

Financial Services Department Capital Contracting

CIP Partners Academy 2021/2022



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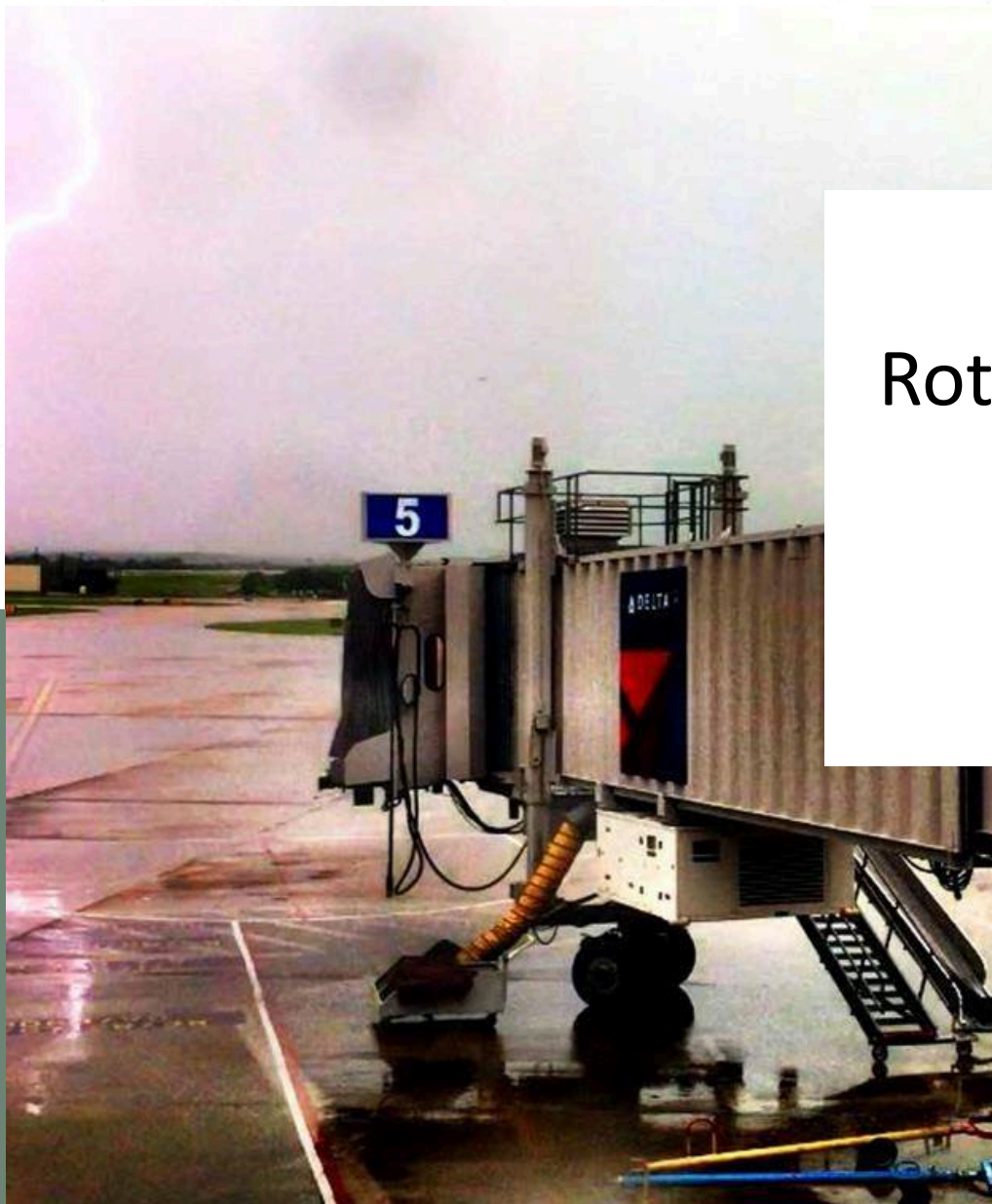


Location

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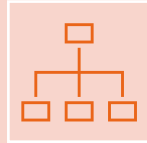
Rotation List Management

Ruben Cantu, Procurement Specialist IV

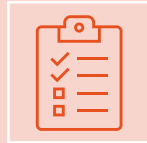
Session Overview



What is a Rotation List?



