

**REQUEST FOR QUALIFICATIONS
ON CALL CITY SURVEYOR SERVICES**

The City of Woodway (City) is accepting proposals to select a qualified professional surveying firm to provide comprehensive professional surveyor services in support of the Community Services and Development Department on an as-needed basis for a two-year period. All questions regarding this Request for Qualifications (RFQ) should be directed to Mitch Davison, City Engineer, Community Services and Development Department at (254) 772-4050. The RFQ is available for viewing online at www.woodway-texas.com

Proposals shall be submitted by firms or individuals that have a capable and demonstrable background in the type of work described in Section III, "PRELIMINARY SCOPE OF WORK," of this notice. In addition, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, equipment, specialized consultants and financial resources to carry out the work without delay or shortcomings.

The City intends to award a contract for on-call surveyor services. The City reserves the right not to award any contract. The scope of work is outlined in Section III, "PRELIMINARY SCOPE OF SERVICES," of this RFQ.

The proposals shall be submitted to Donna Barkley, City Secretary, City of Woodway, 922 Estates Drive, Woodway, Texas 76712, no later than:

3:00 p.m. on Wednesday, February 28, 2018.

Each proposer shall submit five (5) bound sets of the proposal and a CD in accordance with Section V. "SUBMISSION INFORMATION" of this notice.

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Attachments:

Attachment 1 – City of Woodway Community Services and Development Department Standard Agreement for Professional Consultant Services

Article I. INTRODUCTION

The City of Woodway is anticipating periodic need of professional surveyor services. To meet this need, the City is issuing this Request for Qualifications (RFQ) for the purpose of obtaining proposals from qualified firms to provide as-needed comprehensive surveyor services. It is the City’s preference to enter into an agreement with a single vendor who can provide the complete range of professional surveyor services. All questions regarding this RFQ should be directed to Mitch Davison, City Engineer, Community Services and Development Department at (254) 772-4050 or mdavison@woodaymail.org.

The City anticipates the periodic need of professional surveyor services during an estimated time period of two (2) years and intends to award a contract for an amount not to exceed \$90,000.00. Due to the as-needed nature of the work, no work is guaranteed on a contract, even if awarded. The scope of work will vary and will be requested on a task order basis as the need arises. A detailed outline of the Consultant’s potential services is given in Section III of this RFQ.

Article II. MINIMUM QUALIFICATIONS

1. Six years of experience in field survey work
2. Possession of a current Land Surveying License in the state of Texas is required
3. Experience working with public agency desirable
4. Knowledge of current surveying practices and techniques
5. Knowledge of methods and techniques used in the design and construction of a variety of public works projects

Article III. PRELIMINARY SCOPE OF SERVICES

The scope of work for this contract will vary as need arises and will be at the discretion of the City. Provide surveying services for various projects at the request of City Staff or at the request of the construction manager/inspector provided by Consultant. Survey requests may be, but not limited to, topographic surveys, construction staking, property line surveys, easement surveys, and manhole invert surveys. Survey data may be provided directly to City Staff or to a separate design consultant. Construction staking requests may be needed within a 48-hour notification. Surveying may be needed in difficult terrain such as canyons and near creeks. The main categories of work will include:

1. Check subdivision and parcel maps for compliance with State Subdivisions Map Act requirements. Stamp & sign subdivision maps, parcel maps, lot line adjustments, and other documents as necessary, as City surveyor.
2. Determine locations of property lines, boundaries, easements and rights-of-way
3. Construction surveys for improvement projects
4. Establish and adjust benchmarks
5. Establish and monument street center lines
6. Traditional topographic surveys and aerial topographic surveys to determine locations and elevations of existing improvements, structures, and topographic features
7. Perform research and survey work related to property divisions and mergers
8. Perform research and survey work related to public and private land ownership, public and private easements, public improvements, construction, and historic information
9. Do all survey related and some engineering related computations and drawings using traditional methods and/or using computer methods currently available within the City
10. Prepare and interpret deeds and descriptions
11. Develop legal descriptions and plat maps
12. Other survey-related tasks as necessary

Article IV. TASK ORDER

Consultant services will be on an as-needed, on-call basis throughout the term of the Agreement. Consultant services will be authorized by task orders issued by the City, which may be in the form of a written or verbal request. The Consultant is responsible for acknowledging receipt of requests within two (2) working days.

