

# **REQUEST FOR QUALIFICATIONS**

**FOR**

**ISSUE DATE:**

**RESPONSES DUE:**

**PRIOR TO:**

**DELIVER TO:**

**CAPITAL CONTRACTING OFFICE  
PROFESSIONAL SERVICES DIVISION**

**ATTN:**

**505 BARTON SPRINGS RD.,  
STE 365  
AUSTIN, TEXAS 78704**



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Project Name: ATD Transportation Engineering Staff Augmentation

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## CONTRACT TEMPLATE

The professional service agreement template can be obtained at the following website:

<http://www.austintexas.gov/departments/professional-service-agreements>



## REQUEST FOR QUALIFICATIONS

Solicitation Number: CLMP328

Project Name: ATD Transportation Engineering Staff Augmentation

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The following is a summary of information for this Solicitation. The Consultant is cautioned to refer to other sections of this Request for Qualifications (RFQ) packet for further details.

The City of Austin, through its Capital Contracting Office, is requesting Statements of Qualifications (SOQs) for the selection of professional services for the above-noted project.

**Submittals may be turned in at the Capital Contracting Office located at 505 Barton Springs Road, Suite 365, Austin, TX 78704, or submitted electronically (see Attachment 1 Submitting Offers Using eResponse).**

**ALL SUBMITTALS ARE DUE ON: December 13, 2021**

**IN PERSON SUBMITTALS WILL BE RECEIVED AT 505 BARTON SPRINGS ROAD, SUITE 365 BETWEEN 10:00AM AND 2:00PM CST ATTENTION: Megan Bowles. SUBMITTALS MUST BE AT SUITE 365, PRIOR TO 2:00PM CST. IF FIRMS CHOOSE TO USE A COURIER SERVICE, SAME REQUIREMENTS APPLY.**

**All SUBMITTALS not received prior to the date and time set forth above will NOT BE ACCEPTED FOR CONSIDERATION.** The time stamp clock in the **Suite 365** Reception Area is the time of record and is verified with [www.time.gov](http://www.time.gov), the Official U.S. time. *The time of record for those electronically submitted is the time received in Austin Finance Online.* The qualification statement evaluation criteria for this project are included in this packet for your information. The selection process for this project is anticipated to be complete for City Council action in March 2022. Contract execution is anticipated for May 2022.

All prime firms and subconsultants must be registered to do business with the Owner prior to the contract award. Prime firms are responsible for ensuring that their subconsultants are registered as vendors with the City of Austin. You may register through the Owner's on-line Vendor Registration system. Log on to the following link and follow the directions: [https://financeonline.austintexas.gov/afo/afo\\_content.cfm?s=17](https://financeonline.austintexas.gov/afo/afo_content.cfm?s=17)

All City procurements are subject to the City's Minority-Owned and Women-Owned Business Enterprise Procurement Program (Chapter 2-9-B of the MBE/WBE Ordinance, revised June 15, 2006). The program provides Minority-Owned and Women-Owned Business Enterprises (MBEs/WBEs) opportunity to participate in all City contracts. Information on achieving the MBE/WBE participation goals or documenting good faith efforts to achieve the goals is contained in the MBE/WBE Procurement Program Package included in this RFQ packet. Entities submitting statements of qualifications are required to complete and return the MBE/WBE Compliance Plan with their response.

The selected consultant will be required to execute a standard City of Austin professional services agreement. Prior to contract execution, the selected firm must submit either their existing or an updated personnel policy (on letterhead) documenting conformity with City Code, 5-4, § 5-4-2, or this non-discrimination and non-retaliation policy, which has been adopted by the consultant for all purposes may be considered the consultant's non-discrimination and non-retaliation policy without the requirement of a separate submittal.

The selected consultant shall carry insurance in the following types and amounts for the duration of the Agreement, and furnish certificates of insurance along with copies of policy declaration pages and policy endorsements as evidence thereof:

- Workers' Compensation and Employers' Liability Insurance with coverage consistent with statutory benefits outlined in the Texas Workers' Compensation Act (Section 401). The minimum policy limits for Employers' Liability Insurance are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee. The firm's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
  - (a) Waiver of Subrogation, form WC 420304.
  - (b) 30 day Notice of Cancellation, form WC 420601.
- Commercial General Liability Insurance with a minimum combined bodily injury and property damage per occurrence limit of \$500,000 for coverage A & B. The policy shall contain the following provisions:
  - (a) Contractual liability coverage for liability assumed under the Agreement and all contracts relative to this project.
  - (b) Products/Completed Operations Liability for the duration of the warranty period.
  - (c) If the project involves digging or drilling, Explosion, Collapse, and Underground (XCU) coverage
  - (d) Independent Contractors coverage (Contractors/ Subcontractors work).The policy shall contain the following endorsements in favor of the City of Austin:
  - (a) Waiver of Subrogation, endorsement CG 2404.
  - (b) 30 day Notice of Cancellation, endorsement CG 0205.
  - (c) Additional Insured, endorsement CG 2010.
- Business Automobile Liability Insurance for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident. The policy shall contain the following endorsements in favor of the City of Austin:
  - (a) Waiver of Subrogation, endorsement CA 0444.
  - (b) 30 day Notice of Cancellation, endorsement CA 0244.
  - (c) Additional Insured, endorsement CA 2048.
- Professional Liability Insurance with a minimum limit of \$1,000,000.00 per claim and in aggregate to pay on behalf of the assured all sums which the assured shall become legally obligated to pay as damages by reason of any negligent act, error, or omission committed or alleged to have been committed with respect to estimates, schedules, analyses, reports, surveys, designs or specifications prepared or alleged to have been prepared by the

assured. Coverage, including any renewals, shall have a retroactive date coincident with or prior to the date of the Agreement. The consultant shall provide the City of Austin annually with a certificate of insurance as evidence of such insurance. The policy shall provide for 30 day notice of cancellation in favor of the City of Austin. The consultant shall provide a discovery period on professional liability policies that is commensurate with the warranty period of the project.

- Cyber Liability Insurance coverage of not less than \$1,000,000 each claim and annual aggregate providing coverage for damages and claims expenses, including notification expenses, arising from (1) breach of network security, (2) alteration, corruption, destruction or deletion of information stored or processed on a computer system, (3) invasion of privacy, including identity theft and unauthorized transmission or publication of personal information, (4) unauthorized access and use of computer systems, including hackers (5) the transmission of malicious code, and (6) website content, including claims of libel, slander, trade libel, defamation, infringement of copyright, trademark and trade dress and invasion of privacy.

Should you have any questions concerning the information included in this RFQ, **please attend a pre-response meeting on Monday, November 15, 2021 at 10:00 AM via MS Teams** [Click here to join the meeting](#), Audio Call +1-512-831-7858, Conference ID: 876915449#. The purpose of the meeting will be to respond to consultants' questions about the project and the procurement process. Attendance at the meeting is not required; however, meeting minutes will not be issued.

Thank you for your interest in this RFQ, for more information about this solicitation or others issued by this office, please visit us at:

[https://financeonline.austintexas.gov/afo/afo\\_content.cfm?s=17](https://financeonline.austintexas.gov/afo/afo_content.cfm?s=17)

To obtain the complete RFQ packet, look for CLMP328 under open solicitations and view the attachments.

#### **AUTHORIZED CONTACT PERSONS**

**Procurement Specialist IV: Megan Bowles**

**Telephone: 512.974.1404**

**Email: [megan.bowles@austintexas.gov](mailto:megan.bowles@austintexas.gov)**

**MBE/WBE Business Development Counselor: Veronica Hawkins**

**Telephone: 512.974.7639**

**Email: [veronica.hawkins@austintexas.gov](mailto:veronica.hawkins@austintexas.gov)**

**Project Manager: Meredith Quick**

**Telephone: 512.974.2950**

**Email: [Meredith.quick@austintexas.gov](mailto:Meredith.quick@austintexas.gov)**

**END**



# Capital Contracting Office

## How to Submit Offers Online

### eResponse Instructions

Revised: 09/21/2021

#### Submitting Offers online using eResponse

(Only available for IFB, RFP and RFQS Solicitations)

**Internet Explorer is not supported – please use Chrome, Edge or Firefox**

1. **Create an eResponse.** Find the Solicitation you wish to respond to in Austin Finance Online (AFO), located at: [https://financeonline.austintexas.gov/afo/account\\_services/solicitation/solicitations.cfm](https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitations.cfm). If the Solicitation includes the “eResponse” function, it will have a “My Response” section in the Solicitation’s Detail page. Click on “Create Response” to start an eResponse (Fig. 1).

**SOLICITATION DETAILS**

Type: Invitation For Bids (IFB)  
Status: Open  
Solicitation Number: IFB 2200 WJT1006  
Description: Fire Hydrant Repair Parts  
Summary: The City of Austin (City) seeks to establish a contract with a qualified Contractor(s) to provide fire hydrant repair parts. The repair parts shall be utilized for repair of fire hydrants throughout the City.

**My eResponse**

To begin creating a Response to this Solicitation, click the "Create Response" button below.

See the Solicitation documents in the Attachments section below for further instructions on developing and submitting your Response.

**Create Response**

(Fig. 1)

- a. To create, edit, or submit an eResponse, you must be logged in to your vendor account as the primary contact.

You are eligible to submit an eResponse after creating a user account and providing the business information of your organization. If selected for award, you must complete and submit your registration for approval.

Register Here: [https://financeonline.austintexas.gov/afo/afo\\_content.cfm?s=17](https://financeonline.austintexas.gov/afo/afo_content.cfm?s=17)

If you are not the primary contact of your account, the Create Response button will not appear after you have logged in. Please contact Vendor Registration for assistance at [vendor@austintexas.gov](mailto:vendor@austintexas.gov), and inform them that you are unable to submit an eResponse.

- b. If you click on “Create Response” but you have not yet logged into AFO, the system will redirect you to a login screen (Fig. 2). Once you have logged into AFO, the system will take you back to the Solicitation.



# Capital Contracting Office

## How to Submit Offers Online

### eResponse Instructions

Revised: 09/21/2021

AUSTIN FINANCE ONLINE

FINANCIAL DOCUMENTS STRATEGIC PLAN CHECKBOOK UNCLAIMED PROPERTY PROCUREMENT

ACCOUNT LOGIN

Username

Password

Login

Don't remember your username? [Retrieve your username](#)

Forgot your password? [Reset your password](#)

Don't have an account yet? [Create an account](#)

(Fig. 2)

- c. Once you click “Create Response”, you will now see a Response ID, Vendor Name, the date and time that you created your eResponse, the date and time you last revised your eResponse and the status of your eResponse, which should be “DRAFT” initially. The field at the top of the section will be shaded red and will list the types of documents that are required to submit your eResponse. Please refer to the solicitation instructions for a list of all required documents for that solicitation. If you make a mistake or attempt to add an unsupported file, an error message will appear in this red field (Fig. 3).

My eResponse

- Price Offer document is required.
- Offer and Certifications document is required.

Response ID	Vendor	Created	Last Revised	Status
740	TEST VENDOR2 - TC	05/14/2020, 02:06 PM	05/14/2020, 02:06 PM	DRAFT

+ Add Files

Filename

Type

Delete eResponse

(Fig. 3)



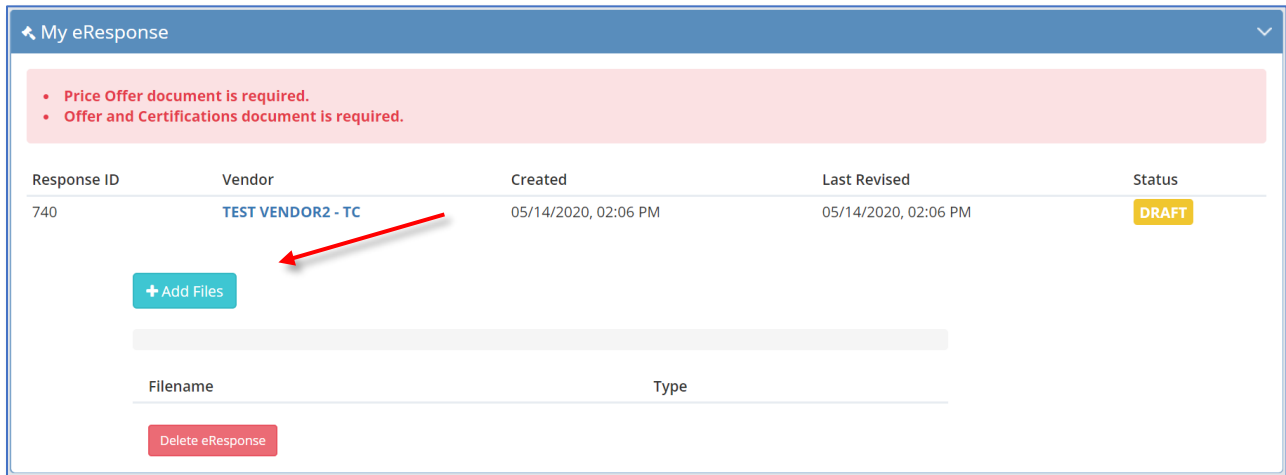
# Capital Contracting Office

## How to Submit Offers Online

### eResponse Instructions

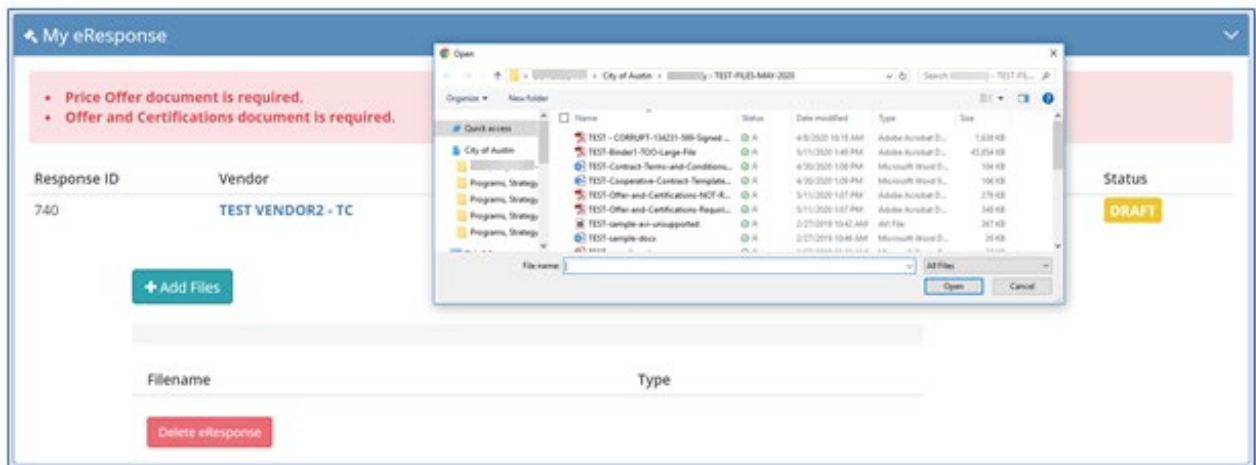
Revised: 09/21/2021

2. **Adding Files to Your eResponse.** To upload files to your eResponse, click on the blue “+ Add Files” button (Fig. 4).



(Fig. 4)

- a. After clicking the “+ Add Files” button, a pop-up window will open displaying files on your computer (Fig. 5).



(Fig. 5)

- b. Navigate on your computer to where your files are located. Select the file or files you wish to upload and click “Open”. The blue indicator bar moving from left to right will show your file being uploaded (Fig. 6)





# Capital Contracting Office

## How to Submit Offers Online

### eResponse Instructions

Revised: 09/21/2021

**My eResponse**

- Price Offer document is required.
- Offer and Certifications document is required.

Response ID	Vendor	Created	Last Revised	Status
740	TEST VENDOR2 - TC	05/14/2020, 02:06 PM	05/14/2020, 02:23 PM	DRAFT

+ Add Files

74% TEST-Offer-and-Certifications-Requiring-Council-Approval.pdf

Filename	Type

Delete eResponse

(Fig. 6)

c. Repeat this step to add additional files to your eResponse.

3. **File Types Accepted.** The eResponse functionality in AFO accepts the following electronic file types (Fig. 7). Please note that your Price Offer cannot be in a .ZIP file format. It is recommended that your Price Offer be in a .XLS or .XLSX file format.

.PDF	.DOC	.DOCX
.TXT	.ZIP	.XLS
.XLSX		

(Fig. 7)

- a. **Only use numbers, letters, underscore, period, spaces and hyphens in your file names. No special characters. A warning message will display in the red notice box and the file will not be accepted.**
4. **Number and Size of Files Allowable.** AFO accepts no more than twenty five (25) files in an eResponse. eResponse will not accept a single file greater than 40 MB.
5. **eResponse Only Accepts One Submission per Vendor per Solicitation.** If alternate offers are being accepted, you will need to submit those along with your primary submission. Alternates can be multiple pages in a single "Price Offer" file or uploaded as a separate document by selecting "Other" from the drop down.
6. **Identify Your Files.** As you add files, you will see a dropdown menu to the right of the Filename, under "Type". Use this dropdown menu to select the appropriate type of file. (Fig. 8).

Your "DRAFT" response must be changed to "SUBMITTED" in the eResponse system prior to the date and time stated in the solicitation documents. Do not wait until the last few minutes to submit your Response as it takes time for the "DRAFT" to go through and be accepted as "SUBMITTED" by the system. Responses that are still in "DRAFT" status by the Solicitation's Due Date and Time will not be received by the City.



# Capital Contracting Office

## How to Submit Offers Online

### eResponse Instructions

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**a. For Invitations for Bids (IFB) and Indefinite Deliverable Indefinite Quantities (IDIQ) solicitations, the following files must be included:**

- i. Select the "Offer and Certifications" type for the file which contains a copy of your **Bid Guaranty**. You can only identify one (1) file as your "Offer and Certifications."
- ii. Select "Price Offer" type to identify the file that includes your **Total Bid Form** submission. The Total Bid Form is included in the solicitation documents, referenced in the solicitation Table of Contents, and is also available at: <http://www.austintexas.gov/page/bid-docs>. You can only identify one (1) file as your "Price Offer." **Please only submit the Total Bid Form with your "Price Offer" and do not submit any other documents for this category. Everything submitted in this category will be displayed on eResponse and will be accessible to the public after the bid due date and time.**
- iii. Select "Compliance Plan" type to identify the file that includes your **MBE/WBE or DBE Compliance Plan and any Good Faith Effort documentation**. You can identify multiple files as "Compliance Plan" types.
- iv. Select the "Technical Offer" type to identify the file that includes a copy of your **signed Section 00300 Bid Form**.
- v. You will not be able to submit your eResponse if you have not identified at least one file as "Offer and Certification" and another as "Price Offer". Once you do, the red warning bar across the top of the My eResponse section will turn blue and read "Your eResponse is ready for submission".

**b. For Competitive Sealed Proposals (CSP) solicitations, the following files must be included:**

- i. Select the "Offer and Certifications" type for the file which contains a copy of your **Proposal Guaranty**. You can only identify one (1) file as your "Offer and Certifications."
- ii. Select "Price Offer" type to identify the file that includes your **Total Proposal Form** submission. The Total Proposal Form is included in the solicitation documents as referenced in the solicitation Table of Contents. You can only identify one (1) file as your "Price Offer." **Please only submit the Total Proposal Form with your "Price Offer" and do not submit any other documents for this category. Everything submitted in this category will be displayed on eResponse and will be accessible to the public after the proposal due date and time.**
- iii. Select "Compliance Plan" type to identify the file that includes your **MBE/WBE or DBE Compliance Plan and any Good Faith Effort documentation (Section 00101CSP Evaluation Criteria Item 1)**. You can identify multiple files as "Compliance Plan" types.
- iv. Select the "Technical Offer" type to identify the file that includes a copy of your **Proposal Responses to Section 00101CSP Evaluation Criteria Items 2-12**.



# Capital Contracting Office

## How to Submit Offers Online

### eResponse Instructions

Revised: 09/21/2021

- v. You will not be able to submit your eResponse if you have not identified at least one file as "Offer and Certification" and another as "Price Offer". Once you do, the red warning bar across the top of the My eResponse section will turn blue and read "Your eResponse is ready for submission".
- i.

**c. For Construction Manager at Risk Requests for Proposals (RFP), the following files must be included:**

- i. Select the "Offer and Certifications" type for the file which contains your signed Request for Proposal. You can only identify one (1) file as your "Offer and Certifications." Your Request for Proposal include all required documents in Section 00101CMR.
- ii. Select "Price Offer" type to identify your price submission. You can only identify one (1) file as your "Price Offer." \*Please note, this submission becomes publicly available on the Closed Solicitations page of Austin Finance Online once solicitations have been opened. Any documents that are not related to your price submission should not be included in the same document file as your "Price Offer". For this reason, your Price Offer cannot be in a .ZIP file format. It is recommended that your Price Offer be in a .XLS or .XLSX file format. Please provide all non-price related documents in a separate upload from your "Price Offer" and categorize it appropriately. The City of Austin is not responsible for the inadvertent release of any proprietary information included in a Price Offer document.
- iii. Select "Compliance Plan" type to identify the file that includes your compliance plan and any Good Faith Effort documentation. You can identify multiple files as "Compliance Plan" types.
- iv. You will not be able to submit your eResponse if you have not identified at least one file as "Offer and Certification" and another as "Price Offer". Once you do, the red warning bar across the top of the My eResponse section will turn blue and read "Your eResponse is ready for submission".

**d. For Professional Services Agreements (PSA) Requests for Qualifications Statements (RFQS), the following files must be included:**

- i. Select the "Offer and Certifications" type for the file which contains your signed Statement of Qualifications. You can only identify one (1) file as your "Offer and Certifications". Your Statement of Qualifications includes all required documents in the Request for Qualifications Section of the solicitation including signed Form 1 and responses to each of the Evaluation Criteria Items, including Forms 5-9.
- ii. Select "Compliance Plan" type to identify the file that includes your compliance plan and any Good Faith Effort documentation. You can identify multiple files as "Compliance Plan" types.
- iii. You will not be able to submit your eResponse if you have not identified at least one file as "Offer and Certification" and another as "Price Offer". Once you do, the red warning bar across the top of the My eResponse section will turn blue and read "Your eResponse is ready for submission".



# Capital Contracting Office

## How to Submit Offers Online

### eResponse Instructions

Revised: 09/21/2021

- e. For Design Build (DB) Requests for Qualifications Statements (RFQS), the following files must be included:
- Select the “Offer and Certifications” type for the file which contains your signed Statement of Qualifications. You can only identify one (1) file as your “Offer and Certifications”. Your Statement of Qualifications includes all required documents in Section 00101DB.
  - Select “Compliance Plan” type to identify the file that includes your compliance plan and any Good Faith Effort documentation. You can identify multiple files as “Compliance Plan” types.
  - You will not be able to submit your eResponse if you have not identified at least one file as “Offer and Certification”. Once you do, the red warning bar across the top of the My eResponse section will turn blue and read “Your eResponse is ready for submission”.

The screenshot shows the 'My eResponse' interface. At the top, there is a blue header bar with the text 'My eResponse' and a dropdown arrow. Below the header, a red warning bar contains two bullet points: 'Price Offer document is required.' and 'Offer and Certifications document is required.' Below the warning bar, there is a table with the following columns: Response ID, Vendor, Created, Last Revised, and Status. The table contains one row with the following data: Response ID 1562, Vendor AMS TEST VENDOR, Created 08/05/2020, 08:12 AM, Last Revised 08/05/2020, 08:16 AM, and Status DRAFT. Below the table, there is a '+ Add Files' button. Below the button, there is a list of files with columns for File Name and Type. The files are: Addendum.docx, Compliance-Plan.pdf, Offer-and-Certifications.doc, and Price-Offer.doc. The Type column for each file has a dropdown menu. The dropdown menu for Price-Offer.doc is open, showing the following options: Price Offer (highlighted in blue), Offer and Certifications, Compliance Plan, Technical Offer, and Other. Below the list of files, there is a 'Delete eResponse' button.

Response ID	Vendor	Created	Last Revised	Status
1562	AMS TEST VENDOR	08/05/2020, 08:12 AM	08/05/2020, 08:16 AM	DRAFT

File Name	Type
Addendum.docx	Technical Offer
Compliance-Plan.pdf	Technical Offer
Offer-and-Certifications.doc	Technical Offer
Price-Offer.doc	Price Offer

(Fig. 8)

7. **Submitting your eResponse.** Once you have uploaded and identified the types of all the files you need to for your eResponse, the field at the top of the section will turn blue and read “**Your eResponse is ready for submission**”. Click the “Submit eResponse” button (Fig. 9).



# Capital Contracting Office

## How to Submit Offers Online

### eResponse Instructions

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**My eResponse**

Your eResponse is ready for submission.

Response ID	Vendor	Created	Last Revised	Status
1562	AMS TEST VENDOR	08/05/2020, 08:12 AM	08/05/2020, 08:20 AM	DRAFT

[+ Add Files](#)

File Name	Type
✕ Addendum.docx	Other
✕ Compliance-Plan.pdf	Compliance Plan
✕ Offer-and-Certifications.doc	Offer and Certifications
✕ Price-Offer.doc	Price Offer

[Submit eResponse](#) [Delete eResponse](#)

(Fig. 9)

- a. After you click the “Submit eResponse” button, the field at the top of the section will turn green and it will display your unique eResponse submission number and the date and time your eResponse was submitted. This field will also display two links to the “My eResponse page” and to a PDF copy of your submission receipt (Fig.10). An automated confirmation email will be sent to you with your eResponse information (Fig. 11).

**My eResponse**

**eResponse 1562 submitted 08/05/2020 08:23 AM**

[My eResponse Receipt](#)

[Visit my eResponse history page.](#)

Response ID	Vendor	Created	Last Revised	Status
1562	AMS TEST VENDOR	08/05/2020, 08:12 AM	08/05/2020 08:23 AM	SUBMITTED

File Name	Type
Addendum.docx	Other
Compliance-Plan.pdf	Compliance Plan
Offer-and-Certifications.doc	Offer and Certifications
Price-Offer.doc	Price Offer

[Edit / Withdraw eResponse](#)

(Fig. 10)



# Capital Contracting Office

## How to Submit Offers Online

### eResponse Instructions

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IFB 7400 TEST9915 : Your Response Has Been Submitted



eresponse@austintexas.gov  
To [redacted]

Reply Reply All Forward ...

Fri 10/9/2020 12:25 PM

#### IFB 7400 TEST9915

Your response to IFB 7400 TEST9915 has been submitted. Your eResponse ID is 2356.

Details	
Solicitation ID	134841
eResponse ID	2356
Submitted	10/09/2020 12:25 PM
Vendor Name	TEST VENDOR2
Vendor Customer Code	TES8304588
File List	
Price Offer	Price-Offer.doc
Offer and Certifications	Offer-and-Certifications.doc
Other	Addendum.docx

For assistance please email [vendor@austintexas.gov](mailto:vendor@austintexas.gov) and visit [Vendor Help](#).

(Fig. 11)

- b. You can return to the Solicitation or your eResponse through the Response History page, or by navigating directly to the solicitation through the Open Solicitations page in AFO. When you return to the Solicitation, you will notice that your Status (upper right corner of the My eResponse section) will say "SUBMITTED". Your Last Revised date and time will update to the date and time you clicked on the "Submit" button.
  - c. If you start an eResponse and don't click "Submit eResponse", your eResponse will stay in "DRAFT" status. Before the Solicitation's Due Date and Time, you can navigate back to your draft eResponse and submit it.
  - d. eResponses that are still in "DRAFT" status at the Solicitation's Due Date and Time will not be received by the City.
- 8. Withdrawing or changing an eResponse after it has been submitted.** Prior to the Solicitation's Due Date and Time, you may withdraw or modify your eResponse. Click on the "Edit/Withdraw eResponse" button (Fig. 12). A pop-up window will appear listing your eResponse ID number and asking if you are sure you want to move your eResponse back to draft. You may select "Yes / Withdraw" to move your eResponse back to draft, or "No / Cancel" to leave your eResponse submitted (Fig. 13).



# Capital Contracting Office

## How to Submit Offers Online

### eResponse Instructions

Revised: 09/21/2021

**My eResponse**

**eResponse 1562 submitted 08/05/2020 08:23 AM**

My eResponse Receipt  
 Visit my eResponse history page.

Response ID	Vendor	Created	Last Revised	Status
1562	<b>AMS TEST VENDOR</b>	08/05/2020, 08:12 AM	08/05/2020 08:23 AM	<b>SUBMITTED</b>

File Name	Type
Addendum.docx	Other
Compliance-Plan.pdf	Compliance Plan
Offer-and-Certifications.doc	Offer and Certifications
Price-Offer.doc	Price Offer

**Edit / Withdraw eResponse**

(Fig. 12)

### eResponse Withdrawal

You are withdrawing eResponse No. **1562**

In doing so you are moving your eResponse back into DRAFT status, where you may edit, submit or delete your eResponse. If you intend to submit your eResponse later, you must do so before the solicitation's due date and time. eResponses that are still in in DRAFT status at the solicitation's due date and time cannot be edited, submitted or deleted, and will not be considered. Are you sure you want to withdraw your eResponse?

**Yes / Withdraw** **No / Cancel**

(Fig. 13)



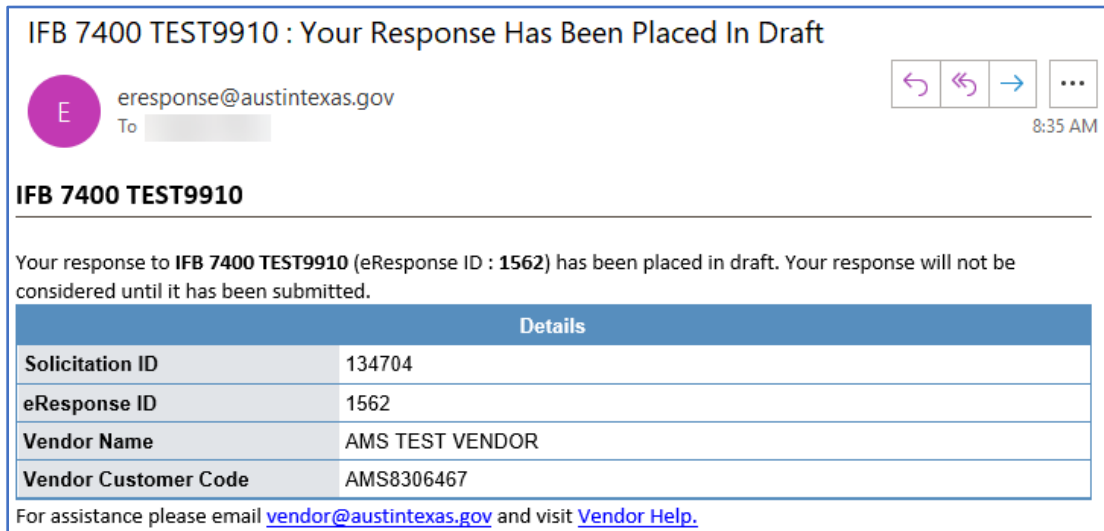
# Capital Contracting Office

## How to Submit Offers Online

### eResponse Instructions

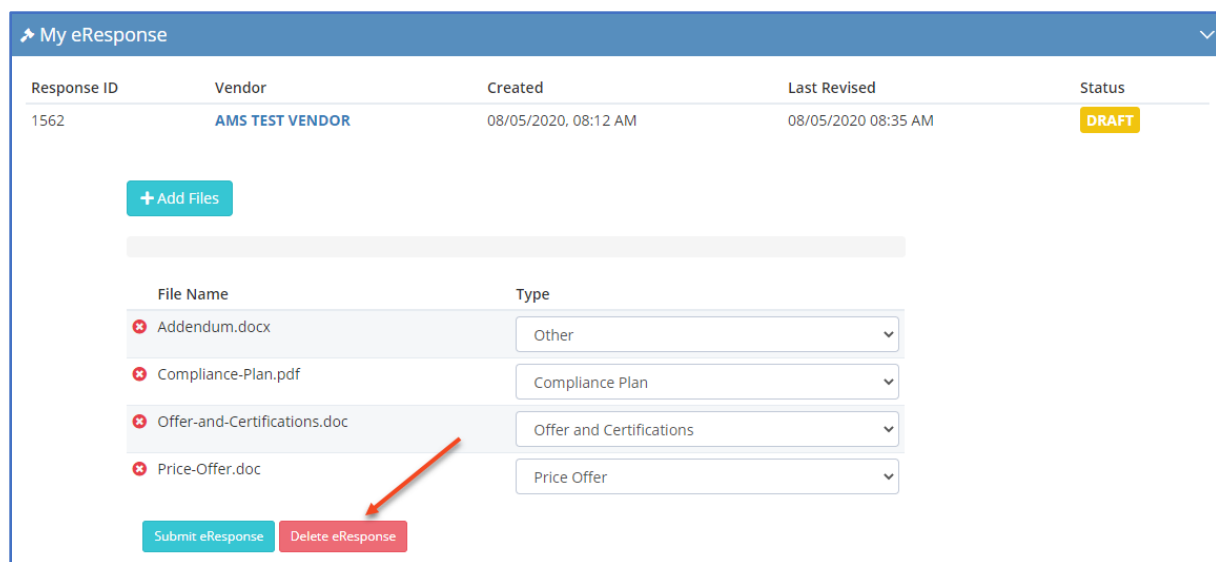
Revised: 09/21/2021

- a. If you select “Yes / Withdraw”, then you will receive an automated confirmand email indicating that your eResponse will not be considered until it has been submitted (Fig. 14).



