

Request for Qualifications Consulting Services/Downtown Construction Coordination & Mitigation Strategies

Date Issued: December 9, 2024

Responses Due: January 6, 2025

Contact Information:

Matt Geske, VP of Public Affairs

Mgeske@downtownaustin.com

INTRODUCTION & INFORMATION

The Austin DMO, Inc. d/b/a Downtown Austin Alliance in Austin, Travis County, Texas requests the submission of responses to the following Request for Qualifications (RFQ) from qualified firms or firm teams for strategic planning services (the “Project”).

The selected firm(s) would help the Downtown Austin Alliance develop our Construction Mitigation strategic plan, working closely with the organization’s committees and staff. Consultants should have a good understanding of large-scale infrastructure projects, familiarity with construction best practices, and project coordination. Experience working with downtowns is encouraged but not required.

ABOUT THE DOWNTOWN AUSTIN ALLIANCE

The Downtown Austin Alliance is a partnership of downtown property owners, individuals, and businesses in Austin, Texas devoted to creating, preserving and enhancing the vibe, value, and vitality of downtown Austin. The Downtown Austin Alliance manages the Downtown Public Improvement District (PID), which was formed in 1993 and has been subsequently reauthorized several times. The Downtown Austin Alliance leads and participates in a broad range of programs and initiatives that advance our collective vision for downtown Austin.

More information on the Downtown Austin Alliance can be found at www.downtownaustin.com.

PROJECT BACKGROUND

For the next 15 years, Austin will be experiencing unprecedented construction disruptions from multiple projects that will transform Austin. Downtown Austin will be the center of construction of most of these projects and will face disruptions that threaten its gains in return-to-work policies, vibrant residential life, tourism, and business growth.

The Downtown Austin Alliance (DAA) is seeking a firm that has experience in project coordination, outreach and communications, large-scale infrastructure, and can provide DAA a roadmap to mitigating the negative side-effects of construction. We anticipate the need to create an advisory board to advocate for several policies including stakeholder outreach, communications, access plans, and much more.

The confluence of several infrastructure projects adds to the complexity facing downtown Austin. Multiple public agencies are overseeing separate projects that intersect downtown including Texas Department of Transportation, Austin Convention Center, City of Austin, Austin Transit Partnership, Capital Metro, and Central Texas Regional Mobility Authority.

DAA has done initial research on how other downtowns have navigated construction while maintaining a vibrant community, which can be found in the attachment. The selected firm will need to build on this research and turn it into a long-term strategy.

ANTICIPATED NEEDS

The DAA is seeking a consultant to work in close collaboration with the project team to scope and facilitate a process with the final goal of delivering a construction mitigation strategic plan. We anticipate this to include:

- Review of construction mitigation best practices from around the country
- Stakeholder outreach that includes the public agencies involved in construction and stakeholders and businesses affected by construction
- A gap/needs assessment that identifies how DAA can play a positive role during construction
- Priorities and strategies that position DAA to be a leader for downtown Austin and puts downtown Austin in the best position to succeed throughout construction

ANTICIPATED BUDGET

Budget is not to exceed \$48,000

ANTICIPATED DELIVERABLES

Once a consultant is selected, the DAA will work collaboratively with the consultant to develop a detailed scope of work and define deliverables. Below is a preliminary list of the anticipated project needs.

1. In collaboration with project team, develop process, timeline, and outreach plan to complete scope of work.
2. Stakeholder outreach that includes DAA Board members, downtown property and business owners, elected officials, and government agencies.
3. Gap/needs assessment that allows DAA to play needed roles in the success of the construction program.
4. Phased implementation plan that provides recommendations for the next 5 years and specific actions in years 1 and 2.

ANTICIPATED SCHEDULE

We anticipate entering the contract by December 2024 and would like the final deliverables to be completed by April 2025.

