



WILLIAMSON COUNTY
PURCHASING DEPARTMENT
901 South Austin Avenue
GEORGETOWN, TEXAS 78626

<http://wilco-online.org/eBids/Bids.aspx>

REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL ARCHITECTURAL/ENGINEERING DESIGN SERVICES FOR THE WILLIAMSON COUNTY GEORGETOWN ANNEX

RFQ #15RFQ101

**RFQ SUBMITTALS TO BE RECEIVED ON OR BEFORE:
3:00 pm CST, Thursday, June 11, 2015**

**This RFQ includes a Mandatory Pre-RFQ meeting
To be held on Thursday, May 28 at 11:00 am CST
At the Williamson County Central Maintenance Facility
Training Room located at 3151 SE Inner Loop
Georgetown, Texas 78626**

General Statement of Request

Williamson County is seeking qualifications from experienced firms to provide professional Architectural/Engineering (also referred to herein as "A/E") design services and construction administration services for the Williamson County **Georgetown Annex**. At a minimum, the technical areas of service required are: architectural, landscape architectural, civil engineering, structural engineering, mechanical engineering and electrical engineering professional services.

Statements of Qualifications (SOQs) shall be submitted to Williamson County Purchasing Department, 901 S. Austin Avenue, Georgetown, TX 78626 by **3:00 PM CST on Thursday, June 11, 2015**. Seven (7) bound copies (1 original and 6 copies), *each* with a PDF file of the SOQ on USB flash drive, shall be submitted.

For purposes of this RFQ, Architect/Engineer or A/E means a person registered as an architect pursuant to Chapter 1051 of the Texas Occupations Code, as a landscape architect pursuant to Chapter 1052 of the Texas Occupations Code, and/or a person licensed as a professional engineer pursuant to Chapter 1001 of the Texas Occupations Code, or a firm retained by Williamson County to provide professional architectural and/or engineering services and exercising responsibility for the design services for the **Georgetown Annex**, and performing certain contract administration responsibilities during the construction phase of the project.

All Studies, Reports, Plans, and Specifications must be prepared, signed, stamped, and sealed in accordance with the State of Texas rules and regulations regarding applicable professional practice.

Project Description

Williamson County intends to construct a new approximately 43,000 square foot, two-story building to house several of the essential services provided by Precinct 3 and some other county functions interacting with the public. The proposed location for the facility will be 151 Wilco Way, Georgetown, Texas.

Building occupants are anticipated to include at a minimum: the Precinct 3 Justice of the Peace Court, Precinct 3 Constable, Precinct 3 Commissioner, Williamson County Veterans Services Office and the Williamson County Human Relations Office. The project also includes all utilities, drainage, parking, roadways, landscaping and walkways necessary to complete the project.

CM-R (Construction Manager at Risk) is Williamson County's preferred delivery method for this project. However, Williamson County reserves the right to review and select any other delivery method allowed by law for the construction of the **Georgetown Annex**.

Scope of Services

The Scope of Services is anticipated to be divided into the following five phases:

- Programming and Schematic Design Phase
- Design Development Phase
- Construction Documents Phase
- Bidding or Negotiation Phase
- Construction Administration Phase

The phases are further outlined as follows:

Programming and Schematic Design Phase:

The Programming Phase shall not exceed three months from the date of execution of the contract. A/E shall:

1. Meet with County staff and other entities/groups involved in the project to determine needs (including spatial and development) of building program(s) for projected needs.
2. Prepare schematic drawing of site.
3. Prepare schematic drawing of **Georgetown Annex** floor plan.
4. Prepare preliminary estimate of construction costs.
5. Prepare preliminary estimate of Furnishings, Fixtures & Equipment (FF&E).
6. Provide up to three (3) separate presentations to County Project Management Team.

7. Coordinate with local government bodies, cities, and local utilities in relation to the Project.
8. Note that Williamson County will conduct a geotechnical investigation of the site and prepare a design recommendation report.

Design Development Phase:

Based on approved Schematic Design documents and in coordination with the County's Construction Manager, A/E shall

1. Prepare Design Development Documents, including plans, specifications and estimates, to fix and describe the size and character of the project, including but not limited to civil, architectural, structural, mechanical, electrical, and any specialty systems and materials. Design shall be refined so that it is able to be funded by the County's Budget for the project. Cost estimates shall include at a minimum all site work, building construction, furniture, equipment and utilities necessary to provide a functional training facility.
2. Make presentations to County staff and elected officials.
3. Obtain any necessary approvals from review and permitting authorities (local planning & building department).

After approval of the Design Schematic, the time to develop Design Documents to obtain the guaranteed maximum price shall not exceed 3 months.

Construction Documents Phase

After approval of the Design Development Documents, final construction documents shall be 100 percent complete within an additional 2 months.