(Fig. 14)

- b. While your eResponse is in draft, you can add files, delete individual files or delete the entire eResponse.
- To delete the entire eResponse, click the red “Delete eResponse” button at the bottom of the “My eResponse” section. A pop-up window will appear listing your eResponse ID number and asking if you are sure you want to delete. You may select “Cancel” to leave your eResponse in draft, or “Delete” to delete your eResponse permanently (Fig. 15).



(Fig. 15)





# Capital Contracting Office

## How to Submit Offers Online

### eResponse Instructions

Revised: 09/21/2021

- ii. To delete individual files within an eResponse, click the red circle with the white "X" to the left of the file you wish to delete (Fig. 16).

**My eResponse**

Response ID	Vendor	Created	Last Revised	Status
1562	AMS TEST VENDOR	08/05/2020, 08:12 AM	08/05/2020 08:35 AM	DRAFT

[+ Add Files](#)

File Name	Type
<a href="#">X Addendum.docx</a>	Other
<a href="#">X Compliance-Plan.pdf</a>	Compliance Plan
<a href="#">X Offer-and-Certifications.doc</a>	Offer and Certifications
<a href="#">X Price-Offer.doc</a>	Price Offer

[Submit eResponse](#) [Delete eResponse](#)

(Fig. 16)

8. **Response History Page.** You can access your "Response History" page anytime from User Dashboard. Click on your username in the upper right corner of AFO. A pop-up window will appear. Click on "Home". From this page, select "Response History" from the menu on the left. You can see the eResponse ID; Solicitation Number; Solicitation Description; Last Revised date; Close Date and; Status of each solicitation for which you have created an eResponse. By clicking on the link in the solicitation number you can return to the Solicitation Details page and, if the solicitation has not closed, make edits to your eResponse (Fig. 17).

**AUSTIN FINANCE ONLINE**

FINANCIAL DOCUMENTS | STRATEGIC PLAN | CHECKBOOK | UNCLAIMED PROPERTY | PROCUREMENT | HOTEL/STR

**RESPONSE HISTORY**

AMS8306467  
AMS8306467

**Account**

- Home
- Contact/Password
- Vendor Information
- Business
- Response History**
- Addresses
- NAICS Codes

**Online Responses**

eResponse ID	Solicitation Number	Solicitation Description	Last Revised	Close Date	Status	Receipt
1562	IFB 7400 TEST9910	TEST SOLICITATION - IFB	08/05/2020 08:42 AM	08/18/2020 12:00 AM	Submitted	
1249	RFQS 1100 TVN4000	Impartial Hearing Examiner for 2020 Rate Case	06/17/2020 10:46 AM	06/30/2020 12:00 AM	Expired	
967	RFQS 7400 TEST7702	TEST SOLICITATION - RFQS	05/17/2020 05:56 PM	05/29/2020 12:00 AM	Expired	
645	IFB 7400 TEST9907	TEST SOLICITATION	04/09/2020 03:25 PM	04/10/2020 12:00 AM	Submitted	
641	IFB 1100 JMF1008	Industrial Gases, Pressure Vessels, & Pressure Vessel Maint.	04/09/2020 03:05 PM	04/30/2020 12:00 AM	Expired	
634	IFB 7400 TEST9906	TEST SOLICITATION	04/08/2020 09:50 AM	04/10/2020 12:00 AM	Submitted	
569	IFB 7400 TEST9905	TEST SOLICITATION 1/3	04/01/2020 01:28 PM	04/01/2020 12:00 AM	Submitted	
282	IFB 7400 TEST9895	TEST SOLICITATION 1/1 - SEPTEMBER	10/03/2019 10:17 AM	10/04/2019 12:00 AM	Expired	
244	IFB 7400 TEST9893	TEST SOLICITATION 1/1 - AUGUST	09/09/2019 03:12 PM	09/13/2019 12:00 AM	Expired	
64	IFB 7400 TEST9876	TEST SOLICITATION 7/16	03/08/2019 02:21 PM	03/08/2019 12:00 AM	Submitted	
49	IFB 7400 TEST9877	TEST SOLICITATION 8/16	03/08/2019 11:33 AM	03/08/2019 12:00 AM	Submitted	
47	IFB 7400 TEST9875	TEST SOLICITATION 6/16	03/08/2019 11:35 AM	03/08/2019 12:00 AM	Submitted	

(Fig. 17)



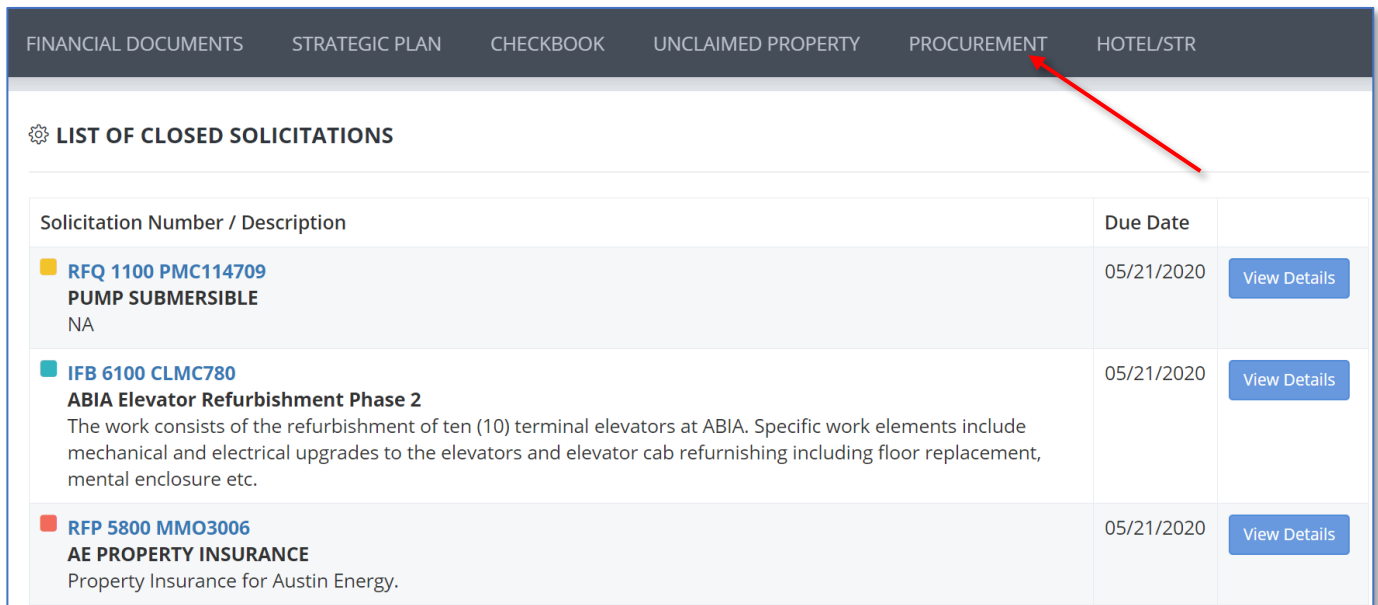
# Capital Contracting Office




## How to Submit Offers Online

### eResponse Instructions

Revised: 09/21/2021

9. **Bid Opening – Closed Solicitation Page.** The “Closed Solicitation” page serves as the bid opening for all eResponse Submissions. Vendors who submit through eResponse will not hear their name called during the Purchasing Office’s live bid opening webcast. Instead, they should navigate to the “Closed Solicitations” page to see a list of vendors who responded. The “Closed Solicitations” page is accessible through the Procurement dropdown of the AFO menu bar (Fig. 18).



FINANCIAL DOCUMENTS   STRATEGIC PLAN   CHECKBOOK   UNCLAIMED PROPERTY <b>PROCUREMENT</b> HOTEL/STR		
LIST OF CLOSED SOLICITATIONS		
Solicitation Number / Description	Due Date	
 <b>RFQ 1100 PMC114709</b> <b>PUMP SUBMERSIBLE</b> NA	05/21/2020	<a href="#">View Details</a>
 <b>IFB 6100 CLMC780</b> <b>ABIA Elevator Refurbishment Phase 2</b> The work consists of the refurbishment of ten (10) terminal elevators at ABIA. Specific work elements include mechanical and electrical upgrades to the elevators and elevator cab refurbishing including floor replacement, mental enclosure etc.	05/21/2020	<a href="#">View Details</a>
 <b>RFP 5800 MMO3006</b> <b>AE PROPERTY INSURANCE</b> Property Insurance for Austin Energy.	05/21/2020	<a href="#">View Details</a>

(Fig. 18)

- a. A list of responding vendors will be visible on the “Closed Solicitation” page approximately one hour after the solicitation closes. For IFB solicitations, the Price Offer documents for each vendor will also be visible (Fig. 19).



Responses		
Vendor Name	Doing Business As	File Name
SEFBO Pipeline Bridge, Inc.		<a href="#">Price Offer Document</a>
MUNIZ CONCRETE & CONTRACTING INC		<a href="#">Price Offer Document</a>
Ayan Tayo Ayanlola	TAA GROUP	<a href="#">Price Offer Document</a>

(Fig. 19)

For assistance with the eResponse system please email [Vendor@austintexas.gov](mailto:Vendor@austintexas.gov)



## INSTRUCTIONS TO CONSULTANTS

Solicitation Number: CLMP328

Project Name: ATD Transportation Engineering Staff Augmentation

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### I. Preparation of Response

- a. **Request for Qualifications (RFQ) Response Forms.** Enclosed are the RFQ response forms which are to be completed and returned as part of your firm's response. Please use the enclosed current forms and organize your response in the order in which the forms are presented in the Table of Contents. **Forms may be recreated; however, all requested information must be included.**

- b. Statement of Qualifications (SOQ):

***Proposals may be submitted electronically in Austin Finance Online. Refer to attached "eResponse, Attachment 1 Submitting Proposals in Austin Finance Online".***

**OR**

Please submit **one (1) original, stamped "ORIGINAL" and one (1) electronic copy on CD or flash drive** of the RFQ response. Sections should be divided by tabs for ease of reference. The City is not responsible for discrepancies between the submitting firm's electronic version and "Original" hard copy submittal. The City of Austin reserves the right to use the electronic version as an "Original".

Wherever used, "page" refers to single-sided, single-spaced, 10 point minimum font on 8 ½ x 11 inch pages.

Responses sent to the City of Austin are subject to disclosure pursuant to the Public Information Act, Government Code, Chapter 552.

- b. **Disclosure of Proprietary Information.** All materials submitted to OWNER become public property and are subject to the Texas Public Information Act, Government Code Chapter 552, upon receipt. If Consultant does not desire proprietary information in the Proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. OWNER will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
- c. **Further Information.** Information may be secured by contacting the authorized contact persons listed in the RFQ. Persons desiring further information or interpretation of the solicitation requirements shall make a written request for such information to OWNER no later than seven (7) working days before submittal due date and time. Interpretation of Solicitation Documents will be made by Addendum or Clarification and a copy of each

document will be emailed to each person to whom has obtained a RFQ packet. The addendum or clarification will also be available through the City's Vendor Connection.

- d. **Anti-Lobbying and Procurement.** Article 6, Chapter 2-7, City Code, repealed and replaced effective on June 25, 2018, prohibits lobbying activities or representations by Offerors during the No Lobbying Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at:

[https://assets.austintexas.gov/purchase/downloads/New\\_ALO\\_Ordinance\\_No\\_20180614-056.pdf](https://assets.austintexas.gov/purchase/downloads/New_ALO_Ordinance_No_20180614-056.pdf)

### 1. FINDINGS; PURPOSE.

- (A) The council finds that persons who enter a competitive process for a city contract voluntarily agree to abide by the terms of the competitive process, including the provisions of this article.
- (B) The council finds that it is in the City's interest:
  - (i) to provide the most fair, equitable, and competitive process possible for selection among potential vendors in order to acquire the best and most competitive goods and services; and
  - (ii) to further compliance with State law procurement requirements.
- (C) The council intends that:
  - (i) each response is considered on the same basis as all others; and
  - (ii) respondents have equal access to information regarding a solicitation, and the same opportunity to present information regarding the solicitation for consideration by the City.

### 2. APPLICABILITY.

- (A) This article applies to all solicitations except:
  - (i) City social service funding;
  - (ii) City cultural arts funding;
  - (iii) federal, state or City block grant funding;
  - (iv) the sale or rental of real property;
  - (v) interlocal contracts or agreements; and
  - (vi) solicitations specifically exempted from this article by council.
- (B) Absent an affirmative determination by the council, the purchasing officer has the discretion to apply this article to any other competitive process.
- (C) City Code Section 1-1-99 (*Offenses; General Penalty*) does not apply to this article.

### 3. DEFINITIONS.

In this article:

- (A) AGENT means a person authorized by a respondent to act for or in place of the respondent in order to communicate on behalf of that respondent. Each of the following is presumed to be an agent:

- (i) a current full-time or part-time employee, owner, director, officer, member, or manager of a respondent;
- (ii) a person related within the first degree of consanguinity or affinity to a current fulltime or part-time employee, owner, director, officer, member, or manager of a respondent;
- (iii) a person related within the first degree of consanguinity or affinity to the respondent, if a respondent is an individual person; and Section 0200 V2, Solicitation Instructions 4 Rev. 06-26-2018
- (iv) a lobbyist, attorney, or other legal representative of the respondent that has been retained by the respondent with respect to the subject matter of either the solicitation or the respondent's response to the solicitation.

(B) AUTHORIZED CONTACT PERSON means a City employee designated in a City solicitation as the point of contact for all purposes for that solicitation.

(C) CITY EMPLOYEE is defined in Section 2-7-2 (*Definitions*), and further includes an independent contractor hired by the City with respect to the solicitation.

(D) CITY OFFICIAL is defined in Section 2-7-2 (*Definitions*).

(E) NO-LOBBYING PERIOD means the period of time beginning at the date and time a solicitation is published and continuing through the earliest of the following:

- (i) the date the last contract resulting from the solicitation is signed;
- (ii) 60 days following council authorization of the last contract resulting from the solicitation; or
- (iii) cancellation of the solicitation by the City

(F) PURCHASING OFFICER means the City employee authorized to carry out the purchasing and procurement functions and authority of the City.

(G) RESPONSE means a written offer or submission in reply to a solicitation.

(H) RESPONDENT means a person or entity that has timely submitted or subsequently timely submits a response to a City solicitation, even if that person subsequently withdraws its response or has been disqualified by the City for any reason. Respondent includes:

- (i) a subsidiary or parent of a respondent;
- (ii) a joint enterprise, joint venture, or partnership with an interest in a response and in which a respondent is a member or is otherwise involved, including any partner in such joint enterprise, joint venture, or partnership; and
- (iii) a subcontractor to a respondent in connection with that respondent's response.

(I) SOLICITATION means an opportunity to compete to conduct business with the City that requires council approval under City Charter Article VII Section 15 (*Purchase Procedure*), and includes, without limitation:

- (i) an invitation for bids;
- (ii) a request for proposals;
- (iii) a request for qualifications;

- (iv) a notice of funding availability; and
- (v) any other competitive solicitation process for which the purchasing officer, in the purchasing officer's sole discretion, affirmatively determines this article should apply in accordance with Section 2-B.

#### **4. RESTRICTION ON LOBBYING.**

Subject to the exclusions in Section 5 (*Permitted Communications*), during a no-lobbying period,

(A) a respondent or an agent shall not communicate directly with a City official or a City employee, or both in order to:

- (i) provide substantive information about any respondent or response with respect to the solicitation to which the communication relates;
- (ii) encourage the City to reject one or more of the responses to the solicitation to which the communication relates;
- (iii) convey a complaint about the solicitation to which the communication relates; or
- (iv) ask any City official or City employee to favor or oppose, recommend or not recommend, vote for or against, consider or not consider, or take action or refrain from taking action on any vote, decision, or agenda item regarding the solicitation to which the communication relates.

(B) a City official shall not contact or communicate with a respondent regarding a response or the solicitation to which the no-lobbying period applies;

(C) a City employee, other than the authorized contact person, shall not contact or communicate with a respondent regarding a response or the solicitation to which the no-lobbying period applies.

#### **5. PERMITTED COMMUNICATIONS.**

The following communications are permitted under this article at any time:

(A) any communication between a respondent or agent and any authorized contact person, including, without limitation and in accordance with regulation, any complaint concerning the solicitation;

(B) any communication between a respondent or agent and any person to the extent the communication relates solely to an existing contract between a respondent and the City, even when the scope, products, or services of the current contract are the same or similar to those contained in an active solicitation;

(C) any communication between a respondent or an agent and a City employee to the extent the communication relates solely to a non-substantive, procedural matter related to a response or solicitation;

(D) any communication required by or made during the course of a formal protest hearing related to a solicitation;

(E) any communication between a respondent or an agent and the City's Small & Minority Business Resources Department, that solely relates to compliance with

Chapters 2-9A through 2-9D (*Minority-Owned and Women-Owned Business Enterprise Procurement Program*) of the City Code;

(F) any communication between an attorney representing a respondent and an attorney authorized to represent the City, to the extent the communication is permitted by the Texas Disciplinary Rules of Professional Conduct;

(G) any communication made by a respondent or an agent to the applicable governing body during the course of a meeting properly noticed and held under Texas Government Code Chapter 551 (*Open Meetings Act*);

(H) any communication between a respondent or an agent and a City employee whose official responsibility encompasses the setting of minimum insurance requirements for the solicitation to which the communication relates, to the extent the communication relates solely to the insurance requirements established by the City in the solicitation; and

(I) any contribution or expenditure as defined in Chapter 2-2 (*Campaign Finance*).

#### **6. MODIFICATION OF RESTRICTION.**

The purchasing officer may waive, modify, or reduce the requirements in Section 4 (*Restrictions on Lobbying*) in order to allow respondents to communicate with a City employee or a City official other than the authorized contact person when the purchasing officer determines, in writing, that the solicitation must be conducted in an expedited manner, including but not limited to a solicitation conducted for reasons of health or safety under the shortest schedule possible with no extensions. Any such modification authorized by the purchasing officer shall be stated in the solicitation.

#### **7. NOTICE.**

(A) Each solicitation shall include a notice advising respondents and prospective respondents:

(i) of the requirements of this article;

(ii) that any communication initiated by a City employee or City official, other than the authorized contact person, during the no-lobbying period regarding a response or the solicitation may result in a violation of Section 4(A) if the respondent subsequently lobbies that City employee or City official.

(B) The purchasing officer, or a City employee designated by the purchasing officer, shall provide weekly written notice, accessible to all City employees and City officials, of each solicitation for which the no-lobbying period is in effect.

#### **8. DISCLOSURE OF VIOLATION.**

A City official or a City employee other than the authorized contact person that becomes aware of a violation of Section 4 (*Restrictions on Lobbying*) shall notify the authorized contact person in writing as soon as practicable.

**9. ENFORCEMENT.**

- (A) A respondent that has been disqualified pursuant to Section 10(A) (*Disqualification; Contract Voidable*) may appeal such disqualification to a subcommittee that is less than a quorum of the Ethics Review Commission established in Chapter 2-7, Article 2 (*Ethics Review Commission*), whose decision on appeal shall be final and binding. Any appeal must be filed in the manner prescribed by the Ethics Review Commission within 5 calendar days of the notice given by the purchasing officer pursuant to Section 10(B).
- (B) The purchasing officer shall waive a violation of Section 4(A) if the violation was solely the result of communications initiated by a City official or a City employee other than the authorized contact person.
- (C) The purchasing officer has the authority to enforce this article through rules promulgated in accordance with Chapter 1-2 (*Adoption of Rules*), which at a minimum shall include a notice and protest process for respondents disqualified pursuant to Section 10 (*Disqualification; Contract Voidable*), including:
- (1) written notice of the disqualification imposed pursuant to Section 10 (*Disqualification; Contract Voidable*);
  - (2) written notice of the right to protest the disqualification imposed; and
  - (3) written notice of the right to request an impartial hearing process.

**10. DISQUALIFICATION; CONTRACT VOIDABLE.**

- (A) If the purchasing officer finds that a respondent has violated Section 2-7-104(1), the respondent is disqualified from participating in the solicitation to which the violation related.
- (B) The purchasing officer shall promptly provide written notice of disqualification to a disqualified respondent.
- (C) If a respondent is disqualified from participating in a solicitation as a result of violating Section 2-7-104(1) and the solicitation is cancelled for any reason, that respondent is also disqualified from submitting a response to any reissue of the same or similar solicitation for the same or similar project. For the purposes of this section, the purchasing officer may determine whether any particular solicitation constitutes a “same or similar solicitation for the same or similar project”.
- (D) If a respondent violates Section 104(1) and is awarded a contract resulting from the solicitation to which the violation relates, the City may void that contract.
- (E) Respondents that violate Section 2-7-104(1) three or more times during a five year period may be subject to debarment from participating in any new contracts with the City for a period of up to three years.

- e. Certificate of Interested Parties.** As required by Section 2252.908 of the Texas Government Code, the Consultant who is awarded the contract is required to submit to the OWNER a complete Form 1295 “Certificate of Interested Parties” that is signed and notarized prior to contract execution. This form must be completed and printed on the



Texas Ethics Commission website and returned to Contract Developer at the time of execution of the contract. Information and instructions on completing the form can be found at the following website:

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

- f. The City of Austin, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this solicitation, disadvantaged business enterprises will be afforded full and fair opportunity to submit responses to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

## II. Rejection of Proposals

OWNER reserves the right to reject any or all responses received for this RFQ and to waive any minor informality in any submittal or solicitation procedure (a minor informality is one that does not affect the competitiveness of the Consultants).

I. The following **will** cause your firm to be deemed non-responsive:

- The required Key Personnel do not have a current license/registration in the State of Texas at the time of submittal.
- The required Key Personnel are not employed by the prime firm as stated in the evaluation criteria.
- Failure to submit MBE/WBE or DBE Compliance Plan (or other MBE/WBE Procurement Program documents) in accordance with the MBE/WBE Procurement Program Package or DBE Procurement Program Package.
- Failure to have an authorized agent of the Proposer attend the mandatory Pre-Response Meeting, if applicable.
- Statement of Qualifications (SOQs) received from a Proposer who has been debarred or suspended by OWNER's Purchasing Officer.
- SOQs received from a Proposer when Proposer or principals are currently debarred or suspended by Federal, State or City governmental agencies.

II. The following **may** cause your firm to be deemed non-responsive:

- Failure to provide a SOQ stamped "ORIGINAL".
- Failure to provide an electronic version on CD or Flash Drive of your complete SOQ.
- Failure to provide a response to one or more of the Consideration Items.
- Response failed to show the prime firm performing the plurality of the services.

- Prime firm and/or subconsultants did not provide the number of projects required for an evaluation criteria item.
- Exceeding the maximum number of page limitations in any of the sections designated.
- Including projects that have not been completed within the specified time period.
- Combining forms.
- Failure to use the current City of Austin forms.
- Failure to acknowledge receipt of Addenda on Form 1 – Prime Firm General Information.
- Listing a subconsultant's qualifications in the body of the SOQ, yet failing to list the subconsultant on the compliance plan.

### **III. Release of Information**

Under Texas law, information relating to this Solicitation may be kept confidential until a contract has been executed. OWNER shall not release information relative to this Solicitation during the proposal evaluation process or prior to contract execution, except as otherwise required by law.

### **IV. Award and Execution of Contract**

Capital Contracting Officer shall submit recommendation for award to the City Council for those project awards requiring City Council action. Contract will be signed by City Manager or his/her designee after award and submission of required documentation by consultant. Contract will not be binding upon OWNER until it has been executed by both parties. OWNER will process the Contract expeditiously. However, OWNER will not be liable for any delays prior to the award or execution of Contract.

Upon contract award, the selected consultant must submit either their existing or an updated personnel policy (on letterhead) documenting conformity with City Code, Chapter 5-4, § 5-4-2. If the company does not submit a copy of their personnel policy incorporating the non-discrimination policy, the company will not be in compliance and will not receive a contract award.

### **V. Protest Procedures**

The OWNER's Capital Contracting Officer has the authority to settle or resolve any claim of an alleged deficiency or protest. The procedures for notifying the City of an alleged deficiency or filing a protest are listed below. If you fail to comply with any of these requirements, the Capital Contracting Officer may dismiss your complaint or protest.

Prior to Solicitation Due Date: If you are a prospective Respondent and you become aware of the facts regarding what you believe is a deficiency in the solicitation process before the Solicitation is due, you must notify the City in writing, through the authorized contact person, of the alleged deficiency before that date, giving the City an opportunity to resolve the situation prior to the Solicitation Due Date.

After Solicitation Due Date: If you submit a response to the City and you believe that there has been a deficiency in the solicitation process or the award, you have the opportunity to protest the solicitation process or the recommended award as follows:

1. You must file written notice of your intent to protest within four (4) calendar days of the date that you know or should have known of the facts relating to the protest. If you do not file a written notice of intent within this time, you have waived all rights to protest the solicitation process or the award.
2. You must file your written protest within fourteen (14) calendar days of the date that you know or should have known of the facts relating to the protest unless you know of the facts before the Solicitation was due. If you know of the facts before that date, you must notify the City as stated above.
3. You must submit your protest in writing, through the authorized contact person, and must include the following information:
  - a. your name, address, telephone, and fax number;
  - b. the solicitation number and the CIP number, if applicable;
  - c. a detailed statement of the factual grounds for the protest, including copies of any relevant documents.
4. Your protest must be concise and presented logically and factually to help with the City's review.
5. When the City receives a timely written protest, the Capital Contracting Officer will determine whether the grounds for your protest are sufficient. If the Capital Contracting Officer decides that the grounds are sufficient, the Capital Contracting Office will schedule a protest hearing, usually within five (5) working days. If the Capital Contracting Officer determines that your grounds are insufficient, you will be notified of that decision in writing.
6. The protest hearing is informal and is not subject to the Open Meetings Act. The purpose of the hearing is to give you a chance to present your case, it is not an adversarial proceeding. Those who may attend from the City are: representatives from the department that requested the purchase, the Law Department, the Capital Contracting Office and other appropriate City staff. You may bring a representative or anyone else that will present information to support the factual grounds for your protest with you to the hearing.
7. A decision will usually be made within fifteen (15) calendar days after the hearing.

8. The Capital Contracting Officer will send you a copy of the hearing decision after the appropriate City staff have reviewed the decision.
9. When a protest is filed, the City usually will not make an award until a decision on the protest is made. However, the City will not delay an award if the City Manager or the Capital Contracting Officer determines that:
  - a. The City urgently requires the supplies or services to be purchased, or
  - b. Failure to make an award promptly will unduly delay delivery or performance.

In those instances, the Capital Contracting Office will notify you and make every effort to resolve your protest before the award.

10. The protest or notice of intent and the protest shall be submitted in writing to the following address:

P.O. Address for U.S. Mail:

City of Austin  
ATTN: Capital Contracting Officer  
P.O. Box 1088  
Austin, Texas 78767-0845

Street Address for Hand Delivery/Courier Service:

City of Austin  
ATTN: Capital Contracting Officer  
505 Barton Springs Road, Suite 365  
Austin, Texas 78704

PHONE: (512) 974-7181

**END**



## SCOPE OF SERVICES

Solicitation Number: CLMP328

Project Name: ATD Transportation Engineering Staff Augmentation

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### **PROJECT FOR:**

CITY OF AUSTIN, AUSTIN TRANSPORTATION DEPARTMENT, THROUGH ITS CAPITAL CONTRACTING OFFICE

### **PROJECT TITLE:**

ATD TRANSPORTATION ENGINEERING STAFF AUGMENTATION

### **OBJECTIVES OF THE PROJECT:**

The Austin Transportation Department (ATD) seeks a qualified consultant (“Consultant”) for skilled engineering staff to augment existing ATD workforce. The Consultant will provide engineering design, review, and coordination with City of Austin transportation staff daily. These services will be provided by Consultant staff in combination with City of Austin (City) ATD staff for a one-year period with four (4) one-year renewal options. The staff augmentation services envisioned under this contract include the following:

- Engineering studies and data collection
- Engineering Design
- Development review
- Intelligent Transportation Systems and Emerging Technology
- Signal Infrastructure Design
- Signs and Markings
- Public Engagement and Community Outreach
- Right-of-Way services
- Program Coordination
- Meetings

The Consultant shall supervise, direct, control, assume full authority over, and be responsible for Consultant’s staff and their performance of the services required for this project. This project will entail the assignment of multiple professionals, as determined by the Consultant and approved by the City, on-site at ATD offices. On-site Consultant staff may be supported by off-site Consultant staff as requested by ATD. Both on-site and off-site staff will provide comprehensive support to ATD throughout the duration of this project. It is envisioned that role of the Consultant will be dynamic in nature and will be actively guided by the needs and priorities of ATD.

### **BACKGROUND:**

ATD is committed to providing the safest, most efficient, cost-effective, and sustainable transportation network for our community. ATD strives for a complete transportation network that serves the needs of street, bicycle, pedestrian, and transit users. ATD’s mission is fulfilled through the following core functions: maintain mobility and increase person throughput by responding to the City of Austin’s

citizens and implementing multimodal transportation improvements; manage congestion by implementing infrastructure improvements and demand management through project development review; and improve safety by analyzing crashes and constructing safety improvements for all users. ATD has an immediate need to augment existing staff to meet increasing demands and ensure that its objectives are met in a timely and responsive manner. This staff augmentation contract would secure engineering support to accomplish these objectives. Assignments authorized under this contract will include short-, medium-, and long-term engineering and planning review, design, and project implementation. All work will be guided by principles from adopted and emerging transportation plans: system master plans, corridor studies, regulating plans, administrative programs, the Austin Strategic Mobility Plan, the Imagine Austin Comprehensive Plan, and others.

### **ANTICIPATED SERVICES:**

#### **Project Management and Administration**

The Consultant will complete activities associated with management and oversight of the project. This includes the following responsibilities and tasks:

- Monthly Meetings
- Budget/Schedule
- Status Reports
- Overseeing/managing augmented staff
- Additional Meetings
- Invoicing

#### **Staffing**

ATD offices will be staffed between the Consultant and City staff generally during regular business days (Monday through Friday) and hours (8:00 AM through 5:00 PM) or as scheduled with City project manager. The Consultant may provide services beyond the regular hours and days as needed to meet business demands, including, but not limited to, night and weekend meetings and field observations. Schedule flexibility will be coordinated with City project manager.

Due to the length of time required for on-boarding and training of new augmented staff, ATD expects augmented staff assignments to last for at least 12 months when possible. ATD is also interested in cross-training, allowing augmented staff members to rotate to a new division within ATD at the end of a 12-month assignment.

The Consultant will provide the appropriate level of technical expertise through augmented staff to properly fulfill the anticipated services, and will include a senior-, mid-, and junior-level staff. The Consultant should be able to provide the following anticipated full-time equivalents who can demonstrate interest, aptitude, and experience in various service areas which are described in further detail under Section – Daily Activities.

<b>Services</b>	<b>Full Time Equivalents</b>
Right-of-Way Services	2
Development Review	7
Arterial Management	2

Smart Mobility	3
Signs & Markings	1
Public Outreach and Community Engagement	6

For all anticipated services, the Consultant shall respond to inquiries by citizens, elected officials, and other agencies regarding transportation issues which adhere to recommended practice and established engineering guidelines. In doing so, the Consultant shall demonstrate strong verbal communication and writing skills to document engineering recommendations and present at public meetings. The Consultant and their staff must inform ATD of any conflicts of interest that arise between their role on this project and any other work performed by the selected firm. Appendix A contains a proposed ATD Transportation Engineering Staff Augmentation organizational chart. The Full Time Equivalents (FTEs) represented in the above table and on the organizational chart state the maximum number of personnel needed for this solicitation and not an indication of the augmented staff needed year-round for work under this Contract. Currently, ATD anticipates needing at least five FTEs on a full-time basis at the start of the contract, ramping up to a total of 20 by March 2024.

