



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

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

REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES FOR THE WILLIAMSON COUNTY EXPO CENTER

RFQ # 14RFQ00108

**RFQ SUBMITTALS TO BE RECEIVED ON OR BEFORE:
3:00 pm Tuesday August 5, 2014**

GENERAL

Williamson County is seeking a Statement of Interest and Qualifications from experienced firms/teams specializing in Expo Centers to provide professional Architectural/Engineering (also referred to herein as "A/E") design services and construction administration services for the Williamson County Expo Center ("WC EXPO CENTER"). CM-R (Construction Manager at Risk) is Williamson County's preferred construction delivery method for this project. However, Williamson County reserves the right to review and select any other delivery method allowed by law for the construction of the WC EXPO CENTER.

The A/E firm/team will prepare and design construction plans and specifications for WC EXPO CENTER project to include a main arena, existing arena improvements, covered Expo space, air conditioned Expo space, administrative, clerical and reception office space, site work, storage for inventory, supplies and records, warming kitchen for catering services, lunch/break room, multi-purpose classroom/conference rooms; restrooms, concessions, roads, parking, and related infrastructure.

Williamson County will use an Executive Project Steering Committee comprised of elected and appointed officials, and executive level managers. Subsequent to the Executive Project Steering Committee, will be a Project Management Team with a Project Manager named as the primary point of contact for Williamson County. The Project Management Team is comprised of

Williamson County staff and others who are subject matter experts in the fields of construction, facilities management, and Expo Center development and operations. The selected A/E firm/team must be able to participate when necessary, and must communicate effectively regarding relevant complex issues (e.g. programming, land use, mechanical, security, future system demands, design, construction documents, bidding, construction administration, etc.) and, if necessary, report, from time to time, to the Williamson County Commissioners Court.

The Request for Statement of Interest and Qualifications will be evaluated by County staff, with assistance from other qualified professionals. A 20-minute presentation and approximately 40-minute interview in a question and answer format may also be required for those A/E firms/teams that are ranked highest. The staff will make a recommendation to the Williamson County Commissioner's Court that will award the contract utilizing the County's standard form of agreement, which the selected A/E firm must execute in order to be awarded the contract. The method of payment will be lump sum fee agreement with payments distributed throughout the life of the project based upon percentages of work completed.

BACKGROUND

Phase I of the WC EXPO CENTER was constructed in or around 2004 and has served the greater Taylor, Texas area since that time. With input from various sources, a Master Plan was recently completed for the WC EXPO CENTER. The Master Plan will serve as the basis for the elements to be designed and constructed. The Master Plan can be found at: <http://parks.wilco.org/>

DESCRIPTION OF PROJECT

Williamson County intends to renovate and enhance an existing facility with development of new components using industry standard "best practices". The project includes but is not limited to programming, data collection and analysis, recommendations regarding the best possible use of the Master Plan, communication with citizens and Williamson County, plan development, preparation and design of construction documents, specifications, cost estimates, development of bidding and contract documents, and construction management. The WC EXPO CENTER will house staff dedicated to operations, maintenance, and marketing of the facility to serve a multitude of venues. The facility will include at a minimum:

- ❖ Main arena,
- ❖ Existing arena improvements,
- ❖ Covered Expo space,
- ❖ Air conditioned Expo space
- ❖ Administrative, clerical and reception office space
- ❖ Site work
- ❖ Storage for inventory, supplies and records
- ❖ Warming kitchen for catering services
- ❖ Lunch/break room
- ❖ Multi-purpose classroom/conference rooms
- ❖ Restrooms
- ❖ Concessions
- ❖ Roads, parking, and related infrastructure.

It should also be noted that future expansion capability of this facility is important to include in the design. The overall goal of the project is to have a completed facility by the end of December 2016.

TECHNICAL EXPERTISE

Interested A/E firms/teams shall have extensive knowledge and expertise to include, but not be limited to the technical areas of Expo Center development, landscape architecture and public park planning/development, civil engineering, environmental assessment, geotechnical and pavement design, erosion control, hydraulics and hydrology, floodplain analysis, land surveying, public involvement, coordination with state and federal resource agencies, contract and construction management.

