



PUBLIC ANNOUNCEMENT AND GENERAL INFORMATION

**WILLIAMSON COUNTY PURCHASING DEPARTMENT**  
**SOLICITATION**

Professional Engineering Design Services Repair of San Gabriel Ranch  
Road

**QUALIFICATIONS MUST BE RECEIVED ON OR  
BEFORE:**

**Dec 29, 2015 3:30:00 PM CST**

**QUALIFICATIONS WILL BE PUBLICLY  
OPENED:**

**Dec 29, 2015 3:30:00 PM CST**

Notice is hereby given that sealed Qualifications for the above-mentioned goods and/or services will be accepted by the Williamson County Purchasing Department. Williamson County uses BidSync to distribute and receive Qualifications. Specifications for this RFQ may be obtained by registering at [www.bidsync.com](http://www.bidsync.com).

**Williamson County prefers and requests electronic submittal of the Qualifications.**

**All electronic Qualifications must be submitted via:** [www.bidsync.com](http://www.bidsync.com)

All interested Respondents are invited to submit a Qualification in accordance with the Instructions and General Requirements, Format, Specifications, and Definitions, Terms and Conditions stated in this RFQ.

**Respondents are strongly encouraged to carefully read this entire RFQ.**

**Electronic Qualifications are requested**, however paper qualifications will currently still be received, until further notice and may be mailed or delivered to the address listed below.

**Please note that a complete package must be submitted choosing one of the above two methods. Split packages submitted will be considered “unresponsive” and will not be accepted or evaluated.**

- ✓ If mailed or delivered in person, Qualifications and Qualification 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

- ✓ Respondents should list the RFQ Number, RFQ Name, Name and Address of Respondent, and the Date of the RFQ opening on the outside of the box or envelope and note "Sealed Qualifications Enclosed."
- ✓ Respondent should submit one (1) original; **AND** one (1) CD **OR** (1) USB copy of the Qualifications.
- ✓ **Williamson County will not accept any Qualifications received after the submittal deadline, and shall return such Qualifications unopened to the Respondent.**
- ✓ Williamson County will not accept any responsibility for Qualifications being delivered by third party carriers.
- ✓ Facsimile transmittals will NOT be accepted.
- ✓ Qualifications will be opened publicly opened and read aloud in the Williamson Purchasing Department at the time and date indicated above.
- ✓ All submitted questions with their answers will be posted and updated on [www.bidsync.com](http://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](http://www.bidsync.com).
- ✓ The Williamson County Purchasing Department takes no responsibility to ensure any interested Respondent has obtained any outstanding addenda or additional information.
- ✓ Williamson County will NOT be responsible for unmarked or improperly marked envelopes.

## Bid 1511-030

### Professional Engineering Design Services Repair of San Gabriel Ranch Road

Bid Number       **1511-030**  
Bid Title         **Professional Engineering Design Services Repair of San Gabriel Ranch Road**

Bid Start Date     **In Held**  
Bid End Date       **Dec 29, 2015 3:30:00 PM CST**  
Question &  
Answer End Date   **Dec 17, 2015 5:00:00 PM CST**

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 firm to provide professional engineering services for the repair of approximately 500 foot section of San Gabriel Ranch Road which was severely undermined by recent flood events.**

#### **REQUIRED DOCUMENTS**

#### **BID CHECK LIST**

If entering an electronic bid in BIDSYNC (**PREFERRED**), the following documents **MUST** be completed and attached to **FIRST LINE ITEM**.

