



## OFFICE MEMORANDUM

**Date:** February 6, 2017

### COORDINATION — ROUTING

Div.	Name	Initial	Date

**To:** Purchasing Department  
**From:** Randy Bell – Parks Department  
**Subject:** RV Park Development at  
Williamson County Expo Center  
Bid # 1611-128  
**Re:** Bid Evaluation

Remarks:

Return To:

In response to Bid # 1611-128 the Purchasing Department received complete Bid Tabulations from two (2) firms desiring to provide Architectural/Engineering Services for design and development of the Recreational Vehicle (RV) park at the Williamson County Expo Center.

Parks and Recreation Department staff, and Facilities Department staff, with Purchasing Department overview, evaluated the Bid Tabulations against the criteria contained in the Solicitation:

1. Local Presence in Texas
2. Project Manager's experience/qualifications working on RV park design and related infrastructure
3. Firm and project team's experience/qualifications with project management of RV park construction
4. Individuals of the Project Team experience/qualifications working on RV park design, construction, and related infrastructure
5. Availability of Project Manager and project staff to begin on or before March 2017 and complete on or ahead of schedule
6. The firm's understanding of the project specifications
7. Firm's support of available staff to fast-track and make the project a priority from the onset to full completion.

After evaluating all Bid Tabulations against the stated criteria, Halff Associates, Inc. is the best overall selection to provide Architectural/Engineering Services for design and development of the Recreational Vehicle (RV) park at the Williamson County Expo Center.

Halff Associates, Inc. has 11 locations in Texas. Professional services for the (RV) park will be performed out of the Austin office, which is also in Williamson County.

The Project Manager has extensive experience working on (RV) and camping parks, trails, and related facilities for County and municipal parks. The Project Manager also has extensive experience in managing design teams to include engineers, architects, surveyors, geotechnical and soil specialists, environmental specialists, and material suppliers that will serve this project well.

The firm, the projects team, and individuals on the team, have significant experience in the past decade designing over 50 parks and more than 100 miles of trails; far exceeding the published criteria for experience/qualifications with project management of RV park construction, and for working on RV park design, construction, and related infrastructure.

The Project Manager and staff are available to begin the project on or before March 2017 to ensure completion of the project on, or ahead of schedule

Having worked with Williamson County on Phase I development of the Williamson County Expo Center, Halff Associates, Inc. has extensive knowledge and understanding of the project to include: (1) assistance in the schematic/site plan development of the proposed RV park, (2) knowledge of newly installed utilities and stub outs for future water and wastewater connections for the proposed RV park; (3) knowledge of hydrology, hydraulics, and related site drainage patterns supported with associated detention pond development; and, (4) knowledge of site circulation patterns that will help with trail development, west road extension, and overall site safety / integration with the nearby Taylor Sports Park. The firm's extensive knowledge and understanding of the project specifications will allow efficiencies that will benefit the citizens of Williamson County.

Finally, Halff Associates, Inc. has experience in working with Texas Parks and Wildlife Department (TPWD) grant funded projects. The firm's ability to fast track the project and make it a priority from the onset, is particularly important regarding County compliance with the (TPWD) grant requirements.

After review and consideration of all stated criteria, along with the final pricing submission (which is within stated grant funding limitations) the Parks & Recreation Department recommends that Halff Associates, Inc. be awarded the contract to provide Architectural/Engineering Services for design and development of the Recreational Vehicle (RV) park at the Williamson County Expo Center - Bid # 1611-128

Thank you.