Roles and
Responsibilities



Rotation List Assignments



Consultant Guidelines for Fee
Proposal

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 RLs include:

Civil Engineering; Surveying; Water Facilities / Pipelines; Watershed / Flood 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 the primary users of Rotation List.
- Capital Contracting currently manages about 38 rotation lists accepting new assignments.
- Capital Contracting manages an additional 40 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 (RL) Manager Roles and Responsibilities:

What does a RL Manager (RLM) do?

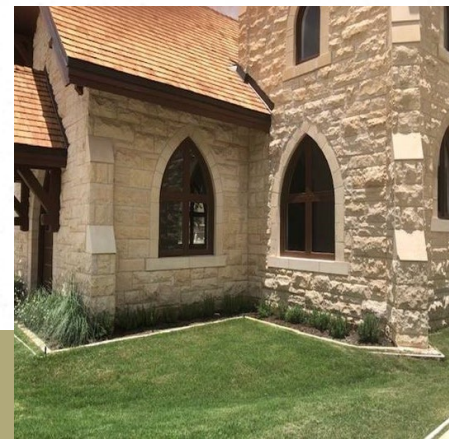
- Implement effective mechanisms for managing RLs
- Ensure consistency in assignment processes across all RLs
- Adhere to authorization limits; w/ exceptions approved and documented
- Issue Notice to Proceed (NTP) documents and report accordingly
- Properly maintain RL data
- Document actions/decisions that affect RL
- Respond promptly and effectively to stakeholder needs
- Partner with sponsor departments and Consultants to deliver quality projects
- Perform detailed contract compliance reviews

What are the RLM's Priorities?

- Process NTP documents in a timely manner
- Establish responsive, clear, and effective communication between the customer and the consultant
- Attention to detail in compliance reviews of proposals
- Be a problem solver; work effective and workable solutions to meet customer's needs

What are the RLM's deliverables?

- NTP documents
- NTP reports (eCapris/RLM DB)
- Supplemental Amendments
- Closeout Documents
- Sourcing Documents
- Recommendation for Council Actions (RCAs)
- Establish new Consultant Rate sheets



Rotation List Assignments

- Step 1: Project Manager (PM) or Requesting Entity submits Service Request (SeRF).
- Step 2: RLM determine the appropriate RL.
- Step 3: RLM Assigns project to consultant next in rotation.
- Step 4: Consultant has (5) business days to accept / reject Assignment Letter.
- Step 5: PM negotiates acceptable proposal with consultant, using the proposal guidelines provided by the RLM.
- Step 6: RLM reviews and approves proposal; prepares / creates contract documents; prepares to issue NTP packet.



Rotation Lists Cont.

Assignment Types

- New Assignment
- Project Continuation
- Additional Services

Consultant Guidelines for Fee Proposal

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



Cover Letter

Cover Letter should include the following:

- 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.

Statement of Scope

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).

Scope of Services:

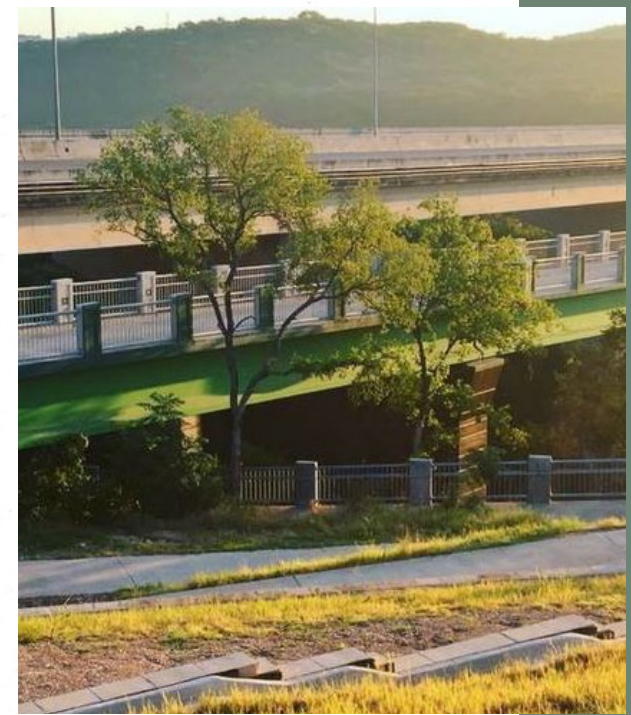
- Basic Services
 - Task 1 (Project Management Services)
 - Task 2 (Preliminary Engineering)
 - Task 3 (Design Engineering)
- Special Services
 - Task 1 (Permitting)
 - Task 2 (Survey)
- Reflect the provided Resource Allocation Plan (RAP)
- State those services explicitly excluded from the scope (if appropriate).
- Identify the compensation method agreed to by the Project Manager.
- 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.



