



WILLIAMSON COUNTY
PURCHASING DEPARTMENT
901 South Austin Avenue
GEORGETOWN, TEXAS 78626

<http://wilco-online.org/eBids/Bids.aspx>

REQUEST FOR QUALIFICATIONS (RFQ)

SURVEYING SERVICES Certification of Surveying Services Firms

RFQ # 14RFQ00103

**RFQ SUBMITTALS TO BE RECEIVED ON OR BEFORE:
3:00 pm Tuesday January 14th, 2014**

Scope

Williamson County is soliciting qualifications of surveying firms interested in providing surveying services for roadway, bridge, drainage or other Williamson County projects. Prior to selection to perform professional survey services for Williamson County, the surveying firm must be included on the Commissioner's Court approved list of prequalified firms. In order to be considered for inclusion on the prequalified list, firms must submit the information listed below.

All firms wishing to perform Surveying Services, including all firms that were previously pre-qualified, will need to respond to this RFQ and be re-certified.

Format for Request for Qualifications Submittals

- 1) A one (1) page transmittal letter that provides an overview of the firm
- 2) Up to two (2) pages outlining general qualifications of your firm
- 3) For each office of the company desiring to provide surveying services, provide current organizational charts showing in-house staff that your firm would anticipate using on a County sponsored surveying project.
- 4) Resumes for staff you choose to submit in support of your qualifications. Include any TxDOT pre-certifications that are appropriate.
- 5) A listing or description of relevant surveying projects. The list is limited to one (1) page.

All interested firms must have at least one office located within Texas with a professional surveyor registered in the State of Texas.

Note that Utility Coordination/Relocation, Environmental, Planning & Design, Geotech Engineering/Material Testing, Road Bond Program GEC (Construction Management/Inspection) and Road Bond Program GEC (Program Management, Planning & Design) services are specifically excluded from this RFQ.

For purposes of this RFQ, a page is defined to be one (1) side of an 8 ½” x 11” sheet of paper. Organizational charts may be represented on 11” x 17” paper.

Evaluation Criteria

The services being solicited by this Request for Qualifications are professional surveying services exempt by Title 10 Subtitle F Chapter 2254 Subchapter A of the Texas Government Code. All Request for Qualifications received will be evaluated according to the following criteria and weighted values:

<u>Criteria</u>	<u>Points</u>
The experience of firm in providing Surveying Services	20%
The experience of firm staff in providing Surveying Services	80%

A draft list of pre-qualified firms will be provided to the County Commissioners Court for their approval. The county will select the most highly qualified providers of these services on the basis of demonstrated competence and qualifications and then attempt to negotiate fees with those providers at a fair and reasonable amount.

Submittal of RFQ Response

One (1) original RFQ response and three (3) copies should be submitted. The responses should be marked “original” and “copy”. One (1) PDF electronic copy of the entire RFQ should be submitted on a CD in the sealed envelope with the original hard copy of the RFQ response. **All copies should have the same attachments as the original.** Please incorporate the least possible amount of plastic/laminate or other non-recyclable binding materials.

Qualifications are to be submitted in a sealed envelope clearly marked **Certification of Surveying Services Firms and include the RFQ number**. If an overnight delivery service is used, the RFQ name and number should be clearly marked on the outside of the delivery service envelope. RFQ responses are to be addressed to: **Williamson County Purchasing Department, Attn: APA – Surveying Services, 901 S. Austin Ave., Georgetown, TX 78626.**

By submitting a response to this RFQ, the firm certifies that he/she has fully read and understands the request for qualifications and has knowledge of the scope and quality of the services to be furnished and intends to adhere to the provisions described herein.

Respondent understands and agrees that this RFQ is issued predicated on anticipated requirements for the County and that the County has made no representation, written or oral, that any such requirement be furnished under a Contract arising from this RFQ.

Furthermore, Respondent recognizes and understands that any cost borne by the Respondent which arises as a result of submitting a response to this RFQ shall be at the sole risk and responsibility of Respondent.

Location Directions

Please see **page 5** of this document for a map and directions to the Williamson County Purchasing Office.

Williamson County Conflict of Interest Statement

On Tuesday, November 6, 2007, the Williamson County Commissioners Court approved the following: All bids, proposals and requests for qualifications under consideration by the County for contract award shall contain a signed affidavit acknowledging the responder's awareness of Section 176.006 of the Texas Local Government Code as it relates to conflicts of interest. A blank copy of this affidavit, Williamson County Conflict of Interest Statement, can be found on **Page 4** of this RFQ package. Respondents should complete this form and submit it as a part of their response to this RFQ.

Questions, clarifications or requests for general information should be directed to the contacts listed below.

Purchasing/Bid Questions

Jonathan Harris
Williamson County Purchasing Dept.
901 S. Austin Avenue
Georgetown, TX 78626
512/943-1692
joharris@wilco.org

Technical Questions

Robert B. Daigh, P.E.
Williamson County Dept. of Infrastructure
3151 SE Inner Loop, Ste. B
Georgetown, TX 78626
512/943-3330
bdaigh@wilco.org



WILLIAMSON COUNTY CONFLICT OF INTEREST STATEMENT

I hereby acknowledge that I am aware of the Local Government Code of the State of Texas, Section 176.006, regarding conflicts of interest and will abide by all provisions as required by Texas law.

Printed name of person submitting form:
Name of Company:
Date:
Signature of person submitting form:

Notarized:

Sworn and subscribed before me
By: _____
On: _____ (date)

Williamson County Purchasing

Address:

901 S Austin Ave
Georgetown, TX 78626

Directions:

From South (Austin, Round Rock)

Take IH-35 Northbound
Exit 261
Take EXIT 261 toward TX-29/Burnet.
Take the 1st right onto W University Ave/TX-29
Turn left onto S Austin Ave
901 S AUSTIN AVE is on the right

From North (Jarrell, Georgetown)

Take IH-35 Southbound
Exit 261
Turn left onto TX-29/W University Ave
Turn left onto S Austin Ave
901 S AUSTIN AVE is on the right

