



PUBLIC ANNOUNCEMENT AND GENERAL INFORMATION

## **WILLIAMSON COUNTY PURCHASING DEPARTMENT SOLICITATION**

Engineering Design Services for Replacement of Culvert Crossings

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

**Jun 1, 2016 3:00:00 PM CDT**

**QUALIFICATIONS WILL BE PUBLICLY  
OPENED:**

**Jun 1, 2016 3:00:00 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](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 1604-073

### Engineering Design Services for Replacement of Culvert Crossings

Bid Number **1604-073**  
 Bid Title **Engineering Design Services for Replacement of Culvert Crossings**

Bid Start Date **In Held**  
 Bid End Date **Jun 1, 2016 3:00:00 PM CDT**  
 Question & Answer End Date **May 26, 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**  
 Pre-Bid Conference **May 18, 2016 3:00:00 PM CDT**  
**Attendance is optional**  
**Location: Williamson County - Road and Bridge**  
**3151 SE Inner Loop**  
**Georgetown, TX 78262**

Bid Comments **Request For Qualifications**  
**Engineering Design Services for Replacement of Culvert Crossings in Williamson County**  
**Williamson County is seeking a Statement of Interest and Qualifications from experienced firms to provide professional engineering design services for the proposed replacement of culvert crossings throughout Williamson County.**

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

Conflict of Interest Form - Must be completed and signed, enter name of firm and respond to questions, enter N/A if the a portion does not apply.

Debarment & Licensing Certification

#### Proposal Format

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

At a minimum, the Statement of Qualification (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 July 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

*Attach documents to line first line item in Bidsync.*

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

Williamson County Purchasing

Attn: RFQ# 1604-073 A/E Design for Culvert Crossings Replacement

901 South Austin Ave

Georgetown, TX 78626.

**DO NOT ENTER PARTIAL BID IN BIDS SYNC AND PARTIAL IN A PAPER DELIVERY.**

**CONTRACT ADMINISTRATOR**

Terron Evertson, Director of Road and Bridge (or successor) at 3151 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 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>

**Item Response Form**

Item **1604-073--01-01 · UPLOAD 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**

A/E CULVERTS CROSSINGS REPLACEMENT  
 UPLOAD ALL DOCUMENTS TO THIS LINE ITEM

## GENERAL INFORMATION AND SPECIFICATIONS

### GENERAL

Williamson County is seeking a Statement of Interest and Qualifications from experienced firms to provide professional Engineering design services for the proposed replacement of culvert crossings throughout Williamson County.

### DESCRIPTION OF PROJECT

Williamson County is seeking a firm to provide professional engineering services for the replacement of eleven (11) severely deteriorated culvert crossings throughout the County.

### 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 engineering and flood plain knowledge.

### SCOPE OF SERVICES REQUESTED

The Scope of Services is anticipated to be designed and PS&E.

#### Design and PS&E:

The Design and PS&E are scheduled to not exceed two months from the date of the Notice to Proceed issued by the County.

1. Prepare drainage design reports, plans, specifications and estimates for culverts, and other storm water conveyances mechanisms. Cost estimates shall include all construction components necessary to provide a functional facility.
2. Obtain any necessary approvals from review and permitting authorities.

### Basic Understanding

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

### Proposal Format

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

At a minimum, the Statement of Qualification (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 July 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 SOQ received in response to this RFQ 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.

Please note that the County shall weigh the experience of the individuals proposed to work on this project significantly greater than the experience of the firm as a whole. All respondents submitting qualifications shall be evaluated on the following three points (A-D).

- A. Engineer's Firm's Experience / Qualifications with similar facility components (30 points)
  1. Experience/Qualifications with similar facility components (15)
  2. Experience in Central Texas or similar conditions. (15)
- B. Engineer's Project Manager's Experience / Qualifications with similar facility components (30 points)
  1. Experience/Qualifications with similar facility components (15)
  2. Experience in Central Texas or similar conditions. (15)
- C. Individuals on project team's Experience / Qualifications with similar facility components (30 points)
  1. Experience/Qualifications with similar facility components (10)
  2. Experience in Central Texas or similar conditions (10)
  3. Subcontractors experience (10)
- D. Understanding of project (30 points)
  1. Experience/Qualifications with similar facility components (15)
  2. Experience in Central Texas or similar conditions (15)

### **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. 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, an award of the 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. The only anticipated changes to the Agreement for 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 Engineering Services to accommodate corrections, changes in the scope of services, or changes pursuant to addenda issued. Failure or refusal to sign aforesaid agreement shall be grounds for 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.

## 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](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 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

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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 herein below 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

## Question and Answers for Bid #1604-073 - Engineering Design Services for Replacement of Culvert Crossings

### Overall Bid Questions

There are no questions associated with this bid.