At a minimum, the SOQ should contain:

1. An organizational chart listing all firms to be used. Identify the individuals within each firm that will perform tasks and identify which tasks they will perform. A listing of an individual shall be considered as a commitment that that individual will be made available to perform the tasks indicated on this project. For staffing purposes, assume the notice to proceed will be issued in January 2016.
2. Resumes of team members proposed for these services. Include position, education level, professional credentials, qualifications and related experience.
3. Examples of similar renovation projects
4. Must respond to each criteria listed in the Evaluation Criteria section of the RFQ.
5. Conflict of Interest Statement
6. Debarment and Licensing Certification

If delivering a paper bid the above listed documents must be completed and sent in a sealed envelope and delivered to:

Williamson County Purchasing  
Attn: RFQ1511-030 A/E Design Repair San Gabriel Ranch Road  
901 South Austin Ave  
Georgetown, TX 78626.

**DO NOT ENTER PARTIALLY ON BIDSYNC AND PARTIAL ON PAPER.**  
**Insurance Requirements**

The following coverage limits shall be required at a minimum:

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

|                                        |                                   |
|----------------------------------------|-----------------------------------|
| <b>Comprehensive General Liability</b> | <b>\$1,000,000 per occurrence</b> |
| <b>Aggregate policy limits</b>         | <b>\$2,000,000</b>                |

**Automobile Liability Insurance for all owned, non-owned, and hired vehicles with combined minimum limits for Bodily Injury and Property Damage:**

|                                          |                                 |
|------------------------------------------|---------------------------------|
| <b>Bodily Injury and Property Damage</b> | <b>\$500,000 per occurrence</b> |
| <b>Aggregate policy limits</b>           | <b>\$1,000,000</b>              |

**Professional Liability Errors and Omissions Insurance:**

|                                                    |                              |
|----------------------------------------------------|------------------------------|
| <b>Professional Liability Errors and Omissions</b> | <b>\$1,000,000 per claim</b> |
|----------------------------------------------------|------------------------------|

**Item Response Form**

|      |                                                                     |
|------|---------------------------------------------------------------------|
| Item | <b>1511-030--01.01 - ATTACH ALL DOCUMENTATION TO THIS LINE ITEM</b> |
|------|---------------------------------------------------------------------|

|          |               |
|----------|---------------|
| Quantity | <b>1 each</b> |
|----------|---------------|

Prices are not requested for this item.

|                   |                                 |
|-------------------|---------------------------------|
| Delivery Location | <b>Williamson County, Texas</b> |
|-------------------|---------------------------------|

No Location Specified

**Qty 1**

**Description**

Make sure all documents are included in your response.

1. An organizational chart listing all firms to be used. Identify the individuals within each firm that will perform tasks and identify which tasks they will perform. A listing of an individual shall be considered as a commitment that that individual will be made available to perform the tasks indicated on this project. For staffing purposes, assume the notice to proceed will be issued in January 2016.

2. Resumes of team members proposed for these services. Include position, education level, professional credentials, qualifications and related experience.

3. Examples of similar renovation projects

4. Must respond to each criteria listed in the Evaluation Criteria section of the RFQ.

5. Conflict of Interest Statement

6. Debarment and Licensing Certification

## GENERAL INFORMATION AND SPECIFICATIONS

### GENERAL

Williamson County is seeking a Statement of Interest and Qualifications from experienced firms to provide professional Engineering design and construction administration services for the proposed repair of San Gabriel Ranch Road at the Lackey Creek Pond bypass overflow (SGR).

### DESCRIPTION OF PROJECT

Williamson County is seeking a firm to provide professional engineering services for the repair of approximately 500 foot section of San Gabriel Ranch Road which was severely undermined by recent flood events.

### TECHNICAL EXPERTISE

Engineer means a person registered as a professional engineer pursuant to Chapter 1001 of the Texas Occupations Code,

At a minimum the technical areas of services required are: Civil and Geotechnical engineering.

### SCOPE OF SERVICES REQUESTED

The Scope of Services is anticipated to be divided into the following three phases:

- Design Phase
- Bidding or Negotiation Phase
- Construction Administration Phase

The phases are further outlined as follows:

#### **Design Phase:**

The Design Phase is scheduled to not exceed two months from the date of the County's written approval of the Schematic.