Fee Proposal Matrix

The total maximum-not-to-exceed contract amount. Complete the fee proposal matrix in a manner that accurately reflects the fee proposal and task/fee breakdown recorded 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 sheet 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	Cost	Subtotal	
TASK I	Project Management Services													
	Project Management													
	Herding Cats		1	2	3	4	5	6	7	8				
	Talking about Cats													
	Cat Workshop													
	Meetings about Cats													
	How to design the right Dog													
	Total Hours (per Position)		1	2	3	4	5	6	7	8				
	Total Cost (per Position)		\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00				\$1.00
TASK II	Preliminary Engineering Services													
	Dog Reports		1	2	3	4	5	6	7	8				
	Total Hours (per Position)		1	2	3	4	5	6	7	8				
	Total Cost (per Position)		\$1.00	\$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)



Resource Allocation Plan (RAP)



	A	B	C	D	E	F	G
1	ATTACHMENT 1: RESOURCE ALLOCATION PLAN						
2	Project: Capital Contracting Template Example / PR# 3.1						
3							
4	Note: PM will advise Consultant of level of detail and payment benchmarks desired for Task Descriptions						
5							
6	Task Description	Budget	Start Date	End Date	% Complete	% Paid	% Time
7	A. Preliminary Phase	\$0.00					
8					0.0%	0.0%	0.0%
9					0.0%	0.0%	0.0%
10	Phase Total				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	Phase Total				0.0%	0.0%	0.0%
27	C. Bid-Award Execution Phase	\$0.00					
28					0.0%	0.0%	0.0%
29	Phase Total				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	Phase Total				0.0%	0.0%	0.0%
39	E. Post-Construction Phase	\$0.00					
40					0.0%	0.0%	0.0%
41	Phase Total				0.0%	0.0%	0.0%
42							
43	Project Total	\$38,959.08			0.0%	0.0%	0.0%
44							
45	APPROVED FIXED CONSTRUCTION BUDGET:		\$85,000.00				
46							
47	DATE OF CURRENT FCB:		4/26/2022				
48							

Subconsultant Utilization Form (SUF)



Subconsultant Utilization Form					Capital Contracting Office					Contract Procurement Division					
1															
3	Rotation List Name/ID:		Rotation List Name			Contract #		Project Mgr:		PM Name					
5	Project Name:		Project Name			Assignment # / P.R. #:		3		/		3.1			
7	Date:		Submitted by:			Firm:		Prime Consultant							
9	Firm		Cert Type		Description of Work		Work Hours		Amount \$						
10	Prime Consultant				<Brief Description of work to be performed>		0.0		\$26,480.67						
11	Subconsultant 1				<Brief Description of work to be performed>		0.0		\$0.00						
12	Subconsultant 2				<Brief Description of work to be performed>		0.0		\$0.00						
13	Subconsultant 3				<Brief Description of work to be performed>		0.0		\$5,000.00						
14	Subconsultant 4				<Brief Description of work to be performed>		0.0		\$1,624.00						
15	Subconsultant 5				<Brief Description of work to be performed>		0.0		\$0.00						
16	Subconsultant 6				<Brief Description of work to be performed>		0.0		\$0.00						
17	Subconsultant 7				<Brief Description of work to be performed>		0.0		\$0.00						
18	<Subconsultant>				<Brief Description of work to be performed>		0.0		\$0.00						
19	<Subconsultant>				<Brief Description of work to be performed>		0.0		\$0.00						
20	<Subconsultant>				<Brief Description of work to be performed>		0.0		\$0.00						
21	<Subconsultant>				<Brief Description of work to be performed>		0.0		\$0.00						
22	<Subconsultant>				<Brief Description of work to be performed>		0.0		\$0.00						
23	<Subconsultant>				<Brief Description of work to be performed>		0.0		\$0.00						
24	<Subconsultant>				<Brief Description of work to be performed>		0.0		\$0.00						
25					TOTAL		0.0		\$33,104.67						
27	MBE/WBE PARTICIPATION														
28	Please calculate participation percentages for each category, based upon the total dollar amount for certified firms in the specified category divided by the Total Amount of the assignment														
30		Non - Certified	African American	Hispanic	Asian / Native American		MBE		WBE						
31	This Assignment	0.00%	0.00%	0.00%	0.00%		0.00%		0.00%						
32	Compliance Plan	0.00%	1.90%	9.00%	4.90%		0.00%		15.80%						
33	See next page for approval signatures														
34	Please provide an explanation for any categories where participation for this assignment is less than the approved Compliance Plan percentages:														
35															
36															
37	I certify that the information listed above has been reviewed and is accurate to the best of my knowledge.														
38															
39	Firm Representative	Prime Consultants Signature					Date	4/26/2022							
40															
41															
42	FOR COA USE ONLY														
43	I have reviewed the Consultant utilization and MBE/WBE participation for this assignment. A copy of this form will be forwarded to the appropriate SMBA Representative														
44															
45	Project Manager:	PM Signature					Date	4/27/2022							
46															
47	Rotation List Manager:	RLM Signature					Date	5/1/2022							
48															

