



PUBLIC ANNOUNCEMENT AND GENERAL INFORMATION

WILLIAMSON COUNTY PURCHASING DEPARTMENT SOLICITATION

Small Drainage and Roadway Project Design

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

Jan 4, 2018 3:00:00 PM CST

**QUALIFICATIONS WILL BE PUBLICLY
OPENED:**

Jan 4, 2018 3:00:00 PM CST

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 1711-206

Small Drainage and Roadway Project Design

Bid Number 1711-206
 Bid Title Small Drainage and Roadway Project Design

Bid Start Date In Held
 Bid End Date Jan 4, 2018 3:00:00 PM CST
 Question & Answer End Date Dec 29, 2017 5:00:00 PM CST

Bid Contact Blake Skiles
 Purchasing Specialist III
 512-943-1478
 blake.skiles@wilco.org

Contract Duration 3 years
 Contract Renewal Not Applicable
 Prices Good for Not Applicable

Bid Comments **Williamson County is soliciting qualifications of engineering firms interested in providing engineering services to assist Williamson County staff in the development of small drainage and roadway project.**

Item Response Form

Item 1711-206-01-01 - Please Attach All Documents To This Line
 Quantity 1 each

Prices are not requested for this item.

Delivery Location **Williamson County, Texas**
No Location Specified

Qty 1

Description

Please Attach All Documents 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 design of small county drainage and roadway projects.

TECHNICAL EXPERTISE

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

SCOPE OF SERVICES REQUESTED

Professional services include but are not limited to engineering services to plan, design, survey, identify needed right of way, prepare environmental documents and prepare estimates of probable cost for small county drainage and roadway projects.

Bid Comments

Williamson County is soliciting qualifications of engineering firms interested in providing engineering services to assist Williamson County staff in the development of small drainage and roadway project.

If entering an electronic bid in BIDSYNC (PREFERRED), the following documents MUST be completed and attached to FIRST LINE ITEM. Note that Williamson County is soliciting qualifications for multiple corridor projects under separate and distinct RFQs. Each RFQ requires a separate and distinct response to the corridor's specific RFQ.

The response shall be structured as defined below:

1. Page one: A one (1) single sided page transmittal letter that provides: an overview of the firm. In addition, it shall provide the name, physical mailing address, email address and telephone number of the proposed contact for the RFQ and possible interview process. In order to address the pass/fail criteria, the transmittal shall also confirm that the respondent has at least one office within Texas and state the location of that office.
2. Page two: Provide organizational chart for the project listing all key task leaders. Any names shown on the organizational chart shall be considered as a firm commitment that those individuals shall perform the duties represented. Failure of staff to perform responsibilities represented may result in revocation of the contract. Resumes shall be provided in Appendix A for all individuals listed on the organizational chart.
3. Page three: Provide information regarding the availability of the staff indicated on the organizational chart provided on page two. For staffing purposes, assume the notice to proceed will be issued in **January of 2018**.
4. Page four: Provide information regarding the project manager's experience, knowledge, skills and abilities as they relate to drainage and roadway design projects.
5. Pages five and six: Provide information regarding the key project staff's experience, knowledge, skills and abilities as they relate to drainage and roadway design projects.
6. Page seven: Provide information regarding your understanding of the corridor.
7. Appendix A: Provide resumes of project manager and key staff shown on the organizational chart. **Resumes shall indicate not only a project worked on but the activities performed by the individual on the project. Resumes not providing correct information may be considered non responsive.** Limit resumes to no more than four single sided pages.
8. Appendix B. Debarment and Licensing Certificate
9. Appendix C:: Conflict of Interest Statement

NOTE: If filing electronically via Bidsync, the "Conflict of Interest Statement" and the "Debarment and Licensing Certificate" are fillable forms 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. A statement indicating this and providing the location of the office, must be included in the transmittal letter.

Evaluation and Scoring Criteria for the Statement of Qualifications and the Interview

Evaluation Criteria	Maximum Score Points
<u>Project Manager's Experience/Qualifications with Similar Projects</u>	15
<u>Individuals on Project Team's Experience/Qualifications with seal coat and overlay plan development.</u>	15
<u>Individuals on Project Team's Experience/Qualifications with all aspects of Roadway Design</u>	15
<u>Individuals on Project Team's Experience/Qualifications providing Environmental Clearance for Roadway Projects in Central Texas</u>	15
<u>Individuals on Project Team's Experience/Qualifications providing drainage planning and design services.</u>	15
<u>Understanding of project and prior performance on Williamson County Projects</u>	15
<u>Availability of Project Manager, task leads and relevant staff</u>	10
<u>Total Evaluation Points</u>	100

Evaluation and Selection process

Statements of Qualifications shall be evaluated and scored by a committee of Williamson County employees using the Evaluation and Scoring Criteria enclosed. Williamson County anticipates inviting approximately four of the highest scoring respondents to an interview. During the interview, invited respondents shall address the included interview evaluation criteria for the corridor listed in the request for qualifications and respond to questions from the evaluation and scoring committee. The committee will evaluate and score the interview. The top two ranking interviewees shall be selected to enter into negotiations for a contract. If negotiations are successful, the selected firm shall be recommended to the Court for final selection and contract approval. Please note that the Williamson County Commissioners Court will make the final selection of providers for all contracts.

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		Form CIQ
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>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.</p> <p>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.</p>		OFFICE USE ONLY Date Received <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
1	Name of person doing business with local governmental entity. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
2	<p style="text-align: center;">Check this box if you are filing an update to a previously filed questionnaire.</p> <p><input type="checkbox"/></p> <p>(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.)</p>	
3	<p>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.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <div style="text-align: right; position: absolute; top: 0; right: 0;">5</div> <div style="text-align: right; position: absolute; bottom: 0; right: 0;">6</div>	
4	<p>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.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <div style="text-align: right; position: absolute; top: 0; right: 0;">5</div> <div style="text-align: right; position: absolute; bottom: 0; right: 0;">6</div>	

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		Form CIQ Page 2
5	<p>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.)</p> <p>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.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each affiliation or business relationship.</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	
	<p>6. Describe any other affiliation or business relationship that might cause conflict of interest:</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	
7	<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 35%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Signature of person doing business with the governmental entity Date </div>	
	<p style="color: red;">Signature not required if completing in BIDSYNC electronically.</p>	

Question and Answers for Bid #1711-206 - Small Drainage and Roadway Project Design

Overall Bid Questions

There are no questions associated with this bid.