### Daily Activities

The Consultant, acting on direction from City staff, shall conduct the following daily activities. Not all Consultant staff will be required to perform all the following activities, but the Consultant shall provide initial coverage of all areas. The Consultant should have the capacity to perform in the following areas:

#### *1.1 Engineering Studies and Projects*

- Complete engineering investigations, studies, and design plans using engineering principles and guidelines in the application of traffic control devices and transportation design to deliver safety and mobility for all users of the transportation system;
- Review and provide engineering recommendations for multimodal projects, license agreements, right-of-way vacation requests, and public utility easements;
- Review and provide engineering recommendations for ATD and interdepartmental initiatives, including the Austin Strategic Mobility Plan, Street Impact Fee Program, Transportation Criteria Manual;
- Review and provide engineering recommendations for transportation projects led by regional partner agencies that impact safety and mobility of the City;
- Implement transportation system improvements to accommodate all users consistent with the City of Austin's Complete Streets policy, including modification and installation of curbs, medians, and traffic control devices;
- Analyze and design (including computer aided drafting support) including 100% plans, specifications and estimates, for engineering/operational improvements including innovative intersections, roundabouts, continuous-flow intersections, parallel-flow intersections, median U-turn intersections, and superstreets;
- Assist in planning and development of ITS and other emerging technologies deployment within the City of Austin and collaborate with regional organizations deploying similar technology;
- Collect data and make field observations to support project development;
- Develop plans and provide field engineering services to establish, maintain, and update railroad quiet zones in adherence with federal, state, and local requirements;

- Prepare all studies, proposals, designs and documents in compliance with applicable engineering manuals, guidelines, and procedures set forth by the City;
- Develop and prepare all contract (e.g., PS&E) documents for applicable projects; and
- Provide supporting and backup documentation for public meetings.

### *1.2 Development Review*

- Scope development proposals with applicants following ATD's Traffic Impact Analysis Guidelines;
- Review development proposals and Traffic Impact Analysis using best industry practice and traffic simulation software;
- Review street geometry and signage/markings plans associated with development proposals applying engineering principles;
- Recommend transportation system improvements for all travel modes consistent with ATD's practice of determining fair-share contributions and project nexus;
- Apply engineering principles from Synchro, City of Austin's Criteria Manuals, Texas Manual on Uniform Traffic Control Devices (TMUTCD), NACTO's Design Guide, ITE Trip Generation, and AASHTO Green Book, and other industry recommended practice and transportation engineering resources; and
- Develop and maintain Synchro and/or Vissim traffic simulation software model of the City's street network based on proposed transportation improvement projects and development review files submitted to the City and other engineering studies.
- Review development applications – zoning, subdivision, and site plan cases – for compliance with transportation items in the Land Development Code, Transportation Criteria Manual, Austin Strategic Mobility Plan, and other relevant codes and ordinances.
- Coordinate input from other ATD divisions regarding the transportation improvements required of individual development applications.

### *1.3 Traffic Safety Engineering*

- Respond to documented traffic safety concerns utilizing established engineering guidelines;
- Conduct safety and operational engineering studies, road safety audits, and collision reviews;
- Develop strategies and policies for improving safety and mobility;
- Implement engineering actions from the City of Austin's Vision Zero Action Plan, including delivering engineering improvements at high-priority intersections and corridors with documented safety concerns; and
- Develop and prepare all contract (e.g., PS&E) documents for applicable projects.

### *1.4 Data Collection*

- Collect manual turning movement traffic counts for motor vehicles and bicycles during specified peak periods or other intervals;
- Collect 24-hour traffic counts that may include classification of vehicles to include 85th percentile speeds, average speed, pace speed, and number of vehicles within discrete speed intervals;
- Conduct peak-hour delay studies during specified periods;
- Collect pedestrian volume counts at the study locations for specified periods;



- Conduct site inspections and record traffic characteristics observed in the field, including sight distance, street geometry measurements, traffic control devices and utilities, and photographs of study areas;
- Conduct surveys to record travel times and delay along street segments over multiple runs to calculate operating traffic speed, flow, and density; and
- Document operating conditions and multimodal traffic counts through video recordings for analysis and archiving.

### *1.5 Program Delivery*

- Manage guidelines, applications, and correspondence with citizens applying for participation in existing programs (Local Area Traffic Management, Dynamic Speed Display Devices, Creative Intersections and Crosswalks,) and future programs;
- Manage, design and initiate review of engineering projects including new initiatives such as implementing mobility improvements funded by new developments;
- Identify, evaluate, and provide improvement recommendations;
- Design and maintain database for project applications, scoring and rankings, designs, and petitions;
- Develop and document guidelines, standard operating procedures, policies, and ordinances following national best practices;
- Develop and monitor performance criteria;
- Manage program and project budget and schedule;
- Support ATD's permitting activities; and
- Develop scopes of work for additional programs, projects, and initiatives through the Capital Contracting Office or other City departments as needed.

### *1.6 Right-of-Way Services*

- Coordinate the collection and dissemination of permitting and program information between/within the company and City;
- Coordinate approvals and permits for, and provide design assistance with, Street Patios, Sidewalk Cafes and Parklets programs;
- Conduct field review, traffic control and permitting review and approvals of Right-of-Way (ROW) programs including from other City departments;
- Coordinate with internal and external ROW permitting customers, monitor and summarizes progress of programs to management teams;
- Review and approve licenses and permits related to various activities in the ROW;
- Independently evaluate, select, and apply standard and/or complex engineering techniques, procedures, and criteria, to temporary traffic control plans and, use judgment in making adaptations and modifications to traffic control plans under limited supervision of a Professional Engineer;
- Act as coordinator of permitting staff, inspection staff, and customer of plan review activities; Provide leadership, work assignments, evaluation, training, and guidance to others;
- Coordinate with ROW permitting programs, including coordination of approved traffic control plans, and ROW activities, with private entities and other City Departments.

### 1.7 Community Outreach and Public Engagement

- Provide a communications and outreach team for coordination of 2020 Bond improvements while working with the City's existing communications and project delivery staff. Provide dedicated "2020 Bond Mobility Coordinator(s)" with credible, authoritative, and intimate knowledge of 2020 Bond project neighborhoods, businesses, and community context to work closely with 2020 Bond project management teams and engineers on a daily basis to provide timely and reliable construction information to neighborhoods, businesses, property owners and the traveling public. The Coordinator(s) will be responsible for ensuring the timely flow of information to these stakeholders, supporting communication efforts throughout the 2020 Bond project design and implementation.
- Develop a Communications and Community Outreach Plan that spans the life of the 2020 Bond improvements, from development of 2020 Bond public outreach program with the goal of engaging and including a diverse population using a variety of methods while staying aligned with the City's public participation principles.
- Creation of periodic 2020 Bond update reports. Facilitate and assist City Staff in coordinating and communicating with City Boards and Commissions, Council Committees, neighborhood and business associations, affected agencies, and the general public. Bond update reports may require graphic design, GIS, web/online, writing, application development and/or data visualization services.
- Design and implementation of facilitated conversations with community in English and any other languages, both face-to-face and virtual. Scope includes but may not be limited to: Designing meeting agendas and scope, planning and implementing meeting logistics, planning, scheduling, creating collateral materials, virtual engagement technology production, leading discussions with racial equity lens, recording meetings, etc.
- Ongoing Communications Support such as weekly coordination and decision-making meetings are scheduled with the City and the Consultant.
- Developing and Executing Outreach Strategies- for example: phone banking, social media outreach, grassroots outreach, stakeholder mapping, database development, team mentoring and support; identifying and tracking outreach demographics and reporting results; modifying outreach techniques as needed to reach target audiences; conducting grassroots outreach (both face-to-face and virtual).
- Conducting linguistically and culturally appropriate outreach and engagement activities such as developing content for outreach materials, conducting social media outreach and engagement, design culturally appropriate outreach materials and community media outreach.
- Developing and Executing Online Outreach and Engagement Strategies including meeting logistics, online/digital communications channels to expand outreach, comment management database, etc.
- Create content, publish and distribute various materials to communicate different aspects of 2020 Bond projects. Communication may include: Templates for handouts, displays, signage, presentations, etc. utilizing program branding to be provided by the City
  - Project specific collateral (content and graphic design)
  - 2020 Bond Program overview handout - lone-pager (front and back)
  - Quarterly Program update graphics - 3 one-pagers/year (front and back)
  - Meeting Materials and/or Presentations
  - Input survey - Handout version of an online survey - up to 3 pages
  - Questions and Answers

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**Support****4.1 Meetings**

The Consultant will represent the City at public meetings with neighborhood groups, community stakeholders, elected officials, and other agencies as needed by the City.

**Potential Additional Tasks****4.2 Engineering, Planning, and Management Support:**

The Consultant may be asked to provide engineering, planning, and management support services to the City to further augment ATD staff based on unanticipated needs and initiatives after this contract is executed. The Consultant will be available to provide technical assistance after agreed upon by the City.

**PROPOSED PROJECT SCHEDULE:**

The contract is for an initial one-year period with four (4) one-year renewal options or until funding authorization is expended within the contract term.

**PROPOSED PROCUREMENT SCHEDULE**

RFQS Issue Date: November 8, 2021  
Pre-Response Meeting: November 15, 2021  
Solicitation Due Date: December 13, 2021  
Final Evaluation: January 14, 2021  
Interviews (If Necessary): January 2021  
Tentative Council Date: March 2022  
Contract Execution Date: May 2022

**COST ESTIMATE:**

The professional services fee is estimated to be Twenty-Six Million and No/Cents (\$26,000,000.00) for the contract term.

**MAJOR AND OTHER SCOPES OF WORK:**

Below is a list of the major scopes of work that the City has identified for this project. ***\*There must be representation for all major scopes of work listed in the prime's statement of qualifications.*** The experience of the firms listed to perform the Major Scopes of Work, whether a subconsultant or prime firm, will be evaluated under Consideration Item 6 – Major Scopes of Work – Comparable Project Experience.

In addition, the City has identified Other Scopes of work that MAY materialize during the project. The City does not guarantee that the scopes listed under Other Scopes of work will materialize on this contract. If the prime consultant intends to enter a sub consulting

agreement on a scope of work not listed below, the prime consultant is required to contact SMBR and request an updated availability list of certified firms in each of the scopes of work for which the prime consultant intends to utilize a subconsultant.

**\* Major Scopes of Work**

- Traffic Engineering, Transportation Planning
- Traffic Simulation Modeling
- Estimating
- Communications, Community Engagement and Relations
- Urban Design and Land Planning
- Civil Engineering
- Program/Project Management
- Community Engagement and Relations

**Other Scopes of Work**

- Graphic Design and/or Visualization Services
- Data and Document Management
- Project Controls (Cost / Scheduling)

**Notes:**

- Construction Inspection is **NOT** a subconsultant opportunity. These services will be performed in-house or under a separate contract, if needed, and will be determined when project assignment is made.
- Participation at the prime or subconsultant level may create a conflict of interest and thus necessitate exclusion from future contracting opportunities with the City.
- If the City determines that a conflict of interest exists at the prime or subconsultant level, the City reserves the right to replace/remove the prime or instruct the prime consultant to remove the subconsultant with the conflict of interest and to instruct the prime consultant to seek a post-award change to the prime consultant's compliance plan as described in City Code § 2-9B-23. Such substitutions will be dealt with on a case-by-case basis and will be considered for approval by Small and Minority Business Resources (SMBR) in the usual course of business. The City's decision to remove a prime or subconsultant because of a conflict of interest shall be final.
- A consultant performance evaluation will be performed on all professional services contracts. This evaluation will be conducted at the end of each Design and Construction phase.
- Please review the City of Austin's Public Participation Principles

(<http://austintexas.gov/page/public-participation-principles>)

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**CITY OF AUSTIN PUBLIC PARTICIPATION PRINCIPLES:****Accountability and Transparency**

*The City will enable the public to participate in decision-making processes by providing clear information on the issues, the ways to participate, and how their participation contributes to the decision.*

**Fairness & Respect**

*The City will maintain a safe environment that cultivates and supports respectful public engagement and will expect participants to do so in turn.*

**Accessibility**

*The City will respect and encourage participation by providing ample public notice of opportunities and resources and accommodations that enable all to participate.*

**Predictability & Consistency**

*The City will prepare the public to participate by providing meeting agendas, discussion guidelines, notes, and information on next steps.*

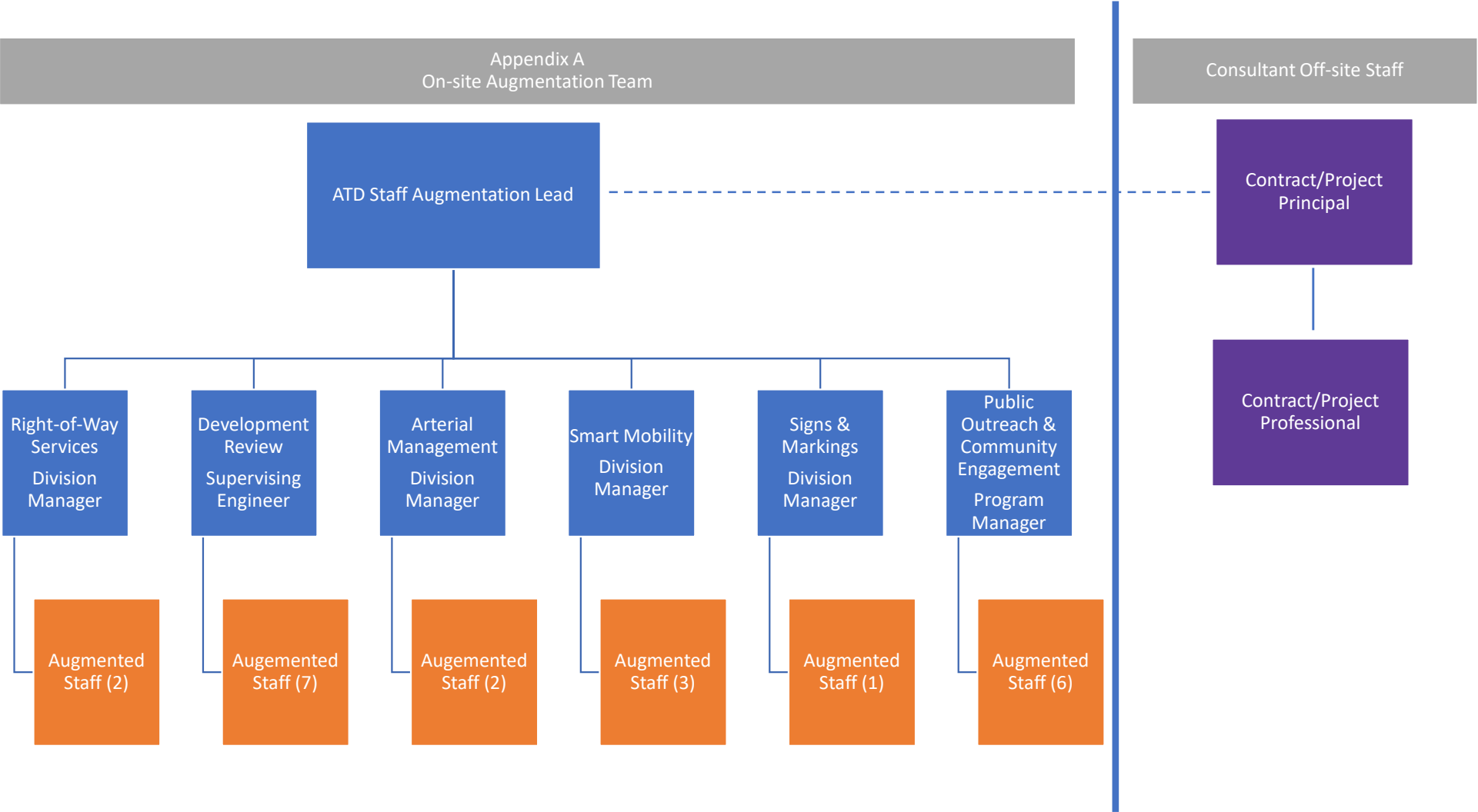
**Creativity & Community Collaboration**

*(Inclusivity and Diversity)*

*The City will use innovative, proven, and customized engagement solutions that are appropriate to the needs of the projects and the participants.*

**Stewards of Resources**

*The City will balance its commitment to provide ample opportunities for public involvement with its commitment to delivering government services efficiently and using City resources wisely.*





## EVALUATION CRITERIA STAND ALONE SOLICITATIONS

Solicitation Number: CLMP328

Project Name: ATD Transportation Engineering Staff Augmentation

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural/planning services to the City of Austin. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (plus 15 points for interviews, if conducted). Wherever used, "prime firm" denotes a single firm or a joint venture responding as the prime consultant. Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed 8-1/2 x 11-inch pages. The prime firm shall perform the largest share of the assignment (on an estimated percentage of total agreement basis). Responses failing to show the prime firm performing the plurality of the services shall be rejected as non-responsive.

**Limitations on volume of requested information apply equally to single firms and joint ventures regardless of the number of firms partnering in the joint venture. Responses with excess volume or which do not include information for the evaluation of all consideration items may not be thoroughly reviewed or may be rejected as non-responsive.**

All prime firms and subconsultants must be registered to do business with the Owner prior to contract award. Prime firms are responsible for ensuring that their subconsultants are registered as vendors with the City of Austin. You may register through the Owner's on-line Vendor Registration system. Log on to the link below and follow the directions: [https://www.ci.austin.tx.us/financeonline/vendor\\_connection/index.cfm](https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm)

### NOTES:

- ❖ Firms and individuals, who are proposed as staff on this RFQ, must adhere to the requirements of Subchapter A of the Texas Professional Engineering Practice Act regarding the use of the term "engineer". The full text of the Texas Professional Engineering Act may be found at: <http://www.engineers.texas.gov>.
- ❖ Firms and individuals who are proposed as staff on this RFQ, must adhere to the requirements of Subchapter A of the Texas Architecture Practice Act regarding the use of the term "Architect". The full text of the Texas Architecture Practice Act may be found at: <http://www.statutes.legis.state.tx.us/Docs/OC/word/OC.1051.doc>

### DEFINITIONS:

The following definitions are meant to assist the prime firm in determining the appropriate key team members for this project. These definitions are not exhaustive and are meant only as a guide.

1. "Completed Project" - The City will consider a project complete when:
  - a) The specified discipline for which you are working has been completed; or,
  - b) All phases or scopes of work have been completed.
2. "Project Manager": The COA defines a project manager as an individual in the prime firm who:
  - ♦ Coordinates the collection and dissemination of information between/within the company and COA.
  - ♦ For support of augmentation staff
    - Is the City's primary Contact for procurement of new Consultant staff or the handling of personnel issues among augmented staff.
    - If this role is a member of on-site augmented staff, traditional project management or augmented staff responsibilities outlined in the scope may be reassigned as requested by the by City.
  - ♦ For possible turn-key work assignments that the consultant will work on independently, acts as a traditional project manager

## EVALUATION CRITERIA – STAND ALONE

- Sets deadlines, assigns responsibilities and monitors and summarizes progress of project.
- Has the responsibility of the planning, execution and closing of the project.
- Responsible for accomplishing the stated project objectives and deliverables.
- Leads project meetings to collect and disseminate information pertaining to the project.
- Manages all aspects of the project, including subconsultants.

3. "Project Principal": The COA defines a project principal as an individual in the prime firm who:

- ♦ Has executive oversight of turn-key work assignments (executive oversight of work conducted by Consultant augmentation staff will be directed by City Staff).
- ♦ Has the authority to remove the PM and/or Contract / Project Professional (PE or PA) assigned to this project.
- ♦ Has the authority to secure additional resources to the project.

4. "Project Professional": The COA defines a project professional as an individual in the prime firm who:

- ♦ Serves as lead Engineer, Architect, Landscape Architect, Planner or other professional on the proposed team who designs and develops project specifications.
- ♦ Creates, reviews and provides resolution of technical specifications.
- ♦ Directs other professional activities.
- ♦ Is responsible for the preparation of probable construction cost estimates.
- ♦ Has all required licenses, certifications or registrations from the State of Texas at the time of submittal.

Consideration Item #	Title	Maximum Point Value
1	MBE/WBE PROCUREMENT PROGRAM	N/A
2	TURNED IN ALL REQUIRED DOCUMENTS	N/A
3a	TEAM'S STRUCTURE	10
3b	TEAM'S PROJECT APPROACH	20
4	EXPERIENCE OF KEY PERSONNEL	20
5	PRIME FIRM'S COMPARABLE PROJECT EXPERIENCE	15
6	MAJOR SCOPES OF WORK – COMPARABLE PROJECT EXPERIENCE	15
7	TEAM'S EXPERIENCE WITH AUSTIN ISSUES	10
8	CITY OF AUSTIN'S EXPERIENCE WITH PRIME FIRM	10
9	INTERVIEWS (OPTIONAL)	15



**CONSIDERATION ITEM 1**

**MBE/WBE PROCUREMENT PROGRAM**

Were Goals achieved or did response indicate that a Good Faith Effort was made to achieve the Goals?

- No** - Response **will not** be evaluated.
- Yes** - Evaluation of the response will continue.

Attach the following:

- **MBE/WBE Compliance Plan**
- **Letters from subconsultants confirming contact/commitment to the project.**

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**CONSIDERATION ITEM 2**

**TURNED IN ALL REQUIRED DOCUMENTS**

Did respondent turn in the requested documents as required by this Consideration Item and the forms and submittal requirements for all other consideration items?

- No** - Response **will not** be evaluated.
- Yes** - Evaluation of the response will continue.

Respondent must attach the following to Consideration Item 2:

- **Form 1 – Prime Firm General Information**

**NOTE: Other forms and submittal documents required in the remaining consideration items should be attached to that respective consideration item.**

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**CONSIDERATION ITEM 3a**

**TEAM'S STRUCTURE**

**10 Points Maximum**

City is interested in team's organizational structure. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager, and how subconsultants will work within the team structure. Describe the roles of the key individuals proposed to work on this project. **Indicate activities, responsibilities and key personnel on the organizational chart. Organizational chart may be submitted on 11 x 17 paper. Response should align with team's proposed MBE/WBE Compliance Plan provided in Consideration Item 1 above.**

As referenced in the scope section (2) Staffing section the augmented staff will be integrated into ATD Transportation Engineering staff reporting structure. This integrated staff and Consultant team will be responsible for servicing the development and implementation for many concurrent projects. All project management, project oversight, QAQC of work under this augmented ATD Transportation Engineering Team structure (at the project level, not contract level) will be done through ATD's staff structure. As project management (again at the project level) will not be handled by the Consultant, of particular interest will be Consultant's capacity and ability to procure the team of junior and mid-level design positions that will staff the augmented collocated positions (see Scope Section 2 "Staffing" as well as the example organizational chart).

Junior and mid-level design staff (people with backgrounds in engineering, GIS and planning are all applicable) that need additional training are adequate to fill most positions (aside from the Contract/Project Professional, Contract/Project Manager, Contract/Project Principal), provided that they have strong interest, aptitude, and integrate well with the ATD Staff Team. The City is looking for well-rounded people who have strong technical, analytical, and communication skills to support all aspects of project development and public process. For the desired Right-of-Way services junior level staff with technical backgrounds in permitting will be adequate to fill the positions.

The City is flexible about the use of key personnel (Contract/Project Manager, Contract/Project Principal, and Contract/Project Professional) for the team approach.

- **Contract/Project Manager:** Of the three roles the City sees the Contract/Project Manager role as the most important role as the person at the firm tasked with delivering high quality people for the Augmented roles. The Contract/Project Manager may also serve as the Senior Engineer (and Technical Lead) and will be the conduit to the firm for managing any work delegated to off-site Consultant staff. Because this role the City is open to and would encourage the Contract/Project Manager to be an augmented staff member located in City of Austin offices though this is not necessary if the Consultant can adequately describe how this person could fulfill this role. The Contract/Project Manager (and Senior Engineer) may be asked to seal and supervise technical work by the augmented Consultant team.
- **Contract/Project Professional:** The Contract/Project Professional should be available on a limited basis to oversee and provide technical input to the Consultant team on an as needed basis. The City is open to the Contract/Project Professional playing a more significant role and being a member of augmented staff provided that this person is well versed with and in-line with City of Austin design/engineering practices for multimodal streets.

Due to the need to service many projects in parallel, the team structure and team approach should be largely through Consultant staff augmenting City staff and located in ATD's offices.

The City is open to leveraging the offsite capacities of the Consultant to more flexibly deliver projects for appropriate tasks (CAD drafting, microsimulation, cataloging input from public meetings, data collection work, etc.) in addition to any other special work assignments that City staff do not have the expertise or capacity to conduct. If the Consultant is planning on utilizing offsite personnel on a day to day basis or during the ramp up period please describe this in detail.

- **Provide an organizational chart. (1 page limit)**
  - **Provide a brief narrative. (Narrative should not exceed 3 pages)**
- 

### **CONSIDERATION ITEM 3b**

#### **TEAM'S PROJECT APPROACH**

**20 Points Maximum**

City is interested in team's overall understanding of the project scope and issues. Describe any significant project issues and the team's approach in addressing those issues. Reference issues seen on similar scoped projects, and the overall approach to mitigate those and other issues. Describe your team's methods to successfully complete the work; your team's understanding of the techniques and sequencing required; and how the prime firm will interface with the City's appointed representative. Please describe the major subconsultants' placement in the overall approach to the project.

Because of the likely team structure described in 3a), the City is interested in particular with the Consultant's proposed approach to best seamlessly integrate into the City's team structure, adding value and capacity while aligning with City process, workflows, design practices, personnel conduct.

- **Provide a narrative not to exceed five (5) pages.**
- 

### **CONSIDERATION ITEM 4**

#### **EXPERIENCE OF PROJECT MANAGER, PROJECT PROFESSIONAL, AND PROJECT PRINCIPAL (past 10 Years)**

**20 Points Maximum**

***(Project Manager – 12 points; Project Professional – 4 points; Project Principal – 4 points)***

City is interested in the experience of the Project Manager, Project Professional, and Project Principal that demonstrates history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. Points will be awarded as indicated above. Only one individual per job responsibility should be designated. The prime consultant

must employ the Project Manager, Project Professional, and Project Principal. The Project Manager, Project Professional, and Project Principal may be the same individual. The Project Manager or Project Professional must be licensed as a professional engineer in the State of Texas at the time of submittal.

List three (3) projects meeting these criteria which have been completed in the past ten (10) years for each individual.

- **Complete Form 5 – Experience of Project Manager. Please provide no more than one (1) page per project.**
  - **Complete Form 6 – Experience of Project Professional. Please provide no more than one (1) page per project.**
  - **Complete Form 7 – Experience of Project Principal. Please provide no more than one (1) page per project.**
  - **Attach a resume of no more than two (2) pages for each individual.**
- 

**CONSIDERATION ITEM 5**

**PRIME FIRM'S COMPARABLE PROJECT EXPERIENCE (past 10 years)**

**15 points maximum**

City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List three (3) projects meeting these criteria which have been completed in the past ten (10) years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

- **Provide a narrative not to exceed one (1) page.**
  - **Complete Form 8 and provide no more than one (1) page per project.**
- 

**CONSIDERATION ITEM 6**

**MAJOR SCOPES OF WORK - COMPARABLE PROJECT EXPERIENCE (past 10 years)**

**15 points maximum**

The City has identified Major Scopes of Work to be provided for this project, which are included in the Scope of Services. Each scope of work can be accomplished through subcontracting other firms or utilizing the prime firm. The City is interested in the history and success of the firm proposed to perform the scope of work (subconsultant or prime), with projects of similar programs, budgets, and/or clients as the areas identified. List three (3) projects per Major Scope of Work meeting these criteria which have been completed in the past ten years. In addition, City may consider history of firms in complying with project programs, schedules, and

budgets based on previous City projects. If more than one firm is listed for a particular Major Scope of Work, the City expects the work will be divided evenly among them. If more than one firm is listed for a particular Major Scope of Work, list three (3) projects per firm per scope of work. Provide no more than one page per firm per scope.

- **Complete Form 9 for each Major Scope of Work listed in the Scope of Services. Provide no more than one page per Major Scope of Work, per firm. All major subconsultants listed in this item must also be included in your MBE/WBE compliance plan or No Goals Utilization Plan.**
- 

### **CONSIDERATION ITEM 7**

#### **TEAM'S EXPERIENCE WITH AUSTIN ISSUES**

##### **10 Points Maximum**

City is interested in the team's (including subconsultants) experience with Austin issues, as may be evidenced by work in the Austin area during the past five (5) years. Briefly describe experience in the following areas and reference projects relating to that experience:

- ♦ City of Austin site development and/or building permit requirements.
- ♦ Austin area construction in the public right-of-way.
- ♦ Austin area construction costs and practices.
- ♦ Austin environmental community, conditions and constraints.
- ♦ Responsiveness due to proximity of projects to local office.
- ♦ Austin's comprehensive, modal specific plans, and Transportation Engineering practices,

- **Provide a brief narrative of no more than four (4) pages.**
- 

### **CONSIDERATION ITEM 8**

#### **CITY OF AUSTIN'S EXPERIENCE WITH PRIME FIRM (past 5 years)**

##### **10 Points Maximum**

The City will consider the history of the firm in complying with project programs, schedules, and budgets on previous City of Austin projects within the last five (5) years.

Scoring is based on consultant performance evaluations completed by City staff for City projects, considering:

1. Schedule / Timeliness of Performance
2. Budget / Cost Control
3. Quality of Work Performed
4. Invoicing and Payments
5. Compliance with MBE/WBE/DBE Procurement Program(s)

6. Regulatory Compliance and Permitting
7. Adequacy and Availability of Workforce
8. Project and Contract Management
9. Communications, Cooperation, and Business Relations

Firms who have had no previous City of Austin projects relative to the industry or engineering discipline of this solicitation, will receive a score equal to the average of all firms in the database with previous City of Austin projects relative to the industry or engineering discipline of this solicitation.

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**CONSIDERATION ITEM 9**  
**INTERVIEWS (OPTIONAL)**  
**15 Points Maximum**

The City may determine that it is necessary to interview short-listed firms prior to making a recommendation to the City Council. Staff intends to use the following guidelines for the optional interview process:

- ◆ The point difference between the first and second ranked firm is less than three points.
- ◆ The number of firms interviewed will depend on the closeness of the scores following evaluation of the written proposals.
- ◆ Staff will consider significant gaps in point separation between the top ranked firms in determining the number of firms to be interviewed.
- ◆ Only firms that are considered qualified to perform the work, on the basis of their written proposal, will be invited for interviews.
- ◆ No more than five firms will be interviewed.
- ◆ Staff may conduct interviews in other cases where staff believes it is in the best interest of the City.
- ◆ The City reserves the right to determine whether an interview will be conducted for every solicitation/project.

# CITY OF AUSTIN



## **CITY CODE CHAPTER 2-9B PROFESSIONAL SERVICES PROJECT SPECIFIC MBE/WBE PROCUREMENT PROGRAM**

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**Solicitation Name:** ATD Transportation Engineering Staff Augmentation

**Solicitation Number:** RFQS 6100 CLMP328

**Issue Date:** 11/08/2021

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## **MBE/WBE GOALS**

<b>Annual/Project Participation Goals</b>		<b>Annual/Project Participation Subgoals</b>	
MBE	%	African American	1.90 %
WBE	%	Hispanic	9.00 %
Combined MBE/WBE	%	Asian/Native American	4.90 %
		WBE	15.80 %

## **OVERVIEW**

This document should be read in conjunction with the City of Austin’s Minority-owned and Women-owned Business Enterprise Procurement Program Ordinance for Professional Services (Chapter 2-9B of the Austin City Code) and the Small and Minority Business Resources Department (SMBR) Rules. The definitions contained in Chapter 2-9B apply to this document. The City Code and Rules are amended from time to time and the Proposer is responsible for ensuring they have the most up to date version. The City Code and Rules are incorporated into this document by reference. Copies of Chapter 2-9B and SMBR Rules may be obtained online at [SMBRComplianceDocuments@austintexas.gov](mailto:SMBRComplianceDocuments@austintexas.gov) or from SMBR, 811 Barton Springs Rd, 8th Fl, Suite 805 Austin, Texas 78704 (512) 974-7600.