Task orders may vary significantly in size and scope and will be determined in greater detail as each task order is assigned. The City will discuss the scope of services with the selected Consultant prior to issuing a task order. The Consultant will be responsible for preparing a detailed scope and fee estimate for each task order. The City may accept the Consultant's scope and fee or negotiate with the Consultant, as appropriate. The City reserves the right to not accept the Consultant's scope and fee.

Article V. SUBMISSION INFORMATION

Application Submittal: A complete package will and must be submitted in order to be considered and must include five hard copies and a PDF of the entire submittal package on a CD. Incomplete submittals will not be accepted.

Submittal packages must include the following:

1. Cover letter – a cover letter highlighting the qualifications as they relate to this project.
2. Relevant Projects – descriptions of relevant surveying projects and responsibilities.
3. Statement of qualifications and experience for each surveyor team member expected to perform on this contract.
4. References – at least three current references including complete contact information for those who have personal knowledge of the applicant's surveyor skills.
5. Fee Schedule – itemization of surveyor services fee schedule.

6. An identification of any modifications to the attached Professional Consulting Services Agreement (Attachment 1).
7. Proposals shall remain effective for ninety (90) days beyond the submittal date.

Article VI. CONSULTANT SELECTION PROCEDURE

Evaluation Criteria: Proposals will be evaluated and ranked by the Selection Committee, which will make the final selection, assessing the firm’s qualifications, experience, and strength of the proposer in terms of financial resources and ability to perform the work based on the following factors.

- Quality of Proposal
- Qualifications of Firm
- Qualifications of Staff
- References
- Oral Interview

The proposals receiving the highest rankings may be invited for an interview. The City may, at its discretion, request that an applicant modify or supplement their submission with additional information.

Evaluation Procedure: The Selection Committee will review the proposals submitted and establish a list of finalists based on the pre-established review criteria. An oral interview with one or more of the firms submitting proposals may be requested after written proposals have been received by the City if deemed necessary to clarify proposal or qualifications. The City will schedule the time and place for the interview if determined to be necessary. Each proposer should be prepared to clarify and elaborate on the details set forth in their proposal. The Selection Committee will review the proposals submitted, establish a list of finalists based on pre-established review criteria, interview the finalist firms, and determine the successful Proposer. The individual or composite rating and evaluation forms prepared by the Selection Committee will not be revealed. The City may decide that interviews are not necessary for selection and reserves the right to award the contract based on the submitted proposals alone.

Award: The City intends to identify an as-needed surveyor with which to enter into an exclusive negotiating agreement for as-needed surveyor services. After the selection of a successful firm, the City will develop a contract (Attachment 1) reflecting the terms and conditions of the proposal plus the City's standard liability and insurance requirements. The City reserves the right to clarify any issues or obtain additional information, as necessary.

Article VII. ESTIMATED SCHEDULE FOR SELECTION:

February 7, 2018	RFQ Issued
February 28, 2018	3:00 pm closing deadline for application packet submittal
March 14, 2018	Review of submitted proposals
March 23, 2014	Interviews with top-ranking applicants
April 9, 2018	Award of contract

Article VIII. CONTACT PERSON

All questions regarding this RFQ should be directed to:
 Mitch Davison
 City Engineer
 Community Services and Development Department
 City of Woodway
 924 Estates Drive

Woodway, TX 76712
(254) 772-4050
mdavison@woodwaymail.org

Article IX. LATE PROPOSALS NOT CONSIDERED

Proposals must be received by the time specified at the address listed above. Any proposals received after the deadline will not be considered.

Article X. DISCLAIMERS

The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt.

All costs incurred during proposal preparation or in any way associated with the applicant's preparations, submission, presentation or oral interview shall be the sole responsibility of the applicant.

The City retains sole authority and discretion to evaluate submissions in response to the RFQ and may enter into negotiations with the applicant the City deems to be most qualified.

Receipt of proposals in response to this RFQ does not obligate the City in any way to engage any surveyor and the City reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the selection process at any time prior to the actual execution of a contract with a surveyor, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.

If, at any point, the first-ranked surveyor declines to proceed, the City may, at its own discretion, enter into an agreement with the second-ranked surveyor, and so on.

ATTACHMENTS:

Attachment 1 – Sample Professional Consultant Services Agreement