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
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)
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)
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)
• 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)
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.
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.
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
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Questions

Active Procurements