



PUBLIC ANNOUNCEMENT AND GENERAL INFORMATION

WILLIAMSON COUNTY PURCHASING DEPARTMENT SOLICITATION

Engineering Services for Williamson County Long Range Transportation Plan

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

Jul 28, 2016 3:30:00 PM CDT

**QUALIFICATIONS WILL BE PUBLICLY
OPENED:**

Jul 28, 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 1606-095

Engineering Services for Williamson County Long Range Transportation Plan

Bid Number **1606-095**
 Bid Title **Engineering Services for Williamson County Long Range Transportation Plan**

Bid Start Date **In Held**
 Bid End Date **Jul 28, 2016 3:30:00 PM CDT**
 Question & Answer End Date **Jul 15, 2016 5:00:00 PM CDT**

Bid Contact **Jewel Walker**
Purchasing Specialist III
512-943-1692
jewel.walker@wilco.org

Contract Duration **One Time Purchase**
 Contract Renewal **Not Applicable**
 Prices Good for **90 days**

Bid Comments

Williamson County is soliciting qualifications of engineering firms interested in providing engineering services to assist Williamson County staff in the development of the Williamson County Long-Range Transportation Plan.

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

A one (1) page transmittal letter that provides an overview of the firm.

Up to two (2) pages outlining qualifications of your firm.

A listing or description of relevant projects. The list is limited to one (1) page.

For each office of the company desiring to provide engineering services, provide current organizational charts showing staff that your firm would anticipate using to assist County staff in the development of the Williamson County Long-Range Transportation Plan. 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 the 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 September 2016.

Resumes for staff you choose to submit in support of your qualifications. Include position, education level, professional credentials, qualifications and related experience.

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

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)

Pass/Fail Criteria

To be considered for evaluation, 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.

Evaluation Criteria

Engineer's Firm's Experience/Qualifications with Similar Projects - 15 points

Engineer's Project Manager Experience/Qualifications with Similar Projects - 15 points

Individuals on Project Team's Experience/Qualifications with travel demand modeling in Central Texas - 30 points

Individuals on Project Team's Experience/Qualifications providing graphic support - 15 points

Individuals on Project Team's Experience/Qualifications with peer review and editing transportation plans and documents - 15 points

Total Evaluation Points- 90**Contract Administrator****Robert B Daigh, PE, Sr. Director of Infrastructure****3101 SE Inner Loop, Georgetown, TX 78626****Item Response Form****Item 1606-095--01-01 · ATTACH ALL DOCUMENTS TO THIS LINE ITEM****Quantity 1 each****Unit Price****Delivery Location****Williamson County, Texas**Road and Bridge

3151 S. E. Inner Loop

Suite B

Georgetown TX 78626

Qty 1**Description**

ATTACH ALL DOUMENTS TO THIS LINE

GENERAL INFORMATION AND SPECIFICATIONS

GENERAL

Williamson County is soliciting qualifications of engineering firms interested in providing engineering services to assist Williamson County staff in the development of the Williamson County Long-Range Transportation Plan.

DESCRIPTION OF PROJECT

Williamson County is seeking a firm to provide professional engineering services to assist Williamson County staff in the development of the Williamson County Long-Range Transportation Plan. Plan development services include developing updated population and employment demographics for the ultimate build out of Williamson County, travel demand modeling for multiple scenarios, land use analysis, economic analysis, drafting technical memorandums for all demographic development, travel demand modeling, and land use and economic analysis. Plan development services also include graphic support, including creating graphics, photos, drawings, and document layouts for the plan. Peer review and editing services will also be required.

TECHNICAL EXPERTISE

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

SCOPE OF SERVICES REQUESTED

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

- Demographics, Travel Demand Modeling and Analysis
- Graphic Support
- Peer Review and Editing

The categories are further outlined as follows:

Demographics, Travel Demand Modeling and Analysis:

1. Develop population and employment demographics for ultimate build out for Williamson County
2. Perform travel demand modeling. The travel demand modeling will at a minimum include the following five scenarios:
 - a. Existing + Committed
 - b. State highways with four lanes
 - c. Controlled Access + No Build Arterials
 - d. Arterials + No Build Controlled Access
 - e. Controlled Access and Arterial
3. Perform land use analysis
4. Perform economic analysis to estimate potential the cost and benefits of plan proposals and scenarios, including the potential impact of plan proposals on current and future land values

5. Draft technical memorandums for all of the above tasks. All technical memorandums must include a detailed description of the methods, assumptions and processes used in the above tasks

Graphic Support

1. Assist County staff in creating graphics, photos, drawings, and other visual aids for the plan
2. Assist County staff in creating a professional publication layout for the plan, including laying out text, visual aids, graphics and other plan elements

Peer Review and Editing

1. Provide peer review and editing services for the plan text, design and content

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.

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 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.

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	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.

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	6

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

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Signature of person doing business with the governmental entity

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Date

Signature not required if completing in BIDSUNC 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 (federal, state or local) 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 federal, state or local 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 (federal, state or local) transactions terminated for cause or default;
- (e) Are 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

Title of Certifying Official

Printed Name of Certifying Official

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.

SUBSCRIBED and sworn to before me the undersigned authority by

on this the day of , 20, on behalf of said Firm.

Notary Public in and for the State of Texas

My commission expires:

SIGNATURE AND NOTARY NOT REQUIRED IF COMPLETING IN BIDSYSN ELECTRONICALLY.

Bidder References

List the last (3) companies or governmental agencies, where the same or similar goods and/or services as contained in this IFB package, were recently provided by Bidder.

Reference 1

Client Name:

Location:

Contact Name:

Title:

Phone:

E-mail

Contract Date To:

Contract Date From:

Contract Value: \$

Scope of Work:

	5
	6

Reference 2

Client Name:

Location:

Contact Name:

Title:

Phone:

E-mail

Contract Date To:

Contract Date From:

Contract Value: \$

Scope of Work:

	5
	6

Reference 3

Client Name:	Location:
<input type="text"/>	<input type="text"/>

Contact Name:	Title:
<input type="text"/>	<input type="text"/>

Phone:	E-mail
<input type="text"/>	<input type="text"/>

Contract Date To:	Contract Date From:	Contract Value: \$
<input type="text"/>	<input type="text"/>	<input type="text"/>

Scope of Work:
<div><div></div><div>5</div><div>6</div></div>

Question and Answers for Bid #1606-095 - Engineering Services for Williamson County Long Range Transportation Plan

Overall Bid Questions

There are no questions associated with this bid.