



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 BRUSHY CREEK REGIONAL TRAIL PHASE V DEVELOPMENT

RFQ # 14RFQ00109

**RFQ SUBMITTALS TO BE RECEIVED ON OR BEFORE:
3:00 pm Tuesday July 29, 2014**

GENERAL

Williamson County seeks the services of qualified professional firms/teams for Phase V development of the Brushy Creek Regional Trail. The County is requesting a Statement of Interest and Qualifications (SOQ) from firms/teams interested in providing professional services including but not limited to architectural, landscape architectural, surveying, engineering services, and construction management for this section of the trail. The firm/team will prepare Right of Way/Easement documents, Design and Construction Plans, Specifications, Estimates, and will assist with Construction Management. The project scope includes, but is not limited to development of approximately 2.75 miles of trail generally along Brushy Creek, to include trail access points, site amenities, interpretive signage, pedestrian creek crossing, and open spaces. Project development will also include the preparation of schematics, geotechnical investigation and report, all permitting, identification and coordination of utilities and any related conflicts, structural engineering and bridge design, public involvement, and any other items necessary to successfully develop the project.

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 firms/teams that are ranked the 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 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

Planning for the Brushy Creek Regional Trail began in 2000. The trail is extremely popular and has ever increasing daily use. Approximately 7 miles of linear trail currently parallels Brushy Creek from Twin Lakes Park on US 183 in Cedar Park, Texas, to its easternmost terminus along Hairy Man Road in Round Rock, Texas. Phase V trail development will extend from the easternmost terminus along Hairy Man Road (generally along Brushy Creek) to the planned Bathing Beach Park in the City of Round Rock, Texas. With this trail expansion project, the County also wishes to explore and consider connection possibilities with Creek Bend Road, Hairy Man Road (or the vicinity) with the Brushy Creek Regional Trail. The general route for this phase of development may be found in the Trails Master Plan at: <http://parks.wilco.org/>

DESCRIPTION OF PROJECT

The project involves data collection and analysis, trail route alternatives and recommendations, Right of Way/Easement documents, plan development, communication with citizens and Williamson County, preparation of design and construction drawings, specifications, cost estimates, development of bidding and contract documents; and construction management. The following components will be included:

- ❖ Trail 10 feet wide concrete – approximately 2.75 miles (generally along Brushy Creek)
- ❖ Consider/propose Creek Bend Road, Hairy Man Road (or vicinity) connection possibilities to the Brushy Creek Regional Trail
- ❖ Pedestrian Bridges / Crossings (#TBD)
- ❖ Exercise station (#TBD)
- ❖ Benches (#TBD)
- ❖ Water fountains (#TBD)
- ❖ Information Kiosks (#TBD)
- ❖ Wayside /Interpretive/ Educational signs / exhibits (#TBD)
- ❖ Trail distance markers (placed every ¼ mile)

TECHNICAL EXPERTISE

Interested firms or teams shall have extensive knowledge and expertise in the technical areas of landscape architecture and public park planning/development, regional trail design, civil engineering, bridge design and engineering, environmental assessment (the project must comply with the National Environmental Policy Act), 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 design through construction. Any omissions in scope should be noted to the County.

Programming:

1. The 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 park program(s) and buildings/facilities for projected needs.
2. Meet with representatives of stakeholder groups to discuss possible design criteria and general needs.
3. Site evaluations to determine the best design approach.
4. Prepare preliminary estimate of construction costs.
5. Coordinate with local government bodies, cities, and local utilities in relation to the Project.
6. Provide up to three (3) separate presentations to County Project Management Team.

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, 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.
5. Provide up to three (3) separate presentations to Williamson County Project Management Team to:
 - a) discuss project timelines and schedule for project deliverables;
 - b) discuss possible design criteria based upon mutually agreed upon programming;
 - c) additional meetings if needed.

Construction Document Phase:

1. Provide construction document drawings and specifications.
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 to discuss final cost estimates.
 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 County staff.
4. Oversee Pre-Construction Meeting.
5. Re-design/re-bid of facility if low bid or proposal exceeds Williamson County's construction budget at no additional cost to Williamson County.
6. 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 County.
4. Answer Contractor RFI's to resolve field/design issues.
5. Prepare supplemental instructions and sketches.
6. Provide A/E progress inspections (with reports) before cover up (soil, concrete, etc.).
7. Provide substantial and final completion inspections to include American with Disabilities (ADA) inspections, and prepare punch lists.
8. Review, approve, and provide a final report of inspections.
9. Review contractor Applications for Payment and recommend for approval.
10. Provide independent estimates on Proposed Change Orders. County will negotiate Change Orders with the Contractor and the A/E firm/team will provide support.
11. Ensure submission of accurate "as-built" drawings.

