



PUBLIC ANNOUNCEMENT AND GENERAL INFORMATION

WILLIAMSON COUNTY PURCHASING DEPARTMENT

SOLICITATION 1507-011

**PROFESSIONAL ENGINEERING SERVICES WATERPROOFING PLAN
REVIEW-FIELD INSPECTION**

**STATEMENTS OF QUALIFICATIONS MUST BE
RECEIVED ON OR BEFORE: Aug 18, 2015
3:00:00 PM CDT**

**STATEMENTS OF QUALIFICATIONS
WILL BE PUBLICLY OPENED:
Aug 18, 2015 3:00:00 PM CDT**

Notice is hereby given that sealed statements of qualifications for the above-mentioned goods and/or services will be accepted by the Williamson County Purchasing Department. Specifications for this Request for Qualifications may be obtained from www.bidsync.com

DOCUMENTS MAY BE SUBMITTED ELECTRONICALLY TO:

www.bidsync.com

STATEMENTS OF QUALIFICATIONS MAY BE MAILED OR DELIVERED TO:

Williamson County Purchasing Department
901 South Austin Avenue
Georgetown, TX 78626

Williamson County will not accept any Statements of Qualifications received after the submittal deadline, and shall return such Statements of Qualifications unopened to the Respondent. Williamson County is not responsible for lateness or non-delivery of mail, carrier, etc. The date and time stamp of the Williamson County Purchasing Department shall be the official date and time of receipt. Statements of Qualifications will be publicly opened in the Williamson County Purchasing Department at the time and date indicated above. Statements of Qualifications shall be opened in a manner that avoids disclosure of the contents to competing Respondents and maintains the confidentiality of the Statements of Qualifications during negotiations.

Statements of Qualifications will be open for public inspection after the Contract Award. Respondents are invited to attend the sealed Statement of Qualifications opening.

If mailed or delivered in person, submit Statement of Qualifications package with the RFQ number, RFQ name, Name and Address of Respondent, and the Date of the RFQ opening marked on the outside of the envelope. Each firm/team should follow the format outlined in the Qualification Section. Failure by the firm/team to submit documentation in the required format may 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 should 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. Include only the information specified for each section. Responses should be limited to ten (10) pages, not including tab-indexed pages. The response must be sealed and clearly identified and marked

All submitted questions with their answers will be posted and updated on www.bidsync.com

It is the Respondent's responsibility to review all documents in Bidsync including any addenda that may have been added after the document packet was originally released and posted. Any addenda and/or other information relevant to the RFQ will be posted on www.bidsync.com. The Williamson County Purchasing Department takes no responsibility to ensure any interested Respondent has obtained any outstanding addenda or additional information.

All interested Respondents are invited to submit a Statement of Qualifications in accordance with the Instructions and Requirements, RFQ Format, RFQ Specifications, and Definitions, stated in this RFQ. Respondents are strongly encouraged to carefully read the entire RFQ. Williamson County will NOT be responsible for unmarked or improperly marked envelopes. Facsimile transmittals will NOT be accepted.

Bid 1507-011

PROFESSIONAL ENGINEERING SERVICES WATERPROOFING PLAN REVIEW- FIELD INSPECTION

Bid Number	1507-011
Bid Title	PROFESSIONAL ENGINEERING SERVICES WATERPROOFING PLAN REVIEW-FIELD INSPECTION
Bid Start Date	In Held
Bid End Date	Aug 18, 2015 3:00:00 PM CDT
Question & Answer End Date	Aug 12, 2015 5:00:00 PM CDT
Bid Contact	Connie Singleton 512-943-1553 csingleton@wilco.org
Contract Duration	One Time Purchase
Contract Renewal	Not Applicable
Prices Good for	Not Applicable
Bid Comments	Williamson County is seeking a Statement of Interest and Qualifications from experienced firms/teams to provide Waterproofing and Structural Plan Review as well as limited field inspection services for the following Williamson County facility projects. 1. Georgetown Annex 2. North Campus Facilities 3. Sherriff's Office Training Center 4. Taylor Expo Center

Item Response Form

Item	1507-011--01-01 · Please attach all required bid documents to this line item!
Quantity	1 each
Prices are not requested for this item.	
Delivery Location	Williamson County, Texas <u>No Location Specified</u>
	Qty 1 Expected Expenditure \$1.00

Description

Please attach all required bid documents to this line item!

SPECIAL PROVISIONS

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES FOR WATERPROOFING PLAN REVIEW AND FIELD INSPECTION FOR WILLIAMSON COUNTY PROJECTS

1507-011

CONTRACT ADMINISTRATOR

Gary Wilson, Director of Facilities Division, (or successor) at 3101 SE Inner Loop Georgetown, TX, shall serve as Williamson County's Contract Administrator with designated responsibility to ensure compliance with the requirements of the Contract and any ensuing Agreement, such as but not limited to, acceptance, inspection and delivery. The Contract Administrator will serve as liaison between the Williamson County Commissioners Court and the Successful Respondent.