SCOPE OF SERVICES REQUESTED

The following is the minimum scope of services to be provided by the A/E firm/team selected for the project. It is intended that the scope cover the entire project from programming through construction administration. Any omissions in scope should be noted to the County.

The first phase of the project shall be the Programming Phase. The site for the WC EXPO CENTER is located off Carlos G. Parker Blvd in Taylor, Texas. Site Evaluations and Master Planning will be included in this first phase.

Programming Phase shall generally include:

1. A/E firm/team shall meet with County staff and other entities/groups involved in the project to determine needs (including spatial and development) of building program(s) for projected needs.
2. Site evaluations to determine the best possible use of the Master Plan.
3. Prepare preliminary estimate of construction costs.
4. Prepare preliminary estimate of Furnishings, Fixtures & Equipment (FF&E).
5. Provide up to three (3) separate presentations to County Project Management Team and Williamson County Executive Steering Committee.
6. Coordinate with local government bodies, cities, and local utilities in relation to the Project.

Once the Programming Phase is complete, the Design Phase, Construction Document Phase, Bidding/Proposal Phase and the Construction Administration Phase shall follow. Disciplines required include, but are not limited to: Civil, Landscape, Structural, Architectural, Mechanical, Plumbing, Electrical, Specialties (including, but not limited to, large arena development and management/control of livestock, people, vehicles, voice/data wiring, audio/visual equipment, telephone equipment, force protection, fire protection, security, lightning protection, public address systems, and related FF&E.)

The Design Phases, at a minimum, shall include the following:

Schematic Design:

1. Based on mutually agreed-upon program, prepare Schematic Design Documents for review and approval.
2. Revise preliminary estimate of construction cost.

Design Development Phase:

1. Based on approved Schematic Design documents, A/E firm/team shall prepare Design Development Documents to fix and describe the size and character of the project, including civil, architectural, structural, mechanical, electrical, and any specialty systems and materials that are necessary.
2. Compliance with all applicable state, federal and local regulations regarding historic structures; archeological or paleontological items of significance; preparation of any status reports required, and any other design service needed to complete this project.
3. Conformance with the Americans with Disabilities Act and Texas Accessibility Standards.
4. Provide Design Development submittal for review and approval. Submittal shall include, as a minimum, any necessary revisions to the master plan, floor plans, main arena plan and elevations, arena renovations plan, furniture and equipment plans, and revised preliminary cost estimate for all remaining items.
5. Provide up to three (3) separate presentations to Williamson County Project Management Team and Williamson County Executive Steering Committee to
 - a. discuss project timelines and schedule for project deliverables;
 - b. discuss possible design criteria based upon mutually agreed upon programming; and
 - c. additional meeting(s) if needed.

Construction Document Phase:

1. Provide construction document drawings and specifications including the furniture related FF&E items (including fixed and movable furniture and equipment).
2. Prepare 60% drawings and cost estimates for the planned improvements identified in the "Description of Project" section of the RFQ, and meet with County staff to review.
3. Prepare 90% & 100% drawings and cost estimates, and meet with County staff to review.
4. Provide a detailed final construction cost estimate to include contingencies.
5. Provide up to three (3) separate presentations to Williamson County Project Management Team and Williamson County Executive Steering Committee. Presentations shall include, but not be limited to, furniture and finish colors and materials, and recommendations for stock and bucking chute systems and configurations.
6. Present plans to Commissioners Court as necessary and appropriate and answer any relevant questions as necessary.
7. Obtain any necessary approvals from review and permitting authorities, to include local planning & building departments.

Bidding and Contracting Phase:

1. Prepare bid documents and assist the County in advertising for bids.
2. Oversee Pre-Bid Meeting & prepare addendums (as needed).
3. Review bids and provide written recommendation(s) to staff.
4. Oversee Pre-Construction Meeting.
5. Prepare addenda, review prior approval requests.
6. Make recommendations on Bids/Proposals received.
7. Re-design/re-bid of facility if low bid or proposal exceeds Williamson County's construction budget at no additional cost to Williamson County.

