



WILLIAMSON COUNTY
PURCHASING DEPARTMENT
301 SE INNER LOOP - SUITE 106
GEORGETOWN, TEXAS 78626

<http://www.williamson-county.org/Purchasing>

REQUEST FOR QUALIFICATIONS

LANDSCAPE ARCHITECTURAL SERVICES FOR WILLIAMSON COUNTY BYERS TRACT PARK

RFQ NUMBER: 11WCRFQ1002

QUALIFICATION SUBMITTALS MUST BE RECEIVED ON OR BEFORE:

January 25, 2011 – 1:30 PM

QUALIFICATION SUBMITTALS WILL BE PUBLICLY RECOGNIZED:

January 25, 2011 – 1:30 PM

General

Williamson County seeks the services of a qualified Landscape Architectural firm/team for a conceptual master plan for 348 acres of parkland referred to as the Byers Tract. The County is requesting Statements of Interest and Qualifications from firms/teams interested in providing professional services related to master plan development for this new park.

The Request for Statement of Interest and Qualifications will be reviewed and ranked by County staff. A 20-minute presentation and 20-minute interview in a question and answer format may also be required for those firms/teams that are ranked in the top three (3). No oral statement of any person will modify or otherwise change or affect the terms, conditions, plans and/or specifications stated in the Request for Statement of Interest and Qualifications instructions/requirements. The staff will make its recommendation to the Williamson County Commissioners Court which will award the contract utilizing the County's standard form of agreement.

The 348 acre tract contains 258 acres of farmland and 90 acres of woodland with a portion along the San Gabriel River. A map of the park is located on page 6 & 7 of this document. The undeveloped park is located on State Highway 29, two miles east of Jonah, TX. The plan will help guide the County's phased development of the park.

Point of Contact

Any questions, clarifications or requests for general information should be directed to:

Jim Rodgers, Director
Williamson County Parks & Recreation Department
350 Discovery Boulevard, Suite 207
Cedar Park, TX 78613
Telephone: (512) 260-4263
E-mail: jrogers@wilco.org

Pre-RFQ Meeting

All vendors interested in submitting Qualifications are invited to attend the non-mandatory, on-site, pre-RFQ meeting at **1:30 PM on Tuesday, January 4, 2011. PARTICIPANTS WILL MEET AT THE HOUSE LOCATED AT 12000 E. STATE HWY 29, GEORGETOWN, TX 78626 (2 MILES EAST OF JONAH, TEXAS)**

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ON THE SOUTH SIDE OF THE ROAD). THE HOUSE IS A TWO-STORY STRUCTURE ONE-HUNDRED YARDS OFF OF STATE HIGHWAY 29.

Description of Project

The project involves data collection and analysis, communication with citizens and Williamson County staff, development of plans, cost estimates, and presentation to the Williamson County Commissioners Court.

Scope of Services Requested

The following is the minimum scope of services to be provided by the design consultant selected for the project. It is intended that the scope cover the entire project from input through plan design. Any omissions in scope should be noted to the County.

- A. Preliminary Design Meetings
 - Meet with County staff to discuss project time-line and schedule for project deliverables
 - Meet with representatives of user groups to solicit design suggestions
 - Conduct public meeting with citizens to solicit design suggestions
- B. Present concepts of plan to Commissioners Court
- C. Prepare master plan with suitable drawings and cost estimates, and meet with County staff to review
- D. Present final plan to Commissioners Court

Qualifications

Qualification Submittals should be limited to twelve (12) single-sided pages of 11-point font or larger, and will be ranked according to the following information:

Cover Letter

Signed and dated by an authorized representative of the organization including e-mail address.

Certified Statement

Provide a certified statement that the firm is registered in the State of Texas and licensed to perform landscape architectural and engineering services in the State of Texas and certified statement that the landscape architect and engineers are not disbarred, suspended or otherwise prohibited from professional practice by any federal, state, or local agency.

Basic Qualifications (5 points)

Provide a brief profile relative to the firm size, history, personnel and areas of expertise. References to applicable awards, associations, etc. may also be included.

Ability to Perform (15 points)

Provide an overview of the firm's specific experience on similar trail and park projects and provide a project schedule of all described activities.

Geographic Proximity (5 points)

Consideration will be given to where the consulting firm's main office is located and how that may, or may not, affect the timely delivery of services.

Technical Capabilities (15 points)

Provide a narrative description of the firm's resources and ability to deliver services required for the project. Provide resumes of all key personnel to be used, including project experience, specific areas of expertise, relevant educational backgrounds and certifications. Specify who will be the team leader and primary contact and/or work person. Identify associates who will be involved and their roles.