NON-MANDATORY ON-SITE MEETING

All firms/teams submitting to this RFQ are encouraged to attend an on-site meeting at 2:00 PM CST on July 8, 2014, in the parking lot along Brushy Creek behind 900 Round Rock Ave, Round Rock, Texas, 78681. At this time, firms/teams 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, landscape architectural and engineering services in the State of Texas and certified statement that the landscape architect and engineers are not disbarred, suspended or otherwise prohibited from professional practice by any federal, state, or local agency.

EVALUATION CRITERIA

Basic Qualifications (5 points)

Provide a brief profile relative to the firm/team size, history, personnel, and areas of expertise. References to applicable awards, associations, etc. may also be included.

Ability to perform (15 points)

Provide an overview of the firm/team's specific experience on similar trail and park projects, and provide a detailed project schedule of all described activities. Also include examples that demonstrate ability to stay within budget, cost estimates, and schedules.

Geographic Proximity (10 points)

Consideration will be given to where the firm/team's office is located and how that may, or may not, affect the timely delivery of services.

Technical Capabilities (20 points)

Provide an organizational chart and supporting narrative describing the firm/team's resources and ability to deliver services required for the project. Provide list of all key personnel to be used, project experience, specific areas of expertise, relevant educational backgrounds and certifications. Identify the Project Manager (primary contact.) Identify team members (and associates or sub consultants) who will be involved and their respective roles.

Performance History/References (25 points)

Provide a list of three clients with similar trail and park projects. Provide a brief narrative of each project listed identifying:

- Name of agency/client, contact person, phone number and email address
- Year the service was provided
- Project management team practices (composition and communications plans), original project vision, scope of services performed, and final outcome of project.
- Project contract value
- Describe in detail any change orders, budget adjustments or cost overruns, and any litigation or breach of contract notices
- Additionally, provide a list of your five most recent clients with phone and email contact information.
- Also, provide a list of all litigation your firm/team has been involved in over the last ten years. Describe the nature of the law suit, length, and final outcome.

Proposed Project Approach & Scope of Services to be provided (25 Points)

- Provide a short narrative that conveys an understanding of the project goals and objectives, compliance with appropriate standards such as AASHTO, ADA or any other state, federal or local regulations, and how the firm/team will meet the stated goals, objectives, and compliance with standards and applicable regulations.
- Demonstrate the firm/team's capabilities, innovative approaches and/or special methodologies to accomplish the project.
- Describe and provide a systematic and methodical description of the scope of work, how it will be accomplished in a format that could be included in a consulting contract.
- Identify key personnel to be used and their areas of responsibility.
- 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).

Oral Interview

All Qualification submittals will be evaluated based upon the above criteria. Those respondents meeting all requirements and deemed most qualified, may receive further evaluation and be asked to provide a 20-minute presentation and 40-minute interview following the presentation. 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 with the highest rated firm/team. If negotiations for acceptable fees are not successful, negotiations with the next highest rated firm/team will cease, and negotiations with the next highest rated firm/team will be initiated 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 firm/team 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 Phase V development of the Brushy Creek Regional Trail. 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 Contact:

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# 14RFQ00109
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 23, 2014. All submitted questions with their 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 firm/team must follow the format outlined in the Qualifications Section and Evaluation Criteria Section. Failure by the 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 fifteen (15) pages, not including tab-indexed pages. The response must be sealed and clearly identified and marked "Brushy Creek Regional Trail - Phase V Project".

Submittals must be mailed or delivered to:

Mailing Address & Physical Location:

Williamson County Purchasing Department
Attn: 14RFQ00109 Brushy Creek Regional Trail Phase V Development
901 S. Austin Avenue
Georgetown, TX. 78626
512-943-3553
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 July 29, 2014. Facsimile and electronic mail transmittals will not be accepted.

Late Submissions

Statement of Qualifications (SOQ) 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 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 SOQ 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 SOQ. 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

