

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

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

REQUEST FOR QUALIFICATIONS (RFQ)

ROOFING CONSULTANT SERVICES FOR WILLIAMSON COUNTY FACILITY PROJECTS

RFQ NUMBER: 11WCRFQ1009

RFQ SUBMITTALS TO BE RECEIVED ON OR BEFORE:

September 7, 2011 – 2:00 PM

SUBMITTALS WILL BE PUBLICLY ACKNOWLEDGED:

September 7, 2011 – 2:00 PM

Overview

Williamson County, an Affirmative Action and Equal Opportunity Employer, wishes to establish a list of pre-qualified roofing consultant contractors. As County projects arise that require roofing consultant services, County personnel would be able to choose contractor(s) from the list of evaluated, pre-qualified vendors. All work would be performed on behalf of Williamson County and would be in compliance with all of the County's standards, procedures, and protocols.

In responding to this RFQ, vendors wish to be evaluated and added to the pre-qualified list of vendors. To make the list, evaluations will be completed, with vendor recommendations then to be brought in front of the Williamson County Commissioners Court for final approval. Please note that the evaluation/approval process may take several weeks and no vendor will be considered prequalified until receiving Commissioners Court approval.

Section 1:

Qualifications Desired

Demonstrated competence and qualifications will be a major consideration in the evaluation process. In your Request for Qualifications (RFQ) submittal, please provide information about your firm, also include a list of three (3) business references and be sure to include name, address, contact name, e-mail address (if available), phone and fax numbers.

Scope

Responding to this RFQ with qualifications allows vendors to provide the outlined services on a project-by-project basis. To be considered, a provider (or sub-provider(s) proposed on a team) must demonstrate their competency and experience in performing similar work. **If team pre-qualifications are submitted, the selected prime provider must perform a minimum of 50% of the actual contract work.**

Providers will be evaluated from statements of qualifications including staff capability/experience and similar project related experience of the proposed project manager(s) and team members, if a team is proposed.

Format for Submittal of Qualifications

Please limit the Request for Qualifications submittal to twelve (12) 8 ½" x 11" pages, 12-pitch font size, and single-sided. The RFQ submittal should include:

- ❖ an organizational chart containing the names, addresses, telephone, fax numbers, and e-mail addresses for the prime provider and any sub-providers if proposed for the team and their contract responsibilities by work category;
- ❖ the confirmation agreement of proposed team individuals to perform the identified contract responsibilities if the team is selected;
- ❖ the prime provider's proposed project manager(s) and key personnel proposed;
- ❖ the team or firm capabilities;
- ❖ special project related experience;
- ❖ a list of any earned industry certifications; individuals and/or contractor
- ❖ other pertinent information addressed in the notice, including references for related projects. References must include client contract information (address, telephone, name, and fax number).
- ❖ supporting attachments and/or appendices (related cover/title page, project graphics, resumes, and Williamson County Conflict of Interest Statement) are not included in the twelve-page limit, **but should be conservative in their inclusion.**
- ❖ using the least amount of plastic/laminate or other non-recyclable binding materials.

Contacts

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

Purchasing Questions

Jonathan Harris
Williamson County
Deputy Purchasing Agent
301 SE Inner Loop, Suite 106
Georgetown, TX 78626
(512) 943-1692
joharris@wilco.org

Technical Questions

Gary Wilson
Williamson County
Director of Facilities
3101 SE Inner Loop
Georgetown, TX 78626
(512) 943-1636
gwilson@wilco.org

Evaluation Criteria

Request for Qualifications submittals will be ranked according to the criteria outlined below. A list of pre-qualified firms will be provided to the County Commissioners Court. Awarding of future contracts will be made by the Williamson County Commissioners Court.

<u>Criteria</u>	<u>Points</u>
References	40
Performance and Qualifications	60

Submittal of RFQ Response

One (1) original RFQ response and two (2) copies must be submitted. The responses must be marked "original" and "copy". One (1) PDF electronic copy of the entire RFQ must be submitted on a CD in the sealed envelope with the original hard copy of the RFQ response.

All copies must have the same attachments as the original. Please incorporate the least amount of plastic/laminate or other non-recyclable binding materials.

Qualifications must be submitted in a sealed envelope clearly marked **ROOFING CONSULTING SERVICES FOR WILLIAMSON COUNTY FACILITY PROJECTS**, and the RFQ number, **11WCRFQ1009**. If an overnight delivery service is used, the RFQ name and number must be clearly marked on the outside of the delivery service envelope. RFQ response must be addressed to **Williamson County Purchasing Department, Williamson County Inner Loop Annex, Attn: Jonathan Harris, 301 SE Inner Loop - Suite 106, Georgetown, Texas 78626**.