8. Assist, at County's request, with drafting and preparing construction contract documents.

Construction Administration Phase:

1. Attend pre-construction conference and up to two (2) on-site field meetings and inspections per week.
2. Shop drawing and submittal review.
3. Provide site observations and/or inspections and develop punch list report as required by Williamson County.
4. Answer Contractor RFI's to resolve field/design issues.
5. Prepare supplemental instructions and sketches.
6. Review contractor Applications for Payment and recommend for approval.
7. Provide A/E progress inspections (with reports) before cover up (concrete, walls and ceilings).
8. Provide substantial and final completion inspections (to include American with Disabilities (ADA) inspections, and prepare punch lists.
9. Review, approve, and provide a final report of inspections.
10. Provide independent estimates on Proposed Change Orders. Williamson County will negotiate Change Orders with the Contractor and the A/E will provide support.
12. Ensure submission of accurate "as-built" drawings.

BASIC UNDERSTANDING

The selected A/E firm/team shall represent Williamson County as their agent in any required approvals, processes, presentations, or meetings, and promote Williamson County's best interest. The A/E firm/team is responsible for submitting and presenting a minimum of three (3) progress packages, at the appropriate phases of design. The A/E firm/team shall assist contractor in obtaining all necessary permits. During construction, the A/E firm/team will participate in weekly project reviews with Williamson County, as well as perform standard construction administration services.

NON-MANDATORY ON-SITE MEETING

All A/E firms/teams submitting to this RFQ are encouraged to attend an on-site meeting at 2:00 PM CST on July 9, 2014, at 210 Carlos Parker Blvd, Taylor, Texas. At this time, vendors will be able to ask any questions in reference to the project and/or RFQ.

QUALIFICATIONS

Cover Letter

Signed and dated by an authorized representative of the organization (including all contact information.)

Certified Statement

Provide a certified statement that the firm/team is registered in the State of Texas and licensed to perform architectural and engineering services, which are necessary for the project, in the State of Texas, and a certified statement that the architects and engineers are not disbarred, suspended or otherwise prohibited from professional practice by any federal, state, or local agency. For

purposes of this RFQ, Architect/Engineer or A/E means a person registered as an architect pursuant to Chapter 1051 of the Texas Occupations Code, as a landscape architect pursuant to Chapter 1052 of the Texas Occupations Code, and/or a person licensed as a professional engineer pursuant to Chapter 1001 of the Texas Occupations Code, or a firm/team retained by Williamson County to provide professional architectural and/or engineering services and exercising overall responsibility for the design services for the WC EXPO CENTER, and performing certain contract administration responsibilities during the construction phase of the project. All Studies, Reports, Plans, and Specifications must be prepared, signed, stamped, and sealed in accordance with the State of Texas rules and regulations regarding applicable professional practice.

EVALUATION CRITERIA

Each response to this Request for Qualifications will be subject to the same review and assessment process. Statements of Qualification will be evaluated on the basis of the A/E firm/team's technical capability and experience.

All A/E firms/teams submitting qualifications should provide at a minimum, their firm/team's expertise and capabilities as they relate to the following points A-E. All firms/teams will be evaluated on these five (5) items.

A. Professional Qualifications (20 points)

Provide documentation of the A/E firm/team's capability and experience.

Include:

1. Demonstration of A/E firm/team's ability, including consultants, to perform the indicated services.
2. Organization Chart of the proposed team.
3. Resumes of team members, including consultants proposed for these services. Include position, education level, professional credentials, and related experience.
4. For the offices proposed to provide these services:
 - a. Number and discipline of Professional staff employees.
 - b. Number of Non-Professional staff employees.
 - c. Total number of staff, including administration employees.

