



PUBLIC ANNOUNCEMENT AND GENERAL INFORMATION

**WILLIAMSON COUNTY PURCHASING DEPARTMENT
SOLICITATION**

Certification of Surveying Services Firms

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

Apr 26, 2016 3:30:00 PM CDT

**QUALIFICATIONS WILL BE PUBLICLY
OPENED:**

Apr 26, 2016 3:30:00 PM CDT

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.

Williamson County prefers and requests electronic submittal of the Qualifications.

All electronic Qualifications must be submitted via: 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.
- ✓ 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.
- ✓ Williamson County will NOT be responsible for unmarked or improperly marked envelopes.

Bid 1602-059 Certification of Surveying Services Firms

Bid Number **1602-059**
 Bid Title **Certification of Surveying Services Firms**

Bid Start Date **In Held**
 Bid End Date **Apr 26, 2016 3:30:00 PM CDT**
 Question & Answer End Date **Apr 22, 2016 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 **SURVEYING SERVICES**
Certification of Surveying Services Firms

Williamson County is soliciting qualifications of surveying firms interested in providing surveying services for roadway, bridge, drainage or other Williamson County projects. Prior to selection to perform professional survey services for Williamson County, the surveying firm must be included on the Commissioner's Court approved list of prequalified firms. In order to be considered for inclusion on the prequalified list, firms must submit the information listed below.

All firms wishing to perform Surveying Services, including all firms that were previously pre-qualified, will need to respond to this RFQ to be re-certified.

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

1. A one (1) page transmittal letter that provides an overview of the firm
2. Up to two (2) pages outlining general qualifications of your firm
3. For each office of the company desiring to provide surveying services, provide current organizational charts showing in-house staff that your firm would anticipate using on a County sponsored surveying project.
4. Resumes for staff you choose to submit in support of your qualifications. Include any TXDOT pre-certifications that are appropriate.
5. A listing or description of relevant surveying projects. The list is limited to one (1) page.
6. Conflict of Interest Statement.
7. Debarment and Licensing Certificate.

On # 6 and 7, if filing electronically via Bidsync, these are fillable forms to be completed and accepted.

Submittal of RFQ Response – if responding by PAPER HARD COPY

When responding with paper hard copy; (1) original, (2) copies and (1) USB or CD copy should be submitted. The responses should be marked "original" and "copy". All copies should have the same attachments as the original. Please incorporate the least possible amount of plastic/laminate or other non-recyclable binding materials.

Qualifications are to be submitted in a sealed envelope clearly marked **Certification of Surveying Services Firms** and include the RFQ number. If an overnight delivery service is used, the RFQ name and number should be clearly marked on the outside of the delivery service envelope. RFQ responses are to be addressed to:

Williamson County Purchasing Department

Attn: Surveying Services 1602-059
 901 S. Austin Ave.
 Georgetown, TX 78626

For purposes of this RFQ, a page is defined to be one (1) side of an 8 ½" x 11" sheet of paper, or one page of an 8 ½ x 11" sized pdf. Organizational charts may be represented on 11" x 17" sized paper/pdf.

Evaluation Criteria

The services being solicited by this Request for Qualifications are professional surveying services exempt by Title 10 Subtitle F Chapter 2254 Subchapter A of the Texas Government Code. All Request for Qualifications received will be evaluated according to the following criteria and weighted values:

Pass/Fail Criteria

All interested firms must have at least one office located within Texas with a professional engineer registered in the State of Texas. Documentation indicating this must be included in the response.

Criteria	Points
The experience of the firm in providing Surveying Services	60%
The experience of the firm staff in providing Surveying Services	40%

In addition to the information provided in the Qualifications Submittals, the county may also utilize exclusive/personal knowledge, based on prior history with the firm or staff in the evaluation.

A draft list of pre-qualified firms will be provided to the County Commissioners Court for their approval. The county will select the most highly qualified providers of these services on the basis of demonstrated competence and qualifications for projects where cumulative professional services fees are two million dollars or below and then attempt to negotiate fees with those providers at a fair and reasonable amount. In line with the Williamson County Auditor's Procedures for Professional Services Procurement, all capital projects where cumulative professional services fees are in excess of two million dollars, a separate Request for Qualifications (RFQ) for such project will be issued for its specific review process.

Please be aware that Williamson County also retains the discretion to seek a separate RFQ regardless of the dollar amounts on projects requiring extraordinary care and expertise (e.g., renovation of a historic building or additions to the jail requiring approval of the Texas Commission on Jail Standards or similar state agency regulatory approvals).

The prequalified pool herein will generally remain in place for a two year period and will thereafter be renewed with approval of the County Commissioners Court.

By submitting a response to this RFQ, the firm certifies that he/she 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.

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

Questions, clarifications or requests for general information should be directed to the contacts listed below.

Purchasing/Bid Questions

Connie Singleton, C.P.P.
 Williamson County Purchasing Dept.
 901 S. Austin Avenue
 Georgetown, TX 78626
 512/943-1553

Technical Questions

Robert B. Daigh, P.E.

Williamson County Department of Infrastructure
3151 SE Inner Loop, Ste. B
Georgetown, TX 78626
512/943-3330

Item Response Form

Item **1602-059--01-01 - ADD ALL DOCUMENTS TO THIS LINE ITEM**

Quantity **1 each**

Prices are not requested for this item.

Delivery Location **Williamson County, Texas**

Purchasing Department

901 S. Austin Avenue

Georgetown TX 78626

Qty 1

Description

UPLOAD ALL REQUIRED DOCUMENTS TO THIS LINE ITEM IF BIDDING VIA BIDSYNCR:

Transmittal Letter

General Qualifications

Organization Charts

Resumes

List of relevant projects

Conflict of Interest Statement - *if filing electronically via Bidsync this is a fillable form to be completed and accepted*

Debarment and Licensing Certificate - *if filing electronically via Bidsync this is a fillable form to be completed and accepted*

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."

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.

2.6 Certificate of Interested Parties Texas Ethics Commission (Form 1295)

As of January 1, 2016, Respondents are responsible for complying with the Texas Government Code Section 2252.908. **The law states that Williamson County may not enter into certain contracts with a Respondent unless the Respondent submits a disclosure of interested parties to Williamson County at the time the Respondent submits the signed contract to Williamson County.**

The disclosure requirement applies to any contract of Williamson County entered into on or after January 1, 2016 that either:

1. requires an action or vote by the Commissioners Court (all contracts that fall under the jurisdiction of Commissioners Court approval such as contracts resulting from an IFB, RFP, RFQ etc. excluding but not limited to certain Juvenile Services contracts, contracts funded with Sheriff's seized funds monies etc.) before the contract may be signed
2. has a value of at least \$1 million.

Note: Since the majority of contracts with Williamson County require approval by the Commissioners Court, this form will most likely be required to be supplied.

On January 1, 2016, the Texas Ethics Commission made available on its website a new filing application that must be used to file Form 1295.

Information regarding how to use the filing application is available on the Texas Ethics Commission website at the following link:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

A Respondent must:

1. use the online application to process the required information on Form 1295
2. print a copy of the form which will contain a unique certification number
3. an authorized agent of the Respondent must sign the printed copy of the form
4. and have the form **notarized**
5. the completed Form 1295 and certification of filing must be filed (scanning and emailing form is sufficient) with Williamson County at the time the signed contract is submitted for Commissioners Court approval.

After Commissioners Court award of the contract, Williamson County must:

- (1) notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 and certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from Williamson County.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship 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 the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or

- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

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 #1602-059 - Certification of Surveying Services Firms

Overall Bid Questions

There are no questions associated with this bid.