Firms or individuals submitting responses to this Request for Qualifications agree to abide by the City’s Minority-owned and Women-owned Business Enterprise (MBE/WBE) Procurement Program and Rules. The City’s MBE/WBE Program is intended (1) to promote and encourage MBEs and WBEs to participate in business opportunities with the City of Austin; (2) to afford MBEs and WBEs an equal opportunity to compete for work on City contracts; and (3) to encourage contractors to provide subconsulting opportunities to certified MBEs and WBEs by soliciting such Firm for subcontracting opportunities. The City of Austin and its consultants shall not discriminate on the basis of race, color, national origin, disability, or gender in the award and performance of contracts.

The City encourages Proposers to achieve the MBE/WBE participation goals and subgoals for this contract. However, Proposers may comply with the City Code and Rules without achieving the participation goals so long as they make and document Good Faith Efforts that would allow MBE and WBE participation per Section 2-9B-21 of the City Code and Section 9.1 of the Rules. Proposers that do not meet the project’s goals and subgoals are subject to Good Faith Efforts review.

Prior to the due date and time specified in the City’s solicitation documents, all Proposers (including those Firms certified as MBE/WBE) shall submit: (1) an *MBE/WBE Compliance Plan* and (2) if it is anticipated the project goal(s) will not be met, all appropriate documentation to demonstrate Good Faith Efforts to meet the project goals. Any questions regarding preparation of the *MBE/WBE Compliance Plan* should be directed to SMBR at [SMBRComplianceDocuments@austintexas.gov](mailto:SMBRComplianceDocuments@austintexas.gov). Such contact is not a violation of the Anti-Lobbying Ordinance.

The City has implemented Anti-Lobbying Ordinance (Chapter 2-7 of the Austin City Code). Under Chapter 2-7, there is a “no-contact” period from the date the City issues a solicitation until the contract is executed. During the “no-contact” period, a person responding to a City solicitation can speak only to the contract’s authorized contact person regarding their solicitation response. Chapter 2-7 allows certain exceptions; for instance, a person responding to a City solicitation may speak to SMBR regarding this *MBE/WBE Compliance Plan*. See the full language of the City Code or solicitation documents for further details.

## **MBE/WBE COMPLIANCE PLAN INSTRUCTIONS**

(See Appendix A)

If the ***MBE/WBE Compliance Plan*** and Good Faith Efforts documentation are not submitted prior to the due date specified in the solicitation documents, the Proposal will be deemed non-responsive and not be accepted for consideration.

SMBR may request written clarification of items listed on the *MBE/WBE Compliance Plan*. However, there will be no further opportunity for the Proposer to augment the MBE/WBE participation originally listed in the *MBE/WBE Compliance Plan* or to demonstrate Good Faith Efforts that were not made prior to the submission of the *MBE/WBE Compliance Plan*. Changes to the *MBE/WBE Compliance Plan* are permitted only after contract execution and only with prior written approval of SMBR. The Compliance Plan will be reviewed and approved by the Small and Minority Business Resources Department.

Please type or clearly print all information, use “none” or “N/A” where appropriate. ***MBE/WBE Compliance Plans*** not complying with the ***MBE/WBE Compliance Plan*** Instructions shall be rejected as non-responsive. Submissions not utilizing the forms provided with the solicitation may render the submission nonresponsive or noncompliant.

### **Section I Project Identification and Goals**

This section includes the pre-printed Project Name, Project/Solicitation Number, Goal(s) or Subgoals. The Proposer does not need to fill in any information under Section I.

### **Section II Proposer Information**

The Proposer should complete this section with its information and sign in the space provided. The portion of Section II marked as “Reserved for City of Austin SMBR Only” should be left blank.

### **Section III MBE/WBE Compliance Plan Summary**

This section is a summary of Subconsultant participation for this Proposal. Proposer should complete Sections IV-VI, described below, before attempting to complete Section III. After completing Sections IV-VI, total the percentage(s) of MBE/WBE participation for each goal and enter the information in the blanks provided. Because Section III is a summary, if there are any inconsistencies between Sections IV-VI and Section III, the percentages contained in Sections IV-VI will prevail. If the Proposer indicates that they do not anticipate meeting the goals with certified MBE/WBE firms, then the Proposer shall submit documentation detailing their Good Faith Efforts to meet the established MBE/WBE goals. The MBE/WBE Compliance Plan will be reviewed and approved by the Small and Minority Business Resources Department.

### **Section IV Disclosure of MBE and WBE Subconsultants**

Please list all certified MBE/WBEs Subconsultants using the legal name under which they are registered to do business with the City of Austin and the value of the work they will be performing themselves. Do not include the percentage of work that the MBE/WBE’s Subconsultants will be subcontracting to second-level Subconsultants. By listing certified MBE and WBE Firms on the MBE/WBE Compliance Plan, the Proposer indicates that both parties acknowledge the price and scope of work and that they are prepared to contract for that price and scope if the City awards the project to the Proposer. Unit price subcontracts are acceptable if appropriate to the type of work being performed. A Letter of Intent (LOI) does not replace a binding contract between a prime contractor and a Subconsultant.

Before completing Section IV of the *MBE/WBE Compliance Plan*, please read the following instructions regarding how to count MBE/WBE participation:

- (A) Only the value of the work actually performed by the MBE/WBE shall be counted toward the goals. This includes:
- (1) work performed by the MBE/WBE's own forces;
  - (2) the cost of supplies, materials, or equipment purchased, leased, or otherwise obtained by the MBE/WBE for the work of the contract (except that supplies, materials, and equipment purchased or leased from the prime contractor or its affiliate may not be counted toward the goal); and
  - (3) fees or commissions charged by an MBE/WBE for providing a bona fide service, such as professional, technical, consultant, or managerial services, or for providing bonds or insurance specifically required for the performance of a contract, provided the fee is reasonable and not excessive as compared with fees customarily allowed for similar services.
- (B) When a Proposer purchases supplies, materials, or equipment from an MBE/WBE, the cost of those supplies, materials, or equipment shall be counted toward the goals as follows:
- (1) If the supplies, materials, or equipment are obtained from an MBE/WBE that is a Manufacturer or Regular Dealer, 100 percent of the payment for the supplies, materials, or equipment shall be counted toward the goals.
  - (2) If the supplies, materials, or equipment are obtained from an MBE/WBE that is neither a Manufacturer nor a Regular Dealer, the cost of the materials and supplies themselves shall not be counted toward the goals. However, fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on a job site, may be counted toward the goals if the payment of such fees is a customary industry practice and such fees are reasonable and not excessive as compared with fees customarily allowed for similar services.
- (C) When an MBE/WBE Subconsultant listed on the MBE/WBE Compliance Plan subcontracts part of the work of its contract to another Firm, the value of that second-level subcontracted work may not be counted toward the goals based on the initial Subconsultant's MBE/WBE certification. Please see Section VI for an explanation of how to count the value of second-level Subconsultants' work.
- (D) A Firm owned by a minority woman may be certified as both an MBE and a WBE (dual certified). On a single contract, the value of the work performed by a dual certified Subconsultant may not be counted toward both the MBE and the WBE goals. The Proposer must decide whether to designate the dual certified Subconsultant as an MBE or a WBE in the *MBE/WBE Compliance Plan* for the purpose of meeting the goals set for that contract. That designation may not be changed for the duration of the contract.
- (E) When an MBE/WBE performs as a participant in a certified Joint Venture, only the portion of the contract value that is the result of the distinct, clearly defined portion of the work that the MBE/WBE performs with its own forces and for which it is at risk shall be counted towards the project goals. For more specific information regarding requirements and evaluations of certified MBE/WBE Joint Ventures, please see the City's MBE/WBE Procurement Program Rules or contact SMBR's Certification Division.
- (F) Only expenditures to an MBE/WBE contractor that is performing a Commercially Useful Function shall be counted toward the project goals. If SMBR makes an initial determination that an MBE/WBE is not

performing a Commercially Useful Function given the type of work involved and normal industry practices, the MBE/WBE may present evidence to rebut this presumption.

- (G) To be counted toward project goals, MBE/WBEs must be certified by SMBR prior to the due date to submit the MBE/WBE Compliance Plan as specified in the City's solicitation documents. A Firm that is certified as an MBE/WBE at the time that the MBE/WBE Compliance Plan is filed may cease to be a certified Firm before the contract is completed. Only the value of the work performed by such a Firm while it is certified may be counted toward the project goals.

## **Section V Disclosure of Non-Certified Subconsultants**

Please list all known non-certified Subconsultants, using the legal name under which they are registered to do business with the City of Austin, to be used in the performance of this contract. If Proposer will not use any non-certified Firms, please write "N/A" in the first box on this page.

The scopes of work indicated in Section V will be considered subcontracting opportunities for MBEs and WBEs, unless it is demonstrated that certified MBEs or WBEs are unavailable or do not possess the requirements in the technical portion of the solicitation to perform the work involved. If Proposer did not meet the project goals, Proposer must explain in the space provided why MBEs/WBEs were not used as Subconsultants and ***submit documentation for the stated reason if applicable***. If Proposer did meet the project goals, please indicate "Goals Met" in the space provided.

## **Section VI Disclosure of Second-Level Subconsultants**

Please complete this section if Proposers knows that one or more of Proposer's Subconsultants will subcontract part of the work of their contracts to second-level Subconsultants. In the last line of each entry box, please write the name of the first-level Subconsultant that will be subcontracting work to the second-level Subconsultant. Identify second-level Subconsultants by the legal name under which they will be registered to do business with the City. The first-level Subconsultant should be listed in Section IV or Section V. If Proposer is not aware of any second-level Subconsultants, please write "N/A" in the first box on this page.

As discussed in Section IV above, when an MBE/WBE Subconsultant subcontracts part of the work of its contract to another Firm, the value of that second-level Subconsultant work may not be counted toward the goals based on the initial Subconsultant's MBE/WBE certification. The value of the second-level Subconsultant work may be counted toward the project goals only based on the second-level Subconsultant's own MBE/WBE certification, if any. Work that an MBE/WBE subcontracts to a non-certified firm does not count toward the goals. Work that an MBE/WBE Subconsultant contracts to another certified firm shall not be counted twice towards the goal.

## **Section VII MBE/WBE Compliance Plan Checklist**

Please complete the *MBE/WBE Compliance Plan Checklist* with the information requested if the stated project goal(s) are not met.

## **GOOD FAITH EFFORTS INSTRUCTIONS**

**(See *Appendices B and D*)**

The Proposer has a responsibility to make a portion of the work available to MBE/WBE Subconsultants so as to facilitate meeting the goals or subgoals. If the Proposer cannot achieve the goals or subgoals, documentation of the Proposer's Good Faith Efforts to achieve the goals or subgoals must be submitted at the same time as the MBE/WBE Compliance Plan. The SMBR Director will review the documentation provided and determine if the Proposer made sufficient Good Faith Efforts. That there may be some additional costs involved in soliciting and using MBEs and WBEs is not a sufficient reason for a Proposer's failure to meet the goals and subgoals, as long as such costs are reasonable. However, a Proposer is not required to accept a higher quote from a Subconsultant in order to meet a goal or subgoal.

### **Contacting Potential MBE/WBE Subconsultants**

The City has determined the scopes of work for this project and provided an Availability List of all the MBE and WBE firms certified to perform those scopes. The *Availability List* is included with the solicitation documents and has two sections: *Vendors Within the Significant Local Business Presence (SLBP) Area* and *Vendors Outside the Significant Local Business Presence (SLBP) Area*. As part of Good Faith Efforts, Proposers **must** contact **all** firms listed in the *Vendors Within the SLBP Area* section. Please note that every firm on the Availability List – outside the SLBP – is City- certified as an MBE or WBE for purposes of meeting the project goals, and Proposers are encouraged to contact all the firms. If a Proposer identifies an additional scope of work for this project not identified in the solicitation, the Proposer must request from SMBR an Availability List for that scope of work and contact all firms, if any, on such list. The SMBR Director determines whether the Proposer has made sufficient Good Faith Efforts if goals or subgoals are not met.

**The City neither warrants the capacity or availability of any Firm, nor does the City guarantee the performance of any Firm indicated on the availability list.**

The availability list is sorted in numerical sequence by National Institute of Governmental Purchasing (NIGP) Commodity Code. It includes all certified MBE/WBE vendors for the scopes of work identified by the City as being potentially applicable to this project. However, the availability list is not a comprehensive identification of all areas of potential subcontracting opportunities. If a Proposer identifies one or more work areas that are appropriate subcontracting opportunities that not included on the availability list, the Proposer shall contact SMBR to request the availability list for MBE and WBE Firms in those areas. Requests for supplemental availability lists will be evaluated as a part of the Proposer's Good Faith Efforts to meet the goals.

If the Proposer believes any of the work areas on the availability list are not applicable to the project's scope of work or if the Proposer believes that the lists are inaccurate, the Proposer shall notify the authorized contact person of the concern immediately and prior to submission of the response to the solicitation. All Proposers will be notified in writing of any inaccuracy by addendum to the solicitation. Concerns about a particular MBEs/WBE's certification status may be addressed to SMBR at [SMBRComplianceDocuments@austintexas.gov](mailto:SMBRComplianceDocuments@austintexas.gov). If the Proposer wants to use a certified Subconsultant that does not appear on this list, Proposer may request from SMBR or visit [www.austintexas.gov/certified\\_vendors\\_directory](http://www.austintexas.gov/certified_vendors_directory) for proof of certification and the specific work areas for which the Subconsultant has been certified.

Appendix B provides a format for collecting required information from the Subconsultants on the *Availability List*. The information must be obtained at least seven (7) business days prior to the submission of the *MBE/WBE Compliance Plan*; alternate formats may be acceptable as long as they gather the same required information. Included with the solicitation documents is an alphabetized list containing the names and addresses of the MBE/WBE Firms listed on the *Availability List*. This list is in label format and is designed to facilitate the printing of mailing labels.

The following codes are used on the availability list:

F	Female	M	Male
AA/B	African American	H	Hispanic
A/NA	Asian/Native American	W/C	Caucasian
LOC	A firm's two-digit location code (e.g., SL or TX)	AU	Austin
SL	Significant Local Business Presence (SLBP)	TX	Outside SLBP
MBE	A firm certified as a Minority-owned Business Enterprise	WBE	A firm certified as a Woman-owned Business Enterprise
MWB	A firm certified as both a Minority-owned & Woman-owned Business Enterprise	WMB	A firm certified as both a Woman-owned & Minority-owned Business Enterprise
MWDB	A firm certified as a Minority-owned, Woman-owned, and Disadvantaged Business Enterprise	WMDB	A firm certified as a Minority-owned, Woman-owned, and Disadvantaged Business Enterprise

## Good Faith Efforts Review

If goals are not met, SMBR will examine the *MBE/WBE Compliance Plan* and the Good Faith Efforts documentation submitted with the *MBE/WBE Compliance Plan* to ensure that the Proposer made Good Faith Efforts to meet the project goals or subgoals. In determining whether the Proposer has made Good Faith Efforts, SMBR will consider, at a minimum, the Proposer's efforts to do the following:

- (A) Solicit certified MBE/WBE Subconsultants with a Significant Local Business Presence (SLBP) and request a response from those interested Subconsultants who believe they have the capability to perform the work of the contract through at least two reasonable, available, and verifiable means. The Proposer must solicit this interest more than seven (7) business days prior to submission of the *MBE/WBE Compliance Plan* to allow sufficient time for the MBEs or WBEs to respond. (The date Proposals/proposals are due to the City should not be included in the seven day solicitation criteria.) The Proposer must state a specific and verifiable reason for not contacting each certified Firm with a significant local business presence.
- (B) Provide interested MBEs/WBEs with adequate information about the plans, specifications, and requirements of the contract, including addenda, in a timely manner, to assist them in responding and submitting a proposal.
- (C) Negotiate in good faith with interested MBEs/WBEs that have submitted proposals to the Proposer. An MBE/WBE that has submitted a proposal to a Proposer but has not been contacted within five (5) business days of submission of the proposal may contact SMBR to request a meeting with the Proposer. Evidence of good faith negotiation includes the names, addresses, and telephone numbers of MBEs/WBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for MBEs/WBEs to perform the work. Proposal shopping is prohibited.
- (D) Select portions of the work to be performed by MBEs/WBEs in order to increase the likelihood that the MBE/WBE goals or subgoals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MBE/WBE participation, even when the Proposer might otherwise prefer to perform these work items with its own forces.

- (E) Publish solicitation notice in a local publication (i.e. newspaper, trade association publication, or via electronic/social media).
- (F) Use the services of available community organizations; minority persons/women consultants' or groups in the applicable field for the type of work described in this solicitation; local, state, and federal minority persons/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of MBEs/WBEs.
- (G) Seek guidance from SMBR on any questions regarding compliance with this section.

The following factors may also be considered by SMBR in determining compliance through good faith efforts; however, they are not intended to be a mandatory checklist, nor are they intended to be exclusive or exhaustive:

- (A) Whether the Proposer made efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or consultant.
- (B) Whether the Proposer made efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.

In assessing minimum good faith efforts, SMBR may consider whether the Proposer sought assistance from SMBR on any questions related to compliance with this section. In addition, SMBR may also consider the performance of other Proposers successfully meeting the goals.

The ability or desire of a Proposer to perform the work of a contract with its own organization does not relieve the Proposer of the responsibility to make Good Faith Efforts.

Proposers may reject MBE/WBEs as unqualified only following thorough investigation of their capabilities. The MBE/WBE's membership or lack of membership in specific groups, organizations, or associations, and political or social affiliations (for example union or non-union employee status), are not legitimate causes for the rejection or non-solicitation of proposals in the Proposer's efforts to meet the project goals or subgoals.

**At a minimum, the following should be submitted to support Good Faith Effort documentation (documentation is not limited to this list):**

- Fax logs, emails, and/or copies of documents sent to firms within the SLBP area
- Copies of written correspondence to certified firms (include names, addresses, and other identifying information)
- Phone logs with responses (*Phone contacts, alone, will not be sufficient.*)
- Lists and copies of letters sent by mail, hand delivered, or e-mailed
- Breakdown of negotiations made with certified firms
- Copies of advertisements with local newspapers, trade associations, Chambers of Commerce and/or any other public media
- Other communications regarding contacts with trade associations and Chambers of Commerce

**The following additional Good Faith Efforts factors may also be considered:**

- Copies of emails or phone logs regarding assistance in bonding, lines of credit, or insurance (as required by City or Consultant)
- Copies of emails or phone logs regarding assistance in obtaining equipment, supplies, materials, or services
- Copies of all proposals received in response to Proposer contacting other Firms

## **POST-AWARD INSTRUCTIONS**

**(See Appendix C)**

### **Confirmation Letters**

All Proposers are required to include copies of the confirmation letters received from Subconsultants, confirming the Subconsultants' willingness to provide services should the contract be awarded.

Changes to the *MBE/WBE Compliance Plan* including additions, deletions, contract changes, or substitutions of Subconsultants are permitted only after contract execution and only with prior written approval of SMBR. Request for changes to the *MBE/WBE Compliance Plan* must be submitted on the Request for Change of *MBE/WBE Compliance Plan* Form for all levels of subcontracting and must be approved by the SMBR Director prior to adding, deleting, changing or substituting any Subconsultant.

### **Post-Award Monitoring**

The City will monitor post-award compliance information regarding the use of certified MBE/WBE Firm(s) listed on the *MBE/WBE Compliance Plan*. The Proposer will be required to submit post award reports detailing the utilization of all Subconsultants. The reports and other information regarding post-award compliance will be discussed with the successful Proposer. The following information on Payment Verification, Change Order/Contract Amendments, and Progressive Sanctions provides an overview of some of the post-award monitoring process.

#### ☐ **Payment Verification**

Proposers are advised that the contract resulting from this solicitation includes a Subconsultant payments clause. This clause requires all Subconsultants to be paid within fourteen (14) calendar days from the date that the Proposer has been paid by the City for invoices submitted by Subconsultants.

The Proposer shall submit a *Subcontractor/Supplier Awards and Expenditures Report* to the project manager and/or contract administrator at the time specified by the managing department. The report shall be in the format required by the City and shall include all awards and payments to Subconsultants for goods and services provided under the contract during the previous month. This report may be used by the City to verify utilization of and payment to MBEs and WBEs.

The Proposer and/or any Subconsultant whose subcontracts are being counted toward the MBE/WBE requirements shall allow the City access to records relating to the contract, including but not limited to, subcontracts, payroll records, tax information, and accounting records, for the purpose of determining whether the MBEs/WBEs are performing the scheduled subcontract work.

In determining achievement of MBE/WBE goals, the participation of an MBE/WBE Subconsultant shall not be counted until the amount being counted toward the goal has been paid.

#### ☐ **Change Order/Contract Amendments**

The goals on this contract shall also apply to change orders that require work beyond the scope(s) of trades originally required to accomplish the project. The Proposer is required to make Good Faith Efforts to obtain MBE/WBE participation for additional scopes of work.



Change orders that do not alter the type of trades originally required to accomplish the project may be undertaken using the Subconsultants already under contract to the Proposer. Project managers will have automatic SMBR approval to authorize any change order that **increases** the contract amount for an **existing** certified Subconsultant and is **within** the existing scope being performed by that Subconsultant.

#### ☐ **Progressive Sanctions**

The successful Proposer's MBE/WBE Compliance Plan will be incorporated into the resulting contract with the City and shall be considered part of the consultant's performance requirements. Progressive sanctions may be imposed for failure to comply with Chapter 2-9B of the City Code, including:

- Providing false or misleading information in Good Faith Efforts documentation, post award compliance, or other Program operations;
- Substituting Subconsultants without first receiving approval for such substitutions, which may include the addition of an unapproved Subconsultant and failure to use a Subconsultant listed in the approved MBE/WBE Compliance Plan ; and
- Failure to comply with the approved MBE/WBE Compliance Plan without an approved Request for Change, an approved Change Order, or other approved change to the Contract.

Please refer to Section 2-9B-25 of the City Code and SMBR Rule 11.5 for additional information.

**MBE/WBE COMPLIANCE PLAN**

*All applicable sections must be completed and submitted by the due date and time as indicated in the solicitation documents.*

The Bidder/Respondent by submitting and signing this solicitation's 0300 form, understand and agree that the MBE/WBE Compliance Plan submitted as a part of the bid/proposal shall become a part of the contract with the City of Austin. The Bidder/Respondent further understand that the City of Austin's Minority-owned and Women-owned Business Enterprise Procurement Program Ordinance) and the Small and Minority Business Resources Department (SMBR) Rules shall apply.

**Section I — Project Identification and Goals**

<b>Project Name</b>	ATD Transportation Engineering Staff Augmentation
<b>Solicitation Number</b>	RFQS 6100 CLMP328

Project Goals or Subgoals		
Combined MBE/WBE		%
MBE		%
African American	1.90	%
Hispanic	9.00	%
Asian/Native American	4.90	%
WBE	15.80	%

**Section II — Proposer Company Information**

Company Name		
Address		
City, State Zip		
Phone		
Fax		E-Mail
Name of Contact Person		
Is your company registered on Vendor Connection?	Yes <input type="checkbox"/> If yes, provide Vendor Code _____ No <input type="checkbox"/> All vendors; Subconsultants and consultants must register with COA's Vendor Connect prior to award. See Link for registration information at <a href="http://www.austintexas.gov/vendor_registration">www.austintexas.gov/vendor_registration</a>	
Is your company COA M/WBE certified?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please indicate type below) 1. MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE <input type="checkbox"/> Joint Venture <input type="checkbox"/> 2. AA <input type="checkbox"/> H <input type="checkbox"/> A/NA <input type="checkbox"/> WBE <input type="checkbox"/>	

**City of Austin SMBR Use Only**

I have reviewed this Compliance Plan and found that the Bidder <b>HAS</b> <input type="checkbox"/> <b>HASNOT</b> <input type="checkbox"/> complied as per the City Code Chapter 2-9B through GFE.	
Reviewing Counselor _____	Date _____
I have reviewed this Compliance Plan and have found the Bidder <b>COMPLIANT</b> <input type="checkbox"/> <b>NON-COMPLIANT</b> <input type="checkbox"/>	
Director /Assistant Director _____	Date _____

### Section III — MBE/WBE Compliance Plan Summary

**Directions:**

- For each Subconsultant listed in Sections IV, V, VI or VII, fill in all blanks (if applicable).
- For project participation numbers use an EXACT number.
- Goal percentages should be based on the Base Bid amount only. Allowances are not included.
- Alternates are not recorded on this MBE/WBE Compliance Plan.
- If bidder is a certified M/WBE, include participation details in the Bidder box ONLY.
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.

#### PROPOSED PARTICIPATION GOALS

Use this section to calculate participation.  
Include all details including the total percentage for each category where applicable.

MBE/WBE Project Goal		Bidder Participation Goal
African American	1.90 %	%
Hispanic	9.00 %	%
Asian/Native American	4.90 %	%
WBE	15.80 %	%
MBE	%	%
MBE/WBE Combined	%	%
Non-Certified		%
<b><i>Total Subconsultant Percentage Amount</i></b>		%
Bidder's Own Participation <b>(less any subcontracted amount)</b> Are you counting your own participation toward the goals? <b>(if yes, indicate below)</b> <input type="checkbox"/> AA <input type="checkbox"/> HIS <input type="checkbox"/> A/NA <input type="checkbox"/> WBE <input type="checkbox"/> MBE		%

**For SMBR Use Only:**
**Verified participation for each category:**

African-American \_\_\_\_\_% Hispanic \_\_\_\_\_% Asian/Native American \_\_\_\_\_% WBE \_\_\_\_\_%

MBE \_\_\_\_\_% WBE \_\_\_\_\_% Combined MBE/WBE \_\_\_\_\_%

Prime \_\_\_\_\_% Non-Certified \_\_\_\_\_%

## Section IV — Disclosure of MBE and WBE Firms

(Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- Fill in names of MBE/WBE certified Firms as registered with City of Austin’s Austin Finance Online
- Select either MBE or WBE for dually certified firms to indicate which certification will count towards the MBE or WBE goal.
- Contact SMBR to request an availability list of certified Firms for additional scopes of work that were not included on the original availability list.

<b>Name of MBE/WBE Certified Firm</b>	
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE   Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Subcontract Percentage	%

<b>Name of MBE/WBE Certified Firm</b>	
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE   Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Subcontract Percentage	%

<b>Name of MBE/WBE Certified Firm</b>	
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE   Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Subcontract Percentage	%

<b>Name of MBE/WBE Certified Firm</b>	
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE   Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Subcontract Percentage	%

## Section V — Disclosure of Non-Certified Firms (Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- Fill in names of Non-Certified Subconsultants as registered with the City of Austin.

**Are Goals Met?**      Yes ☐ No ☐ If no, state reason(s) below and attach documentation:

<b>Name of Non-Certified Firm</b>	
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Reason Certified Firm not used	
Subcontract Percentage	%

<b>Name of Non-Certified Firm</b>	
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Reason Certified Firm not used	
Subcontract Percentage	%

<b>Name of Non-Certified Firm</b>	
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Reason Certified Firm not used	
Subcontract Percentage	%

<b>Name of Non-Certified Firm</b>	
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Reason Certified Firm not used	
Subcontract Percentage	%

## Section VI — Disclosure of Second-Level Firms (Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- ☐ Fill in names of Second-Level Subconsultants as registered with the City of Austin.

<b>Name of Second-Level Firm</b>	
City of Austin Certified (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
First-Level Subconsultant	
Subcontract Percentage	%
<b>Name of Second-Level Firm</b>	
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
First-Level Subconsultant	
Subcontract Percentage	%
<b>Name of Second-Level Firm</b>	
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
First-Level Subconsultant	
Subcontract Percentage	%
<b>Name of Second-Level Firm</b>	
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
First-Level Subconsultant	
Subcontract Percentage	%

## Section VII — MBE/WBE Compliance Plan Check List

Is each stated project goal of the solicitation met?

Yes ☐ No ☐*(If no, complete and submit Section VII Compliance Plan Check List)*

If the goals or subgoals were not achieved, all questions in Section VII **must** be completed and **Good Faith Efforts documentation must be submitted with the MBE/WBE Compliance Plan**. The completion and submission of this form is not required if the above question is answered *Yes*.

Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals?		
<ul style="list-style-type: none"> <li>• Copy of written solicitation sent to MBE/WBEs in SLBP area 7 days prior to the submission of this Compliance Plan</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Two separate methods of notices sent to MBE/WBEs in SLBP area Indicate notice types: fax transmittals emails phone log letters</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Copy of advertisements placed in local publication</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Copy of notices sent to Minority and Women organizations</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Documentation that demonstrates additional GFEs: <ul style="list-style-type: none"> <li>○ Efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or consultant</li> <li>○ Efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services</li> <li>○ Efforts made to reach agreements with the MBE/WBEs who responded to Proposer's written notice</li> </ul> </li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Were additional elements of work identified to achieve the goals or subgoals?

Yes ☐ No ☐

If yes, please explain: \_\_\_\_\_

Was SMBR contacted for assistance?

Yes ☐ No ☐

If yes, complete following:

Contact Person: \_\_\_\_\_

Date of Contact: \_\_\_\_\_

Summary of Request: \_\_\_\_\_

Were Minority or Women organizations contacted for additional assistance?

Yes ☐ No ☐

If yes, complete following:

Organization(s): \_\_\_\_\_

Date of Contact: \_\_\_\_\_

Summary of Request \_\_\_\_\_

**LETTER TO POTENTIAL SUBCONSULTANTS**

\_\_\_\_\_ is soliciting Minority and Women-Owned Business Enterprise participation for the following City of Austin project. Solicitation documents are available for download at [www.austintexas.gov/open\\_solicitations](http://www.austintexas.gov/open_solicitations).

Solicitation Name: \_\_\_\_\_  
Solicitation Number: \_\_\_\_\_  
Location of Pre-Proposal Conference \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Response Due Date and Time: \_\_\_\_\_  
\_\_\_\_\_

**This Project Includes the Following Scopes of Services:**


Contact our office for detailed information on the scopes of services to be subcontracted and the relevant terms and conditions of the contract.

Please contact: \_\_\_\_\_ at \_\_\_\_\_ or \_\_\_\_\_  
(Name) (Telephone) (Fax)

All Responses MUST be received by: \_\_\_\_\_



**CONFIRMATION LETTER**

(Printed on Subconsultant letterhead)

Date

Contact Name  
Business Name  
Street Address  
City, State Zip

Re: Solicitation # \_\_\_\_\_

Dear (Contact Name):

This letter is to confirm that (insert Subconsultant name here) is pleased to provide (insert Prime Consultant name here) (insert service here) for the above-referenced solicitation.

We understand that we will be completing \_\_\_\_\_% of the work on this project.

We look forward to working with you and the City of Austin should your team be awarded the project.

