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# WELCOME TO CAPITAL NEWS

## VENDOR NEWSLETTER

Welcome to the first quarterly newsletter from the City of Austin's Capital Project Delivery team. The objective of this newsletter is to provide information to the contracting community interested in doing business with the City of Austin. The Capital Contracting Office (CCO) in partnership with the Public Works Department (PWD) and the Small and Minority Resources Department (SMBR) is responsible for soliciting, contract execution, and monitoring contracts used in the delivery of capital projects throughout the City. Let us introduce ourselves.



# CAPITAL CONTRACTING OFFICE

CCO procures professional and construction services, and executes and manages contracts essential for the delivery of efficient capital improvements resulting in improved quality of life for all City of Austin residents. The CCO team is comprised of 49 professionals dedicated to delivering exceptional value to the City's Capital Improvement Program (CIP). CCO values partnering with members of small and minority businesses, professional trade associations, professional service providers, and construction contractors in our community to fulfill our mission.

You, our partners, perform an important role in the successful delivery of capital improvement projects. In recognition of this, CCO regularly engages with you to increase awareness of contracting opportunities, services available, and to educate you about City processes. We continually look for improvements to make working with the City a positive experience. As our customers, we are here to assist and answer your questions so feel free to contact us.

## RATE REVIEW PROGRAM

During implementation of the Rate Review Program for professional services loaded hourly rates in 2016, CCO committed to performing a 1-year review of the program and to continuously engage the consultant community on process improvements. In March 2017, CCO reengaged the consultant community and received feedback on how the program was program was working. The following changes to the process were made as a result of feedback:

- Converted the spreadsheets consultants use to enter and submit their rates from Word into Excel.
- Revised the Certificate of Overhead (OH) Rate form to reflect changes to the TXDOT OH Rate process. TXDOT approved Schedule of Indirect Costs letter is no longer required; CCO now accepts an email from TXDOT.
- Expanded market research to include websites such as Payscale and Indeed, rather than focusing only on the City of Austin salary ranges and data from the Bureau of Labor Statistics.

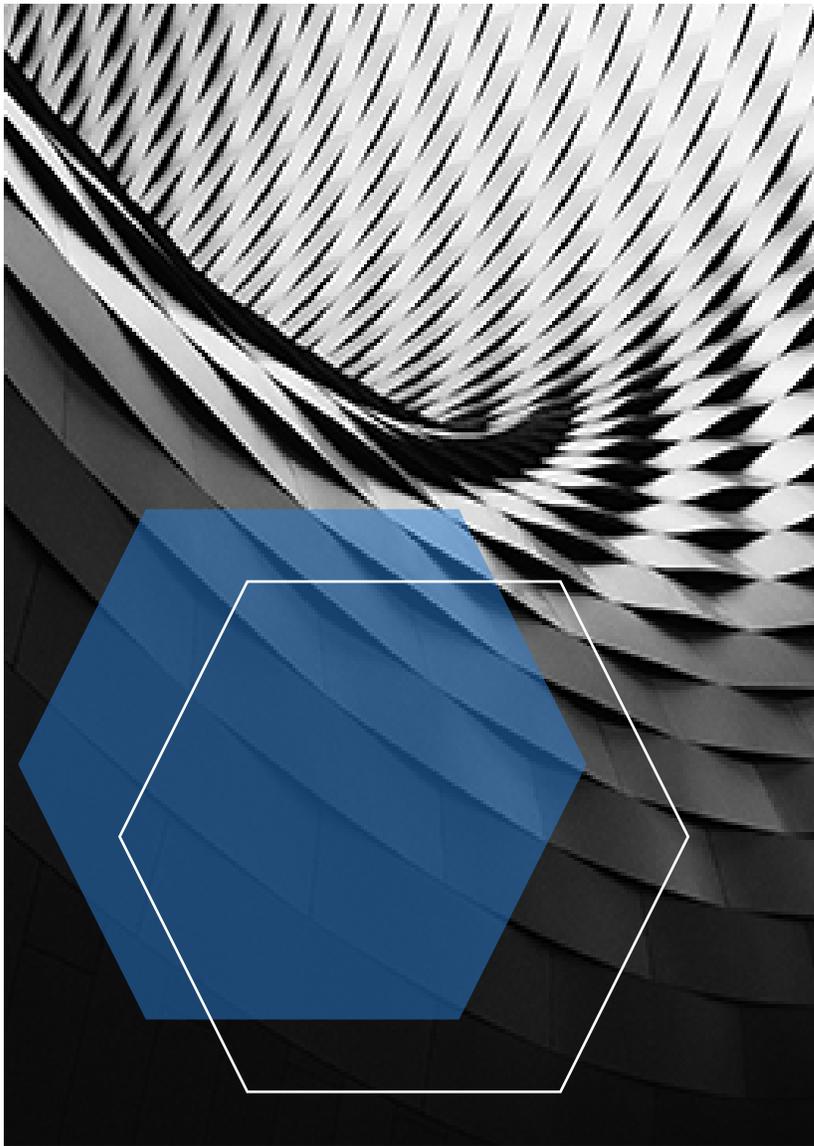
CCO is committed to improving the rate review process and making it as streamlined and transparent as possible for the consultant community. If you have suggestions, please email Procurement Supervisor Jeremy Wall at [Jeremy.Wall@austintexas.gov](mailto:Jeremy.Wall@austintexas.gov) or call (512) 974-2644.