DATE AVAILABILITY AND OTHER ASSUMPTIONS

Selected consultant will be expected to facilitate in-person meetings with key stakeholders. Downtown Austin Alliance will assist in scheduling, meeting logistics, sending invitations, etc.

Selected consultant should anticipate an in-person kickoff meeting with the project team.

Regular coordination calls will be required to ensure deliverables align with expectations and meet the timeline.

Anticipated at least two presentations to DAA leadership. (Board and committees)

SUBMITTAL INSTRUCTIONS

Please include the following components in the RFQ Submittal.

- Letter of interest. Include basic background of firm(s), such as name, address, phone number and URL. Letter of interest should state any intent to perform as a WBE/MBE/DBE firm and/or describe commitment to inclusive practices.
- Summary of team qualifications. Include similar projects and clients and highlight successful implementation results, where applicable. Feature graphics where relevant.
- Brief biographies of key personnel that will be assigned to the project. Indicate roles and identify the project manager.
- Proposed process. Include a schedule that identifies proposed meetings, time frames for major work elements, target dates for key milestones, and overall date for completion of the project.
- Proposed budget breakdown for the scope of work. Budget should include estimated cost, fees, billing rate for each activity and/or project milestone and anticipated payment schedule and method.
- References. Include contact information for up to four (4) references for clients for which the prime contractor has recently provided similar services.
- If applicable, provide a statement concerning conflict of interest, including those interests of the firm that would impede with or interfere in the carrying out project.

SELECTION & AWARD

EVALUATION OF RESPONSES

Firms/teams will be evaluated based on the following parameters:

- A. Experience with similar projects: proven experience in strategic construction project coordination and communications. Experience working with downtown organizations and (PIDs/BIDS), and experience with government agencies is a plus.
- B. Qualifications of the firm(s): ability to facilitate large groups and breakout sessions simultaneously and engage multidisciplinary stakeholders in civic dialogue.
- C. Project approach: clear understanding of schedule constraints and solutions for delivering the scope of work. Preference will be given to firm(s) that demonstrate a commitment to diversity, equitable and inclusive practices.
- D. Professional qualifications of the staff assigned to the project: based on expertise and experience working on projects of similar size/scope, including experience of identified project manager and team members.
- E. Firm references: References including the names and contact information for four (4) references for clients for which you have recently provided similar services.

DEADLINE TO SUBMIT

Please submit responses electronically by January 6, 2024.

Short listed firms/teams may be requested to participate in a virtual interview in January 2025.

CONTACT / SUBMIT TO

Applicants may submit a completed proposal and letter of interest in PDF format to:

Matt Geske, VP of Public Affairs
Downtown Austin Alliance,
mgeske@downtownaustin.com

DISCLAIMERS

ANTIDISCRIMINATION STATEMENT

The Downtown Austin Alliance does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), sexual orientation, military status, or disability.

MINORITY OWNED, WOMEN OWNED AND DISADVANTAGED BUSINESS ENTERPRISES

MBEs/WBEs/DBEs are encouraged to participate as prime contractors, subcontractors, or joint ventures. A list of currently certified MBEs, WBEs, and DBEs in various professional fields is available on the City of Austin [Finance Online website](#). The Downtown Austin Alliance does not maintain a separate list of certified firms.

Vendors are not required to be a certified MBE/WBE/DBE with the City of Austin to be considered for this project opportunity.

RESERVATION OF RIGHTS

The Downtown Austin Alliance with its partners reserves the right to reject any and all proposals received in response to this RFP and reserves the right to short list respondents and base final selection rankings on personal interviews.

Fees provided for in contracts or agreements shall be reasonable. Downtown Austin Alliance with its partners shall consider fees to be reasonable if they are not in excess of those ordinarily charged by the profession as a whole for similar work. Downtown Austin Alliance with its partners will negotiate for procurement of professional services, whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiations of fair and reasonable compensation.

Downtown Austin Alliance with its partners is not obligated to award a contract solely based on this request or to otherwise pay for information solicited.