



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

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

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## **REQUEST FOR QUALIFICATIONS (RFQ)**

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### **UTILITY COORDINATION/RELOCATION SERVICES** Certification of Utility Coordination/Relocation Services Firms

**RFQ # 14RFQ00107**

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

#### **Scope**

Williamson County is soliciting qualifications of Engineering firms interested in providing Utility Coordination/Relocation services for roadway, bridge, drainage or other Williamson County projects.

#### **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 team.
- 3) A proposed organizational chart and resumes for team members you choose to submit in support of your qualifications.
- 4) A listing or description of relevant utility coordination/relocation experience. This list is limited to one (1) page.

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

Note that Environmental, Surveying, 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 engineering 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:

<b><u>Criteria</u></b>	<b><u>Points</u></b>
The experience of firm management in Utility Coordination/Relocation Services projects	40%
The experience of firm staff in Utility Coordination/Relocation Services projects	40%
The availability of firm management and staff to Williamson County	20%

The top ranking firms from the RFQ evaluation will be invited to an interview. The selection will be made based on the interview results. Interview evaluation criteria will be based on the same criteria as the Request for Qualifications. 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 four (4) 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 Utility Coordination/Relocation 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 - Certification of Utility Coordination/Relocation Firms , 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

