



# Memo

TO: Judge Dan Gattis  
Commissioner Lisa Birkman  
Commissioner Cynthia Long  
Commissioner Valerie Covey  
Commissioner Ron Morrison

FROM: Robert B. Daigh P.E.

DATE: September 27, 2010

REF: Pre-Qualified Engineers List

We have worked with the Purchasing Department to develop the following recommendation to create and maintain a list of prequalified engineers:

1. Issue a Request For Qualifications (RFQ) for Engineering firms interested in performing engineering professional services for Williamson County.
  - a. Firms currently on the list of prequalified firms will only be required to update their qualifications if significant changes to the firm's capabilities have occurred.
  - b. Firms not currently on the list of prequalified firms will be required to submit information similar to that used in the 2008 RFQ
2. After the Commissioner's Court adopts a new prequalified list, engineering firms may be added to the list through the following process:
  - a. Any requests to be added to the list will be forwarded to the Williamson County Purchasing Department for processing. The Williamson County Purchasing Department will officially transmit the list of requested information to the firm. All responses will be sent to Purchasing. The RFQ format is the same as used in 2010 so that all responses are consistent.
3. The Department of Infrastructure will be responsible having the information reviewed.
4. Firms recommended by the Department of Infrastructure to be pre-qualified and added to the list will be provided to the Commissioners Court on an as needed basis for approval.
5. Firms that were pre-qualified and added to the list will be notified by the Purchasing Department.

Please contact this office if you have any questions.