



PUBLIC ANNOUNCEMENT AND GENERAL INFORMATION

**WILLIAMSON COUNTY PURCHASING DEPARTMENT**

**SOLICITATION 1903-303**

Engineering Services Smith Branch Flood Control near Juvenile Justice  
Center

**STATEMENTS OF QUALIFICATIONS MUST BE  
RECEIVED ON OR BEFORE: Apr 16, 2019  
3:00:00 PM CDT**

**STATEMENTS OF QUALIFICATIONS  
WILL BE PUBLICLY OPENED:  
Apr 16, 2019 3:00:00 PM CDT**

Notice is hereby given that sealed statements of qualifications for the above-mentioned goods and/or services will be accepted by the Williamson County Purchasing Department. Specifications for this Request for Qualifications may be obtained from [www.bidsync.com](http://www.bidsync.com)

**DOCUMENTS MAY BE SUBMITTED ELECTRONICALLY TO:**

[www.bidsync.com](http://www.bidsync.com)

**STATEMENTS OF QUALIFICATIONS MAY BE MAILED OR DELIVERED TO:**

Williamson County Purchasing Department  
100 Wilco Way  
Suite P101  
Georgetown, TX 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 is not responsible for lateness or non-delivery of mail, carrier, etc. The date and time stamp of the Williamson County Purchasing Department shall be the official date and time of receipt. Statements of Qualifications will be publicly opened in the Williamson County Purchasing Department at the time and date indicated above. Statements of Qualifications shall be opened in a manner that avoids disclosure of the contents to competing Respondents and maintains the confidentiality of the Statements of Qualifications during negotiations.

Statements of Qualifications will be open for public inspection after the Contract Award. Respondents are invited to attend the sealed Statement of Qualifications opening.

If mailed or delivered in person, submit Statement of Qualifications package with the RFQ number, RFQ name, Name and Address of Respondent, and the Date of the RFQ opening marked on the outside of the envelope. Each firm/team should follow the format outlined in the Qualification Section. Failure by the firm/team to submit documentation in the required format may disqualify the firm/team from further consideration. Each firm/team shall submit one (1) signed and dated original (marked original) with six (6) individually bound copies (marked copy) and one (1) electronic copy of the required documentation on a thumb drive. The response should be in separate loose leaf binders or spiral bound on one sided (8 ½ x 11 inch) sized white paper, 12 pitch font, and tab-indexed corresponding to the sections outlined in the Qualifications Section. Include only the information specified for each section. Responses should be limited to ten (10) pages, not including tab-indexed pages. The response must be sealed and clearly identified and marked

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.

All interested Respondents are invited to submit a Statement of Qualifications in accordance with the Instructions and Requirements, RFQ Format, RFQ Specifications, and Definitions, stated in this RFQ. Respondents are strongly encouraged to carefully read the entire RFQ. Williamson County will NOT be responsible for unmarked or improperly marked envelopes. Facsimile transmittals will NOT be accepted.

## Bid 1903-303

### Engineering Services Smith Branch Flood Control near Juvenile Justice Center

Bid Number	1903-303
Bid Title	Engineering Services Smith Branch Flood Control near Juvenile Justice Center
Bid Start Date	In Held
Bid End Date	Apr 16, 2019 3:00:00 PM CDT
Question & Answer End Date	Apr 12, 2019 3:00:00 PM CDT
Bid Contact	Blake Skiles Senior Purchasing Specialist 512-943-1478 blake.skiles@wilco.org
Contract Duration	2 years
Contract Renewal	Not Applicable
Prices Good for	Not Applicable
Pre-Bid Conference	Apr 3, 2019 10:00:00 AM CDT <b>Attendance is mandatory</b> Location: Williamson County Central Maintenance Facility 3151 SE Inner Loop, Georgetown, TX 78626
Bid Comments	<b>Williamson County is seeking qualified firms to provide engineering services for the Smith Branch and tributaries near the Williamson County Juvenile Justice Center.</b>

#### Item Response Form

Item	1903-303-01-01 - Please Attach All Documents To This Line
Quantity	1 each
Prices are not requested for this item.	
Delivery Location	<b>Williamson County, Texas</b> <u>No Location Specified</u>
	Qty 1

**Description**  
Please Attach All Documents To This Line

## **GENERAL INFORMATION AND SPECIFICATIONS**

### **GENERAL**

Williamson County is soliciting qualifications of firms interested in providing engineering services for flood control on Smith Branch and tributaries near the Williamson County Juvenile Justice Center.

### **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 for planning, designing, surveying, permitting, preparing construction drawings, bid documents and the construction phase for flood control on Smith Branch and tributaries near the Williamson County Juvenile Justice Center.

## RFQ Comments

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

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 **May 2019**.
4. Page four: Provide information regarding the project manager's experience, knowledge, skills and abilities as they relate to drainage design projects.
5. Pages five: Provide information regarding the key project staff's experience, knowledge, skills and abilities as they relate to drainage design projects.
6. Page six: Provide information regarding your understanding of the project.
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 individual resume length 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.
- For purposes of the RFQ, a page is defined to be one (1) side of an 8 ½" x 11" sheet of paper.

**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**

<b>Evaluation Criteria</b>	<b>Maximum Score Points</b>
Texas Office Location	Pass/Fail
Project Manager's Experience/Qualifications providing drainage planning, design and construction phase services.	25
Individuals on Project Team's Experience/Qualifications providing drainage planning, design and construction phase services.	25
Understanding of project and prior performance on Williamson County Projects	25
Availability of Project Manager, task leads and relevant staff	25
<b>Total Evaluation Points</b>	<b>100</b>

**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 may recommend a contract strictly on the basis of the initial proposal 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. Please note that the Williamson County Commissioners Court will make the final selection of providers for all contracts.

# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

## For vendor doing business with local governmental entity

### OFFICE USE ONLY

Date Received

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**1 Name of vendor who has a business relationship 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 the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** Signature is not required if completing in BIDSYNC electronically;

Signature of vendor doing business with the governmental entity

Date

## CONFLICT OF INTEREST QUESTIONNAIRE

### For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at [http://www.statutes.legis.state.tx.us/ Docs/LG/htm/LG.176.htm](http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm). For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed;

or (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity. (a-1)

The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (2) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposal or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (3) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or (C) of a family relationship with a local government officer.

Form provided by Texas Ethics Commission

[www.ethics.state.tx.us](http://www.ethics.state.tx.us)

Revised 11/30/2015

## Question and Answers for Bid #1903-303 - Engineering Services Smith Branch Flood Control near Juvenile Justice Center

### Overall Bid Questions

There are no questions associated with this bid.