1. Prepare Design Documents, including plans, specifications and estimates. Cost estimates shall include, at a minimum, all construction and utilities adjustments necessary to provide a functional facility.
2. Make presentations to County staff, elected officials and neighborhood groups.
3. Obtain any necessary approvals from review and permitting authorities.

#### **Bidding or Negotiation Phase**

1. Prepare bid package.
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.

#### **Construction Administration Phase**

The Engineer shall:

1. Attend pre-construction conferences.
2. Shop drawing and submittal review.
3. Provide site observations/inspections to ensure Contractor is performing in compliance with plans and specifications.
4. Answer Contractor's RFI's to resolve field/design issues.
5. Review Contractor's Applications for Payment and recommend for approval.
6. Provide substantial and final completion inspections and prepare punch lists.
7. Review, approve, and provide a final report of inspections.
8. Provide independent estimates on Proposed Change Orders. Williamson County will negotiate Change Orders with the Contractor and the A/E will provide support.
9. Review "as-built" drawings and edit for accuracy.

**Basic Understanding**

Selected Engineer shall represent Williamson County as their agent in any required approvals processes, presentations, or meetings, and promote Williamson County's best interests. The Engineer is responsible for submitting and presenting a minimum of one progress package when the design is essentially fifty percent complete.

**Proposal Format and Due Date**

Open format is acceptable. Please be succinct and respond to each criteria listed in the Evaluation Criteria section of the RFQ. Please respond in the order the evaluation criteria is listed in the RFQ.

At a minimum, the SOQ should contain:

1. An organizational chart listing all firms to be used. Identify the individuals within each firm that will perform tasks and identify which tasks they will perform. A listing of an individual shall be considered as a commitment that that individual will be made available to perform the tasks indicated on this project. For staffing purposes, assume the notice to proceed will be issued in January 2016
2. Resumes of team members proposed for these services. Include position, education level, professional credentials, qualifications and related experience.
3. Examples of similar renovation projects

**EVALUATION CRITERIA**

Each Statement of Qualification (SOQ) received in response to this Request for Qualifications will be subject to the same review and assessment process. SOQs will be evaluated on the basis of the technical capability and experience presented in the SOQ.

All respondents submitting qualifications shall be evaluated using the following score sheet:

| Evaluation Criteria:                                                                       | Maximum Score Points | Please select a <b>Whole Number</b> from the list provided for each question. (Decimal scoring or unlisted rating scores are not permitted.)                                | Vendor 1 | Vendor 2 | Vendor 3 | Vendor 4 |
|--------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|
| Engineer's Firm's Experience / Qualifications with similar facility components             | 15                   | 15 = Significantly Exceeds Requirements<br>12 = Exceeds Requirements<br>9 = Meets ALL Requirements<br>6 = Marginally Meets Requirements<br>1 = Does Not Meet Requirements   |          |          |          |          |
| Engineer's Project Manager's Experience / Qualifications with similar facility components  | 15                   | 15 = Significantly Exceeds Requirements<br>12 = Exceeds Requirements<br>9 = Meets ALL Requirements<br>6 = Marginally Meets Requirements<br>1 = Does Not Meet Requirements   |          |          |          |          |
| Individuals on project team's Experience / Qualifications with similar facility components | 15                   | 15 = Significantly Exceeds Requirements<br>12 = Exceeds Requirements<br>9 = Meets ALL Requirements<br>6 = Marginally Meets Requirements<br>1 = Does Not Meet Requirements   |          |          |          |          |
| Understanding of project                                                                   | 30                   | 30 = Significantly Exceeds Requirements<br>24 = Exceeds Requirements<br>18 = Meets ALL Requirements<br>12 = Marginally Meets Requirements<br>1 = Does Not Meet Requirements |          |          |          |          |
| <b>Total Evaluation Points</b>                                                             | <b>75</b>            | <b>Total</b>                                                                                                                                                                | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

## SELECTION

Respondents are advised that the selection committee, at its option, may recommend a contract strictly on the basis of the initial SOQs and/or may have interviews with some or all of the respondents to determine its final recommendation. Interviews, if held, are tentatively scheduled for January 14, 2016 with notification of firms to be interviewed, if held, prior to January 5, 2016. The selection committee will present its recommendation to the Williamson County Commissioners Court for approval.