Performance History/References (25 points)

List a minimum of three (3) clients with similar trail and park projects. The list should include:

- Name of agency/client, contact person, phone number and email address
- Year the service was provided
- Type of project and scope of services provided

Proposed Project Approach & Scope of Services to be Provided (25 Points)

- Provide a short narrative that conveys an understanding of the project goals and objectives.
- Demonstrate the firm's capabilities, innovative approaches and/or special methodologies to accomplish the project.
- Describe and provide a systematic and methodical description of the scope of work, how it will be accomplished in a format that could be included in a consulting contract.
- Identify key personnel to be used and their areas of responsibility.
- Provide a breakdown of time and staff by work activity (Personnel identified in the proposal must be the same personnel that will work on the project. Personnel changes after contract execution must be approved by Williamson County).

Oral Interview (10 points)

- A 20-minute presentation and 20-minute interview

Compensation Information & Fees

Fee negotiations will be initiated once the top firm is selected. If negotiations for acceptable fees are not successful, another firm will be selected and negotiations will be initiated with the second firm. The contract award will be made by the Williamson County Commissioners Court.

Proposal Format and Due Date

Open format is acceptable but please be succinct and follow the format outlined in the Qualification Section.

Statement of Qualifications (SOQ) must be received in the Williamson County Purchasing Department **on or before 1:30 pm on Tuesday, January 25, 2011. SOQ's will be publicly recognized at 1:30 pm or soon thereafter** in the Williamson County Purchasing Department located in the Williamson County Inner Loop Annex, 301 SE Inner Loop – Suite 106, Georgetown, Texas 78626.

Please see page 6 of this document for a map and directions to the Williamson County Inner Loop Annex.

Five (5) individually bound copies of the firms/teams response are required (1 original and 4 copies). The response must be marked "original" or "copy". All responses must be returned in a sealed envelope with the Request for Qualification (RFQ) name, number, and recognition date clearly marked on the outside. If an overnight delivery service is used, the RFQ name, number, and recognition date must be clearly marked on the outside of the delivery service envelope.

Please limit your Statement of Qualifications (SOQ) to:

- Twelve (12) 8 ½" x 11" pages, inclusive of any cover letter or supporting materials
- Incorporate the least amount of plastic/laminate or other non-recyclable binding materials
- 12 pitch font size
- Single-sided

Sealed SOQs must be hand-delivered or mailed to:

Williamson County Purchasing Department
Attn: Jonathan Harris
Williamson County Inner Loop Annex
301 SE Inner Loop – Suite 106
Georgetown, Texas 78626

Late Submissions

Qualifications received after the submission deadline will not be opened and will be considered void and unacceptable. Williamson County is not responsible for lateness of mail, courier service, etc.

Respondent's Acceptance

By submitting a response to this RFQ, the firm certifies that he/she 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.

Texas Public Information Act

The 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 the County strictly adheres to all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

Commitment

Respondent understands and agrees that this RFQ is issued predicated on anticipated requirements for the County and that the County has made no representation, written or oral, that any such requirements be furnished under a Contract arising from this SOQ. 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.

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 the 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. A blank copy of this affidavit can be found on **Page 5** of this RFQ package. Respondents should complete this form and submit it as a part of their SOQ response to this RFQ.

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WILLIAMSON COUNTY CONFLICT OF INTEREST STATEMENT

I hereby acknowledge that I am aware of the Local Government Code of the State of Texas, Section 176.006 regarding conflicts of interest and will abide by all provisions as required by Texas law.

Printed name of person submitting form:

Name of Company:

Date:

Signature of person submitting form:

Notarized:

Sworn and subscribed before me

by: _____

on _____
(date)

Williamson County Inner Loop Annex

Address:

**301 SE Inner Loop
Georgetown, TX 78626**

Directions:

From South (Austin, Round Rock)

Take IH-35 Northbound

Exit 259

Stay on frontage road for approximately 2 miles

At stop sign, go right on Inner Loop

Just past Snead Drive, the Inner Loop Annex is on the left

Main entrance is on the side of the building by the flagpoles

From North (Georgetown, Jarrell)

Take IH-35 Southbound

Exit 259

At stop sign, go left under the overpass

At stop sign, go straight onto Inner Loop

Just past Snead Drive, the Inner Loop Annex is on the left

Main entrance is on the side of the building by the flagpoles





