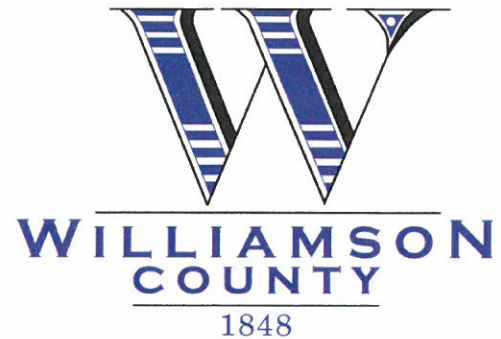


# Memo



TO: Judge Dan Gattis

FROM: Robert B. Daigh, P.E.



DATE: January 13, 2016

RE: Bagdad Road at CR 278 Design Consultant Selection

The following four firms were selected for interview from the list of prequalified design firms: Freese Nichols, KC Engineering, Lockwood, Andrews & Newnam (LAN), and Steger Bizzell. A sample interview invitation letter is attached. The interview invitation contains the interview evaluation criteria. On January 11, 2016, the firms were interviewed by the Director of Road and Bridge, the Director of Parks and Recreation, the County Engineer, and Commissioner Long.

As a result of the interviews, the following firms were ranked as the top four provider candidates:

1. Lockwood, Andrews & Newnam (LAN)
2. Freese Nichols
2. Steger Bizzell
4. KC Engineering

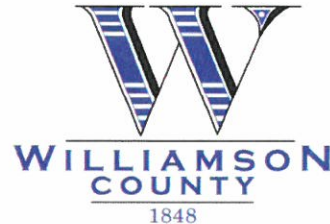
The committee recommends entering into contract negotiations for Bagdad Road at CR 278 with the top ranked firm. If negotiations are not successful with the top ranked firms, we recommend entering into negotiations with the other firms in ranked order until successful negotiations are achieved.

Please call if you have any questions.



## Sample Invitation to Interview Letter

Arnold A. Cohen, P.E.  
Lockwood, Andrews & Newnam, Inc.  
8911 N. Capital of Texas Hwy  
Bldg. 2, Suite 2300  
Austin, TX 78759



December 28, 2015

Re: Bagdad Road at CR 278 – Professional Services

Dear Mr. Cohen,

Williamson County is beginning the development of a project to implement intersection improvements at Bagdad Road and CR 278 that includes a new roadway west to River Ranch County Park (see Attached Map).

Williamson County anticipates the selected firm will be awarded a contract for planning and preliminary/final design activities that will include, but not be limited to the following tasks:

- Survey, geotechnical, planning, and design services necessary to prepare a complete bid package and obtain any necessary permits using County Road Bond design criteria and other applicable standards. Environmental services are not anticipated to be included. A preliminary schematic for the ultimate improvements along Bagdad Road at this location is available for reference.
- Bid phase assistance responding to any questions received and attendance at pre-bid meetings.
- Construction phase services limited to responding to Requests for Information and checking submitted shop drawings. Inspection is not anticipated to be included.

On behalf of Commissioner Cynthia Long, I would like to invite your firm to interview for this design work. The County will interview your firm at 11:00 am on January 11, 2016. The interview will be held at the Road and Bridge Office, located at 3151 S.E. Inner Loop, Ste. B, Georgetown, TX 78626. The interview format is summarized below.

- Introduction – Commissioner Cynthia Long
- Firm Presentation – 20 minutes
- Questions & Answers – 20 minutes
- Firm Summary – 5 minutes

PowerPoint and other forms of audio visual presentations are not allowed. The consultant is limited to one three foot by four foot poster on which only the project's organizational structure should be shown. The firm's proposed project manager shall make the majority of the presentation. Please bring five 8 ½ x 11 copies of your company's organizational chart and resumes to distribute at the beginning of the interview. The organization chart included in the

### WILLIAMSON COUNTY

512.943.3330 Fax 512.943.3335  
bdaigh@wilco.org www.wilco.org  
3151 S.E. Inner Loop, Ste. B  
Georgetown, Texas 78626



"leave behinds" must include the proposed project manager's email address and cell phone number.

Interviews will be evaluated using the following criteria:

- Experience of project manager
- Experience of team
- Project understanding and approach
- Availability/accessibility of the project manager and team

If you have any questions or need additional information please contact me at (512) 943-3330 or [bdaigh@wilco.org](mailto:bdaigh@wilco.org).

Sincerely,

A handwritten signature in blue ink, appearing to read "R. B. Daigh".

Robert B. Daigh, P.E.  
Senior Director of Infrastructure

Cc: Commissioner Cynthia Long, Williamson County Precinct 2  
Joe England, P.E., Williamson County Engineer  
Randy Bell, Williamson County Director of Parks and Recreation  
Michael Weaver, Prime Strategies, Inc.  
Richard R. Ridings, P.E., HNTB  
Christen Eschberger, P.E., HNTB

WILLIAMSON COUNTY  
512.943.3330 Fax 512.943.3335  
[bdaigh@wilco.org](mailto:bdaigh@wilco.org) [www.wilco.org](http://www.wilco.org)  
3151 S.E. Inner Loop, Ste. B  
Georgetown, Texas 78626