By submitting the 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.

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 RFQ. 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.

Location Directions

Please see **page 4** of this document for a map and directions to the Williamson County Inner Loop Annex.

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, Williamson County Conflict of Interest Statement, can be found on **Page 5** of this RFQ package. Respondents should complete this form and submit it as a part of their response to this RFQ.

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

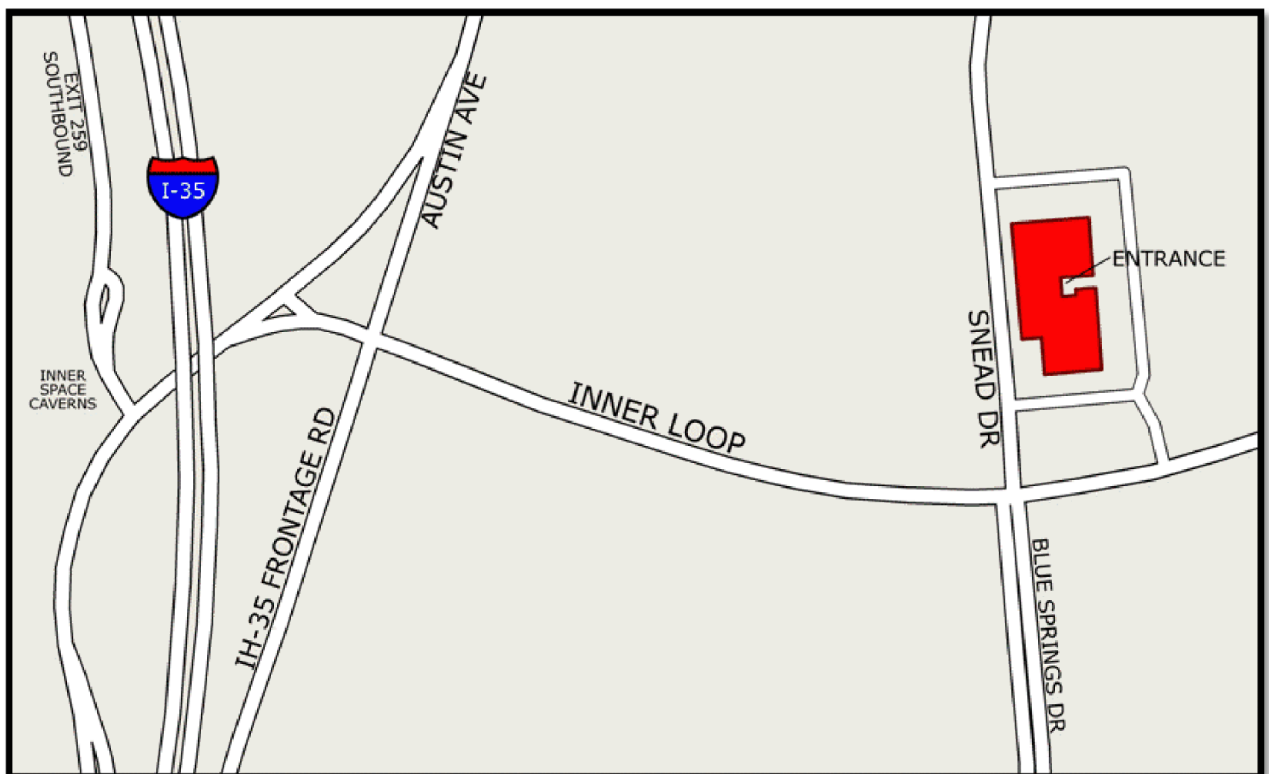
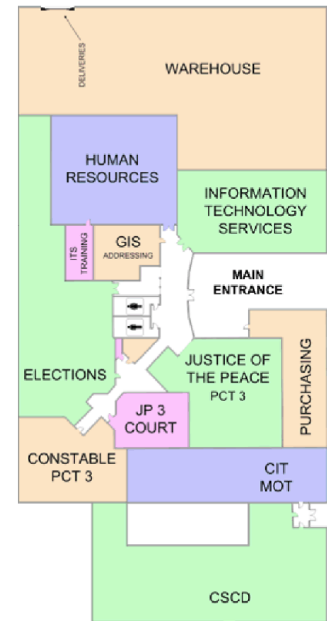
At stop sign, go left under the overpass

At stop stay 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

INNER LOOP ANNEX FLOOR PLAN





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)