



City of Austin

Financial Services Department

Capital Procurement

Your valuable partner in
Capital Project
Delivery

PROFESSIONAL SERVICES

ROTATION LISTS

Rotation Lists are a tool used by the City of Austin to deliver professional services required by departments throughout the City. Rotation List contracting allows the City to have a group of qualified consultants available to perform specific types of recurring work in a timely manner to meet the project and operational needs of the City. Assignments are made to consultants on a rotating basis.

- Capital Procurement solicits professional services contracts with the potential of multiple awards to the most qualified firms submitting responses.
- Consultants are selected based on qualifications determined by a diverse, cross-functional panel of City staff with expertise in the specific scope reviewed.
- Capital Procurement conducts Contract Development meetings to instruct consultants on requirements for contract execution. Capital Procurement works with firms to establish personnel titles and wage rates and execute their professional services agreements.
- City Council approves the RCA to move forward and finalize negotiations with the selected consultants.
- Capital Procurement makes initial assignments to the selected firms based on the ranking of the final evaluation matrix.
- Subsequent assignments are based on each firm's remaining authority balance and are ranked/sorted by the highest remaining authority.
- Primary users of Rotation Lists are Public Works, Austin Water, Austin Transportation, Austin Energy, Aviation (AUS), PARD, Library, and Building Services.

CURRENT ROTATION LISTS INCLUDE:

Engineering	Water and Wastewater	Miscellaneous
<ul style="list-style-type: none"> • Civil Engineering (Large and Small) • Structural • Mechanical • Field Engineering Storm Water • Stream Restoration • Flood Hazard Mitigation Subsurface Utility (SUE) 	<ul style="list-style-type: none"> • Pipelines (Large and Small Diameter) • Facilities (Large and Small) • Supervisory Control and Data Acquisition (SCADA) • Landscape Design • Architectural Design (Large and Small) 	<ul style="list-style-type: none"> • Surveying • Construction Inspection • Commissioning Agent • Space Planning • Subsurface Utility Engineering (SUE) • Utility Engineering • ATD Field Engineering

Questions? Email us:
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Visit us at:
<https://www.austintexas.gov/department/professional-services-division>

