



**Water & Wastewater Commission
Review and Recommendation**

Commission Meeting Date:	November 8, 2017
Council Meeting Date:	December 7, 2017
Department:	Purchasing
Client:	Augie Cancino, Anna Bryan-Borja, and Rick Harland
Agenda Item	
Authorize negotiation and execution of a contract with RSP Architects, LTD. , for facility utilization study services, in an amount not to exceed \$613,492.	
Amount and Source of Funding	
Funding is available in the Fiscal Year 2017-2018 Operating Budget of Austin Water.	
Purchasing Language:	The Purchasing Office issued a Request for Proposals (RFP) MDD0105 for these services. The solicitation issued on June 26, 2017 and it closed on August 10, 2017. The recommended contractor submitted the only responsive offer.
Prior Council Action:	N/A
Boards and Commission Action:	November 8, 2017- To be reviewed by the Water and Wastewater Commission.
MBE/WBE:	This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program and subcontractor goals were applied to the solicitation. The subcontracting goals were exceeded and the resulting contract will include 11.28% WBE participation.

The contract is for a 10 year facility utilization study for Austin Water facilities. The study will include all facilities, properties and related management policies, procedures, and practices in order to achieve maximum operational efficiency, cost reductions, and efficient utilization and organization of office and meeting space. This study will result in a comprehensive evaluation of Austin Water facilities including but not limited to needs assessment, planning, new facility developments or acquisitions for future growth, space management, maintenance, security, property acquisitions and sales.

Given the growth of Austin Water's customer base and service area, staff has identified the need to adopt a longer term facility planning horizon. Previously Austin Water facility planning was based on a 5 year capital improvement projects plan and an annual operating plan that is not as comprehensive or as detailed as entailed in the scope of this study. The study will produce a 10 year plan that enables staff to more effectively manage our facilities into the future. The contractor will submit monthly progress reports to Austin Water describing objectives accomplished, significant milestones, and achievements made. The contractor will prepare and submit a final report on the results of the facility utilization study and present to Austin Water for future facility planning initiatives.

The recommended contractor has provided these services in the past for Austin Energy in 2010 and the Building Services Department in 2012.

An evaluation team with expertise in this area evaluated the offers and scored RSP Architects, LTD. as qualified to provide these services based on proposed solution, work plan, project management structure, experience and qualifications, local business presence, and cost.

If the City is unable to secure the contract then future planning to achieve maximum operational efficiency will not occur.

M/WBE Summary

Participation goals stated in the solicitation were 1.69% MBE/WBE combined. The recommended contractor's M/WBE Compliance Plan exceeded goals with 11.28% WBE participation and was approved by the Small and Minority Business Resources Department.

NON - MBE/WBE TOTAL - PRIME **88.72%**

RSP Architects, LTD, Minneapolis, MN

WBE TOTAL – SUBCONTRACTOR **11.28%**

(FW) BAER Engineering & Environmental Consulting, Austin, TX

(Environmental Consulting (incl. sustainability))

**EVALUATION MATRIX
RFP MDD0105
FACILITY UTILIZATION STUDY**

EVALUATION FACTORS	# Possible Points	RSP ARCHITECTS, LTD
EXPERIENCE AND QUALIFICATIONS	30	25
PROPOSED SOLUTION	15	10
WORK PLAN	15	12
PROJECT MANAGEMENT STRUCTURE	15	11
COST PROPOSAL	15	15
LOCAL BUSINESS PRESENCE	10	2
Total	100	75

NOTE: As per Section 252.049 of the local government code, contents of a proposal shall remain confidential until a contract is awarded. Therefore, the matrix will include points awarded for price but exact pricing will not be disclosed.