



# City of Austin

## Recommendation for Action

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**File #:** 26-1649, **Agenda Item #:** 21.

5/7/2026

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### **Posting Language**

Authorize a contract for the development of a strategic implementation plan to improve bond funded capital projects for Austin Capital Delivery Services with J-BJ Marketing LLC d/b/a JBJ Management LLC, for an initial term of one year with up to four one-year extension options in an amount not to exceed \$161,000. Funding: \$161,000 is available in the Operating Budget of Austin Capital Delivery Services.

### **Lead Department**

Austin Financial Services.

### **Client Department(s)**

Austin Capital Delivery Services.

### **Fiscal Note**

Funding in the amount of \$161,000 is available in the Fiscal Year 2025-2026 Operating Budget of Austin Capital Delivery Services.

### **Procurement Language:**

Professional Service.

### **MBE/WBE:**

This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program). For the services required for this solicitation, there were no subcontracting opportunities therefore, no subcontracting goals were established.

### **For More Information:**

Direct questions regarding this Recommendation for Council Action to Austin Financial Services - Central Procurement at [FSDCentralProcurementRCAs@austintexas.gov](mailto:FSDCentralProcurementRCAs@austintexas.gov) or 512-974-2500.

### **Additional Backup Information:**

The contract will provide for the operational analysis of Austin Capital Delivery Services and development of a Strategic Implementation Plan that will improve speed, predictability, accountability and outcomes of bond funded projects. Through this contract, the contractor will be required to develop a Strategic Implementation Plan that accomplishes the following:

1. Integrate Portfolios: Unify existing bond commitments with anticipated 2026 projects into a single, sequenced delivery plan.
2. Establish Governance: Define decision rights, stage gates, roles and responsibilities, and portfolio change control aligned with Austin Capital Delivery Service's "One City, One Team, One Approach."
3. Optimize Resources: Propose staffing, consulting, and contracting strategies (including alternative delivery methods and rotation lists) to meet throughput and schedule targets.

4. **Manage Risk:** Implement a standardized risk framework with contingencies for cost, schedule, market, permitting, and community risks.
5. **Measure Performance:** Define key performance indicators, reporting cadence, and dashboards compatible with the City’s Capital Projects Explorer and Council reporting needs.
6. **Align Engagement:** Coordinate SIP messaging and materials with City engagement processes for the 2026 bond program.

This request includes the option at the City’s discretion to continue with the contract if additional projects are needed in this area. Any projects over the City Manager’s administrative authority level will be brought back to council for authorization prior to any work. This contractor was selected for the work based on their significant experience with and qualifications in this specific area. JBJ Management LLC d/b/a JBJ Management LLC brings more than 30 years of national experience supporting public agencies in transforming their delivery practices, optimizing organizational performance, ensuring strategic engagement and timely communications and implementing major infrastructure programs. They are certified as a Minority Owned Business (MBE) through the City.

<b>Contract Details:</b>		
<b>Contract Term</b>	<b>Length of Term</b>	<b>Contract Authorization</b>
Initial Term	1 year	\$161,000
Optional Extension 1	1 year	
Optional Extension 2	1 year	
Optional Extension 3	1 year	
Optional Extension 4	1 year	
<b>Total</b>	<b>5 years</b>	<b>\$161,000</b>

Contract Authorization amounts are based on the City’s estimated annual usage.