



PUBLIC ANNOUNCEMENT AND GENERAL INFORMATION

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

Architectural Engineering Design for Justice Center Renovation

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

**Aug 16, 2016 3:30:00 PM CDT**

**QUALIFICATIONS WILL BE PUBLICLY  
OPENED:**

**Aug 16, 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](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 1606-090

### Architectural Engineering Design for Justice Center Renovation

Bid Number	<b>1606-090</b>
Bid Title	<b>Architectural Engineering Design for Justice Center Renovation</b>
Bid Start Date	<b>In Held</b>
Bid End Date	<b>Aug 16, 2016 3:30:00 PM CDT</b>
Question & Answer End Date	<b>Aug 12, 2016 5:00:00 PM CDT</b>
Bid Contact	<b>Jewel Walker</b> <b>Purchasing Specialist III</b> <b>512-943-1692</b> <b>jewel.walker@wilco.org</b>
Contract Duration	<b>One Time Purchase</b>
Contract Renewal	<b>Not Applicable</b>
Prices Good for	<b>90 days</b>
Pre-Bid Conference	<b>Aug 2, 2016 10:00:00 AM CDT</b> <b>Attendance is optional</b> <b>Location: Williamson County - Wilco Justice Center (Main Entrance)</b> <b>405 Martin Luther King Dr.</b> <b>Georgetown, TX 78626</b>
Bid Comments	<p><b>Provide Professional Architectural and Engineering services to build out shell space at Wilco Justice Center to be occupied by Wilco CSCD (Adult Probation) Department.</b></p> <p><b>Provide A/E design services to build out approximately 2,700 sq. ft. of existing 1st floor shell space at the Wilco Justice Center.</b></p> <p><b>If entering an electronic bid in BIDSYNC (PREFERRED), the following documents MUST be completed and attached to FIRST LINE ITEM.</b></p> <p><b>A one (1) page transmittal letter that provides an overview of the firm.</b></p> <p><b>Up to two (2) pages outlining qualifications of your firm.</b></p> <p><b>A listing or description of relevant projects. The list is limited to one (1) page.</b></p> <p><b>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 with Engineering Services and A &amp; E Design of the Williamson County Justice Center. 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.</b></p> <p><b>Resumes for staff you choose to submit in support of your qualifications. Include position, education level, professional credentials, qualifications and related experience.</b></p> <p><b>Must respond to each criteria listed in the Evaluation Criteria section of the RFQ.</b></p> <p><b>Conflict of Interest Statement ( if filing electronically via Bidsync, this is a fillable form to be completed and accepted)</b></p> <p><b>Debarment and Licensing Certificate ( if filing electronically via Bidsync, this is a fillable form to be completed and accepted)</b></p> <p><b>Pass/Fail Criteria</b></p> <p><b><u>Minimum Requirements</u>: NOTE: If the minimum requirements are not met, the remainder of the proposal will not be considered</b></p> <ol style="list-style-type: none"> <li><b>1. An organizational chart listing all firms to be used:</b> <ol style="list-style-type: none"> <li><b>A. Identify the firms and individuals that will perform tasks.</b></li> <li><b>B. Identify which tasks they will perform.</b></li> <li><b>C. List the physical location of each firm.</b></li> </ol> </li> </ol>

**Notes :** 1. 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.

2. For staffing purposes, assume the notice to proceed will be issued in approximately September 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

1. Project Understanding and Approach (10 points)

2. Architect's Experience with Similar Facility Components (10 points)

3. Team's Experience/ Qualifications with similar HVAC & Electrical facility components as required in Central Texas (10 points)

4. Project Manager Experience/ Qualifications with similar projects (10 points)

5. Acoustical Control Solutions (10 points)

6. Restricted/ Security Access Solutions (10 points)

7. Assurance that the team proposed will be the actual team assigned to work the project (10 points)

**70 Total Possible Points**

Contract Administrator  
Bob Lubecker, Project Manager  
Williamson County Facilities

#### Item Response Form

Item 1606-090--01-01 · ATTACH ALL DOCUMENTS HERE

Quantity 1 each

Unit Price

Delivery Location

**Williamson County, Texas**

Building Maintenance  
3101 SE Inner Loop Rd  
Georgetown TX 78626  
Qty 1

#### Description

ATTACH ALL DOCUMENTS HERE

## GENERAL INFORMATION AND SPECIFICATIONS

### GENERAL

Williamson County is seeking a Statement of Interest and Qualifications from experienced firms to provide professional Architectural/Engineering (also referred to herein as “A/E”) design services and construction administration services for the proposed **Architectural Engineering Design for Justice Center Renovation**.

