

## AGENDA



## Recommendation for Council Action

## AUSTIN CITY COUNCIL

Regular Meeting: December 7, 2017

Item Number: 040

## Purchasing Office

Authorize negotiation and execution of a contract with RSP Architects, Ltd., for facility utilization study services in an amount not to exceed \$613,492. (Note: 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.).

<b>Lead Department</b>	Purchasing Office.
<b>Fiscal Note</b>	Funding is available in the Fiscal Year 2017-2018 Operating Budget of Austin Water.
<b>Purchasing Language</b>	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. A complete solicitation package, including a response list, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: <a href="https://austintexas.gov/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=117488">Solicitation Documents &lt;https://austintexas.gov/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=117488&gt;</a> .
<b>For More Information</b>	Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or <a href="mailto:AgendaOffice@austintexas.gov">AgendaOffice@austintexas.gov</a> < <a href="mailto:AgendaOffice@austintexas.gov">mailto:AgendaOffice@austintexas.gov</a> > NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Matthew Duree, at 512-974-6346 or <a href="mailto:Matt.Duree@austintexas.gov">Matt.Duree@austintexas.gov</a> < <a href="mailto:Matt.Duree@austintexas.gov">mailto:Matt.Duree@austintexas.gov</a> >.

<b>Council Committee, Boards and Commission Action</b>	November 8, 2017 - Recommended by the Water and Wastewater Commission on a 9-0 vote, with Commissioners Blanding and Turrieta absent.
<b>Client Department(s)</b>	Austin Water.

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### **Additional Backup Information:**

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.

The contractor will submit monthly progress reports to Austin Water's Facility Planning Manager. The reports will describe 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 those results to Austin Water's Executive Team, Facility Planning Manager, City management, Water and Wastewater Commission and the City Council.

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 offer 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 and could impact Austin Water's intention to maintain an affordable rate structure for its customers.