



# City of Austin Financial Services Department Capital Contracting

Your valuable partner in  
Capital Project  
Delivery

## PROFESSIONAL SERVICES

### ROTATION LISTS

Rotation Lists are the City of Austin’s tool to deliver professional services required by departments throughout the City. Rotation List contracting allows the City to have a group of qualified consultants available to perform specific types of recurring work in a timely manner to meet the project and operational needs of the City. Assignments are made to consultants on a rotating basis.

- CCO solicits professional services contracts with the potential of multiple awards to the most qualified firms submitting responses.
- Consultants are selected based on qualifications determined by a cross- functional panel of City staff with expertise in the specific scope reviewed.
- City Council approves the RCA to move forward with negotiations with the selected consultants.
- CCO conducts Kick-off meetings to instruct consultants on requirements for contract execution.
- CCO works with firms to establish personnel titles and wage rates and execute their professional service agreement.
- CCO makes initial assignments to the selected firms based on the ranking of the final evaluation matrix.
- Subsequent assignments are based on each firm’s remaining authority balance and are ranked/sorted by the highest remaining authority.
- CCO tracks all assignments for the life of the rotation list.
- Primary users of Rotation Lists are Public Works, Austin Water, Austin Energy, Aviation, PARD, Library and Building Services

Engineering	Water and Wastewater	Miscellaneous
<ul style="list-style-type: none"> <li>• Civil Engineering (Large and Small)</li> <li>• Structural</li> <li>• Mechanical</li> <li>• Field Engineering Storm water</li> <li>• Stream Restoration</li> <li>• Flood Hazard Mitigation</li> <li>• Subsurface Utility (SUE)</li> </ul>	<ul style="list-style-type: none"> <li>• Pipelines (Large and Small Diameter)</li> <li>• Facilities (Large and Small)</li> <li>• Supervisory Control and Data Acquisition (SCADA)</li> <li>• Landscape Design</li> <li>• Architectural Design (Large and Small)</li> </ul>	<ul style="list-style-type: none"> <li>• Surveying</li> <li>• Construction Inspection, Commissioning Agent, Space Planning, Subsurface</li> <li>• Utility Engineering</li> </ul>

Questions? Email us:  
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Visit us at:  
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