### BACKGROUND

Williamson County is seeking a firm to provide professional architectural and/or engineering services and exercising responsibility for the design services for the Justice Center, and performing certain contract administration responsibilities during the construction phase of the project.

### DESCRIPTION OF PROJECT

Williamson County intends to renovate the existing 1<sup>st</sup> floor shell space located at the Wilco Justice Center, 405 Martin Luther King Dr., Georgetown TX 78626

The renovation will included at a minimum the designing of:

- Design new office space for CSCD (Adult Probation)
- Utilize approximately ½ of 1<sup>st</sup>. floor shell space at Justice Center
- New office space equates to approximately 2,700 Sq. Ft.
- New Mechanical systems as required

### TECHNICAL EXPERTISE

Architect/Engineer or A/E means a person registered as an architect pursuant to Chapter 1051 of the Texas Occupations Code, and/or a person licensed as a professional engineer pursuant to Chapter 1001 of the Texas Occupations Code,

At a minimum the technical areas of services required are: architectural, structural engineering, mechanical engineering and electrical engineering professional services.

### SCOPE OF SERVICES REQUESTED

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

- Programming and Schematic Phase
- Design Phase
- Bidding or Negotiation Phase
- Construction Administration Phase

The phases are further outlined as follows:

#### **Programming and Schematic Phase:**

The Programing Phase is scheduled to not exceed two months from the date of execution of the contract.

In coordination with the County's Construction Manager, A/E shall

1. Meet with County staff and other entities/groups involved in the project to determine needs of the building program.
2. Prepare Schematic floor plans for review and approval by county.
3. Outline proposed mechanical, electrical, data and plumbing systems.

**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, to fix and describe the size and character of the project, including but not limited to architectural, structural, mechanical, electrical, and any specialty systems and materials. Cost estimates shall include, at a minimum, all site work, building construction, equipment and utilities necessary to provide a functional facility.
2. Make presentations to County staff and elected officials.
3. Obtain any necessary approvals from review and permitting authorities (local planning & building department).

**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**

A/E 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 A/E shall represent Williamson County as their agent in any required approvals processes, presentations, or meetings, and promote Williamson County's best interests. A/E is responsible for submitting and presenting a minimum of one progress package when the design is essentially fifty percent complete. A/E shall assist Construction Manager in obtaining all necessary permits. During construction, A/E will participate in weekly project reviews with Williamson County, as well as perform standard construction administration services.

**Proposal Format**

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:
  - A. Identify the firms and individuals that will perform tasks.
  - B. Identify which tasks they will perform.
  - C. List the physical location of each firm.

**Notes:**

1. 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.
2. For staffing purposes, assume the notice to proceed will be issued in approximately September 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

**ADDITIONAL NEEDS FOR THIS PROJECT**

Please describe in detail, experience and possible solutions to meet these concerns:

- Acoustical Solutions
- Restricted/ Security Access Solutions

## 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.

**The evaluation criteria will be scored using the following scale:**

1. Project Understanding and Approach (**10 points**)
2. Architect's Experience with Similar Facility Components (**10 points**)
3. Team's Experience/ Qualifications with similar HVAC & Electrical facility components as required in Central Texas (**10 points**)
4. Project Manager Experience/ Qualifications with similar projects (**10 points**)
5. Acoustical Control Solutions (**10 points**)
6. Restricted/ Security Access Solutions (**10 points**)
7. Assurance that the team proposed will be the actual team assigned to work the project (**10 points**)

**70 Total Possible Points**

## 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 will be arranged if necessary. 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 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

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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 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:

Contact Name:

Title:

Phone:

E-mail

Contract Date To:

Contract Date From:

Contract Value: \$

Scope of Work:

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<div></div>	<div>6</div>

## Question and Answers for Bid #1606-090 - Architectural Engineering Design for Justice Center Renovation

### Overall Bid Questions

There are no questions associated with this bid.