Bidding or Negotiation Phase

1. Assist Construction Manager in preparation of bid packages as necessary.
2. Oversee Pre-Bid Meeting & prepare addendums (as needed).
3. Review bids and provide written recommendation(s) to staff.
4. Oversee Pre-Construction Meeting.
5. Prepare addenda; review prior approval requests.
6. Make recommendations on Bids/Proposals received.
7. Re-design/re-bid of facility if low bid or proposal exceeds Williamson County's construction budget.

Construction Administration Phase

A/E shall:

1. Attend pre-construction conferences.
2. Shop drawing and submittal review.
3. Provide site observations/inspections to ensure Construction Manager is performing in compliance with plans and specifications.
4. Answer Construction Manager RFI's to resolve field/design issues.
5. Review Construction Manager Applications for Payment and recommend for approval.
6. Provide substantial and final completion inspections and prepare punch lists.
7. Review, approve, and provide a final report of inspections.

8. Provide independent estimates on Proposed Change Orders. Williamson County will negotiate Change Orders with the Construction Manager and the A/E will provide support.
9. Review “as-built” drawings and edit for accuracy.

Basic Understanding

Selected A/E shall represent Williamson County as their agent in any required approvals processes, presentations, or meetings, and promote Williamson County’s best interest. A/E is responsible for submitting and presenting a minimum of three (3) progress packages at the appropriate phases of design. A/E shall assist Construction Manager in obtaining all necessary permits. During construction, A/E will participate in weekly project reviews with Williamson County, as well as perform standard construction administration services.

Mandatory Pre-RFQ Meeting

All respondents submitting to this RFQ must attend in-person the Pre-RFQ Meeting at **11:00 AM CST on May 28, 2015**, at the Williamson County Central Maintenance Facility Training Room located at 3151 SE Inner Loop, Georgetown, Texas 78626.

At that time, respondents will be able to find out more about the project and ask any questions in reference to the project and/or RFQ. **No phone conference attendance will be allowed.**

A sign in form will be provided **before** the meeting begins to document attendance; it is Williamson County’s recommendation for interested firms to arrive 10 minutes early so there will be sufficient time to sign the attendance form. It is the responsibility of the attendee to sign in legibly in order to be eligible to respond to the RFQ.

If a respondent submits to the RFQ, but does not attend the Pre-RFQ Meeting, their submittal will not be accepted for evaluation.

Evaluation Criteria

Each Statement of Qualification (SOQ) received in response to this Request for Qualifications will be subject to the same review and assessment process. SOQs will be evaluated on the basis of the technical capability and experience presented in the SOQ.

Please note that the County shall weigh the experience of the individuals proposed to work on this project significantly greater than the experience of the firm as a whole.

All respondents submitting qualifications shall be evaluated on the following five points (A-E).

- A. Architect’s Experience/Qualifications (30 points)
 1. Experience/Qualifications with similar facility components
 2. Experience in Central Texas or similar conditions.
 3. Experience/Qualifications with acoustic control

- B. Civil and Structural Experience (25 points)
 1. Experience/Qualifications with similar facility components
 2. Experience/Qualifications with expansive clays

- C. HVAC and Electrical Experience (20 points)
1. Experience/Qualifications with similar facility components
 2. Experience in Central Texas
- D. Project Manager Experience/Qualifications (15 points) (The project manager is the individual that will be at all meetings with the County staff and is in daily responsible charge of the project).
1. Experience/Qualifications of project manager managing similar projects
 2. Experience/Qualifications of project manager managing Construction Manager at Risk projects
- E. Architectural Reference Check (10 points)
- The architect shall provide a complete project list, including project name, description and client contact (including email and telephone number), for each project that has entered into the construction phase or has been completed by the offices included in the proposal within the last two years. The names of the Architect's staff who are proposed for this project and who worked on the project listed shall be noted for each project listed. Note: this is for the architect only.

Selection Process

Respondents are advised that the selection committee, at its option, may recommend a contract strictly on the basis of the initial SOQs and/or may have interviews with some or all of the respondents to determine its final recommendation. Interviews if held are tentatively scheduled for July 9, 2015. The selection committee will present its recommendation to the Williamson County Commissioners Court for approval.

Compensation Information & Fees

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

Proposal Format and Due Date

Open format is acceptable. Please be succinct and respond to each criteria listed in the Evaluation Criteria section of the RFQ. Please respond in the order the evaluation criteria is listed in the RFQ.

At a minimum, the SOQ should contain:

1. An organizational chart listing all firms to be used. Identify the individuals within each firm that will perform tasks and identify which tasks they will perform. A listing of an individual shall be considered as a commitment that that individual will be made available to perform the tasks indicated on this project. For staffing purposes, assume the notice to proceed will be issued in April 2015.
2. Resumes of team members proposed for these services. Include position, education level, professional credentials, qualifications and related experience.