Sincerely,

(Insert signature)

Contact Name  
Title  
Business Name

# City of Austin Subcontract Vendor List - VCRCVS

Solicitation No.: RFQS 6100 CLMP328 ATD Transportation Engineering Staff Augmentation

Version No.: 1

Phase: 1

C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
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## Vendors Within the SLBP Area

### 91573 Public Information Services

AKY5262000 A K YOUNG ASSOC Po Box 650101 Austin Tx 78765-0101	ANNE YOUNG general-akya@att.net 512-476-6686	WB	Caucasian	AU
ADI8313185 ADISA PUBLIC RELATIONS 1801 E. 51st Street 365-280 Austin Tx 78723	Shuronda Robinson srobinson@makingthingsclear.com 5124726112 Fax: 5126461478	MWDB	African American	AU
ALT8322417 ALTURA SOLUTIONS LLC 3616 Far West Blvd Ste 117 - 288 Austin Tx 78731	JESUS LARDIZABAL jel@alturasolutionslp.com 512-410-7059	MDB/SBE	Hispanic	AU
ASA8322718 ASAKURA ROBINSON COMPANY L L C 1224 E. 12th Street, Suite 310 Austin Tx 78702	Margaret Robinson margaret@asakurarobinson.com 512-351-9601 Fax: 832-201-7198	MB	Asian	AU
VS0000029061 B+V Design, LLC 208 W. 4th St., 3a Austin Tx 78701	Stephanie Motal stephi@b-vdesign.com 512-293-6290	WB	Caucasian	AU
VC0000102206 BEVERLY S. SILAS Po Box 493 Austin Tx 78767-0493	BEVERLY S. SILAS bsilas@beverlysilas.com 512-374-4997 Fax: 5123239800	MWB/ACDB	African American	AU
VC0000101188 BOBBIE GARZA-HERNANDEZ Po Box 3911 Austin Tx 78764-3911	BOBBIE GARZA-HERNANDEZ bobbie@pinkpr.biz 512-878-2246 Fax: 512-878-2244	MWDB/ACDB	Hispanic	AU
CAR8304844 CARTER DESIGN ASSOC INC 817 W 11th St Austin Tx 78701-2009	DONNA CARTER CDA@CARTERDESIGN.NET 512-476-1812 Fax: 512-476-1819	MWDB	African American	AU
CAS7170685 CAS Consulting and Services, Inc. 7908 Cameron Rd Austin Tx 78754	CHANNY SOEUR channys@casengineers.com 512-836-2388 Fax: 512-836-4515	MDB	Asian	AU
V00000927690 CIVIC COLLABORATION LLC 7605 Clydesdale Dr Austin Tx 78745	DIANE MILLER dmiller@civiccollaboration.com 5129713033	WDB	Caucasian	AU

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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
VS0000010052 Concept Development & Planning, LLC P.O. Box 5459 Austin Tx 78763-5459		Arin Gray agray@cdandp.com 512-533-9100 12 Fax: 512-533-9101	WDB	Caucasian	AU
V00000928702 Cortez Consulting Services, Corp 1301 S. Ih 35 Suite 100 Austin Tx 78741		Laura Jean Cortez laura@cortezconsulting.com 5126948757	MWB	Hispanic	AU
VS0000009931 Cox McLain Environmental Consulting, Inc. 8401 Shoal Creek Blvd. Suite 100 Austin Tx 78757		Lorie Cox lorie@coxmclain.com 512-338-2223 Fax: 512-338-2225	WDB	Caucasian	AU
VS0000024713 Cultural Strategies Inc. 3300 Bee Cave Rd. #650-1136 Austin Tx 78746		Sebastian Puente spuente@cultural-strategies.com 512-501-4971 701 Fax: 512-501-4971	MDB	Hispanic	AU
V00000924464 DARLENE WATKINS 4600 Mueller Blvd Unit 4020 Austin Tx 78723		DARLENE WATKINS info@reachoutaustin.com 5127071622	MWB	African American	AU
ELE7135270 ELEANOR H MCKINNEY LANDSCAPE ARCHITECT INC 2007 Kinney Ave Austin Tx 78704-4007		ELEANOR MCKINNEY ehmla@swbell.net 512-445-5202 Fax: 512-445-3432	WB	Caucasian	AU
V00000930870 Elston Henry Johnson 16238 Ranch Road 620 N Ste. F - 272 Austin Tx 78717		Elston Johnson elston@ejohnsonconsulting.com 5128097552	MB	African American	AU
LAU8322378 LAURA R CARROLL 206 Fletcher St Austin Tx 78704		LAURA RAUN LAURA@RAUNPR.COM 512-583-0929 Fax: 5122368890	WB	Caucasian	AU
VC0000101540 LORI BRAUN 4415 Sinclair Avenue Austin Tx 78756		LORI BRAUN lori@loribraun.com 512-554-9322	WB	Caucasian	AU
V00000950397 LaQuetta Washington 4113 Hidden View Ct Round Rock Tx 78665		LaQuetta Washington lqiconsultinggrp@gmail.com 8478459018	MWB	African American	AU

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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
VS0000031322 LaTonya J Pegues 3201 Bee Caves Rd, Ste 161662 Austin Tx 78746		LaTonya Pegues lpegues@boazent.com 5126863664	MWDB/ACDB	African American	AU
V00000950132 MARIO A ESPINOZA 5007 West Frances Place Austin Tx 78731		MARIO A ESPINOZA marioatx@utexas.edu 5125170019	MDB	Hispanic	AU
VC0000101572 MCCANN ADAMS STUDIO 1905 Aldrich St Ste. 140 Austin Tx 78723		JANA MCCANN janam@mccannadamsstudio.com 5127320001 Fax: 5127320004	WDB	Caucasian	AU
VC0000102100 NANCY LEDBETTER & ASSOCIATES INC 2957 Desert Candle Round Rock Tx 78681		Mitzi R Ellison mitzi@nancyledbetter.com 5127612711 Fax: 5122528322	WDB	Caucasian	SL
V00000946489 Newton O'Neill Communications LLC 5000 Mission Oaks Blvd Unit 10 Austin Tx 78735		Lisa O'Neill lisa@newtononeill.com 5127666178	WB	Caucasian	AU
GRO7148575 RJW OPERATIONS INC 5900 Rain Creek Pkwy. Austin Tx 78759		ROBENA JACKSON rj@groupsolutionsrjw.com 5123384267	MWDB/ACDB	African American	AU
VS0000012578 Rifeline, LLC 1608 W 6th St Austin Tx 78703		Lynda Rife lrife@rifeline.com 5127979019	WDB	Caucasian	AU
SNA8315942 SNAP MANAGEMENT GROUP INC 901 East 12th Street Austin Tx 78702		DARRELL PIERCE Darrell@snapmgt.com 512-477-8788 Fax: 512-474-8788	MDB	African American	AU
VC0000103179 SUE ELLEN JACKSON 8827 Silverarrow Cir. Austin Tx 78759		Sue Ellen Jackson sue.ellen.jackson1@gmail.com 5129255259	WDB	Caucasian	AU
V00000953469 Sperling Consulting, LLC 795 N Pleasant Valley Rd Austin Tx 78702		coline sperling coline@sperlingconsulting.com 5125226487	WB	Caucasian	AU
V00000954403 Susanne Bynum 11704 Saddle Rock Dr. Austin Tx 78725		Susanne Bynum susannebynum@nowdesign.work 7134804124	WB	Caucasian	AU

# City of Austin

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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
	VS0000012688 TrachMar, LLC 2900 N Quinlan Park Rd Ste B240 - 321 Austin Tx 78732	Pamela Trachtenberg pamela@trachmar.com 512-828-6430 Fax: 5128287693	MWDB	African American	AU
	V00000921257 Woollard Nichols and Associates 3308 Treadsoft Cove Austin Tx 78748	Kelly Stewart Nichols kelly@woollardnichols.com 5129409739	WB	Caucasian	AU
<b>91879 Minority and Small Business Consulting</b>					
	ADI8313185 ADISA PUBLIC RELATIONS 1801 E. 51st Street 365-280 Austin Tx 78723	Shuronda Robinson srobinson@makingthingsclear.com 5124726112 Fax: 5126461478	MWDB	African American	AU
	VC0000102206 BEVERLY S. SILAS Po Box 493 Austin Tx 78767-0493	BEVERLY S. SILAS bsilas@beverlysilas.com 512-374-4997 Fax: 5123239800	MWB/ACDB	African American	AU
	VC0000101188 BOBBIE GARZA-HERNANDEZ Po Box 3911 Austin Tx 78764-3911	BOBBIE GARZA-HERNANDEZ bobbie@pinkpr.biz 512-878-2246 Fax: 512-878-2244	MWDB/ACDB	Hispanic	AU
	V00000917827 BUSINESS & FINANCIAL MANAGEMENT SOLUTIONS LLC Po Box 151708 Austin Tx 78715-1708	MARA ASH mara.ash@bafolutions.com 512-366-8183	MWDB	Hispanic	AU
	V00000929857 Benjamin Sumpter II 1000 Heritage Center Cir Round Rock Tx 78664	Benjamin Sumpter bsumpter@csi-compliance.com 8556519017	MDB	African American	SL
	BUS0885250 CAROL SUE HADNOT 6448 Hwy 290 E Ste E107 Austin Tx 78723-1041	CAROL S HADNOT BRC-PRO@SWBELL.NET 512-467-6894 Fax: 512-467-9808	MWB	African American	AU
	CAS7170685 CAS Consulting and Services, Inc. 7908 Cameron Rd Austin Tx 78754	CHANNY SOEUR channys@casengineers.com 512-836-2388 Fax: 512-836-4515	MDB	Asian	AU
	VS0000024713 Cultural Strategies Inc. 3300 Bee Cave Rd. #650-1136 Austin Tx 78746	Sebastian Puente spuente@cultural-strategies.com 512-501-4971 701 Fax: 512-501-4971	MDB	Hispanic	AU

# City of Austin

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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
V00000950830 Elena Q. Media & Consulting LLC 907 Canyon Wren Buda Tx 78610		Elena Quezada Rodriguez eqmediaconsulting@gmail.com 5127843277 Fax: 5123945512	MWB	Hispanic	SL
HAY2261500 HAYNES EAGLIN WATERS LLC 13710 Immanuel Rd Pflugerville Tx 78660		CLOTEAL DAVIS HAYNES chaynes@hewaustin.com 512-451-6600 Fax: 512-879-1088	MWDB	African American	AU
V00000970660 I.C.C.S LLC 821 Grand Ave 401c Pflugerville Tx 78660		zacharias johnson zach.johnson@iccsllc.us 1512789310	MB	African American	AU
V00000953014 Jose G Barrios 7452 Pusch Ridge Loop Austin Tx 78749		jose g barrios joebarrios55@gmail.com 5126898595	MB	Hispanic	AU
V00000971789 KK Consultants LLC 4511 Sansone Drive Address Line 2 Round Rock Tx 78665		Trusha Patel trusha@ymail.com 5122949309	MWB	Asian	AU
V00000950768 KTL Technologies 409 W. Front St, Suite 100-242 Hutto Tx 78634		Byron Washington bwashinbd@gmail.com 5129477992	MB	African American	SL
VS0000031322 LaTonya J Pegues 3201 Bee Caves Rd, Ste 161662 Austin Tx 78746		LaTonya Pegues lpegues@boazent.com 5126863664	MWDB/ACDB	African American	AU
V00000966988 Luther Ortega Luper 1211 Honeysuckle Pflugerville Tx 78660		Luke Ortega Luper lukeluper@yahoo.com 2107222522	MDB	Hispanic	AU
V00000965372 MARTHA P COTERA 1502 Norris Drive Austin Tx 78704		MARTHA COTERA marthapcotera@gmail.com 5124447595	MWB	Hispanic	AU
V00000972356 Natasha Taylor 17901 Madden Dr Pflugerville Tx 78660		Natasha Taylor exclusivelyuniqueinfo@gmail.com 5126469532	MWDB	African American	AU
V00000946068 North Park Consulting, LLC 2303 Alayna Cove Austin Tx 78754		Tori Blake blake2003@gmail.com 2024891011	MWDB	African American	AU

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Solicitation No.: RFQS 6100 CLMP328 ATD Transportation Engineering Staff Augmentation

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Phase: 1

C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
	V00000968972 PCT Solutions 901 S Mopac Exp Bldg 1, Ste 300 Austin Tx 78746	Christol Dominica McGinnis dominica@thebridgefieldgroup.com 5128383078	MWDB/ACDB	African American	AU
	V00000958072 ProfitGOLD Group, Inc 2425 Adriel Cove Leander Tx 78641	Jerel Anthony Benjamin jbenjamin@profitgold.org 5127587835 Fax: 5128538657	MDB	African American	SL
	V00000936492 Regina V Adams 20308 Thumper Jack Court Pflugerville Tx 78660	Regina V Adams dbasmithandassociates@gmail.com 5129476349	MWB/SBE	African American	AU
	SNA8315942 SNAP MANAGEMENT GROUP INC 901 East 12th Street Austin Tx 78702	DARRELL PIERCE Darrell@snapmgt.com 512-477-8788 Fax: 512-474-8788	MDB	African American	AU
	V00000907348 Sparkovation IT, LLC 12407 N. Mopac Expy #250-309 Austin Tx 78758	Thomas Miranda tmiranda@sparkovation.com 5123334117 Fax: 5123334117	MDB	Hispanic	AU
	V00000962693 Stephanie Samuels 135 Carefree Circle Austin Tx 78734	Stephanie Samuels stephanies6011@gmail.com 5128455033	WB	Caucasian	AU
	VS0000034326 The Entermedia Group, LLC 7719 Woodhollow Drive, Suite 219 Austin Tx 78731	Lorraine Jordan lorraine.jordan@theentermediagroup.com 512-553-8341	MWDB	African American	AU
	V00000969528 The W2 Group LLC 3807 Trevino Drive Round Rock Tx 78664	Phil Walker phil.walker@cpiastin.com 2158050927	MB	African American	SL
<b>91892 Urban Planning Consulting</b>					
	V00000907236 360 Professional Services, Inc. P.O. Box 3639 Cedar Park Tx 78630	Tammy Foster tammy.foster@360psinc.com 512-354-4682 103	WDB	Caucasian	SL
	AKY5262000 A K YOUNG ASSOC Po Box 650101 Austin Tx 78765-0101	ANNE YOUNG general-akya@att.net 512-476-6686	WB	Caucasian	AU

# City of Austin Subcontract Vendor List - VCRCVS

Solicitation No.: RFQS 6100 CLMP328 ATD Transportation Engineering Staff Augmentation

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Phase: 1

C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCN
ALL7111300 ALLIANCE-TEXAS ENGINEERING COMPANY 11701 Stonehollow, Ste. 100 Austin Tx 78758		GAYLE HEATH gheath@emailatg.com 512-821-2081 Fax: 512-821-2085	WDB	Caucasian	AU
ALT8322417 ALTURA SOLUTIONS LLC 3616 Far West Blvd Ste 117 - 288 Austin Tx 78731		JESUS LARDIZABAL jel@alturasolutionslp.com 512-410-7059	MDB/SBE	Hispanic	AU
V00000909861 ANA D GALLO 1501 Barton Springs Rd #230 Austin Tx 78704		ANA D GALLO ana@anagallo.com 512-236-0868 Fax: 5122360868	MWB/ACDB	Hispanic	AU
ASA8322718 ASAKURA ROBINSON COMPANY L L C 1224 E. 12th Street, Suite 310 Austin Tx 78702		Margaret Robinson margaret@asakurarobinson.com 512-351-9601 Fax: 832-201-7198	MB	Asian	AU
V00000959591 Acacia Heritage Consulting 4907 Finley Drive Austin Tx 78731		Rachel Jane Feit rachel@acaciaheritage.com 5129236409	WDB	Caucasian	AU
VS0000029061 B+V Design, LLC 208 W. 4th St., 3a Austin Tx 78701		Stephanie Motal stephi@b-vdesign.com 512-293-6290	WB	Caucasian	AU
CAR8304844 CARTER DESIGN ASSOC INC 817 W 11th St Austin Tx 78701-2009		DONNA CARTER CDA@CARTERDESIGN.NET 512-476-1812 Fax: 512-476-1819	MWDB	African American	AU
CAS7170685 CAS Consulting and Services, Inc. 7908 Cameron Rd Austin Tx 78754		CHANNY SOEUR channys@casengineers.com 512-836-2388 Fax: 512-836-4515	MDB	Asian	AU
VS0000021229 COMMUNITY DEVELOPMENT MANAGEMENT CO INC 317 South Main Street Lockhart Tx 78644		Rudy Ruiz rudyr@ccaustin.com 512-398-7129 Fax: 512-376-7304	MDB	Hispanic	SL
CRE7038055 CRESPO CONSULTING SERVICES INC 4131 Spicewood Springs Rd #B2 Austin Tx 78759-8658		L STEPHEN STECHER SSTECHER@CRESPOINC.COM 512-343-6404 Fax: 512-343-8120	MDB	Hispanic	AU



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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
V00000970385 Civil Team Engineers LLC 170 Bolton Drive Austin Tx 78737		Sharon Hamilton hamilton@civiltteamengineers.com 5126953263	MB	Hispanic	SL
VS0000009931 Cox McLain Environmental Consulting, Inc. 8401 Shoal Creek Blvd. Suite 100 Austin Tx 78757		Lorie Cox lorie@coxmcclain.com 512-338-2223 Fax: 512-338-2225	WDB	Caucasian	AU
V00000924464 DARLENE WATKINS 4600 Mueller Blvd Unit 4020 Austin Tx 78723		DARLENE WATKINS info@reachoutaustin.com 5127071622	MWB	African American	AU
DIV8319156 Diva Imaging LLC 2003 La Casa Dr Austin Tx 78704-4720		SALLIE BURCHETT INFO@DIVAIMAGING.COM 512-473-2527	WDB/SBE	Caucasian	AU
ELE7135270 ELEANOR H MCKINNEY LANDSCAPE ARCHITECT INC 2007 Kinney Ave Austin Tx 78704-4007		ELEANOR MCKINNEY ehmla@swbell.net 512-445-5202 Fax: 512-445-3432	WB	Caucasian	AU
ENV7167715 ENVIRONMENTAL SURVEY INC 4602 Placid Pl Austin Tx 78752		STANLEY WILSON swilson@envirosurvey.com 512-458-8531 Fax: 512-458-1929	WB	Caucasian	AU
GAR7082030 GARCIA DESIGN INC 11701 Stonehollow Dr., Suite 100 Austin Tx 78758		ROBERTO C GARCIA rgarcia@garciadesigninc.net 512-892-0353 Fax: 512-821-2085	MB	Hispanic	AU
HZO8309852 H2O PARTNERS INC 260 Addie Roy Road, Ste 150 Austin Tx 78746		JO ANN HOWARD jane@h2opartnersusa.com 512-328-8444 Fax: 512-329-6612	WB	Caucasian	AU
V00000963791 Huimin Zhao 3701 Lagood Dr. Austin Tx 78730		Huimin Zhao hzhao88@gmail.com 5122031655	MWDB	Asian	AU
CAS7072670 JAIME BEAMAN AIA INC 3821 Juniper Trace, Suite 104 Austin Tx 78738		JAIME BEAMAN jbeaman@casabella-architects.com 512-458-5700 Fax: 512-458-5755	MDB	Hispanic	SL
V00000973287 Jennifer Cregar 5514 Avenue G Unit B Austin Tx 78751-1317		Jennifer Cregar jen@terraluminaconsulting.com 5129832343	WB	Caucasian	AU

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V00000941054 Jenny Leonard 1023 Springdale Rd Building 6 Suite E Austin Tx 78721		Rebecca Leonard rebecca@lionheartplaces.com 9709486281	WDB	Caucasian	AU
V00000954418 Katherine Anne Kam 2116 Robert Browning Street Austin Tx 78723		Katie Kam katiekam@wheelsandwaterllc.com 5128200070	WDB	Caucasian	AU
LIM7079715 LIMBACHER & GODFREY INC 2124 E 6th St Unit 102 Austin Tx 78702		LAURIE LIMBACHER info@limbacher-godfrey.com 512-450-1518 Fax: 512-320-1916	WB	Caucasian	AU
VC0000101572 MCCANN ADAMS STUDIO 1905 Aldrich St Ste. 140 Austin Tx 78723		JANA MCCANN janam@mccannadamsstudio.com 5127320001 Fax: 5127320004	WDB	Caucasian	AU
V00000952785 Montalbano Engineering, Consulting & Associates, PLLC 12600 Hill Country Blvd Ste R275 Austin Tx 78738-5564		Veda Montalbano vmontalbano@meca-tx.com 5123292611	WDB/ACDB	Caucasian	SL
VC0000102100 NANCY LEDBETTER & ASSOCIATES INC 2957 Desert Candle Round Rock Tx 78681		Mitzi R Ellison mitzi@nancyledbetter.com 5127612711 Fax: 5122528322	WDB	Caucasian	SL
V00000901680 Pharis Design Inc 2525 South Lamar #4 Austin Tx 78704		Moyara Pharis moyara@pharisdesign.net 512-853-9682	MWDB	Hispanic	AU
V00000921412 Public City, LLC 710 Colorado 2d Austin Tx 78701		Meredith Powell mp@public-city.org 5126567240	WB	Caucasian	AU
V00000960170 Richard R Parsons 1502 Bluebonnet Ln Austin Tx 78704		Rob Parsons rparsonstx@gmail.com 5125652321	MB	Hispanic	AU
V00000941196 Rojas Planning, LLC 1806 Ullrich Avenue Austin Tx 78756		Gabriel Rojas grcity@gmail.com 5124684455	MB	Hispanic	AU

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	VC0000103455 STUDIO BALCONES LLC 3908 Ave. B Room 308 Austin Tx 78751	Jennifer Orr jennifer@studiobalcones.com 512-383-8815	WB	Caucasian	AU
	V00000947096 ShadeMaker Studio, LLC Po Box 6041 Austin Tx 78762	Shaney Clemmons shaney@shademakerstudio.com 2069720743	WB	Caucasian	AU
	VS0000003719 Ten Eyck Landscape Architects, Inc. 1214 West Sixth Street Suite 100 Austin Tx 78703	Christine Ten Eyck teneyck@teneyckla.com 5128139999 9991 Fax: 5128139998	WB	Caucasian	AU
	VS0000017158 Topio Land Design, LLC Topio Land Design 3100 Harris Blvd. Austin Tx 78703	Joan Hyde joan@topio.design 5128509075	WB	Caucasian	AU
	VS0000028307 Watearth, Inc. 11824 Jollyville Rd Suite 402 Austin Tx 78759	Jennifer Walker jwalker@watearth.com 5125571028 Fax: 8005193774	WB	Caucasian	AU
	V00000921257 Woollard Nichols and Associates 3308 Treadsoft Cove Austin Tx 78748	Kelly Stewart Nichols kelly@woollardnichols.com 5129409739	WB	Caucasian	AU
<b>92517 Civil Engineering</b>					
	V00000907236 360 Professional Services, Inc. P.O. Box 3639 Cedar Park Tx 78630	Tammy Foster tammy.foster@360psinc.com 512-354-4682 103	WDB	Caucasian	SL
	V00000954117 AEC-WAY Engineering, LLC 11615 Angus Road, Suite 119 Austin Tx 78759	Chuck Naeve, PE cnaeve@aec-way.com 5123430766	MDB	Asian	AU
	V00000954117 AEC-WAY Engineering, LLC 11615 Angus Road, Suite 119 Austin Tx 78759	Way Atmadja way@wayengineering.com 5123430766	MDB	Asian	AU
	V00000949118 AEPARMIA ENGINEERING, PLLC 9101 Burnet Road Suite 220 Austin Tx 78758	MIA PARTON mparton@aeparmia.com 5125753024	MWDB	Asian	AU

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ALL7111300 ALLIANCE-TEXAS ENGINEERING COMPANY 11701 Stonehollow, Ste. 100 Austin Tx 78758		GAYLE HEATH gheath@emailatg.com 512-821-2081 Fax: 512-821-2085	WDB	Caucasian	AU
ROD8321224 ANDREW A RODRIGUEZ 8137 Osborne Dr Austin Tx 78729-8074		ANDREW A. RODRIGUEZ, P.E. RODZENG@AOL.COM 512-989-3336 Fax: 512-989-9192	MDB	Hispanic	AU
V00000973666 Atlas Design Services, PLLC 1301 S Capital Of Texas Hwy Suite A 236 Austin Tx 78746		Jonathan Thompson jthompson@atlasdgn.com 5127911175 Fax: 5123502641	MB	Hispanic	AU
V00000971220 Ayda S Gonzalez 3800 N. Lamar Blvd., Ste. 200 Austin Tx 78756		Ayda Sofia Gonzalez agonzalez@ag3-group.com 5125374900	MWB	Hispanic	AU
V00000919863 B2Z Engineering, LLC 4707 Commercial Park Drive Austin Tx 78724		Aisha Gonzalez aisha@b2zeng.com 5124336096	MWB	Hispanic	AU
V00000960416 Baeza Engineering, PLLC 9701 Brodie Lane #203 Austin Tx 78748		Salvador Baeza sal@baezaengineering.com 5124004207	MDB/ACDB	Hispanic	AU
V00000947539 Bai Engineers, LLC 2505 San Gabriel Street, #404 Austin Tx 78705		Xuehua Bai xbai@bai-eng.com 7204740941 Fax: 3034705365	MB	Asian	AU
V00000951156 Balcones Geotechnical, LLC 5926 Balcones Drive, Suite 230 Austin Tx 78731		Rebecca Russo rrusso@balconesgeotech.com 5128484735	WDB	Caucasian	AU
V00000953422 Beyond Engineering and Testing, LLC 3801 Doris Lane, Suite B Round Rock Tx 78664		Zhigang Yao winteryao@beyondet.com 5123586048	MDB	Asian	SL
CAS7170685 CAS Consulting and Services, Inc. 7908 Cameron Rd Austin Tx 78754		CHANNY SOEUR channys@casengineers.com 512-836-2388 Fax: 512-836-4515	MDB	Asian	AU
VC0000102500 CIVIL LAND GROUP LLC 206 W Main St Ste 101 Round Rock Tx 78664		BELINDA FRYE BFRYE@CIVLNDGRP.COM 512-992-0118 Fax: 512-246-1856	MWB	Hispanic	SL

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CRE7038055 CRESPO CONSULTING SERVICES INC 4131 Spicewood Springs Rd #B2 Austin Tx 78759-8658		L STEPHEN STECHER SSTECHER@CRESPOINC.COM 512-343-6404 Fax: 512-343-8120	MDB	Hispanic	AU
VS0000011100 Castleberry Engineering & Consulting, P.L.L.C. P.O. Box 40546 Austin Tx 78704		Christianne Castleberry c.castleberry@castleberryengineering.com 512-751-9272	WDB	Caucasian	AU
V00000970385 Civil Team Engineers LLC 170 Bolton Drive Austin Tx 78737		Sharon Hamilton hamilton@civiltteamengineers.com 5126953263	MB	Hispanic	SL
V00000939969 Civilitude, LLC 5110 Lancaster Ct Austin Tx 78723		Fayez Kazi accounting@civilitude.com 5127616161 Fax: 5127616167	MDB/SBE	Asian	AU
V00000944980 Constructinople, LLC 11400 W Parmer Ln, Ste 128 Cedar Park Tx 78613		Kenda Dawwami kenda@constructinople.com 5129566650	MWB	Asian	AU
V00000905281 Corsair Consulting LLC 1505 Volta Drive #200 Cedar Park Tx 78641		Clint J Harris clinharris@corsairus.com 512-342-8877	MDB	Asian	SL
DAV1449500 DAVCAR INC 1010 Land Creek Cove Ste 200 Austin Tx 78746		DAVID CARROLL david@davcar.com 512-328-4428 Fax: 512-306-8330	MDB/MNRT	Hispanic	AU
DOU7019035 DOUCET & ASSOCIATES INC 7401 B Hwy 71 West, Suite 160 Austin Tx 78735		Amy Doucet adoucet@doucetengineers.com 512-583-2620 Fax: 512-583-2601	WDB/HUB	Caucasian	AU
V00000958312 Danielle Skidmore 360 Nueces Street Suite 2709 Austin Tx 78701		Danielle Marie Skidmore danielle@danielleskidmore.com 5125360748	WDB	Caucasian	AU
V00000959353 EDGE Engineering, PLLC 3410 Far West Blvd Suite 315 Austin Tx 78731		Travis Kaatz tkaatz@civil-edge.com 5125606454	MDB	Hispanic	AU
ENC1735650 ENCOTECH ENGINEERING CONSULTANTS INC 8500 Bluffstone Cove, #B-103 Austin Tx 78759		ALI R KHATAW ali.khataw@eec-tx.com 512-338-1101 101 Fax: 512-338-1160	MB/SBE	Asian	AU

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V00000971346 Entheos Engineering PLLC 302 Pine View Loop Bastrop Tx 78602		John Michael Nevares jnevares@netzero.net 5126297142	MDB	Hispanic	SL
FRA8312411 FRANK LAM & ASSOC INC 508 W 16th St Austin Tx 78701-1502		FRANK S LAM FRANK@FRANKLAMINC.COM 512-476-2717 Fax: 512-476-2714	MB	Asian	AU
V00000915371 G Sylva, LLC 9712 Indina Hills Dr. Austin Tx 78717		Gilbert S Sylva gilbert.sylva@gsylva.com 512-934-3860	MDB/SBE	Hispanic	AU
V00000939316 GGE DESIGN & CONSULTING 5117 Scottish Thistle Dr Austin Tx 78739		GISELA B ANDREU giselaa.ggedc@gmail.com 5122944105	MWDB/SBE	Hispanic	AU
GLE7011195 GLENROSE ENGINEERING INC 1405 Hillmont St Austin Tx 78704		D LAUREN ROSS P E LAUREN@GLENROSE.COM 512-326-8880	WDB	Caucasian	AU
VS0000008581 GLOBAL ENGINEERS INC 4219 Pebblestone Trl Round Rock Tx 78665-5027		Munir Khan munirmkhan@gmail.com 512-417-3172 Fax: 512-246-2212	MDB/SBE	Asian	AU
V00000907852 Garza EMC L.L.C. 7708 Rialto Blvd Suite 125 Austin Tx 78735		Rudy Garza rgarza@garzaemc.com 512-298-3284 Fax: 5122982592	MDB	Hispanic	AU
HUR2455500 HARUTUNIAN ENGINEERING INC P.O. Box 140735 Austin Tx 78714-0735		TAKOOHY HARUTUNIAN procure@heiworld.com 512-454-2788 Fax: 512-454-6434	WB/SBE	Caucasian	AU
HVJ2459750 HVJ ASSOCIATES INC 1701 Directors Boulevard, Suite 910 Austin Tx 78744-1096		HERBERT V. JOHNSON hjohnson@hvj.com 7372225151 Fax: 281-933-7293	MDB/SBE	African American	AU
V00000965152 Henderson Professional Engineers 2431 Pearson Way Round Rock Tx 78665		Jen Henderson jhenderson@msengr.com 5123506228	WDB	Caucasian	AU
V00000963791 Huimin Zhao 3701 Lagood Dr. Austin Tx 78730		Huimin Zhao hzhao88@gmail.com 5122031655	MWDB	Asian	AU

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ITG8318552 I T GONZALEZ ENGINEERS 3501 Manor Rd Austin Tx 78723-5815		IT GONZALEZ itgonz@swbell.net 512-447-7400 11 Fax: 512-447-6389	MDB/SBE	Hispanic	AU
GUE2157000 JOSE I GUERRA INC 2401 S Ih-35 Ste 210 Austin Tx 78741-3823		RICK GUERRA RGUERRA@GUERRA.COM 512-445-2090 Fax: 512-445-2099	MDB	Hispanic	AU
KFR8309453 K FRIESE & ASSOC INC 1120 S Capital Of Texas Hwy, Cityview 2 Ste 100 Austin Tx 78746		KAREN FRIESE kfriese@kfriese.com 512-338-1704 Fax: 512-338-1784	WDB	Caucasian	AU
V00000954418 Katherine Anne Kam 2116 Robert Browning Street Austin Tx 78723		Katie Kam katiekam@wheelsandwaterllc.com 5128200070	WDB	Caucasian	AU
V00000963794 Laura Jenkins Gann 3708 Norman Loop Round Rock Tx 78664		Laura Gann lgann@clgann.com 5124226524	WDB	Hispanic	SL
V00000929188 LeStella S Valley 400 Wimberley Oaks Drive Wimberley Tx 78676		LeStella Valley lestella@sunstarservices.guru 5128478780	WDB	Caucasian	SL
V00000956342 Lindsay Elizabeth Liggett 5904 Fairlane Drive Austin Tx 78757		Lindsay Liggett lindsay.liggett@gmail.com 5124171645	WDB	Caucasian	AU
MAR3044500 MWM DESIGNGROUP INC 305 E Huntland Dr Ste 200 Austin Tx 78752		Julia M Harrod julia@mwminc.com 512-453-0767 Fax: 512-453-1734	WDB/INST	Caucasian	AU
VS0000011481 Maldonado-Burkett, LLP 2312 Western Trails Blvd Ste C-303 Austin Tx 78745-1638		Ramon H. Maldonado, Jr. ramon@mbitsgroup.com 5129161386	MDB	Hispanic	AU
V00000939950 Maria P Vigil 5806 Sedgefield Drive Austin Tx 78746		Mapi Vigil mapivigilconsulting@gmail.com 5123300077 Fax: 5125354590	MWB	Hispanic	AU
V00000927152 Martinez Engineering, LLC 111 Congress Avenue Suite 457 Austin Tx 78701		Ruben Martinez ruben@martinezingineeringllc.com 5123223970	MDB	Hispanic	AU