## UPCOMING PROJECTS

We recognize how important it is for you to receive solicitation information in a timely manner so that you can include respective projects in your business plans. With that in mind, we have put together a listing of upcoming projects. Access project information at the following link: <http://www.austintexas.gov/department/upcoming-projects>.

The content in the link will be updated and provided to you in future quarterly newsletters.





# PUBLIC WORKS DEPARTMENT

The City of Austin's Public Works Department Capital Project Management Division designs, manages, and inspects major capital improvement projects. Capital Improvement projects consist of considerable improvements or expansion to City facilities or infrastructure. Public Works' project managers lead City capital improvement projects through all phases of planning, design, construction, and inspection. Projects range from street reconstruction, water and wastewater infrastructure, and improvements to building renovations and additions to new building projects for all city departments.

Horizontal and vertical Infrastructure impacts the public health, safety, and quality of life for Austin residents. Decisions made to invest in projects are important because they are generally large in scope and cost, and the assets they create will likely be used for decades.

Capital Project Delivery consists of five divisions that each play a unique role in ensuring the success of CIP projects all around Austin.

## OFFICE OF THE CITY ARCHITECT

- Leads the project management and delivery for all architectural building planning and construction projects. Manages project delivery throughout the life of a project to meet defined scope, budget and schedule.
- Provides high level oversight and departmental coordination to help ensure CIP projects achieve the urban design and sustainability goals set by City Council.

## PROJECT MANAGEMENT DIVISION

- Leads project delivery throughout the life of a horizontal construction project and ensuring schedules and budgets are met.