Insurance Requirements

The following insurance certificates must be provided at time of bid:

The following coverage limits shall be required at a minimum:

- A. Worker's Compensation - Statutory – Texas Law
- B. Commercial General Liability Insurance with a combined minimum Bodily Injury and Property Damage:

Comprehensive General Liability	\$1,000,000 per occurrence
Aggregate policy limits	\$2,000,000
- C. Automobile Liability Insurance for all owned, non-owned, and hired vehicles with combined minimum limits for Bodily Injury and Property Damage:

Bodily Injury and Property Damage	\$500,000 per occurrence
Aggregate policy limits	\$1,000,000
- D. Professional Liability Errors and Omissions Insurance:

Professional Liability Errors and Omissions	\$1,000,000 per claim
---	-----------------------

For Bidder or other person doing business with local government entity	
This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity. By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006 Local Government Code. A person commits an offense if the person violates Section 176.0006, Local Government Code. An offense under this section is a Class C misdemeanor.	OFFICE USE ONLY
1. Name of person doing business with local governmental entity.	
2. Check this box if you are filing an update to a previously filed questionnaire. ☐ (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)	
3. Describe each affiliation or business relationship with an employee or contractor of the local government entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money. 5 6	
4. Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire. 5 6	
CONFLICT OF INTEREST QUESTIONNAIRE CIQ FORM	

For Bidder or other person doing business with local government entity

5. Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

- A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐ Yes ☐ No

- B. Is the filer of the questionnaire receive or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity?

☐ Yes ☐ No

- C. Is the filer of the questionnaire affiliated with a Corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

- D. Describe each affiliation or business relationship:

E.		5
		6

6. Describe any other affiliation or business relationship that might cause a conflict of interest.

	5
	6

1. Submittal Format and Delivery of Statements of Qualifications

Williamson County uses BidSync to distribute and receive bids, proposals and Statements of Qualifications. Statements of Qualifications can be submitted electronically through BidSync or by hard copy. Refer to www.bidsync.com for further information.

If mailed or delivered in person, Statements of Qualifications and Statements of Qualifications addenda are to be delivered in sealed envelope on or before the submittal deadline, as noted in the 'Public Announcement and General Information' listed above for this RFQ, to:

Williamson County Purchasing Department

Attn: **RFQ NAME AND NUMBER**

901 South Austin Avenue

Georgetown, Texas 78626

Williamson County will not accept any Statements of Qualifications received after the submittal deadline, and shall return such Statements of Qualifications unopened to the Respondent.

Williamson County will not accept any responsibility for Statements of Qualifications being delivered by third party carriers.

Statements of Qualifications will be opened publicly in a manner to avoid public disclosure of contents; however, names of Respondents will be read aloud.

Respondents should list the Proposal Number, Proposal Name, Name and Address of Respondent, and the Date of the Proposal opening on the outside of the box or envelope and note "Sealed Statement of Qualifications" Enclosed."

Each firm/team should follow the format outlined in the Qualification Section. Failure by the firm/team to submit documentation in the required format may 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 should 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. Include only the information specified for each section. Responses should be limited to ten (10) pages, not including tab-indexed pages. The response must be sealed and clearly identified and marked

2. General Information

2.1 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.

2.2 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.

2.3 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.

2.4 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.

2.5 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.

GENERAL INFORMATION AND SPECIFICATIONS

GENERAL

Williamson County is seeking a Statement of Interest and Qualifications from experienced firms/teams to provide Waterproofing and Structural Plan Review as well as limited field inspection services for the following Williamson County facility projects.

1. Georgetown Annex
2. North Campus Facilities
3. Sherriff's Office Training Center
4. Taylor Expo Center

DESCRIPTION OF PROJECT

Williamson County intends to hire one firm to assist in the review of Facility plans and specifications with regard to waterproofing and structural components. The scope of services will include limited field inspection of the facilities.

TECHNICAL EXPERTISE

Interested A/E firms/teams shall have extensive knowledge and expertise to include, but not be limited to:

- Building envelope waterproofing,
- Structural engineering for buildings
- Inspection of buildings.

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.

- Review facility architectural and structural plans
- Review facility plans for the integrity of the building envelope waterproofing system
- Review the architectural and structural specifications
- Conduct limited field inspections of structural and architectural components

FORMAT FOR REQUEST FOR QUALIFICATION SUBMITTALS (QUALIFICATIONS SECTION)

1. Cover Letter - included in page total

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

2. Certified Statement - included in page total

Provide a certified statement that the A/E firm/team is registered in the State of Texas and licensed to perform Engineering services which are necessary for the project, and a certified statement that the 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 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 engineering services and exercising overall responsibility for the Engineering Services. 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.

3. Responses to evaluation criteria - included in page total

Provide the qualifications of your firm's and staff's qualifications and relevant project experience.

4. Organizational charts - not included in page total

For each office of the company submitting staff in support of this proposal, provide a current organizational chart showing staff that your firm would anticipate using. For the offices proposed to provide these services including sub consultants:

- a. Number and discipline of Professional staff employees.
- b. Number of Non-Professional staff employees.

- c. Total number of staff, including administration employees.

5. Resumes - not included in page total

Provide resumes of staff you choose to submit in support of your qualifications.

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-C. All firms/teams will be evaluated on these three (3) items.

A. Building Envelope Knowledge and Experience	40%
B. Structural Design Knowledge and Experience	30%
C. Building Inspection Knowledge and Experience	30%

SELECTION

The selection Committee may make a recommendation of award to the Commissioner's Court based on evaluation of the Statement of Interest and Qualification received or may request the highest ranked firms attend an interview and make a recommendation based on the committee's evaluation of the interviews. In both the one or two step process the selection Committee 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. 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 engineering services. 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.

Question and Answers for Bid #1507-011 - PROFESSIONAL ENGINEERING SERVICES WATERPROOFING PLAN REVIEW-FIELD INSPECTION

Overall Bid Questions

There are no questions associated with this bid.