B. Ability to perform (25 points)

Provide recent experience (within the past 7 years) of the design team members, individually and collectively as a team in the following categories, which are listed in order of importance:

1. Construction of "Expo" types of buildings and support facilities with project costs of \$9 million minus FF&E costs (furnishings, fixtures & equipment).
2. Working, demonstrated knowledge of customer service, staffing demands, and operations and maintenance related to "Expo" types of facilities.
3. Working knowledge of vehicular, pedestrian, livestock and equestrian traffic patterns in "Expo" types of settings.

C. Performance History/References (25 points)

1. Provide past performance ratings by government agencies and private industry with respect to work quality, performance, compliance with schedules and cost control.
2. Provide a listing of all excellent performance ratings and letters of commendation from both private and government clients (designate your role, consultant or joint venture partner). These ratings should be dated 2003 or later.
3. Provide a list of projects of various sizes managed by the proposed Project Team that started construction since January 2003 and, at a minimum, include the following data: current and correct client contact data, client's required completion date, design completion date, and final cost estimate compared to the contract award amount (note whether bid or negotiated).
4. Provide brief narrative of each project listed identifying project management team practices (composition and communications plans), original project vision, scope of services performed, and final outcome of project.
5. Describe in detail any change orders, budget adjustments or cost overruns, and any litigation or breach of contract notices.
6. Provide a list of all litigation your A/E firm/team has been involved in over the last ten years. Describe the nature of each law suit, length, and financial outcome.

D. Proposed Project approach and scope of services to be provided (20 points)

Outline of the A/E firm/team's workload and ability to respond to Williamson County project requirements. The successful A/E firm/team must be able to demonstrate their ability to perform the work in a timely manner.

1. Demonstrate the A/E firm/team's capabilities, innovative approaches and/or special methodologies to accomplish the project.
2. Describe and provide a systematic and methodical description of the scope of work.
3. Identify key personnel to be used and their areas of responsibility.
4. Provide a breakdown of time and staff by work activity (Personnel identified in the submittal must be the same personnel that will work on the project. Personnel changes after contract execution must be approved by Williamson County).
5. Williamson County desires to have a dedicated project team for the duration of the project, especially staff or consultant(s) who specialize in the development, maintenance, and operation of Expo Centers.
6. Provide a short narrative that conveys an understanding of the project goals and objectives, compliance with appropriate standards such as ADA or any other state, federal or local regulations, and how the A/E firm/team will meet the stated goals, objectives, and compliance with standards and applicable regulations.

E. Location (10 points)

1. Provide knowledge of local site conditions and applicable regulatory requirements, and the ability of the A/E firm/team to ensure timely response to requests for on-site support.
2. The successful A/E firm/team should provide a detailed explanation of the proposed communications plan, project management scheme, and on-site support capabilities if principal offices are located outside of Williamson County, Texas.
3. If a joint venture partnership with a local A/E firm/team is the proposed solution, describe the relationship between the partnership and Williamson County in detail.

SELECTION

A/E firms/teams are advised that the selection committee, at its option, may recommend a contract strictly on the basis of the initial statement of qualifications, or in addition, may have interviews with A/E firms/teams to determine its final recommendation. The selection committee will present its recommendation to the Williamson County Commissioners Court for approval. County reserves the right to conduct due diligence, and seek additional information as necessary provided equal opportunity to obtain such information is afforded to all respondents.

COMPENSATION INFORMATION; FEES AND CONTRACT AWARD

Williamson County will not provide compensation or defray any cost incurred by any firm/team related to the response to this request. Williamson County reserves the right to negotiate with any and all persons or firm/teams. Williamson County also reserves the right to reject any or all RFQ(s), or to accept any RFQ deemed most advantageous, or to waive any irregularities or informalities in the RFQ received, and to revise the process and/or schedule as circumstances require.

Fee negotiations will be initiated once the highest rated A/E firm is selected. If negotiations for acceptable fees are not successful, the next highest ranking A/E firm will be selected and negotiations will be initiated with the next highest ranked A/E firm until such negotiations are successful.