## Type of Contract

When the evaluation process is completed and the successful Respondent is determined, award of contract will be made. The successful Respondent shall be required to execute a formal contract/agreement at Williamson County's offices in Georgetown, Texas within ten (10) days after being notified in writing of the selection. Williamson County's required form of Agreement for Architectural and/or Engineering Services may be obtained by going to <http://www.bidsync.com> or by requesting a copy from the Williamson County Purchasing Department by -email at [purchase@wilco.org](mailto:purchase@wilco.org). The only anticipated changes to the Agreement for Architectural and/or Engineering Services will be to include additional exhibits, to fill in blanks to identify the successful respondent, and add terms relating to the compensation, or to revise the Agreement for Architectural and/or Engineering Services to accommodate corrections, changes in the scope of services, or changes pursuant to addenda issued. Because the signed Agreement for Architectural and/or Engineering Services will be substantively and substantially derived from the said agreement, all respondents are urged to seek independent legal counsel as to any questions about the terms, conditions or provisions contained in the said Agreement for Architectural and/or Engineering Services **before** submitting a response to this RFQ. Again, the Agreement for Architectural and/or Engineering Services contains important legal provisions and is considered part and parcel of this RFQ. Failure or refusal to sign aforesaid agreement shall be grounds for

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Williamson County to revoke any selection of the respondent, forfeit of such respondent's bid security, if applicable, and force the selection of another respondent.

**COMPENSATION INFORMATION; FEES AND CONTRACT AWARD**

Fee negotiations will be initiated once the top respondent is selected. If negotiations for acceptable fees are not successful, another respondent will be selected and negotiations will be initiated with the second respondent. The contract award will be made by the Williamson County Commissioners Court.



## 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](http://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.

**CONFLICT OF INTEREST QUESTIONNAIRE****For vendor or other person doing business with local governmental entity****Form CIQ**

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 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**OFFICE USE ONLY**

Date Received

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 governmental 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** **For vendor or other person doing business with local governmental entity**

**Form CIQ**  
**Page 2**

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 other 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 receiving 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 governmental entity?

☐ Yes ☐ No

C. Is the filer of this 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.

|  |   |
|--|---|
|  | 5 |
|  | 6 |

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

|  |   |
|--|---|
|  | 5 |
|  | 6 |

7

Signature of person doing business with the governmental entity

Date

**Signature not required if completing in BIDSYNC electronically.**

**DEBARMENT AND LICENSING CERTIFICATION****STATE OF TEXAS**

§

§

**COUNTY OF WILLIAMSON**

§

I, the undersigned, being duly sworn or under penalty of perjury under the laws of the United States and the State of Texas, certifies that Firm named hereinbelow and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public\* transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity\* with commission of any of the offenses enumerated in paragraph (1)(b) of this certification;
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions\* terminated for cause or default;
- (e) Is registered and licensed in the State of Texas to perform the professional services which are necessary for the project; and
- (f) Have not been disciplined or issued a formal reprimand by any State agency for professional accreditation within the past three years.

Name of Firm

Signature of Certifying Official

Printed name of Certifying Official

Title of Certifying Official

, 20

Date

Where the Firm is unable to certify to any of the statements in this certification, such Firm shall attach an explanation to this certification.

\* federal, state, or local

SUBSCRIBED and sworn to before me the undersigned authority by  the  
 of , on behalf of said Firm.

Notary Public in and for the  
State of Texas

My commission expires:



## Question and Answers for Bid #1511-030 - Professional Engineering Design Services Repair of San Gabriel Ranch Road

### Overall Bid Questions

There are no questions associated with this bid.