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V00000952785 Montalbano Engineering, Consulting & Associates, PLLC 12600 Hill Country Blvd Ste R275 Austin Tx 78738-5564		Veda Montalbano vmontalbano@meca-tx.com 5123292611	WDB/ACDB	Caucasian	SL
V00000938714 Musser Engineering Associates, Inc. 6805 N Capital Of Texas Hwy. Suite 315 Austin Tx 78731		Peggy Carrasquillo contact@ktcivil.com 5127587474	WB	Caucasian	AU
V00000929649 NICOLE FRANCOIS CONSULTING 901 S Mopac Expwy, Bldg 1, Ste 300 Austin Tx 78746		Nicole Francois nicole@conveyancecivilengineering.com 5129658887	WDB	Caucasian	AU
PES8307381 P E STRUCTURAL CONSULTANTS INC 8436 Spicewood Springs Rd Austin Tx 78759-6050		LISA CARTER POWELL, P.E. LPOWELL@PESTRUCTURAL.COM 512-250-5200 Fax: 512-250-5222	WDB	Caucasian	AU
VS0000037698 PROFESSIONAL STRUCIVIL ENGINEERS INC 12710 Research Blvd. Suite 390 Austin Tx 78759		Mirza Baig psce@psceinc.com 512-238-6422	MB	Asian	AU
PRO8301100 PROVIDENCE ENVIRONMENTAL CONSULTING INC 112 Las Colinas Dr Georgetown Tx 78628-1019		TRACY DUBCAK providenceenvironmental@suddenlink.net 512-863-3492 Fax: 512-869-0576	WDB	Caucasian	SL
V00000901562 Regional Engineering Inc. 937 Reinle Street Suite # 22 Austin Tx 78751		Mohammad Taha Naeem reiaustx@gmail.com 512-507-9355 Fax: 5126708915	MDB/SBE	Asian	AU
VS0000026253 Rios Engineering, LLC 609 Irma Dr Austin Tx 78752		Ed Rios ed@riosengineering.com 512-944-3023	MDB	Hispanic	AU
V00000911256 Rodriguez Engineering Laboratories LLC 13809 Turbine Drive Austin Tx 78728		Oscar Horacio Rodriguez rodriguezlab@aol.com 512-251-4454 Fax: 5122511380	MDB/SBE	Hispanic	AU
VS0000034345 SE3, LLC 1508 Dessau Ridge Ln Suite 105 Austin Tx 78754		Scott Williams swilliams@se3.us 5126010864	MB/SBE	African American	AU



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STA8322362 STANSBERRY ENGINEERING CO. Po Box 309 Manchaca Tx 78652-0309		BLAYNE STANSBERRY INFO@STANSBERRYENGINEERING.COM 512-292-8000 Fax: 512-292-7270	WDB	Caucasian	AU
STR8322676 STRUCTURESPE L L P 6926 N. Lamar Austin Tx 78752		JERRY GARCIA jerry@structurestx.com 512-499-0919 Fax: 512-320-8521	MWDB/SBE	Hispanic	AU
SUN4499350 SUNLAND GROUP, INC. 1812 Centre Creek Drive Suite 350 Austin Tx 78754		Brandy Waters bwaters@sunlandgrp.com 5125907951 Fax: 5124940406	WDB/SBE	Caucasian	AU
VC0000103065 SUSAN ROTH CONSULTING LLC 4111 Tablerock Dr Austin Tx 78731		SUSAN K. ROTH, PE SUSAN@SROTHCONSULTING.COM 512-796-6692	WDB	Caucasian	AU
VS0000030160 Seiler / Lankes Group 1896 Vivian Dr Round Rock Tx 78681		Gerald Lankes glankes@slg-eng.com 512-785-8564	MDB	Hispanic	SL
V00000925313 Smith Turrieta, PLLC Po Box 5902 Austin Tx 78763		Susan Turrieta susan@smithturrieta.com 5125699022	WDB	Caucasian	AU
VS0000022046 THOMPSON-HAMILTON ENGINEERING LLC 283 Catalina Lane Austin Tx 78737		Jonathan Thompson admin@atlasdgn.com 5127911175 Fax: 512-350-2641	MB	Hispanic	SL
TRA8311787 TRANSTEC GROUP INC 6111 Balcones Dr Austin Tx 78731		DAN ROZYCKI dan@thetranstecgroup.com 512-451-6233 Fax: 512-451-6234	MDB	Hispanic	AU
V00000902568 TRE & Associates, LLC 6101 W. Courtyard Drive, Building 1, Suite 100 Austin Tx 78730		John Jansing jjansing@tr-eng.com 5128524049	MWB	Hispanic	AU
V00000950458 Texas Transportation Solutions, Inc. 11211 Taylor Draper Ln Suite 210 Austin Tx 78759		George E Tillett gtillet@ttstexas.com 5126578168	MDB	Hispanic	AU

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	UNI8318182 UNINTECH CONSULTING ENGINEERS INC 505 E. Huntland Drive, Suite 335 Austin Tx 78752	ELISA CHAN mromero@unintech.com 512-579-0722 Fax: 210-641-8279	MWDB	Asian	AU
	URB7038110 UTE CONSULTANTS INC 5207 Airport Boulevard Austin Tx 78751	Joan Ternus Angil joan@uteconsultants.com 5127895018	WDB	Caucasian	AU
	WAY5080500 WAY CONSULTING ENGINEERS INC 11615 Angus Rd Ste 119 Austin Tx 78759-4004	WAY ATMADJA way@wayengineering.com 512-343-0766 Fax: 512-343-9103	MB	Asian	AU
	VS0000028307 Watearth, Inc. 11824 Jollyville Rd Suite 402 Austin Tx 78759	Jennifer Walker jwalker@watearth.com 5125571028 Fax: 8005193774	WB	Caucasian	AU
	V00000959221 Watershed Solutions JV LLC 7908 Cameron Road Austin Tx 78754	Channy Soeur channy.soeur@wssjv.com 5128258989	MB	Asian	AU
<b>92561 Land Development and Planning/Engineering</b>					
	V00000907236 360 Professional Services, Inc. P.O. Box 3639 Cedar Park Tx 78630	Tammy Foster tammy.foster@360psinc.com 512-354-4682 103	WDB	Caucasian	SL
	V00000949118 AEPARMIA ENGINEERING, PLLC 9101 Burnet Road Suite 220 Austin Tx 78758	MIA PARTON mparton@aeparmia.com 5125753024	MWDB	Asian	AU
	ALL7111300 ALLIANCE-TEXAS ENGINEERING COMPANY 11701 Stonehollow, Ste. 100 Austin Tx 78758	GAYLE HEATH gheath@emailatg.com 512-821-2081 Fax: 512-821-2085	WDB	Caucasian	AU
	V00000973666 Atlas Design Services, PLLC 1301 S Capital Of Texas Hwy Suite A 236 Austin Tx 78746	Jonathan Thompson jthompson@atlasdgn.com 5127911175 Fax: 5123502641	MB	Hispanic	AU
	V00000971220 Ayda S Gonzalez 3800 N. Lamar Blvd., Ste. 200 Austin Tx 78756	Ayda Sofia Gonzalez agonzalez@ag3-group.com 5125374900	MWB	Hispanic	AU

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V00000960416 Baeza Engineering, PLLC 9701 Brodie Lane #203 Austin Tx 78748		Salvador Baeza sal@baezaengineering.com 5124004207	MDB/ACDB	Hispanic	AU
CAS7170685 CAS Consulting and Services, Inc. 7908 Cameron Rd Austin Tx 78754		CHANNY SOEUR channys@casengineers.com 512-836-2388 Fax: 512-836-4515	MDB	Asian	AU
VC0000102500 CIVIL LAND GROUP LLC 206 W Main St Ste 101 Round Rock Tx 78664		BELINDA FRYE BFRYE@CIVLNDGRP.COM 512-992-0118 Fax: 512-246-1856	MWB	Hispanic	SL
CRE7038055 CRESPO CONSULTING SERVICES INC 4131 Spicewood Springs Rd #B2 Austin Tx 78759-8658		L STEPHEN STECHER SSTECHER@CRESPOINC.COM 512-343-6404 Fax: 512-343-8120	MDB	Hispanic	AU
VS0000011100 Castleberry Engineering & Consulting, P.L.L.C. P.O. Box 40546 Austin Tx 78704		Christianne Castleberry c.castleberry@castleberryengineering.com 512-751-9272	WDB	Caucasian	AU
V00000970385 Civil Team Engineers LLC 170 Bolton Drive Austin Tx 78737		Sharon Hamilton hamilton@civilteamengineers.com 5126953263	MB	Hispanic	SL
V00000939969 Civiltude, LLC 5110 Lancaster Ct Austin Tx 78723		Fayez Kazi accounting@civiltude.com 5127616161 Fax: 5127616167	MDB/SBE	Asian	AU
DAV1449500 DAVCAR INC 1010 Land Creek Cove Ste 200 Austin Tx 78746		DAVID CARROLL david@davcar.com 512-328-4428 Fax: 512-306-8330	MDB/MNRT	Hispanic	AU
DOU7019035 DOUCET & ASSOCIATES INC 7401 B Hwy 71 West, Suite 160 Austin Tx 78735		Amy Doucet adoucet@doucetengineers.com 512-583-2620 Fax: 512-583-2601	WDB/HUB	Caucasian	AU
V00000959353 EDGE Engineering, PLLC 3410 Far West Blvd Suite 315 Austin Tx 78731		Travis Kaatz tkaatz@civil-edge.com 5125606454	MDB	Hispanic	AU
V00000939316 GGE DESIGN & CONSULTING 5117 Scottish Thistle Dr Austin Tx 78739		GISELA B ANDREU giselaa.ggedc@gmail.com 5122944105	MWDB/SBE	Hispanic	AU

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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
V00000907852 Garza EMC L.L.C. 7708 Rialto Blvd Suite 125 Austin Tx 78735		Rudy Garza rgarza@garzaemc.com 512-298-3284 Fax: 5122982592	MDB	Hispanic	AU
V00000965152 Henderson Professional Engineers 2431 Pearson Way Round Rock Tx 78665		Jen Henderson jhenderson@msengr.com 5123506228	WDB	Caucasian	AU
V00000963791 Huimin Zhao 3701 Lagood Dr. Austin Tx 78730		Huimin Zhao hzhao88@gmail.com 5122031655	MWDB	Asian	AU
GUE2157000 JOSE I GUERRA INC 2401 S Ih-35 Ste 210 Austin Tx 78741-3823		RICK GUERRA RGUERRA@GUERRA.COM 512-445-2090 Fax: 512-445-2099	MDB	Hispanic	AU
V00000941054 Jenny Leonard 1023 Springdale Rd Building 6 Suite E Austin Tx 78721		Rebecca Leonard rebecca@lionheartplaces.com 9709486281	WDB	Caucasian	AU
KFR8309453 K FRIESE & ASSOC INC 1120 S Capital Of Texas Hwy, Cityview 2 Ste 100 Austin Tx 78746		KAREN FRIESE kfriese@kfriese.com 512-338-1704 Fax: 512-338-1784	WDB	Caucasian	AU
V00000954418 Katherine Anne Kam 2116 Robert Browning Street Austin Tx 78723		Katie Kam katiekam@wheelsandwaterllc.com 5128200070	WDB	Caucasian	AU
MAR3044500 MWM DESIGNGROUP INC 305 E Huntland Dr Ste 200 Austin Tx 78752		Julia M Harrod julia@mwminc.com 512-453-0767 Fax: 512-453-1734	WDB/INST	Caucasian	AU
V00000939950 Maria P Vigil 5806 Sedgefield Drive Austin Tx 78746		Mapi Vigil mapivigilconsulting@gmail.com 5123300077 Fax: 5125354590	MWB	Hispanic	AU
V00000952785 Montalbano Engineering, Consulting & Associates, PLLC 12600 Hill Country Blvd Ste R275 Austin Tx 78738-5564		Veda Montalbano vmontalbano@meca-tx.com 5123292611	WDB/ACDB	Caucasian	SL

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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
V00000938714 Musser Engineering Associates, Inc. 6805 N Capital Of Texas Hwy. Suite 315 Austin Tx 78731		Peggy Carrasquillo contact@kctcivil.com 5127587474	WB	Caucasian	AU
V00000929649 NICOLE FRANCOIS CONSULTING 901 S Mopac Expwy, Bldg 1, Ste 300 Austin Tx 78746		Nicole Francois nicole@conveyancecivilengineering.com 5129658887	WDB	Caucasian	AU
VS0000037698 PROFESSIONAL STRUCIVIL ENGINEERS INC 12710 Research Blvd. Suite 390 Austin Tx 78759		Mirza Baig psce@psceinc.com 512-238-6422	MB	Asian	AU
VS0000034345 SE3, LLC 1508 Dessau Ridge Ln Suite 105 Austin Tx 78754		Scott Williams swilliams@se3.us 5126010864	MB/SBE	African American	AU
STA8322362 STANSBERRY ENGINEERING CO. Po Box 309 Manchaca Tx 78652-0309		BLAYNE STANSBERRY INFO@STANSBERRYENGINEERING.COM 512-292-8000 Fax: 512-292-7270	WDB	Caucasian	AU
SUN4499350 SUNLAND GROUP, INC. 1812 Centre Creek Drive Suite 350 Austin Tx 78754		Brandy Waters bwaters@sunlandgrp.com 5125907951 Fax: 5124940406	WDB/SBE	Caucasian	AU
VC0000103065 SUSAN ROTH CONSULTING LLC 4111 Tablerock Dr Austin Tx 78731		SUSAN K. ROTH, PE SUSAN@SROTHCONSULTING.COM 512-796-6692	WDB	Caucasian	AU
V00000925313 Smith Turrieta, PLLC Po Box 5902 Austin Tx 78763		Susan Turrieta susan@smithturrieta.com 5125699022	WDB	Caucasian	AU
VS0000022046 THOMPSON-HAMILTON ENGINEERING LLC 283 Catalina Lane Austin Tx 78737		Jonathan Thompson admin@atlasdgn.com 5127911175 Fax: 512-350-2641	MB	Hispanic	SL
V00000902568 TRE & Associates, LLC 6101 W. Courtyard Drive, Building 1, Suite 100 Austin Tx 78730		John Jansing jjansing@tr-eng.com 5128524049	MWB	Hispanic	AU

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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCN
	URB7038110 UTE CONSULTANTS INC 5207 Airport Boulevard Austin Tx 78751	Joan Ternus Angil joan@uteconsultants.com 5127895018	WDB	Caucasian	AU
	VS0000028307 Watearth, Inc. 11824 Jollyville Rd Suite 402 Austin Tx 78759	Jennifer Walker jwalker@watearth.com 5125571028 Fax: 8005193774	WB	Caucasian	AU
	V00000959221 Watershed Solutions JV LLC 7908 Cameron Road Austin Tx 78754	Channy Soeur channy.soeur@wssjv.com 5128258989	MB	Asian	AU
<b>92593 Traffic and Transportation Engineering</b>					
	V00000907236 360 Professional Services, Inc. P.O. Box 3639 Cedar Park Tx 78630	Tammy Foster tammy.foster@360psinc.com 512-354-4682 103	WDB	Caucasian	SL
	ALL7111300 ALLIANCE-TEXAS ENGINEERING COMPANY 11701 Stonehollow, Ste. 100 Austin Tx 78758	GAYLE HEATH gheath@emailatg.com 512-821-2081 Fax: 512-821-2085	WDB	Caucasian	AU
	ROD8321224 ANDREW A RODRIGUEZ 8137 Osborne Dr Austin Tx 78729-8074	ANDREW A. RODRIGUEZ, P.E. RODZENG@AOL.COM 512-989-3336 Fax: 512-989-9192	MDB	Hispanic	AU
	V00000973666 Atlas Design Services, PLLC 1301 S Capital Of Texas Hwy Suite A 236 Austin Tx 78746	Jonathan Thompson jthompson@atlasdgn.com 5127911175 Fax: 5123502641	MB	Hispanic	AU
	V00000971220 Ayda S Gonzalez 3800 N. Lamar Blvd., Ste. 200 Austin Tx 78756	Ayda Sofia Gonzalez agonzalez@ag3-group.com 5125374900	MWB	Hispanic	AU
	V00000919863 B2Z Engineering, LLC 4707 Commercial Park Drive Austin Tx 78724	Aisha Gonzalez aisha@b2zeng.com 5124336096	MWB	Hispanic	AU
	CAS7170685 CAS Consulting and Services, Inc. 7908 Cameron Rd Austin Tx 78754	CHANNY SOEUR channys@casengineers.com 512-836-2388 Fax: 512-836-4515	MDB	Asian	AU

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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
VC0000102500 CIVIL LAND GROUP LLC 206 W Main St Ste 101 Round Rock Tx 78664		BELINDA FRYE BFRYE@CIVLNDGRP.COM 512-992-0118 Fax: 512-246-1856	MWB	Hispanic	SL
V00000970385 Civil Team Engineers LLC 170 Bolton Drive Austin Tx 78737		Sharon Hamilton hamilton@civilteamengineers.com 5126953263	MB	Hispanic	SL
V00000939969 Civilitude, LLC 5110 Lancaster Ct Austin Tx 78723		Fayez Kazi accounting@civilitude.com 5127616161 Fax: 5127616167	MDB/SBE	Asian	AU
V00000905281 Corsair Consulting LLC 1505 Volta Drive #200 Cedar Park Tx 78641		Clint J Harris clinharris@corsairus.com 512-342-8877	MDB	Asian	SL
DAV1449500 DAVCAR INC 1010 Land Creek Cove Ste 200 Austin Tx 78746		DAVID CARROLL david@davcar.com 512-328-4428 Fax: 512-306-8330	MDB/MNRT	Hispanic	AU
DOU7019035 DOUCET & ASSOCIATES INC 7401 B Hwy 71 West, Suite 160 Austin Tx 78735		Amy Doucet adoucet@doucetengineers.com 512-583-2620 Fax: 512-583-2601	WDB/HUB	Caucasian	AU
V00000958312 Danielle Skidmore 360 Nueces Street Suite 2709 Austin Tx 78701		Danielle Marie Skidmore danielle@danielleskidmore.com 5125360748	WDB	Caucasian	AU
ENC1735650 ENCOTECH ENGINEERING CONSULTANTS INC 8500 Bluffstone Cove, #B-103 Austin Tx 78759		ALI R KHATAW ali.khataw@eec-tx.com 512-338-1101 101 Fax: 512-338-1160	MB/SBE	Asian	AU
V00000971346 Entheos Engineering PLLC 302 Pine View Loop Bastrop Tx 78602		John Michael Nevares jnevares@netzero.net 5126297142	MDB	Hispanic	SL
V00000939316 GGE DESIGN & CONSULTING 5117 Scottish Thistle Dr Austin Tx 78739		GISELA B ANDREU giselaa.ggedc@gmail.com 5122944105	MWDB/SBE	Hispanic	AU
VS0000008581 GLOBAL ENGINEERS INC 4219 Pebblestone Trl Round Rock Tx 78665-5027		Munir Khan munirmkhan@gmail.com 512-417-3172 Fax: 512-246-2212	MDB/SBE	Asian	AU

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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
	HVJ2459750 HVJ ASSOCIATES INC 1701 Directors Boulevard, Suite 910 Austin Tx 78744-1096	HERBERT V. JOHNSON hjohnson@hvj.com 7372225151 Fax: 281-933-7293	MDB/SBE	African American	AU
	V00000963791 Huimin Zhao 3701 Lagood Dr. Austin Tx 78730	Huimin Zhao hzhao88@gmail.com 5122031655	MWDB	Asian	AU
	GUE2157000 JOSE I GUERRA INC 2401 S Ih-35 Ste 210 Austin Tx 78741-3823	RICK GUERRA RGUERRA@GUERRA.COM 512-445-2090 Fax: 512-445-2099	MDB	Hispanic	AU
	KFR8309453 K FRIESE & ASSOC INC 1120 S Capital Of Texas Hwy, Cityview 2 Ste 100 Austin Tx 78746	KAREN FRIESE kfriese@kfriese.com 512-338-1704 Fax: 512-338-1784	WDB	Caucasian	AU
	V00000954418 Katherine Anne Kam 2116 Robert Browning Street Austin Tx 78723	Katie Kam katiekam@wheelsandwaterllc.com 5128200070	WDB	Caucasian	AU
	V00000929188 LeStella S Valley 400 Wimberley Oaks Drive Wimberley Tx 78676	LeStella Valley lestella@sunstarservices.guru 5128478780	WDB	Caucasian	SL
	V00000956342 Lindsay Elizabeth Liggett 5904 Fairlane Drive Austin Tx 78757	Lindsay Liggett lindsay.liggett@gmail.com 5124171645	WDB	Caucasian	AU
	MAR3044500 MWM DESIGNGROUP INC 305 E Huntland Dr Ste 200 Austin Tx 78752	Julia M Harrod juliah@mwmnc.com 512-453-0767 Fax: 512-453-1734	WDB/INST	Caucasian	AU
	VS0000011481 Maldonado-Burkett, LLP 2312 Western Trails Blvd Ste C-303 Austin Tx 78745-1638	Ramon H. Maldonado, Jr. ramon@mbitsgroup.com 5129161386	MDB	Hispanic	AU
	V00000937239 Mesa Integrated Solutions, Inc. 3720 Whitt Loop Austin Tx 78749	John Javier Mora dkid83@yahoo.com 5126630433	MDB	Hispanic	AU
	V00000952785 Montalbano Engineering, Consulting & Associates, PLLC 12600 Hill Country Blvd Ste R275 Austin Tx 78738-5564	Veda Montalbano vmontalbano@meca-tx.com 5123292611	WDB/ACDB	Caucasian	SL



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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
VS0000034345 SE3, LLC 1508 Dessau Ridge Ln Suite 105 Austin Tx 78754		Scott Williams swilliams@se3.us 5126010864	MB/SBE	African American	AU
SUN4499350 SUNLAND GROUP, INC. 1812 Centre Creek Drive Suite 350 Austin Tx 78754		Brandy Waters bwaters@sunlandgrp.com 5125907951 Fax: 5124940406	WDB/SBE	Caucasian	AU
VS0000030160 Seiler / Lankes Group 1896 Vivian Dr Round Rock Tx 78681		Gerald Lankes glankes@slg-eng.com 512-785-8564	MDB	Hispanic	SL
V00000925313 Smith Turrieta, PLLC Po Box 5902 Austin Tx 78763		Susan Turrieta susan@smithturrieta.com 5125699022	WDB	Caucasian	AU
VS0000022046 THOMPSON-HAMILTON ENGINEERING LLC 283 Catalina Lane Austin Tx 78737		Jonathan Thompson admin@atlasdgn.com 5127911175 Fax: 512-350-2641	MB	Hispanic	SL
TRA8311787 TRANSTEC GROUP INC 6111 Balcones Dr Austin Tx 78731		DAN ROZYCKI dan@thetranstecgroup.com 512-451-6233 Fax: 512-451-6234	MDB	Hispanic	AU
V00000902568 TRE & Associates, LLC 6101 W. Courtyard Drive, Building 1, Suite 100 Austin Tx 78730		John Jansing jjansing@tr-eng.com 5128524049	MWB	Hispanic	AU
UNI8318182 UNINTECH CONSULTING ENGINEERS INC 505 E. Huntland Drive, Suite 335 Austin Tx 78752		ELISA CHAN mromero@unintech.com 512-579-0722 Fax: 210-641-8279	MWDB	Asian	AU
URB7038110 UTE CONSULTANTS INC 5207 Airport Boulevard Austin Tx 78751		Joan Ternus Angil joan@uteconsultants.com 5127895018	WDB	Caucasian	AU
V00000959221 Watershed Solutions JV LLC 7908 Cameron Road Austin Tx 78754		Channy Soeur channy.soeur@wssjv.com 5128258989	MB	Asian	AU

96121 Cost Estimating

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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
AKY5262000 A K YOUNG ASSOC Po Box 650101 Austin Tx 78765-0101		ANNE YOUNG general-akya@att.net 512-476-6686	WB	Caucasian	AU
V00000909861 ANA D GALLO 1501 Barton Springs Rd #230 Austin Tx 78704		ANA D GALLO ana@anagallo.com 512-236-0868 Fax: 5122360868	MWB/ACDB	Hispanic	AU
APP8308926 APPLIEDTECH GROUP L L C 12059 Lincolnshire Dr Austin Tx 78758-2217		ROBERTO MORA RMORA@APPLIEDTECHGROUP.NET 512-577-2468 Fax: 512-837-8603	MB	Hispanic	AU
ASD7048240 ASD CONSULTANTS INC 8120 N Ih 35 Austin Tx 78753		CURTIS BROWN curtis2aia@aol.com 512-836-3329 Fax: 512-836-3802	MDB/SBE	African American	AU
V00000973666 Atlas Design Services, PLLC 1301 S Capital Of Texas Hwy Suite A 236 Austin Tx 78746		Jonathan Thompson jthompson@atlasdgn.com 5127911175 Fax: 5123502641	MB	Hispanic	AU
CAS7170685 CAS Consulting and Services, Inc. 7908 Cameron Rd Austin Tx 78754		CHANNY SOEUR channys@casengineers.com 512-836-2388 Fax: 512-836-4515	MDB	Asian	AU
VC0000102500 CIVIL LAND GROUP LLC 206 W Main St Ste 101 Round Rock Tx 78664		BELINDA FRYE BFRYE@CIVLNDGRP.COM 512-992-0118 Fax: 512-246-1856	MWB	Hispanic	SL
V00000939969 Civilitude, LLC 5110 Lancaster Ct Austin Tx 78723		Fayez Kazi accounting@civilitude.com 5127616161 Fax: 5127616167	MDB/SBE	Asian	AU
V00000944980 Constructinople, LLC 11400 W Parmer Ln, Ste 128 Cedar Park Tx 78613		Kenda Dawwami kenda@constructinople.com 5129566650	MWB	Asian	AU
V00000931374 Contour Collective, LLC 2103 E. 18th St. Suite B Austin Tx 78702		Elaine Andersen ekboston@gmail.com 5124156000	WDB	Caucasian	AU
DAV1449500 DAVCAR INC 1010 Land Creek Cove Ste 200 Austin Tx 78746		DAVID CARROLL david@davcar.com 512-328-4428 Fax: 512-306-8330	MDB/MNRT	Hispanic	AU

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DOU7019035 DOUCET & ASSOCIATES INC 7401 B Hwy 71 West, Suite 160 Austin Tx 78735		Amy Doucet adoucet@doucetengineers.com 512-583-2620 Fax: 512-583-2601	WDB/HUB	Caucasian	AU
ETM1783000 E & T MASONRY CONSTRUCTION & REMODELING CO. LLC 9905 Fm 973 North Manor Tx 78653		THOMAS DUKES ETMASONRY@EARTHLINK.NET 512-272-4551 Fax: 512-272-4546	MDB/SBE	African American	AU
ENC1735650 ENCOTECH ENGINEERING CONSULTANTS INC 8500 Bluffstone Cove, #B-103 Austin Tx 78759		ALI R KHATAW ali.khataw@eec-tx.com 512-338-1101 101 Fax: 512-338-1160	MB/SBE	Asian	AU
V00000939316 GGE DESIGN & CONSULTING 5117 Scottish Thistle Dr Austin Tx 78739		GI SELA B ANDREU giselaa.ggedc@gmail.com 5122944105	MWDB/SBE	Hispanic	AU
HVJ2459750 HVJ ASSOCIATES INC 1701 Directors Boulevard, Suite 910 Austin Tx 78744-1096		HERBERT V. JOHNSON hjohnson@hvj.com 7372225151 Fax: 281-933-7293	MDB/SBE	African American	AU
JAS2584500 JASMINE ENGINEERING INC 2211 South I-35 Suite 108 Austin Tx 78741		Yasaman Jasmine Azima jasmine@jasmineengineering.com 512-326-2900 Fax: 512-326-2906	WB/SBE	Caucasian	AU
MAR3044500 MWM DESIGNGROUP INC 305 E Huntland Dr Ste 200 Austin Tx 78752		Julia M Harrod juliah@mwm-inc.com 512-453-0767 Fax: 512-453-1734	WDB/INST	Caucasian	AU
V00000915343 Majestic Services Inc 8120 North Ih 35, Suite 101 Austin Tx 78753		Sharal A Brown majesticvcinc@aol.com 512-470-9221 Fax: 5128363802	MWDB/SBE	African American	AU
V00000929649 NICOLE FRANCOIS CONSULTING 901 S Mopac Expwy, Bldg 1, Ste 300 Austin Tx 78746		Nicole Francois nicole@conveyancecivilengineering.com 5129658887	WDB	Caucasian	AU
VS0000032495 O-SDA Industries, LLC 5714 Sam Houston Circle Austin Tx 78731		Megan De Luna mdeluna@o-sda.com 8303300762	MWB	Native American	AU
V00000948814 S Jackson CCM Group, LLC 7600 Chevy Chase Drive Ste. 300 Austin Tx 78732		Lashawn Stewart-Baylor lashawn@integratedcmsolutions.com 2108466969 Fax: 2105035451	MWB	African American	AU

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VS0000034345 SE3, LLC 1508 Dessau Ridge Ln Suite 105 Austin Tx 78754		Scott Williams swilliams@se3.us 5126010864	MB/SBE	African American	AU
SQU8302982 SQUARE ONE CONSULTANTS INC 1000 Westbank Dr Ste 4a Austin Tx 78746-7994		KEVIN FLEMING  512-708-1162 Fax: 512-708-1517	MB	Native American	AU
SUN4499350 SUNLAND GROUP, INC. 1812 Centre Creek Drive Suite 350 Austin Tx 78754		Brandy Waters bwaters@sunlandgrp.com 5125907951 Fax: 5124940406	WDB/SBE	Caucasian	AU
V00000925313 Smith Turrieta, PLLC Po Box 5902 Austin Tx 78763		Susan Turrieta susan@smithturrieta.com 5125699022	WDB	Caucasian	AU
VS0000015857 Spire Consulting Group, LLC Norwood Tower 114 W 7th St Ste 1300 Austin Tx 78701		Anthony Gonzales anthonyg@spirecg.com 5126370845 Fax: 5126370846	MDB	Hispanic	AU
VS0000022046 THOMPSON-HAMILTON ENGINEERING LLC 283 Catalina Lane Austin Tx 78737		Jonathan Thompson admin@atlasdgn.com 5127911175 Fax: 512-350-2641	MB	Hispanic	SL
VS0000011064 Texas Energy Engineering Services, Inc. 1301 S. Capital Of Texas Highway Suite B-325 Austin Tx 78746		Saleem Khan Saleem@teesi.com 512-328-2533 201 Fax: 512-328-2544	MB/SBE	Asian	AU
V00000904885 The AB&Y Group LLC 3016 Polar Lane Suite 103 Cedar Park Tx 78613		Christopher Arellano carellano@theabygroup.com 5127722727 Fax: 5127820202	MDB/SBE	Hispanic	AU
UNI8318182 UNINTECH CONSULTING ENGINEERS INC 505 E. Huntland Drive, Suite 335 Austin Tx 78752		ELISA CHAN mromero@unintech.com 512-579-0722 Fax: 210-641-8279	MWDB	Asian	AU
UNI7027985 UNISM DEVELOPMENT CO INC Po Box 14145 Austin Tx 78761-4145		BEN WARMATE unism@sbcglobal.net 512-255-3726 Fax: 512-255-1451	MB/SBE	African American	AU

**City of Austin**  
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	URB7038110 UTE CONSULTANTS INC 5207 Airport Boulevard Austin Tx 78751	Joan Ternus Angil joan@uteconsultants.com 5127895018	WDB	Caucasian	AU
	V00000959221 Watershed Solutions JV LLC 7908 Cameron Road Austin Tx 78754	Channy Soeur channy.soeur@wssjv.com 5128258989	MB	Asian	AU

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## Vendors Outside the SLBP Area

### 91573 Public Information Services

V00000962014 Community Lattice LLC Suite 300 Houston Tx 77020	4013393997  danielle@communitylattice.com	WB	Caucasian	TX
VS0000027333 Green and Sustainable Services, LLC 2421 Amyx Ranch Drive Ponder Tx 76259	940-597-3723 9404792009 tsmith@grnserv.com	WDB	Caucasian	TX
V00000957521 Octavia Sharpless 4203 Pete Dr Killeen Tx 76549	2542450849  ovmccoy@yahoo.com	MWB	African American	TX

### 91879 Minority and Small Business Consulting

FOS7156650 FOSTER CM GROUP INC 8610 N. New Braunfels, Ste 606 San Antonio Tx 78217	210-804-1004 210-804-1004 pfoster@fostercmgroup.com	MB	African American	TX
PRE7119790 PRECISION TASK GROUP INC 9801 Westheimer Rd Ste 803 Houston Tx 77042	7133013307  jeanette.garza@ptg.com	MB	Hispanic	TX