Project Schedule

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

Proposal Requirement Checklist

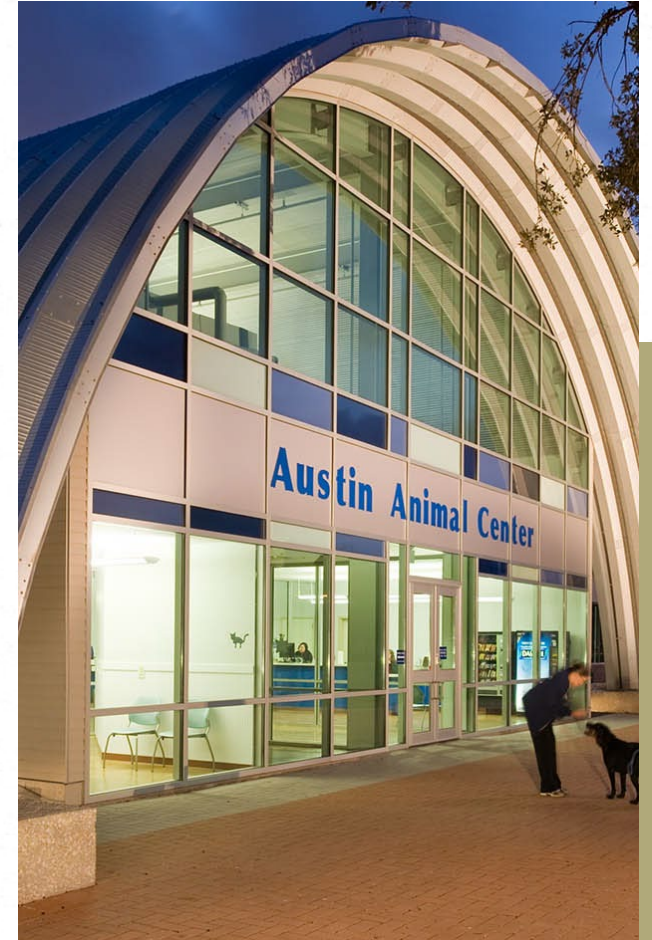
- This document will help the Consultant ensure that all required items necessary for the review and acceptance of a proposal are included in the initial submission to the City to reduce delays in processing. Complete all fields of the form with the requested information.

Miscellaneous

- **Consolidate all proposal documents into a single PDF documents.**
- It is the Prime Consultant's responsibility to ensure their certificate of Insurance (COI) has not expired and to notify the Capital Contracting Office if their COI has recently been renewed. If necessary, please provide a current copy of the COI with the proposal submission.

To Review

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





Questions?

Join Us!

We have some exciting opportunities coming up!

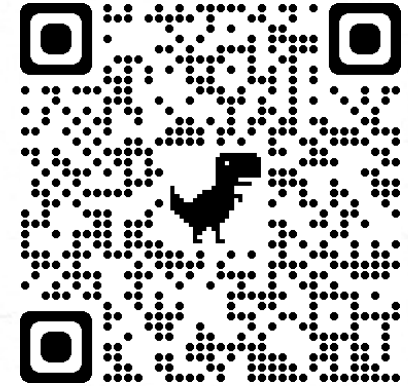


CIP Partners Academy

Join us for our next CIP Partners Academy class on June 15, 2022

- Session 1 - 10 am, Show Me the Money - How to Get Paid
- Session 2 - 11 am, Design – Contract Changes and Change Orders

Register at www.austintexas.gov/departments/cip-partners-academy



Thank You