3. For the offices proposed to provide these services:
 - a. Number and discipline of Professional staff employees.
 - b. Number of Non-Professional staff employees.
 - c. Total number of staff, including administration employees.

SOQs must be received in the Williamson County Purchasing Department located at 901 South Austin Avenue, Georgetown, Texas 78626 **on or before 3:00 PM CST on Thursday, June 11, 2015**. **SOQs will be publicly recognized at 3:00 pm or soon thereafter** in the Williamson County Purchasing Department.

Seven (7) individually bound copies of the respondent's/team's response (1 original and 6 copies) shall be submitted, each with a PDF file of the SOQ on USB flash drive. The response should be marked "original" or "copy".

All responses must be returned in a sealed envelope. The Request for Qualifications (RFQ) name, number, and recognition date should be clearly marked on the outside. If an overnight delivery service is used, the RFQ name, number, and recognition date should be clearly marked on the outside of the delivery service envelope. RFQ responses are to be addressed to **Williamson County Purchasing Department, Attn: 15RFQ101, Professional Architectural/Engineering Design Services for the Georgetown Annex, 901 S. Austin Ave., Georgetown, TX 78626**.

Statements of Qualifications (SOQs) are to meet the following requirements:

- The maximum length is fifteen (15) pages (single sided), inclusive of any cover letter but not including resumes or the requested list of architectural projects. The cover letter should include the name of the respondent's contact person for this project, their mailing address, email address and telephone number.
- There is no limit to the number of resumes submitted but resumes shall not exceed four single sided pages in length.
- Incorporate the least amount of plastic/laminate or other non-recyclable binding materials
- Minimum font size for text is 12-pitch except on exhibits where a minimum font size of 8 is permissible.

Type of Contract

When the evaluation process is completed and the successful Respondent is determined, award of contract will be made. The successful Respondent shall be required to execute a formal contract/agreement at Williamson County's offices in Georgetown, Texas within ten (10) days after being notified in writing of the selection. Williamson County's required form of Agreement for Architectural and/or Engineering Services may be obtained by going to <http://wilco-online.org/ebids/bids.aspx> or by requesting a copy from the Williamson County Purchasing Department by email at purchase@wilco.org. The only anticipated changes to the Agreement for Architectural and/or Engineering Services will be to include additional exhibits, to fill in blanks to identify the successful respondent, and add terms relating to the compensation, or to revise the Agreement for Architectural and/or Engineering Services to accommodate corrections, changes in the scope of services, or changes pursuant to addenda issued. Because the signed Agreement for Architectural and/or Engineering Services will be substantively and substantially derived from the said agreement, all respondents are urged to seek independent

legal counsel as to any questions about the terms, conditions or provisions contained in the said Agreement for Architectural and/or Engineering Services **before** submitting a response to this RFQ. Again, the Agreement for Architectural and/or Engineering Services contains important legal provisions and is considered part and parcel of this RFQ. Failure or refusal to sign aforesaid agreement shall be grounds for Williamson County to revoke any selection of the respondent, forfeit of such respondent's bid security, if applicable, and force the selection of another respondent.

Questions Concerning this RFQ

All questions concerning this RFQ shall be emailed to khancock@wilco.org, cc: purchase@wilco.org, with "RFQ#15RFQ101 Georgetown Annex" in the subject line.

Responses to questions will be posted on the purchasing website:

<http://wilco-online.org/ebids/bids.aspx>

Questions will be accepted **until 5:00pm CST on June 8, 2015.**

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, respondent certifies that it has fully read and understands the terms, conditions and statements of this 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

Williamson 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 Williamson 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 Williamson County and that Williamson County has made no representation, written or oral, that any such requirements be furnished under a contract arising from this RFQ. Respondent acknowledges and understands that the Commissioners Court of Williamson County, Texas, reserves the right to refuse to award a contract for any or all services covered in 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.

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 Williamson County for contract award, shall contain a signed affidavit acknowledging the responder's 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 the following page of this RFQ package. Respondents should complete this form and submit it as a part of their SOQ response to this RFQ.**



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 Purchasing

Address:

901 S Austin Ave
Georgetown, TX 78626

Directions:

From South (Austin, Round Rock)

Take IH-35 Northbound
Exit 261
Take EXIT 261 toward TX-29/Burnet.
Take the 1st right onto W University Ave/TX-29
Turn left onto S Austin Ave
901 S AUSTIN AVE is on the right

From North (Jarrell, Georgetown)

Take IH-35 Southbound
Exit 261
Turn left onto TX-29/W University Ave
Turn left onto S Austin Ave
901 S AUSTIN AVE is on the right