### 91892 Urban Planning Consulting

V00000960303 Centurion Planning & Design, LLC 19 W Beauregard Ave, Suite A San Angelo Tx 76903	8165194653  molly@plan.design	WDB	Caucasian	TX
V00000962014 Community Lattice LLC Suite 300 Houston Tx 77020	4013393997  danielle@communitylattice.com	WB	Caucasian	TX
VS0000027333 Green and Sustainable Services, LLC 2421 Amyx Ranch Drive Ponder Tx 76259	940-597-3723 9404792009 tsmith@grnserv.com	WDB	Caucasian	TX
V00000912442 Jayashree Narayana 8516 Bridge Street North Richland Hills Tx 76180	817-937-7186  jay@livableplans.com	MWB	Asian	TX

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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
	V00000955255 Method Architecture, PLLC 2118 Lamar St., Suite 200 Houston Tx 77003	7138427500 5124780920 info@methodarchitecture.com	MB	Native American	TX
	V00000956627 Transcend Engineers & Planners, LLC. 13518 Fawn Lily Drive Cypress Tx 77429	8329921582 sirisha@transcendengineers.com	MB	Asian	TX
<b>92517 Civil Engineering</b>					
	AVI0530500 AVIATION ALLIANCE INC Po Box 799 Colleyville Tx 76034-0799	817-498-0388 817-281-1867 Shirley@AviationAllianceInc.com	WDB	Caucasian	TX
	V00000954601 Carrillo Engineering, LLC Suite 1410 Fort Worth Tx 76102	8176974996 anna.blackwell@carrilloeng.com	MWDB	Hispanic	TX
	V00000960303 Centurion Planning & Design, LLC 19 W Beauregard Ave, Suite A San Angelo Tx 76903	8165194653 molly@plan.design	WDB	Caucasian	TX
	V00000955596 Decon LLC 2180 North Loop West Suite 221 Houston Tx 77018	8329170912 101 rayelyn@deconeng.com	MB	Hispanic	TX
	V00000945437 Dougherty Engineering Group, PLLC Ste 175 San Antonio Tx 78230	2102918453 2105479495 g-dougherty@degrouppllc.com	MB	Hispanic	TX
	V00000957316 EIA Technocrats, Inc 10998 S. Wilcrest Dr., Suite#255 Houston Tx 77099	8175014855 2148539477 kasit@srigl.com	WB	Asian	TX
	VS0000014891 Eckermann Engineering, Inc. 202 Spring Ho Avenue Lampasas Tx 76550	512-556-8160 5125565122 derrek@eckermannengineering.com	MB	Native American	TX
	V00000904921 Fivengineering LLC 11200 Westheimer, Suite 353 Houston Tx 77042	713-775-7701 liz@5engineering.com	WDB	Caucasian	TX
	V00000959188 Gessner Engineering LLC 2501 Ashford Drive College Station Tx 77840	9796808840 9796808841 bd@gessnerengineering.com	WB	Caucasian	TX

# City of Austin Subcontract Vendor List - VCRCVS

Solicitation No.: RFQS 6100 CLMP328 ATD Transportation Engineering Staff Augmentation

Version No.: 1

Phase: 1

C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
V00000967194 Gian C Villarreal 1807 Sunnybrook New Braunfels Tx 78130		2104466865  gvillarreal@seagullpme.com	MB	Hispanic	TX
V00000935535 HT&J, LLC 10351 Stella Link Rd. Houston Tx 77025		8327670090  hfc@ht-j.com	MB	Asian	TX
VS0000015805 Henderson Rogers Structural Engineers, LLC 2603 Augusta Drive, Suite 800 Houston Tx 77057		7134305801  erogers@hendersonrogers.com	WB	Caucasian	TX
VS0000018404 Intelligent Engineering Services, LLP 10001 Reunion Place Suite 200 San Antonio Tx 78216		2103499098 2103490146 atellez@ie-services.com	MDB	Hispanic	TX
VS0000019943 JQ INFRASTRUCTURE LLC 100 Glass St Suite 201 Dallas Tx 75207		9723927340 2147528771 mkariyarveedu@jqeng.com	MDB	Asian	TX
V00000930035 LKC Engineering and Sales LLC 800 E Campbell Rd, Suite 270 Richardson Tx 75081		2148933725  lcampbell@lkc-es.com	WB	Caucasian	TX
V00000911438 Lamb-Star Engineering, LLC Suite 1000 Plano Tx 75093		214-440-3600 2144403601 john.lamb@lamb-star.com	MB	Native American	TX
MAE8319636 MAESTAS & ASSOCIATES INC 8122 Datapoint Drive, Suite 840 San Antonio Tx 78229		210-366-1988 210-366-1980 amaestas@maesce.com	MB	Hispanic	TX
V00000914457 MHR Engineering, LLC. 16845 Blanco Road, Suite 106 San Antonio Tx 78232		210-641-0734 2104972227 hrashid@mhreng.com	MB	Asian	TX
V00000939325 McKissack & McKissack of Washington, Inc. 6th Floor Washington Dc 20001		2023471446 2023471489 lisa.anders@mckissackdc.com	MWB	African American	OS
V00000915161 Mendez Engineering, PLLC 6609 Blanco, Suite 165 San Antonio Tx 78216		2108020808 8304381135 rmendez@mendezengineering.com	MDB	Hispanic	TX



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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
	POZ8319072 POZNECKI-CAMARILLO INC 5835 Callaghan Rd Ste 200 San Antonio Tx 78228-1224	210-349-3273 210-349-4395 fcamarillo@pozcam.com	MB	Hispanic	TX
	V00000923456 Sri Global, Inc 10998 S.Wilcrest Dr., Suite#255 Houston Tx 77099	8175014855 kasi@srigl.com	MB	Asian	TX
	V00000916229 Structural Engineering Associates, Inc. 3838 Nw Loop 410 San Antonio Tx 78229	210-735-9202 kschenk@seatx.com	MB	Hispanic	TX
	V00000917428 TLC Engineering Inc. 8204 Westglen Drive Houston Tx 77063	713-868-6900 7138680001 tonycouncil@tlceng.com	MB	African American	TX
	V00000966258 Tam Consulting Services LLC 4520 Jenkins Drive Plano Tx 75024	4695622178 mandytam@tam-cs.com	MB	Asian	TX
	V00000908152 The Rios Group, Inc. 7400 Sand St. Fort Worth Tx 76118	817-345-7500 8173457505 mavejar@rios-group.com	MWDB	Hispanic	TX
	V00000956627 Transcend Engineers & Planners, LLC. 13518 Fawn Lily Drive Cypress Tx 77429	8329921582 sirisha@transcendengineers.com	MB	Asian	TX
	VAC8317945 V&A CONSULTING ENGINEERS INC Suite 500 Houston Tx 77084	7135689067 5109036601 chunniford@vaengineering.com	WB	Caucasian	TX
	V00000968786 WCS Engineering, LLC 7143 County Road 437 Princeton Tx 75407	2144601489 david.garcia@wcsengineering.com	MB	Hispanic	TX
	V00000971484 Xiaoyu Zhang Po Box 7364 Houston Tx 77248	2148866684 michael.zhang@environeerconsulting.com	MB	Asian	TX
<b>92561 Land Development and Planning/Engineering</b>					
	AVI0530500 AVIATION ALLIANCE INC Po Box 799 Colleyville Tx 76034-0799	817-498-0388 817-281-1867 Shirley@AviationAllianceInc.com	WDB	Caucasian	TX

# City of Austin Subcontract Vendor List - VCRCVS

Solicitation No.: RFQS 6100 CLMP328 ATD Transportation Engineering Staff Augmentation

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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
	V00000957316 EIA Technocrats, Inc 10998 S.Wilcrest Dr., Suite#255 Houston Tx 77099	8175014855 2148539477 kasit@srigl.com	WB	Asian	TX
	VS0000014891 Eckermann Engineering, Inc. 202 Spring Ho Avenue Lampasas Tx 76550	512-556-8160 5125565122 derrek@eckermannengineering.com	MB	Native American	TX
	V00000904921 Fivengineering LLC 11200 Westheimer, Suite 353 Houston Tx 77042	713-775-7701 liz@5engineering.com	WDB	Caucasian	TX
	V00000935535 HT&J, LLC 10351 Stella Link Rd. Houston Tx 77025	8327670090 hfc@ht-j.com	MB	Asian	TX
	V00000911438 Lamb-Star Engineering, LLC Suite 1000 Plano Tx 75093	214-440-3600 2144403601 john.lamb@lamb-star.com	MB	Native American	TX
	MAE8319636 MAESTAS & ASSOCIATES INC 8122 Datapoint Drive, Suite 840 San Antonio Tx 78229	210-366-1988 210-366-1980 amaestas@maesce.com	MB	Hispanic	TX
	V00000939325 McKissack & McKissack of Washington, Inc. 6th Floor Washington Dc 20001	2023471446 2023471489 lisa.anders@mckissackdc.com	MWB	African American	OS
	V00000915161 Mendez Engineering, PLLC 6609 Blanco, Suite 165 San Antonio Tx 78216	2108020808 8304381135 rmendez@mendezengineering.com	MDB	Hispanic	TX
	V00000923456 Sri Global, Inc 10998 S.Wilcrest Dr., Suite#255 Houston Tx 77099	8175014855 kasi@srigl.com	MB	Asian	TX
	V00000942254 Stevens Technical Services Inc. 14531 Fm 529, Ste 160 Houston Tx 77095	7138284742 roma@stevens-technical.com	MWB	Asian	TX
	V00000917428 TLC Engineering Inc. 8204 Westglen Drive Houston Tx 77063	713-868-6900 7138680001 tonycouncil@tlceng.com	MB	African American	TX

92593 Traffic and Transportation Engineering

# City of Austin Subcontract Vendor List - VCRCVS

Solicitation No.: RFQS 6100 CLMP328 ATD Transportation Engineering Staff Augmentation

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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
	AVI0530500 AVIATION ALLIANCE INC Po Box 799 Colleyville Tx 76034-0799	817-498-0388 817-281-1867 Shirley@AviationAllianceInc.com	WDB	Caucasian	TX
	V00000955596 Decon LLC 2180 North Loop West Suite 221 Houston Tx 77018	8329170912 101 rayelyn@deconeng.com	MB	Hispanic	TX
	V00000945437 Dougherty Engineering Group, PLLC Ste 175 San Antonio Tx 78230	2102918453 2105479495 g-dougherty@degrouppllc.com	MB	Hispanic	TX
	V00000957316 EIA Technocrats, Inc 10998 S.Wilcrest Dr., Suite#255 Houston Tx 77099	8175014855 2148539477 kasit@srigl.com	WB	Asian	TX
	VS0000014891 Eckermann Engineering, Inc. 202 Spring Ho Avenue Lampasas Tx 76550	512-556-8160 5125565122 derrek@eckermannengineering.com	MB	Native American	TX
	V00000904921 Fivengineering LLC 11200 Westheimer, Suite 353 Houston Tx 77042	713-775-7701 liz@5engineering.com	WDB	Caucasian	TX
	VS0000019943 JQ INFRASTRUCTURE LLC 100 Glass St Suite 201 Dallas Tx 75207	9723927340 2147528771 mkariyarveedu@jqeng.com	MDB	Asian	TX
	V00000911438 Lamb-Star Engineering, LLC Suite 1000 Plano Tx 75093	214-440-3600 2144403601 john.lamb@lamb-star.com	MB	Native American	TX
	MAE8319636 MAESTAS & ASSOCIATES INC 8122 Datapoint Drive, Suite 840 San Antonio Tx 78229	210-366-1988 210-366-1980 amaestas@maesce.com	MB	Hispanic	TX
	V00000939325 McKissack & McKissack of Washington, Inc. 6th Floor Washington Dc 20001	2023471446 2023471489 lisa.anders@mckissackdc.com	MWB	African American	OS
	V00000923456 Sri Global, Inc 10998 S.Wilcrest Dr., Suite#255 Houston Tx 77099	8175014855 kasi@srigl.com	MB	Asian	TX

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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
	V00000942254 Stevens Technical Services Inc. 14531 Fm 529, Ste 160 Houston Tx 77095	7138284742  roma@stevens-technical.com	MWB	Asian	TX
	V00000917428 TLC Engineering Inc. 8204 Westglen Drive Houston Tx 77063	713-868-6900 7138680001 tonycouncil@tlceng.com	MB	African American	TX
	V00000966258 Tam Consulting Services LLC 4520 Jenkins Drive Plano Tx 75024	4695622178  mandytam@tam-cs.com	MB	Asian	TX
	V00000956627 Transcend Engineers & Planners, LLC. 13518 Fawn Lily Drive Cypress Tx 77429	8329921582  sirisha@transcendengineers.com	MB	Asian	TX
<b>96121 Cost Estimating</b>					
	APE8320387 APEX COST CONSULTANTS INC Suite 102a Fort Worth Tx 76104	4697185562 214-242-2585 hracct@eudacorp.com	MDB	African American	TX
	AVI0530500 AVIATION ALLIANCE INC Po Box 799 Colleyville Tx 76034-0799	817-498-0388 817-281-1867 Shirley@AviationAllianceInc.com	WDB	Caucasian	TX
	V00000938452 Aguirre Project Resources, LLC 2955 Wood Lake Trail Grand Prairie Tx 75054-5532	2145525172  charles.a@apr3d.com	MB	Hispanic	TX
	VS0000007347 Bocci Engineering, LLC 12709 Pine Dr. Cypress Tx 77429	713-575-2400 107 8323042295 marketing_bid_notice@bocciengineering.com	WB	Caucasian	TX
	CON1257000 CONNICO INC 2594 N. Mount Juliet Road Mount Juliet Tn 37122	6157587474  marketing@connico.com	WB	Caucasian	OS
	V00000957316 EIA Technocrats, Inc 10998 S.Wilcrest Dr., Suite#255 Houston Tx 77099	8175014855 2148539477 kasit@srigl.com	WB	Asian	TX
	HAL8322344 HALFORD BUSBY, LLC 17350 State Highway 249, Suite 110 Houston Tx 77064	281-920-1100 281-920-1123 sgnoinski@halfordbusby.com	WDB	Caucasian	TX

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Phase: 1

C Code & Description	Vend Code/Adr	Contact Information	W/MB Code/Bus Type	Eth	LCTN
VS0000018404 Intelligent Engineering Services, LLP 10001 Reunion Place Suite 200 San Antonio Tx 78216		2103499098 2103490146 atellez@ie-services.com	MDB	Hispanic	TX
VS0000019943 JQ INFRASTRUCTURE LLC 100 Glass St Suite 201 Dallas Tx 75207		9723927340 2147528771 mkariyarveedu@jqeng.com	MDB	Asian	TX
V00000939325 McKissack & McKissack of Washington, Inc. 6th Floor Washington Dc 20001		2023471446 2023471489 lisa.anders@mckissackdc.com	MWB	African American	OS
PRO7148615 PROJECT COST RESOURCES Suite 390 Katy Tx 77494		281-497-4171 281-497-3522 bwilliams@pcrcost.com	WB	Caucasian	TX
V00000916229 Structural Engineering Associates, Inc. 3838 Nw Loop 410 San Antonio Tx 78229		210-735-9202 kschenk@seatx.com	MB	Hispanic	TX
VIC8311138 VIC THOMPSON COMPANY Suite 140 Arlington Tx 76014		817-557-5600 8175575602 kdickerson@vtc.us.com	WB	Caucasian	TX
WES8311414 WESTEAST DESIGN GROUP L L C 200 E Grayson St Ste 207 San Antonio Tx 78215-1267		210-530-0755 210-530-9427 katherinek@westeastdesign.com	MDB	Asian	TX

Total in SLBP: 284

Total Outside SLBP: 82

## **GOOD FAITH EFFORTS INSTRUCTIONS (CITY OF AUSTIN ORDINANCE 2-9A-D)**

### **At a minimum, the following should be submitted to support Good Faith Effort documentation:**

- ❑ Solicitation sent to MBE/WBE firms **in the** Significant Local Business Presence (SLBP – 5 Counties include Travis, Hays, Williamson, Bastrop, and Caldwell) identified on the availability list for subcontracting opportunities not less than **7 business days** prior to bid date. Notices must be sent using two separate reasonable, available, and verifiable methods (e.g. email, fax, mail, or phone).
  - ❑ **Such as evidence of written notice includes copy of letters (solicitation notice) that was sent by email, fax, or mail.**
  - ❑ **Such as evidence of two separate methods used to notify MBE/WBEs include fax logs, email confirmations, copies of stamped envelopes/hand-delivered and/or phone logs (Phone contacts, alone, will not be sufficient.)**
- ❑ Written correspondence to certified vendors should include names, addresses, and other identifying information including your company's phone number, contact person, where to locate plans and specifications; and due date for responding.
- ❑ Take appropriate steps to follow up the initial solicitation with interested MBEs or WBEs.
  - ❑ **Submit copies of written responses from all respondents to your solicitation.**
  - ❑ **If interested MBEs or WBEs responded, document follow up on log of contacts and include date and contact information**
- ❑ Publish notice in a local publication such as newspaper, trade association publication, or via electronic/social media. (*Facebook Business Page, LinkedIn Business Profile, Twitter Business Account, or see below for a list of local minority trade publishers*)
  - ❑ Bidder/proposer must state a specific and verifiable reason for not contacting each certified firm with a SLBP.
    - ❑ **If MBEs and WBEs were not sent solicitation notices, document reason on log of contacts.**
- ❑ Negotiate in good faith with interested MBEs and WBEs.
  - ❑ **If negotiated in good faith with interested MBEs and WBEs, document results on log of contacts.**
- ❑ Contact SMBR for assistance (i.e. additional scopes identified or assistance with MBE/WBE Program requirements).
- ❑ Not rejecting MBEs or WBEs as being unqualified without sound reasons.
- ❑ Seeking the services of available minority and women community organizations (*See below*)
  - ❑ **Documentation of contacts with trade associations and Chambers of Commerce.**
- ❑ Selecting portions of the work that will increase the likelihood that the MBE/WBE goals will be met.

### **The following additional Good Faith Efforts factors may also be considered:**

- ❑ Efforts to assist MBE/WBEs in bonding, insurance, and financing where appropriate.
  - ❑ **If assistance was provided, document in log of contacts.**
- ❑ Efforts to assist MBE/WBEs in obtaining necessary equipment, supplies, and materials.
  - ❑ **If assistance was provided, document in log of contacts.**

In assessing minimum good faith efforts, SMBR may consider the performance of other Bidder/Proposers successfully meeting the goals.

### **FAILURE TO COMPLY WITH THE MBE/WBE PROCUREMENT ORDINANCE MAY RESULT IN A DETERMINATION OF NON-COMPLIANCE OR REJECTION OF YOUR REQUEST FOR CHANGE**

## **SMALL & MINORITY BUSINESS RESOURCES CONTACT INFORMATION**

<b><u>Compliance</u></b>	<b><u>CERTIFICATION</u></b>	<b><u>MAIN OFFICE</u></b>
<b>512-974-7600</b>	<b>512-974-7645</b>	<b>512-974-7600</b>
<b>512-974-7601</b>	<b>512-974-7601</b>	<b>512-974-7622</b>
Smbrcompliancedocuments@austintexas.gov	smbrcertification@austintexas.gov	www.austintexas.gov/smbr

### **SMBR's Plan Room**

The City of Austin's Small & Minority Business Resources (SMBR) Department has a Plan room for viewing City of Austin project plans and specifications as well as other local, private, and public sector jobs. In addition, SMBR and McGraw-Hill Dodge have partnered to provide contractors up-to-date construction project information, plans and specification through the Internet. Projects include public and private sector opportunities in 100 South and Central Texas counties.

#### ***Where is the Plan Room?***

It's located at the offices of SMBR  
4201 Ed Bluestein Blvd.  
Austin, TX 78721

#### ***How much will it cost?***

There are no fees to access the information. There are minimal fees for copying and printing of plan and specification sheets.

#### ***What are my next steps?***

Attend a free one-hour orientation session to learn how to operate the on-line service. Call (512) 974-7799 to make an appointment or for more information.

For more information or to view a list of projects currently available in the Plan Room visit website at [www.austintexas.gov/smbr](http://www.austintexas.gov/smbr) under the Plan Room projects.

### **BONDING**

Bonding is a type of protection that a governmental agency or prime contractor may require that your company have in order to work on a contract. A bonding application will take several days. Get started today. Be proactive by making an appointment to talk to SMBR's Bonding Financial Consultant, Luke Ortega Luper as soon as possible. He can be reached at (512-974-7733 or email him at [Luke.Luper@austintexas.gov](mailto:Luke.Luper@austintexas.gov). You will also find past copies of his newsletters on our website at <http://austintexas.gov/departments/bonding>.

Keep in mind that SMBR does not issue bonds; however, we do provide our bonding resource program as a free and confidential service to our business owners.

## **AUSTIN MINORITY NEWSPAPERS**

### **Capital City Argus News**

PO Box 140471  
Austin, TX 78714-0471  
512-926-0348 Fax: same as phone

Charles M. Miles

Email: [CMilesArgus@yahoo.com](mailto:CMilesArgus@yahoo.com)

### **El Mundo Newspaper**

2112 E. Cesar Chavez  
Austin, TX 78702  
512-476-8636

Email: [info@elmundonewspaper.com](mailto:info@elmundonewspaper.com)

### **La Prensa**

PO Box 6504  
Austin, TX 78762-6504  
512-478-3090 Fax: 512-482-6400

Catherine Vasquez-Revilla

Email: [laprensa@aol.com](mailto:laprensa@aol.com)

### **Nokoa The Observer**

PO Box 1137  
Austin, TX 78767  
512-499-8713 Fax: same as phone

Akwasi Evans

Email: [akwasievens2013@gmail.com](mailto:akwasievens2013@gmail.com)

### **The Villager**

4132 E. 12th Street  
Austin, TX 78721  
512-476-0082 Fax: 512-476-0179

Tommy L. Wyatt

Email: [vil3202@aol.com](mailto:vil3202@aol.com)

### **World Journal Inc. of Texas/World Journal Chinese Daily News**

5855 Sovereign Dr. #C  
Houston, TX 77036

Sherry Wang

Email: [sherrywang1020@yahoo.com](mailto:sherrywang1020@yahoo.com)



## **LOCAL MINORITY SERVICE ORGANIZATIONS**

### **Asian Contractor Association**

4201 Ed Bluestein Blvd, 2nd floor  
Austin, TX 78721  
512-926-5400 Fax: 512-926-5410

### **Austin Area Black Contractors Association**

6448 Highway 290 East, Suite E-107  
Austin, TX 78723  
512-467-6895 Fax: 512-467-9808

### **Business Investment Growth (BIG Austin)**

Capital Plaza Bank Office Building  
5407 N. IH-35, Ste 200  
Austin, TX 78723  
512-928-8010 Fax: 512-926-2997

### **Business Resource Consultants (BRC)/(Bid Briefs)**

6448 Highway 290 East, Suite E-107  
Austin, TX 78723  
512-467-6894 Fax: 512-467-9808

### **Greater Austin Asian Chamber of Commerce**

8001 Centre Park Drive, Suite 160  
Austin, TX 78731  
512-407-8240

### **Greater Austin Black Chamber of Commerce**

African-American Heritage Center  
912 E. 11th Street, Suite A  
Austin, TX 78702  
512-459-1181 Fax: 512-459-1183

### **Greater Austin Hispanic Chamber of Commerce**

3601 Far West Blvd, Suite 204  
Austin, TX 78731  
512-476-7502 Fax: 512-476-6417

### **U.S. Hispanic Contractors Association de Austin (USHCA)**

920 E. Dean Keeton Street  
Austin, TX 78705  
512-922-0507

Aletta Banks

[www.acta-austin.com](http://www.acta-austin.com)

Email: [asiancontractor@gmail.com](mailto:asiancontractor@gmail.com)

Carol Hadnot

[www.abcatx.com](http://www.abcatx.com)

Email: [brc-pro@att.net](mailto:brc-pro@att.net)

Stacy Dukes-Rhone

[www.bigaustin.org](http://www.bigaustin.org)

Email: [info@bigaustin.org](mailto:info@bigaustin.org)

Carol S. Hadnot

Email: [brc-pro@att.net](mailto:brc-pro@att.net)

Jodie Huynh

[www.austinasianchamber.org](http://www.austinasianchamber.org)

Email: [jhuynh@austinasianchamber.org](mailto:jhuynh@austinasianchamber.org)

Tam Hawkins

[www.austinbcc.org](http://www.austinbcc.org)

Email: [admin@austinbcc.org](mailto:admin@austinbcc.org)

Casilda Clarich

[www.gahcc.org](http://www.gahcc.org)

Email: [cclarich@gahcc.org](mailto:cclarich@gahcc.org)

Juan Oyervides

[www.ushca-austin.com](http://www.ushca-austin.com)

Email: [info@ushca-austin.com](mailto:info@ushca-austin.com)

360 Professional Services, Inc. P.O. Box 3639 Cedar Park, Tx 78630	A K Young Assoc Po Box 650101 Austin, Tx 78765-0101	Adisa Public Relations 1801 E. 51st Street Austin, Tx 78723
Aec-Way Engineering, Llc 11615 Angus Road, Suite 119 Austin, Tx 78759	Aeparmia Engineering, Pllc 9101 Burnet Road Austin, Tx 78758	Alliance-Texas Engineering Company 11701 Stonehollow, Ste. 100 Austin, Tx 78758
Altura Solutions Llc 3616 Far West Blvd Austin, Tx 78731	Ana D Gallo 1501 Barton Springs Rd #230 Austin, Tx 78704	Andrew A Rodriguez 8137 Osborne Dr Austin, Tx 78729-8074
Apex Cost Consultants Inc 707 West Vickery Blvd Fort Worth, Tx 76104	Appliedtech Group L L C 12059 Lincolnshire Dr Austin, Tx 78758-2217	Asakura Robinson Company L L C 1224 E. 12th Street, Suite 310 Austin, Tx 78702
Asd Consultants Inc 8120 N Ih 35 Austin, Tx 78753	Aviation Alliance Inc Po Box 799 Colleyville, Tx 76034-0799	Acacia Heritage Consulting 4907 Finley Drive Austin, Tx 78731
Aguirre Project Resources, Llc 2955 Wood Lake Trail Grand Prairie, Tx 75054-5532	Atlas Design Services, Pllc 1301 S Capital Of Texas Hwy Austin, Tx 78746	Ayda S Gonzalez 3800 N. Lamar Blvd., Ste. 200 Austin, Tx 78756
B+V Design, Llc 208 W. 4th St., 3a Austin, Tx 78701	B2z Engineering, Llc 4707 Commercial Park Drive Austin, Tx 78724	Beverly S. Silas Po Box 493 Austin, Tx 78767-0493
Bobbie Garza-Hernandez Po Box 3911 Austin, Tx 78764-3911	Business & Financial Management Solutions Llc Po Box 151708 Austin, Tx 78715-1708	Baeza Engineering, Pllc 9701 Brodie Lane #203 Austin, Tx 78748
Bai Engineers, Llc 2505 San Gabriel Street, #404 Austin, Tx 78705	Balcones Geotechnical, Llc 5926 Balcones Drive, Suite 230 Austin, Tx 78731	Benjamin Sumpter li 1000 Heritage Center Cir Round Rock, Tx 78664
Beyond Engineering And Testing, Llc 3801 Doris Lane, Suite B Round Rock, Tx 78664	Bocci Engineering, Llc 12709 Pine Dr. Cypress, Tx 77429	Carol Sue Hadnot 6448 Hwy 290 E Ste E107 Austin, Tx 78723-1041

Carter Design Assoc Inc	Cas Consulting And Services, Inc.	Civic Collaboration Llc
817 W 11th St	7908 Cameron Rd	7605 Clydesdale Dr
Austin, Tx 78701-2009	Austin, Tx 78754	Austin, Tx 78745
Civil Land Group Llc	Community Development Management Co Inc	Connico Inc
206 W Main St Ste 101	317 South Main Street	2594 N. Mount Juliet Road
Round Rock, Tx 78664	Lockhart, Tx 78644	Mount Juliet, Tn 37122
Crespo Consulting Services Inc	Carrillo Engineering, Llc	Castleberry Engineering & Consulting, P.L.L.C.
4131 Spicewood Springs Rd #B2	301 Commerce Street	P.O. Box 40546
Austin, Tx 78759-8658	Fort Worth, Tx 76102	Austin, Tx 78704
Centurion Planning & Design, Llc	Civil Team Engineers Llc	Civilitude, Llc
19 W Beauregard Ave, Suite A	170 Bolton Drive	5110 Lancaster Ct
San Angelo, Tx 76903	Austin, Tx 78737	Austin, Tx 78723
Community Lattice Llc	Concept Development & Planning, Llc	Constructinople, Llc
4300 Lyons Avenue	P.O. Box 5459	11400 W Parmer Ln, Ste 128
Houston, Tx 77020	Austin, Tx 78763-5459	Cedar Park, Tx 78613
Contour Collective, Llc	Corsair Consulting Llc	Cortez Consulting Services, Corp
2103 E. 18th St. Suite B	1505 Volta Drive #200	1301 S. Ih 35
Austin, Tx 78702	Cedar Park, Tx 78641	Austin, Tx 78741
Cox Mclain Environmental Consulting, Inc.	Cultural Strategies Inc.	Darlene Watkins
8401 Shoal Creek Blvd.	3300 Bee Cave Rd.	4600 Mueller Blvd Unit 4020
Austin, Tx 78757	Austin, Tx 78746	Austin, Tx 78723
Davcar Inc	Doucet & Associates Inc	Danielle Skidmore
1010 Land Creek Cove Ste 200	7401 B Hwy 71 West, Suite 160	360 Nueces Street
Austin, Tx 78746	Austin, Tx 78735	Austin, Tx 78701
Decon Llc	Diva Imaging Llc	Dougherty Engineering Group, Pllc
2180 North Loop West Suite 221	2003 La Casa Dr	11550 W Interstate 10
Houston, Tx 77018	Austin, Tx 78704-4720	San Antonio, Tx 78230
E &T Masonry Construction & Remodeling Co. Llc	Edge Engineering, Pllc	Eia Technocrats, Inc
9905 Fm 973 North	3410 Far West Blvd	10998 S.Wilcrest Dr., Suite#255
Manor, Tx 78653	Austin, Tx 78731	Houston, Tx 77099

Eleanor H Mckinney Landscape Architect Inc	Encotech Engineering Consultants Inc	Environmental Survey Inc
2007 Kinney Ave	8500 Bluffstone Cove, #B-103	4602 Placid Pl
Austin, Tx 78704-4007	Austin, Tx 78759	Austin, Tx 78752
Eckermann Engineering, Inc.	Elena Q. Media & Consulting Llc	Elston Henry Johnson
202 Spring Ho Avenue	907 Canyon Wren	16238 Ranch Road 620 N
Lampasas, Tx 76550	Buda, Tx 78610	Austin, Tx 78717
Entheos Engineering Plc	Foster Cm Group Inc	Frank Lam & Assoc Inc
302 Pine View Loop	8610 N. New Braunfels, Ste 606	508 W 16th St
Bastrop, Tx 78602	San Antonio, Tx 78217	Austin, Tx 78701-1502
Fivengineering Llc	G Sylva, Llc	Garcia Design Inc
11200 Westheimer, Suite 353	9712 Indina Hills Dr.	11701 Stonehollow Dr., Suite 100
Houston, Tx 77042	Austin, Tx 78717	Austin, Tx 78758
Gge Design & Consulting	Glenrose Engineering Inc	Global Engineers Inc
5117 Scottish Thistle Dr	1405 Hillmont St	4219 Pebblestone Trl
Austin, Tx 78739	Austin, Tx 78704	Round Rock, Tx 78665-5027
Garza Emc L.L.C.	Gessner Engineering Llc	Gian C Villarreal
7708 Rialto Blvd	2501 Ashford Drive	1807 Sunnybrook
Austin, Tx 78735	College Station, Tx 77840	New Braunfels, Tx 78130
Green And Sustainable Services, Llc	H2o Partners Inc	Halford Busby, Llc
2421 Amyx Ranch Drive	260 Addie Roy Road, Ste 150	17350 State Highway 249, Suite 110
Ponder, Tx 76259	Austin, Tx 78746	Houston, Tx 77064
Harutunian Engineering Inc	Haynes Eaglin Waters Llc	Ht&Amp;J, Llc
P.O. Box 140735	13710 Immanuel Rd	10351 Stella Link Rd.
Austin, Tx 78714-0735	Pflugerville, Tx 78660	Houston, Tx 77025
Hvj Associates Inc	Henderson Professional Engineers	Henderson Rogers Structural Engineers, Llc
1701 Directors Boulevard, Suite 910	2431 Pearson Way	2603 Augusta Drive, Suite 800
Austin, Tx 78744-1096	Round Rock, Tx 78665	Houston, Tx 77057

