



## Recommendation for Water & Wastewater Commission

<b>Commission Meeting Date:</b>	April 13, 2016
<b>Council Meeting Date:</b>	May 5, 2016
<b>Department:</b>	Purchasing
<b>SUBJECT</b>	
<p>Authorize negotiation and execution of a 24-month contract with <b>BRAD NORTON</b> and <b>WEBB &amp; WEBB</b>, or one of the other qualified offers to Request For Proposal RMJ0305, for the administrative hearing officers for various City departments in an amount not to exceed \$124,000 each and combined, with two 24-month extension options in an amount not to exceed \$124,000 each and combined per extension option, for a total contract amount not to exceed \$372,000. This is a multi-department contract. Austin Water's portion of the requested authorization is \$4,400 for the 24 month period.</p>	
<b>AMOUNT AND SOURCE OF FUNDING</b>	
<p>Funding in the amount of \$3,483 is available in the Fiscal Year 2015-2016 Operating Budget of Austin Water. Funding for the remaining five months of the original contract period and extension options are contingent upon available funding in future budgets.</p>	
<b>Purchasing Language:</b>	<p>The Purchasing Office issued a Request for Proposal (RFP) RMJ0305 for these goods and services on December 7, 2015 and it closed on January 29, 2016 with two offers received. The recommended offer is the best evaluated offer submitted by a responsible offer. Additional information on the solicitation is included below the line. The recommended offer is the current provider for these goods and services.</p>
<b>Prior Council Action:</b>	N/A
<b>For More Information:</b>	Ray Moncada, 512-322-6594; Alice Flora, 512-972-0041
<b>Boards and Commission Action:</b>	<p>April 13, 2016- To be reviewed by the Water and Wastewater Commission.  April 18, 2016- To be reviewed by the Electric Utility Commission.</p>
<b>MBE/WBE:</b>	<p>This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods and services required for this solicitation, there were insufficient subcontracting opportunities; therefore, no subcontracting goals were established.</p>

The contracts will provide the City with services to oversee administrative hearings. The City departments that will use the contracts include Austin Energy, Austin Water, Austin Police Department, Municipal Court, and Telecommunications and Regulatory Affairs. The administrative hearings officers will preside over hearings initiated by customer objections to actions, policies or decisions of and by the utilities and City departments participating under the contract. The administrative hearings officers will provide written decisions and reports based on evidence presented and in accordance with City Code and all applicable rules and regulations. Each City department will be responsible for paying for their own services based on the administrative hearing services that are required.

Hearings may be conducted for the following:

- Disputes regarding electric, water, wastewater, and solid waste services
- Water Conservation Violations
- Alarm System permits
- Vicious/dangerous dog offenses
- Red light offenses caught on camera
- Parking Administrative offenses
- Any other Civil or Administrative offenses or hearing support subject to the preview of the Municipal Court
- Other services as defined by the City of Austin Utility Service Regulations

An evaluation team with expertise in this area evaluated the offers and scored Brad Norton and Webb & Webb as the best to provide these services based on evaluation criteria understanding and approach to the work, experience, personnel qualifications, total evaluated price and local business presence.

The current contract expires on February 9, 2018. Upon Council approval and staff execution of the contracts, the services will transition to the new contracts. The current contract is only with Brad Norton and in order to have ready access to these services, multiple vendors are preferred.

This request allows for the development of a contract with qualified offers that Council selects. If the City is unsuccessful in negotiating a satisfactory contract with the selected offer, negotiations will cease with that provider. Staff will return to Council so Council may select another qualified offer and authorize contract negotiations with this provider.

A complete solicitation package, including a response list, is on file in the City's Purchasing Office and is available on the City's Financial Services Austin Finance Online website. Link: [Solicitation Documents](#)