## CONSTRUCTION SERVICES DIVISION

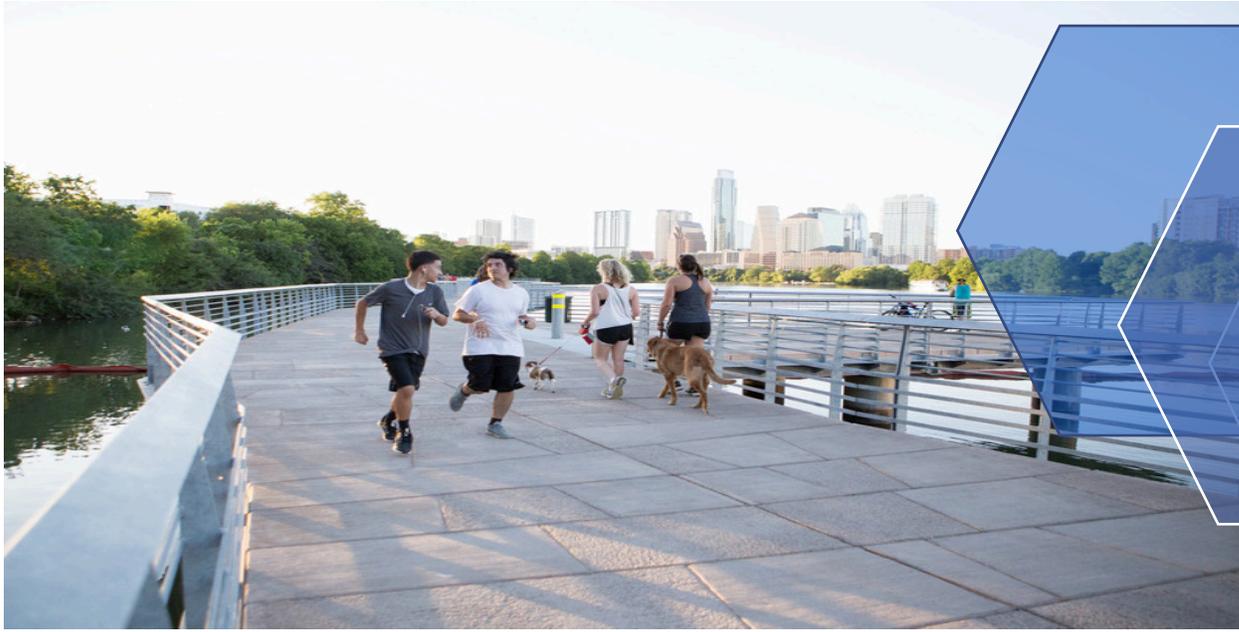
- Provides on-site observation for construction projects to ensure projects are built to meet approved construction documents.

## ENGINEERING SERVICES DIVISION

- Provides design and permitting for civil engineering projects in the public right of way.

## QUALITY MANAGEMENT DIVISION

- Provides quality review of construction documents on all CIP projects to ensure that required codes/standards and best practices are met.



## SMALL & MINORITY BUSINESS RESOURCES

Greetings! The Small & Minority Business Resources Department (SMBR) was created by City Council in 1987 to administer the Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), and the Disadvantaged Business Enterprise (DBE) programs. SMBR conducts monthly workshops on a variety of topics including: certification, surety bond counseling, and “How to be Compliant” with the City’s MBE/WBE Program. SMBR also offers assistance to small businesses so that they are better prepared to bid on contracting opportunities. SMBR’s goals are to:

- Promote and encourage minority, women, and disadvantaged business owners to participate in business opportunities with the City of Austin;
- Afford Minority-Owned Business Enterprises (MBE), Women-Owned Business Enterprises (WBEs) and Disadvantaged Business Enterprises (DBEs) an equal opportunity to compete for work on City contracts; and
- Encourage bidders to solicit certified MBEs, WBEs and DBEs for subcontracting opportunities.

### ORGANIZATIONAL STRUCTURE

SMBR is led by Veronica Briseño, Director. Ms. Briseño has been the director of the department for the past eight years. The department has 31 full time employees and is composed of three divisions: Contract Compliance, Certification and Resources. Compliance is overseen by Tamela Saldana, SMBR Compliance Officer; Certification is overseen by Elton Price, Division Manager; and Resources is overseen by Thomas Owens. Each of the division managers report into Edward Campos, Assistant Director. SMBR’s Office of the Director includes a Public Information Specialist, Business Process Consultant and a Department Executive Assistant.

### KEY INTIATIVES:

- 2016 Mobility Bond Program – SMBR, in partnership with the Corridor Program Office and its corridor consultant, HDR Engineering and HEW its subconsultant, developed an MBE/WBE Outreach Plan which identified 8 key issues and strategies to address these issues. The overall mission of the plan is to increase opportunities and participation on the upcoming nine corridor construction projects.
- Compliance and Certification Software – SMBR has embarked on the development and implementation of an on-line certification application and compliance software process. Our current processes are heavily paper driven and the implementation of the B2GNow software will create efficiencies and enhance the user experience for internal and external stakeholders.