Huimin Zhao

3701 Lagood Dr.

Austin, Tx 78730

I T Gonzalez Engineers

3501 Manor Rd

Austin, Tx 78723-5815

I.C.C.S Llc

821 Grand Ave

Pflugerville, Tx 78660

Intelligent Engineering Services, Llp	Jaime Beaman Aia Inc	Jasmine Engineering Inc
10001 Reunion Place	3821 Juniper Trace, Suite 104	2211 South I-35
San Antonio, Tx 78216	Austin, Tx 78738	Austin, Tx 78741
Jose I Guerra Inc	Jq Infrastructure Llc	Jayashree Narayana
2401 S Ih-35 Ste 210	100 Glass St	8516 Bridge Street
Austin, Tx 78741-3823	Dallas, Tx 75207	North Richland Hills, Tx 76180
Jennifer Crega	Jenny Leonard	Jose G Barrios
5514 Avenue G	1023 Springdale Rd	7452 Pusch Ridge Loop
Austin, Tx 78751-1317	Austin, Tx 78721	Austin, Tx 78749
K Frieze & Assoc Inc	Kk Consultants Llc	Ktl Technologies
1120 S Capital Of Texas Hwy, Cityview 2	4511 Sansone Drive	409 W. Front St, Suite 100-242
Austin, Tx 78746	Round Rock, Tx 78665	Hutto, Tx 78634
Katherine Anne Kam	Laura R Carroll	Limbacher & Godfrey Inc
2116 Robert Browning Street	206 Fletcher St	2124 E 6th St Unit 102
Austin, Tx 78723	Austin, Tx 78704	Austin, Tx 78702
Lkc Engineering And Sales Llc	Lori Braun	Laquetta Washington
800 E Campbell Rd, Suite 270	4415 Sinclair Avenue	4113 Hidden View Ct
Richardson, Tx 75081	Austin, Tx 78756	Round Rock, Tx 78665
Latonya J Pegues	Lamb-Star Engineering, Llc	Laura Jenkins Gann
3201 Bee Caves Rd, Ste 161662	5700 W. Plano Parkway	3708 Norman Loop
Austin, Tx 78746	Plano, Tx 75093	Round Rock, Tx 78664
Lestella S Valley	Lindsay Elizabeth Liggett	Luther Ortega Luper
400 Wimberley Oaks Drive	5904 Fairlane Drive	1211 Honeysuckle
Wimberley, Tx 78676	Austin, Tx 78757	Pflugerville, Tx 78660
Maestas & Associates Inc	Mario A Espinoza	Martha P Cotera
8122 Datapoint Drive, Suite 840	5007 West Frances Place	1502 Norris Drive
San Antonio, Tx 78229	Austin, Tx 78731	Austin, Tx 78704
Mccann Adams Studio	Mhr Engineering, Llc.	Mwm Designgroup Inc
1905 Aldrich St	16845 Blanco Road, Suite 106	305 E Huntland Dr Ste 200
Austin, Tx 78723	San Antonio, Tx 78232	Austin, Tx 78752

Majestic Services Inc	Maldonado-Burkett, Llp	Maria P Vigil
8120 North Ih 35, Suite 101	2312 Western Trails Blvd	5806 Sedgefield Drive
Austin, Tx 78753	Austin, Tx 78745-1638	Austin, Tx 78746
Martinez Engineering, Llc	Mckissack & Mckissack Of Washington, Inc.	Mendez Engineering, Pllc
111 Congress Avenue	901 K Street, Nw	6609 Blanco, Suite 165
Austin, Tx 78701	Washington, Dc 20001	San Antonio, Tx 78216
Mesa Integrated Solutions, Inc.	Method Architecture, Pllc	Montalbano Engineering, Consulting & Associates, Pllc
3720 Whitt Loop	2118 Lamar St., Suite 200	12600 Hill Country Blvd
Austin, Tx 78749	Houston, Tx 77003	Austin, Tx 78728 5564
Musser Engineering Associates, Inc.	Nancy Ledbetter & Associates Inc	Nicole Francois Consulting
6805 N Capital Of Texas Hwy.	2957 Desert Candle	901 S Mopac Expwy,
Austin, Tx 78731	Round Rock, Tx 78681	Austin, Tx 78746
Natasha Taylor	Newton O'Neill Communications Llc	North Park Consulting, Llc
17901 Madden Dr	5000 Mission Oaks Blvd	2303 Alayna Cove
Pflugerville, Tx 78660	Austin, Tx 78735	Austin, Tx 78754
O-Sda Industries, Llc	Octavia Sharpless	P E Structural Consultants Inc
5714 Sam Houston Circle	4203 Pete Dr	8436 Spicewood Springs Rd
Austin, Tx 78731	Killeen, Tx 76549	Austin, Tx 78759-6050
Pct Solutions	Poznecki-Camarillo Inc	Precision Task Group Inc
901 S Mopac Exp	5835 Callaghan Rd Ste 200	9801 Westheimer Rd Ste 803
Austin, Tx 78746	San Antonio, Tx 78228-1224	Houston, Tx 77042
Professional Strucivil Engineers Inc	Project Cost Resources	Providence Environmental Consulting Inc
12710 Research Blvd.	410 West Grand Parkway South	112 Las Colinas Dr
Austin, Tx 78759	Katy, Tx 77494	Georgetown, Tx 78628 1010
Pharis Design Inc	Profitgold Group, Inc	Public City, Llc
2525 South Lamar #4	2425 Adriel Cove	710 Colorado
Austin, Tx 78704	Leander, Tx 78641	Austin, Tx 78701
Rjw Operations Inc	Regina V Adams	Regional Engineering Inc.
5900 Rain Creek Pkwy.	20308 Thumper Jack Court	937 Reinle Street
Austin, Tx 78759	Pflugerville, Tx 78660	Austin, Tx 78751

Richard R Parsons 1502 Bluebonnet Ln Austin, Tx 78704	Rifeline, Llc 1608 W 6th St Austin, Tx 78703	Rios Engineering, Llc 609 Irma Dr Austin, Tx 78752
Rodriguez Engineering Laboratories Llc 13809 Turbine Drive Austin, Tx 78728	Rojas Planning, Llc 1806 Ullrich Avenue Austin, Tx 78756	S Jackson Ccm Group, Llc 7600 Chevy Chase Drive Ste. 300 Austin, Tx 78732
Se3, Llc 1508 Dessau Ridge Ln Austin, Tx 78754	Snap Management Group Inc 901 East 12th Street Austin, Tx 78702	Square One Consultants Inc 1000 Westbank Dr Ste 4a Austin, Tx 78746-7994
Stansberry Engineering Co. Po Box 309 Manchaca, Tx 78652-0309	Structurespe L L P 6926 N. Lamar Austin, Tx 78752	Studio Balcones Llc 3908 Ave. B Austin, Tx 78751
Sue Ellen Jackson 8827 Silverarrow Cir. Austin, Tx 78759	Sunland Group, Inc. 1812 Centre Creek Drive Austin, Tx 78754	Susan Roth Consulting Llc 4111 Tablerock Dr Austin, Tx 78731
Seiler / Lankes Group 1896 Vivian Dr Round Rock, Tx 78681	Shademaker Studio, Llc Po Box 6041 Austin, Tx 78762	Smith Turrieta, PLLC Po Box 5902 Austin, Tx 78763
Sparkovation It, Llc 12407 N. Mopac Expy #250-309 Austin, Tx 78758	Sperling Consulting, Llc 795 N Pleasant Valley Rd Austin, Tx 78702	Spire Consulting Group, Llc Norwood Tower Austin, Tx 78701
Sri Global, Inc 10998 S.Wilcrest Dr., Suite#255 Houston, Tx 77099	Stephanie Samuels 135 Carefree Circle Austin, Tx 78734	Stevens Technical Services Inc. 14531 Fm 529, Ste 160 Houston, Tx 77095
Structural Engineering Associates, Inc. 3838 Nw Loop 410 San Antonio, Tx 78229	Susanne Bynum 11704 Saddle Rock Dr. Austin, Tx 78725	Thompson-Hamilton Engineering Llc 283 Catalina Lane Austin, Tx 78737
Tlc Engineering Inc. 8204 Westglen Drive Houston, Tx 77063	Transtec Group Inc 6111 Balcones Dr Austin, Tx 78731	Tre & Associates, Llc 6101 W. Courtyard Drive, Building 1, Suite 100 Austin, Tx 78720



Tam Consulting Services Llc 4520 Jenkins Drive Plano, Tx 75024	Ten Eyck Landscape Architects, Inc. 1214 West Sixth Street Austin, Tx 78703	Texas Energy Engineering Services, Inc. 1301 S. Capital Of Texas Highway Austin, Tx 78746
Texas Transportation Solutions, Inc. 11211 Taylor Draper Ln Austin, Tx 78759	The Ab&Y Group Llc 3016 Polar Lane Cedar Park, Tx 78613	The Entermedia Group, Llc 7719 Woodhollow Drive, Suite 219 Austin, Tx 78731
The Rios Group, Inc. 7400 Sand St. Fort Worth, Tx 76118	The W2 Group Llc 3807 Trevino Drive Round Rock, Tx 78664	Topio Land Design, Llc Topio Land Design Austin, Tx 78703
Trachmar, Llc 2900 N Quinlan Park Rd Ste B240 - 321 Austin, Tx 78732	Transcend Engineers & Planners, Llc. 13518 Fawn Lily Drive Cypress, Tx 77429	Unintech Consulting Engineers Inc 505 E. Huntland Drive, Suite 335 Austin, Tx 78752
Unism Development Co Inc Po Box 14145 Austin, Tx 78761-4145	Ute Consultants Inc 5207 Airport Boulevard Austin, Tx 78751	V&A Consulting Engineers Inc 15720 Park Row Houston, Tx 77084
Vic Thompson Company 3751 New York Ave. Arlington, Tx 76014	Way Consulting Engineers Inc 11615 Angus Rd Ste 119 Austin, Tx 78759-4004	Wcs Engineering, Llc 7143 County Road 437 Princeton, Tx 75407
Westeast Design Group L L C 200 E Grayson St Ste 207 San Antonio, Tx 78215-1267	Watearth, Inc. 11824 Jollyville Rd Austin, Tx 78759	Watershed Solutions Jv Llc 7908 Cameron Road Austin, Tx 78754
Woollard Nichols And Associates 3308 Treadsoft Cove Austin, Tx 78748	Xiaoyu Zhang Po Box 7364 Houston, Tx 77248	



# FORM 1

## Prime Firm's General Information:

Solicitation Number:

Project Name:

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Firm Legal Name: <b>(MUST MATCH VENDOR REGISTRATION AND BE THE EXACT LEGAL NAME)</b>	
Firm Address:	
Headquarter Address if parent company address is different than firm address listed:	
Telephone number:	
Federal Tax ID Number:	
Contact Person (Person City should contact for questions with submittal):	
COA Vendor Registration Number:	
Address of contact person:	
Phone number of contract person:	
E-mail Address of contact person:	
Year of <b>Firm's</b> Registration with the <b>State of Texas</b>	
Firm's Engineering/Architectural Registration Number:	

***Complete pages 2-3 only if submitting as Joint Venture.***

Firm 1 Legal Name	
Participating Firms Percentage of Control:	
Number of Years in Business:	
Organization Type:	
Date of Organization (MM/YYYY):	
Date of Predecessor Organization:	

## **Firm 1 - Office Personnel List of Principals and Titles:**

Name of Principal	
Title	
Personnel Other Than Principals	
Total number of employees in firm	
Number of registered Environmental Engineers	
Number of Registered Civil Engineers	
Number of other Registered Engineers	
Number of other Professionals	
Number of Support Personnel	

Firm 2 <b>Legal</b> Name	
Participating Firms Percentage of Control:	
Number of Years in Business:	
Organization Type:	
Date of Organization (MM/YYYY):	
Date of Predecessor Organization:	

## Firm 2 - Office Personnel

### List of Principals and Titles:

Name of Principal		
Title		
Personnel Other Than Principals		
Total number of employees in firm		
Number of registered Environmental Engineers		
Number of Registered Civil Engineers		
Number of other Registered Engineers		
Number of other Professionals		
Number of Support Personnel		

<b>Insurance Information</b>		
Worker's Compensation and Employers' Liability Insurance		
Yes	No	If "yes, please state limits.
Commercial General Liability Insurance		
Yes	No	If "yes", please state limits.
Business Automobile Liability Insurance		
Yes	No	If "yes", please state limits.
Professional Liability Insurance		
Yes	No	If "yes", please state limits.

The undersigned acknowledges receipt of the following addenda:		
Addendum No.	Date	Received By

**CONSULTANT STATEMENT OF QUALIFICATIONS ACKNOWLEDGEMENT:** The undersigned certifies that the Consultant has read and understands the Request for Qualifications documents including the Instructions to Consultants, and all other requirements applicable to the qualification-based selection process provided in the Request for Qualifications Documents.

Consultants submitting qualification statements shall be prepared to be responsive to City staff following Council award in providing documents required for contract execution, including but not limited to insurance, hourly rate information, and non-discrimination policy. The Consultant must commit to meeting schedules and deadlines set by City staff in order to execute the contract in a timely manner.

We anticipate contract execution on or before .

I hereby certify that following Council award, our firm will be responsive to City staff in submitting the required documents by the deadlines set forth by City staff. I understand that if we do not meet this requirement, contract negotiations will cease.

**RESPONDENT'S CERTIFICATION OF NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING (Form 2):** The undersigned Consultant, by its signature, represents and certifies that it has read and can affirmatively swear and subscribe to the statements in Form 2 Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying. If the Consultant cannot affirmatively swear and subscribe to any of the statements in Form 2, Consultant represents and certifies that it has provided a detailed written explanation with its Response on separate pages annexed hereto. The undersigned Consultant further certifies that it has not in any way directly or indirectly had communication restricted in the City Code Chapter 2-7, Article 6 (Anti-Lobbying and Procurement) during the No-Lobbying Period as defined in Chapter 2-7.

**Consultant's submitting Statements of Qualifications in response to this RFQ agree to and represent that they are authorized to submit an SOQ on behalf of Consultant. Consultants, by submitting, acknowledge that they have received and read each solicitation document including all revisions, addenda and documents incorporated by reference, and agree to be bound by the terms therein.**

**CONFLICT OF INTEREST (see Form 2, Sections 4-6)**

Describe the quantity and nature of any work, interest in work, partnership interest, land ownership or other interest in any project, property or business dealing within the proposed project area or past or current business relationship which may give rise to a potential conflict of interest for your firm or associated firms in the execution of this project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**END**



## FORM 2

# NON-COLLUSION, NON-CONFLICT OF INTEREST AND ANTI-LOBBYING

Solicitation Number:

Project Name:

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For purposes of these requirements:

The term **“Respondent”**, as used herein, includes the individual or business entity submitting the bid includes the directors, officers, partners, managers, members, principals, owners, agents, representatives, employees, other parties in interest of the Respondent, and anyone or any entity acting for or on behalf of the Respondent, including a subcontractor in connection with this bid.

The terms **“City”** and **“Owner”** are synonymous.

1. **Anti-Collusion Statement.** The Respondent has not and will not in any way directly or indirectly:
  - a. colluded, conspired, or agreed with any other person, firm, corporation, respondent or potential respondent to the amount of this bid or the terms or conditions of this bid.
  - b. paid or agreed to pay any other person, firm, corporation respondent or potential respondent any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the prices in the attached bid or the bid of any other respondent.
2. **Preparation of Request for Qualifications and Contract Documents.** The Respondent has not received any compensation or a promise of compensation for participating in the preparation or development of the underlying bid or contract documents., In addition, the Respondent has not otherwise participated in the preparation or development of the underlying bid or contract documents, except to the extent of any comments or questions and responses in the bidding process, which are available to all respondents, so as to have an unfair advantage over other respondents, provided that the Respondent may have provided relevant product or process information to a consultant in the normal course of its business.
3. **Participation in Decision Making Process.** The Respondent has not participated in the evaluation of bids or proposals or other decision making process for this solicitation, and, if Respondent is awarded a contract hereunder, no individual, agent, representative, consultant or sub contractor or consultant associated with Respondent, who may have been involved in the evaluation or other decision making process for this solicitation, will have any direct or indirect financial interest in the Contract, provided that the Respondent may have provided relevant product or process information to a consultant in the normal course of its business.

4. **Present Knowledge.** Respondent is not presently aware of any potential or actual conflicts of interest regarding this solicitation, which either enabled Respondent to obtain an advantage over other respondents or would prevent Respondent from advancing the best interests of OWNER in the course of the performance of the Contract.
5. **City Code.** As provided in Sections 2-7-61 through 2-7-65 of the City Code, no individual with a substantial interest in Respondent is a City official or employee or is related to any City official or employee within the first or second degree of consanguinity or affinity.
6. **Chapter 176 Conflict of Interest Disclosure.** In accordance with Chapter 176 of the Texas Local Government Code, the Respondent:
  - a. does not have an employment or other business relationship with any local government officer of OWNER or a family member of that officer that results in the officer or family member receiving taxable income;
  - b. has not given a local government officer of OWNER one or more gifts, other than gifts of food lodging transportation or entertainment accepted as a guest, that have an aggregate value of more than \$100 in the twelve-month period preceding the date the officer becomes aware of the execution of the Contract or that OWNER is considering doing business with the Respondent; and
  - c. does not have a family relationship with a local government officer of OWNER in the third degree of consanguinity or the second degree of affinity.

As required by Chapter 176, Respondent must file the Conflicts of Interest Questionnaire with the Purchasing Department no later than the seventh business day after the commencement of contract discussions or negotiations with the City or the submission of a Bid, response to a request for proposals, or other writing related to a potential contract with OWNER. The questionnaire must be updated not later than the seventh day after the date of an event that would make a statement in the questionnaire inaccurate or incomplete. There are statutory penalties for failure to comply with Chapter 176.

7. **Anti-Lobbying Ordinance.** On June 14, 2018, the Austin City Council adopted Ordinance No. 20180614-056 replacing Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). The City requires Respondents submitting Responses to this Solicitation to certify that the Respondent has not in any way directly or indirectly had communication restricted in the ordinance section 2-7-104 during the No-Lobbying Period as defined in the Ordinance, which can be viewed in the solicitation Instructions to Consultants. The text of the City Ordinance is posted on the Internet at:

[https://assets.austintexas.gov/purchase/downloads/New\\_ALO\\_Ordinance\\_No\\_20180614-056.pdf](https://assets.austintexas.gov/purchase/downloads/New_ALO_Ordinance_No_20180614-056.pdf)



8. **Pursuant to Texas Government Code §2271.002**, the City is prohibited from contracting with any “company” for goods or services unless the following verification is included in this Contract.
- a. For the purposes of this Section only, the terms “company” and “boycott Israel” have the meaning assigned by Texas Government Code §2271.001.
  - b. If the Respondent qualifies as a “company,” then Respondent verifies that it:
    - i. does not “boycott Israel”; and
    - ii. will not “boycott Israel” during the term of this Contract.
  - c. Respondent’s obligations under this Section, if any exist, will automatically cease or be reduced to the extent that the requirements of Texas Government Code Chapter 2271 are subsequently repealed, reduced, or declared unenforceable or invalid in whole or in part by any court or tribunal of competent jurisdiction or by the Texas Attorney General, without any further impact on the validity or continuity of this Contract.
9. **Respondent certifies that it is aware of City Council Resolution No. 20191114-056**, which prohibits the City from contracting with entities that engage in certain practices related to conversion therapy. By responding and accepting this Contract, the Respondent agrees that: (1) its firm and its principals are not currently and will not during the term of the Contract engage in practicing LGBTQ+ conversion therapy; referring persons to a healthcare provider or other person or organization for LGBTQ+ conversion therapy; or contracting with another entity to conduct LGBTQ+ conversion therapy; and that (2) if the City determines in its sole discretion that Respondent has during the term of this Contract engaged in any such practices, the City may terminate this Contract without penalty to the City.
10. **Pursuant to Texas Government Code Chapter 2274**, Respondent certifies that if it has or will have remote or direct access to communication infrastructure systems, cybersecurity systems, the electric grid, hazardous waste treatment systems, or water treatment facilities as a result of any City contract, that Respondent is not:
- a. owned by or the majority of stock or other ownership interest of its firm is not held or controlled by:
    - i. individuals who are citizens of China, Iran, North Korea, Russia, or a Governor-designated country; or
    - ii. a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a Governor-designated country; or
    - iii. headquartered in China, Iran, North Korea, Russia, or a Governor-designated country.
11. **Pursuant to Texas Government Code Chapter 2274**, Respondent certifies that, if it has 10 or more full-time employees, Respondent: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the resulting contract against a firearm entity or firearm trade association.

12. **Pursuant to Texas Government Code Chapter 2274**, Respondent certifies that, if Respondent has 10 or more full-time employees, Respondent: (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of the contract.

**END**



## FORM 3A PRIME FIRM'S EEO PROGRAM

Solicitation Number:

Project Name:

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City of Austin, Texas

### NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION

To: City of Austin, Texas, ("OWNER")

I hereby certify that our firm conforms to the Code of the City of Austin, Section 5-4-2, and the City's Non-Retaliation Policy as reiterated below:

- A. **Chapter 5-4. Discrimination in Employment by City Contractors, Section 4-2:** As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations and agrees:
- (1) Not to engage in any discriminatory employment practice defined in this chapter.
  - (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter. Such affirmative action shall include, but not be limited to: all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising; selection for training and apprenticeship, rates of pay or other form of compensation, and layoff or termination.
  - (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by OWNER setting forth the provisions of this chapter.
  - (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, veteran status, sex or age.
  - (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory or retaliation employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
  - (6) To cooperate fully with OWNER's Human Rights Commission in connection with any investigation or conciliation effort of said Human Rights Commission to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.

- (7) To require compliance with provisions of this chapter by all subcontractors having fifteen or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with OWNER subject to the terms of this chapter.

**B. Minimum Standard Non-Discrimination and Non-Retaliation in Employment Policy:** For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Non-Discrimination and Non-Retaliation Policy set forth below.

- (1) *As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.*
- (2) *The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.*
- (3) *The Contractor agrees to prohibit retaliation, discharge or otherwise discrimination against any employee or applicant for employment who has inquired about, discussed or disclosed their compensation.*

*Further, employees who experience discrimination, retaliation, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.*

Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination and non-retaliation employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE A COPY TO THE CITY OF THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICIES ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION AND NON-RETALIATION POLICIES, AS SET FORTH HEREIN, **OR** THIS NON-DISCRIMINATION AND NON-RETALIATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES (THE FORM OF WHICH HAS BEEN APPROVED BY THE CITY'S EQUAL EMPLOYMENT/FAIR HOUSING OFFICE), WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION AND NON- RETALIATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL.

**C. Sanctions:**

Our firm understands that non-compliance with Chapter 5-4 and the City's Non-Retaliation Policy may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4 and the Non-Retaliation Policy.

**D. Term:**

The Contractor agrees that this Non-Discrimination and Non-Retaliation Certificate of the Contractor's separate conforming policy, which the Contractor has executed and filed with the Owner, will remain in force and effect for one year from the date of filling. The Contractor further agrees that, in consideration of the receipt of continued Contract payment, the Contractor's Non-Discrimination and Non-Retaliation Policy will automatically renew from year-to-year for the term of the underlying Contract.

**END**



## FORM 3B

### APPENDIX A OF TITLE VI ASSURANCES

Solicitation Number:

Project Name:

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During the performance of this contract, the contractor (hereinafter includes consultants), for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

1. Compliance with Regulations: The contractor (hereinafter includes Consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally- assisted programs of the Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate either directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 40 C.F.R. part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contract for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
4. Information and Reports: The contractor shall provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto, and will permit access to its book, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor will so certify to the Recipient, or the Federal Highway Administration as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

(a) withholding of payments to the contractor under the contract until the contractor complies, and or

(b) cancelling, terminating or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor shall include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, that if a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States. (DOT 1050.2A, Updated DOT Standard Title VI Assurances and Non-Discrimination Provisions 10/22/2013.)

**END**



## FORM 3C

### APPENDIX E OF TITLE VI ASSURANCES

Solicitation Number:

Project Name:

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During the performance of this contract, the contractor (hereinafter includes consultants), for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 C.F.R. Part 21.
2. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
3. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 C.F.R. Part 27;
5. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
6. Airport and Airway Improvement Act of 1982, (49 U.S.C. § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
7. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not);
8. Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
9. The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);



10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
11. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP).
12. To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
13. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

(DOT 1050.2a, Updated DOT Standard Title VI Assurances and Non-Discrimination Provisions 10/22/2013)

**END**



## **FORM 4**

### **CONSULTANT AVAILABILITY**

Solicitation Number:

Project Name:

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Entities submitting qualification statements, including prime firms and subconsultants, shall have adequate current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. The prime firm and subconsultants must commit that staff proposed in this submittal will be available to perform the proposed work within the anticipated project schedule.

In addition, prime firms who list individuals in Consideration Item 4 - Experience of Key Personnel must commit that those individuals are indeed employed by the prime firm and are not contracted employees. Prime firms who use an affiliated firm to hire staff on behalf of the prime firm must inform the City of this fact in its executive summary and explain the affiliated relationship involved between the two firms.

By my signature on Form 1, I certify that our staff and the staff of our subconsultants proposed in this submittal are available to perform the proposed work in a competent and efficient manner and that the individuals listed in Consideration Item 4 - Experience of Key Personnel are employed by the prime firm and are not contracted employees.

In the event an individual proposed in this submittal is not available, I understand that after contract award we will be required to submit a change request with an individual equally or more qualified, which is subject to review and approval by the City. In the event the City does not approve the change request, I understand our firm will no longer be awarded the contract.

**END**



## FORM 5 EXPERIENCE OF PROJECT MANAGER

Solicitation Number:

Project Name:

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Firm Name:	
*Name of Project Manager:	
Current Years of Experience:	
Registration Number:	
Year of Registration:	

**\*[If licensed, list name as shown on registration with Texas Board of Professional Engineers (TBPE) or Texas Board of Architectural Examiners (TBAE)]**

*(The following information is required for each project. Provide no more than one page per project. Refer to the Evaluation Criteria for the number of projects required and timeframe.)*

Project 1	
Project Name/Location:	
Firm Name Work Performed Under:	
Year Completed:	
Construction Cost:	
Name of Client/Owner's Representative:	
Title of Client/Owner's Representative	
Address of Client/Owner's Representative:	
Phone number of Client/Owner's Representative:	
Project Description:	
Work performed by Individual:	

Project 2	
Project Name/Location:	
Firm Name Work Performed Under:	
Year Completed:	
Construction Cost:	
Name of Client/Owner's Representative:	
Title of Client/Owner's Representative	
Address of Client/Owner's Representative:	
Phone number of Client/Owner's Representative:	
Project Description:	
Work performed by Individual:	

Project 3	
Project Name/Location:	
Firm Name Work Performed Under:	
Year Completed:	
Construction Cost:	
Name of Client/Owner's Representative:	
Title of Client/Owner's Representative	
Address of Client/Owner's Representative:	
Phone number of Client/Owner's Representative:	
Project Description:	
Work performed by Individual:	

*(add additional pages as necessary)*



## FORM 6 EXPERIENCE OF PROJECT PROFESSIONAL

Solicitation Number:

Project Name:

Firm Name:	
*Name of Project Professional:	
Current Years of Experience:	
Registration Number:	
Year of Registration:	

**\*[List name as shown on registration with Texas Board of Professional Engineers (TBPE) or Texas Board of Architectural Examiners (TBAE)]**

*(The following information is required for each project. Provide no more than one page per project. Refer to the Evaluation Criteria for the number of projects required and timeframe.)*

Project 1	
Project Name/Location:	
Firm Name Work Performed Under:	
Year Completed:	
Construction Cost:	
Name of Client/Owner's Representative:	
Title of Client/Owner's Representative:	
Address of Client/Owner's Representative:	
Phone number of Client/Owner's Representative:	
Project Description:	
Work performed by Individual:	

Project 2	
Project Name/Location:	
Firm Name Work Performed Under:	
Year Completed:	
Construction Cost:	
Name of Client/Owner's Representative:	
Title of Client/Owner's Representative:	
Address of Client/Owner's Representative:	
Phone number of Client/Owner's Representative:	
Project Description:	
Work performed by Individual:	

Project 3	
Project Name/Location:	
Firm Name Work Performed Under:	
Year Completed:	
Construction Cost:	
Name of Client/Owner's Representative:	
Title of Client/Owner's Representative:	
Address of Client/Owner's Representative:	
Phone number of Client/Owner's Representative:	
Project Description:	
Work performed by Individual:	

*(add additional pages as necessary)*



## FORM 7 EXPERIENCE OF PROJECT PRINCIPAL

Solicitation Number:

Project Name:

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Firm Name:	
Project Principal	
Current Years of Experience	

*(The following information is required for each project. Provide no more than one page per project. Refer to the Evaluation Criteria for the number of projects required and timeframe.)*

Project 1	
Project Name/Location:	
Firm Name Work Performed Under:	
Year Completed:	
Construction Cost:	
Name of Client/Owner's Representative:	
Title of Client/Owner's Representative:	
Address of Client/Owner's Representative:	
Phone number of Client/Owner's Representative:	
Project Description:	
Work performed by Project Principal:	

Project 2	
Project Name/Location:	
Firm Name Work Performed Under:	
Year Completed:	
Construction Cost:	
Name of Client/Owner's Representative:	
Title of Client/Owner's Representative:	
Address of Client/Owner's Representative:	
Phone number of Client/Owner's Representative:	
Project Description:	
Work performed by Project Principal:	

Project 3	
Project Name/Location:	
Firm Name Work Performed Under:	
Year Completed:	
Construction Cost:	
Name of Client/Owner's Representative:	
Title of Client/Owner's Representative:	
Address of Client/Owner's Representative:	
Phone number of Client/Owner's Representative:	
Project Description:	
Work performed by Project Principal:	

*(add additional pages as necessary)*





## FORM 8 PRIME FIRM'S COMPARABLE PROJECT EXPERIENCE

Solicitation Number:

Project Name:

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Firm Name:

*(The following information is required for each project. Provide no more than one page per project. Refer to the Evaluation Criteria for the number of projects required and timeframe.)*

Project 1	
Project Name/Location:	
Date Completed: Month/Year:	
Client or Owner's Representative	
Construction Cost:	
Project Description:	
Services Provided:	

Project 2	
Project Name/Location:	
Date Completed: Month/Year:	
Client or Owner's Representative	
Construction Cost:	
Project Description:	
Services Provided:	

Project 3	
Project Name/Location:	
Date Completed: Month/Year:	
Client or Owner's Representative	
Construction Cost:	
Project Description:	
Services Provided:	

*(add additional pages as necessary)*



## FORM 9 MAJOR SCOPES OF WORK - COMPARABLE PROJECT EXPERIENCE

Solicitation Number:

Project Name:

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Scope of Work:	
Firm Name:	

*The following information is required for each project. Provide no more than one page per scope of work per firm. Refer to the Evaluation Criteria for the number of projects required and timeframe.*

*The City has identified Major Scopes of Work to be provided for this project, which are included in the Scope of Services. Each scope of work can be accomplished through subcontracting other firms or utilizing the prime firm. The City is interested in the history and success of the firm, or the firm's Key Personnel, proposed to perform the scope of work (subconsultant or prime), with projects of similar programs, budgets, and/or clients as the areas identified. In addition, City may consider history of firms, or firm's Key Personnel, in complying with project programs, schedules, and budgets based on previous City projects.*

Project 1	
Project Name/Location:	
Date Completed: Month/Year:	
Name of Client or Owner's Representative	
Construction Cost:	
Project Description:	
Services Provided:	

Project 2	
Project Name/Location:	
Date Completed: Month/Year:	
Name of Client or Owner's Representative	
Construction Cost:	
Project Description:	
Services Provided:	

Project 3	
Project Name/Location:	
Date Completed: Month/Year:	
Name of Client or Owner's Representative	
Construction Cost:	
Project Description:	
Services Provided:	

*(add additional pages as necessary)*