The contract award will be made by the Williamson County Commissioners Court utilizing the County's standard form of agreement, which the selected A/E firm must execute within ten (10) calendar days from the Notice of Selection in order to be awarded the contract. Williamson County intends to establish one contract with one firm to provide the professional architectural and engineering services for the WC EXPO CENTER. The contracting entity may subcontract with another architectural or engineering firm to provide the professional services as a team approach; provided, however, the firm submitting a response to this RFQ (ultimately the contracting firm) must set forth in its Statement of Interest and Qualifications the name of the architectural or engineering firm that it intends to subcontract and clearly identify the portions of the scope of services which such architectural or engineering firm will provide. The contracting firm shall remain contractually responsible and liable for the provision of the services to Williamson County.

TECHNICAL CONTACTS

Dale Butler
Project Manager
Williamson County Facilities
3101 S E Inner Loop
Georgetown, Texas 78626
512-943-1609
dbutler@wilco.org

Randy Bell
Parks Director
Williamson County Parks & Recreation Department
219 Perry Mayfield
Leander, Texas 78641
512-943-1922
randybell@wilco.org

Any questions, clarifications or requests for information should be directed in writing to the contact listed below:

Assistant Purchasing Agent
RFQ # 14RFQ00108
901 S. Austin Ave.
Georgetown, TX 78626
purchase@wilco.org

Question submittals must be made via email, and are due by 5PM CST on July 30, 2014

All submitted questions with answers will be posted and updated on a daily basis to the Williamson County portal, <http://wilco-online.org/ebids/bids.aspx>

SUBMITTAL FORMAT AND DUE DATE

Each A/E firm/team must follow the format outlined in the Qualifications Section and Evaluation Criteria Section. Failure by the A/E firm/team to submit documentation in the required format will disqualify the firm/team from further consideration. Each firm/team shall submit one (1) signed and dated original (marked original) with six (6) individually bound copies (marked copy) and one (1) electronic copy of the required documentation on a thumb drive. The response shall be in separate loose leaf binders or spiral bound on one sided (8 ½ x 11 inch) sized white paper, 12 pitch font, and tab-indexed corresponding to the sections outlined in the Qualifications Section and Evaluation Criteria Section. Include only the information specified for each section. Responses must be limited to twenty five (25) pages, not including tab-indexed pages. The response must be sealed and clearly identified and marked "Professional Architectural/Engineering Design Services for the WC EXPO CENTER."

Submittals must be mailed or delivered to:

Williamson County Purchasing Department
Attn: 14RFQ00108 Professional Architectural/Engineering Design Services for the
Williamson County EXPO Center
901 S. Austin Ave.
Georgetown, TX 78626
www.wilco.org/Purchasing

Interested firms/teams must submit the required and pertinent information no later than 3:00 p.m. (Central Standard Time) on Tuesday, August 5, 2014. Facsimile and electronic mail transmittals will not be accepted.

Late Submissions

Statement of Qualifications received after the submission deadline will not be opened and will be considered void and unacceptable. Williamson County is not responsible for lateness of mail, courier service, etc.

Additional Information

The County reserves the right to request further information or documentation, and to discuss an RFQ for any purpose in order to answer questions or to seek clarification on any aspect of the submission.

Respondent's Acceptance

By submitting a response to this RFQ, the A/E firm/team certifies that it 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.

Texas Public Information Act

Williamson County considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded.

Respondents are hereby notified that Williamson County strictly adheres to all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

Commitment

Respondent understands and agrees that this RFQ is issued predicated on anticipated requirements for Williamson County and that Williamson County has made no representation, written or oral, that any such requirements be furnished under a Contract arising from this RFQ. Furthermore, Respondent recognizes and understands that any cost borne by the Respondent which arises from Respondent's performance hereunder shall be at the sole risk and responsibility of Respondent.

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 Williamson County for contract award, shall contain a signed affidavit acknowledging the responders awareness of Section 176.006 of the Texas Local Government Code as it relates to conflicts of interest.

A blank copy of this affidavit can be found on the following page of this RFQ package. Respondents should complete this form and submit it as a part of their SOQ response to this RFQ.



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

