%
CONTACT INFORMATION	
Authorized Contact Names:	
Project Related Questions:	Diane Rice (512) 974-7081 diane.rice@austintexas.gov
Solicitation Specific Questions:	Megan Bowles (512) 974-1404 megan.bowles@austintexas.gov
Small Minority Business Resources Questions:	John Wesley Smith (512) 974-7758 smbrcompliancedocuments@austintexas.gov
DATES, TIMES & LOCATIONS	
Important Solicitation Dates:	
Solicitation Published:	03/21/2023 07:25 AM
Response Due:	Prior to 04/18/2023, 02:00 PM Capital Contracting Office, 505 Barton Springs Road, Suite 1045-C, Austin, TX 78704
Compliance Plan Due:	Prior to 04/18/2023 02:00 PM Required Capital Contracting Office, 505 Barton Springs Road, Suite 1045-C, Austin, TX 78704
Vendor Meetings/Conference, Site Visits (Date/Time/Location):	
Meeting:	03/29/2023, 11:00 AM MS Teams
SPECIAL NOTES	
Special Notes:	Compliance Plan Required.



Steps in Process: Solicitation Submittal

- Submit the Required Documents
- Make sure to turn ALL forms in (Yes the content is important. Solicitation will identify what forms can be recreated.)
- If using eResponse, ensure response meets the number of files and file size limit.
- Submit and receive confirmation of submittal prior to the closing time.



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Form 3C	pdf	03/21/2023	Download
Form 4	pdf	03/21/2023	Download
Form 5	pdf	03/21/2023	Download
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Steps in Process: Submittal Review and Evaluation

- COA Capital Contracting staff review ALL documents for solicitation responsiveness.
- A panel of subject matter experts from multiple departments is assembled.

 FORM 8 PRIME FIRM'S COMPARABLE PROJECT EXPERIENCE Solicitation Number: CLMP349 Project Name: 2023 Local Mobility Sidewalk, Bikeway and Urban Trails Field Engineering RL	
Firm Name: <input type="text"/>	
<i>(The following information is required for each project. Provide no more than one page per project. Refer to the Evaluation Criteria for the number of projects required and timeframe.)</i>	
Project 1	
Project Name/Location:	
Date Completed: Month/Year:	
Client or Owner's Representative	
Construction Cost:	
Project Description:	
Services Provided:	
Rev. Date 02/10/2020 FORM 8 Page 1 of 2	

Project 2	
Project Name/Location:	
Date Completed: Month/Year:	
Client or Owner's Representative	
Construction Cost:	
Project Description:	
Services Provided:	
Project 3	
Project Name/Location:	
Date Completed: Month/Year:	
Client or Owner's Representative	
Construction Cost:	
Project Description:	
Services Provided:	
Rev. Date 02/10/2020 FORM 8 Page 2 of 2 <i>(add additional pages as necessary)</i>	



Steps in Process: Evaluation and Recommendation

- Evaluation Panel meets to receive responses and go over evaluation criteria and scoring
- COA Panelists independently review and score responses
- AUS will require interviews – top respondents are notified
- Highest scoring respondent is determined



Steps in Process: What Interviews Look Like

- Solicitation provides interview timeframe.
- Respondents receive notice of interview date and time.
- Interviews held at the airport location
- Respondents bring what they need and present responses to questions provided by the city.
- Respondents receive a new scenario to quickly present their response.



Steps in Process: Recommendation and Contract

- Request for Council Action (RCA) is prepared by the Procurement team
- RCA is reviewed by multiple Departments
- RCA is posted in city system
- RCA presented to the Airport Advisory Commission
- RCA goes to Council for Approval
- Finalize Contract with Selected team
- Notice to Proceed Issued
- No Contact still in place until Contract is Executed



INDUSTRY DAY



Questions



Active Procurements

