



COLLIN COUNTY, TEXAS

**REQUEST FOR QUALIFICATIONS
For
PROFESSIONAL SERVICES, SURVEYING**

SUBMIT QUALIFICATIONS TO:

**Collin County Purchasing Department
Attn: Matt Dobecka, CPPB
Collin County Administration Building
2300 Bloomdale Rd., Suite 3160
McKinney, Texas 75071**

****NOTE:
All correspondence must include suite
number to assist in proper delivery.****

SUBMIT NO LATER THAN:

2:00 P.M., Thursday, December 2, 2010

MARK ENVELOPE:

**RFQ No. 07301-10
PROFESSIONAL SERVICES:
SURVEYING**

***ALL SUBMITTALS MUST BE RECEIVED IN THE PURCHASING DEPARTMENT
BEFORE RECEIVING DATE AND TIME***

If offeror does not wish to submit qualifications at this time, please submit a "NO OFFER" by the same time and at the same location as stated above and state the reasons for such.

Offerors must submit this RFQ, their response, the signature page, and all additional documents.

If submitting manually, it is requested that offeror provide **one (1) original and three (3) copies** of all documents in a sealed envelope and manually signed in ink by a person having the authority to submit firm's qualifications.

Collin County is always conscious and extremely appreciative of your time and effort in the preparing of this information. Requests for information/clarification should be directed to:

Matt Dobecka, CPPB
Contract Administrator
Purchasing Department
Collin County Administration Building
2300 Bloomdale Rd, Suite 3160
McKinney, Texas 75071
Telephone: 972/548-4103 or;
Metro: 972/424-1460 ext. 4103
Facsimile: 972/548-4694

1.0 GENERAL INFORMATION:

Collin County is soliciting information from qualified firms for Land Surveying that may be required on existing and upcoming County Projects. It is intended that this contract will be for one (1) year beginning on the date of award and continuing through and including September 30, 2011 with three (3) optional one (1) year renewals.

1.1 SCOPE OF SERVICES:

- 1.1.1 Scope of Services for each survey will vary; therefore individual requirements will be established at the time of need for each survey.
- 1.1.2 Various types of property surveys including, but not limited to surveys for right-of-way acquisition, construction or construction staking, residential lot and block surveys, topography, tree locations, as-builts, acreage and subdivisions.
- 1.1.3 Surveying of the County road material stockpiles for audits.
- 1.1.4 Services provided shall be in accordance with applicable industry standards, such as those outlined by the Texas Board of Professional Land Surveyors.
- 1.1.5 Surveying for various projects will be performed on an as needed basis and upon request of the County. Completion schedules will vary depending on the size and complexity of each survey.

2.0 GENERAL INFORMATION & REQUIREMENT
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- 2.1 PUBLIC INFORMATION: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after a contract is awarded. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.
- 2.2 TYPE OF CONTRACT: Any contract resulting from this solicitation will be in the form of the Owner's Standard Professional Services Agreement. (See Attachment A)
- 2.3 EVALUATION OF QUALIFICATIONS: The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by the Owner. Qualifications shall not include any information regarding respondent's fees, pricing, or other compensation.
- 2.4 OWNER'S RESERVATION OF RIGHTS: The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project/s. The Owner reserves the right to divide the Project/s into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.
- 2.5 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the Owner.
- 2.6 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.

3.0 QUALIFICATIONS SUBMITTAL FORMAT

The qualifications submittal shall be divided into tabbed, marked sections and shall include but not limited to information for each of the following:

RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE PROJECTS (Maximum of two (2) printed pages per question)

- 3.1 Provide a statement of interest for surveying services including a narrative describing the Prime Firm's and consultants unique qualifications as they pertain to this particular service.
- 3.2 Provide a statement on the availability and commitment of the Prime Firm and consultant's assigned principal(s) and professionals to undertake the assigned projects in accordance with the project planning schedule.
- 3.3 Provide a brief history of the Prime Firm and consultant(s) proposed for the assigned project including when the firms were established, type of ownership and office locations. If more than one office is listed indicate the office that will manage the project. If the firm has changed name or ownership with in the last three (3) years indicate the former name.
- 3.4 Provide a listing of the number of professional staff by discipline and a listing of minority professionals by discipline located in the office that will manage the project.
- 3.5 Provide an Organization Chart for the team proposed for the projects.
- 3.6 Provide resumes of key personnel from the Prime Firm and consultants who will be assigned to Projects. Resumes limited to two (2) pages per person.

PRIME FIRM'S ABILITY TO PROVIDE SERVICES

- 3.7 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 3.8 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.
- 3.9 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 3.10 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee or elected official? If so, please explain.
- 3.11 Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide professional surveying services.

RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

- 3.12 List a maximum of five (5) projects for which you have provided services that are most related to Collin County projects. List the projects in order of priority, with the most relevant project listed first. For all consultants are named in the response indicate the projects they also worked on. Provide the following information for each project listed:
- 3.12.1 Project name, location, and description
 - 3.12.2 Color images (photographic or machine reproductions)
 - 3.12.3 Actual Notice to Proceed and Substantial Completion dates for construction
 - 3.12.4 Description of professional services Prime Firm provided for the project
 - 3.12.5 Name of Project Manager (individual responsible to the Owner for the overall success of the project)
 - 3.12.6 Consultants References (for each project listed above, identify the following):
 - 3.12.6.1 The Owner's name and representative who served as the day-to-day liaison during the project, including telephone number
 - 3.12.6.2 Contractor's name and representative (if applicable) who served as the day-to-day liaison during the Preconstruction and/or construction phase of the project, including telephone number
 - 3.12.6.3 Length of business relationship with the Owner.

References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ process.

RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

- 3.13 Describe the Prime Firm's quality assurance program explaining the method used and how the firm maintains quality. Provide specific examples of how these techniques or procedures were used for any combination of three (3) projects listed in response to 3.12.
- 3.14 Describe the way in which your firm develops and maintains work schedules to coordinate with the Owner's project schedule. For any combination of three (3) projects listed in response to Criteria 3.12, provide examples of how these techniques were used.
- 3.15 Describe the types of records, reports, monitoring systems, and information management systems, which your firm used in the management of the projects listed above. Describe how you used these systems for any combination of three (3) projects listed in response to 3.12.
- 3.16 Describe the project team's approach to assuring timely completion of this project, including methods you will use for schedule recovery if necessary.
- 3.17 Describe how you track Owner input and review comments on your submittals to confirm that they have been addressed. Provide examples of reports/logs used for tracking response to and closure on Owner comments.

**RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS
ON PAST PROJECTS**

- 3.18 Describe your understanding of the administrative challenges and opportunities associated with providing surveying services for the assigned projects and your strategy for resolving these issues.
- 3.19 What do you perceive are the critical issues for these projects?
- 3.20 For any three (3) of the projects listed in response to 3.12, describe any conflicts with the Owner, Consultants, Contractor, or subcontractors, and describe the methods your firm used to resolve those conflicts.

4.0 RANKING CRITERIA

The evaluation of professional qualifications of the Proposers will be based on the following criteria:

DESCRIPTION	POINTS
Statement Of Qualifications and Ability to Undertake The Project – Proposed Personnel	20
Prime Firm’s Ability To Provide Services	10
Respondent’s Performance On Past Representative Projects	45
Respondent’s Knowledge Of Best Practices	10
Respondent’s Ability To Identify And Resolve Problems On Past Projects	10
Respondent’s Proposal Format	5
TOTAL	100

5.0 FORMAT FOR STATEMENT OF QUALIFICATIONS
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GENERAL INSTRUCTIONS

- 5.1 Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 5.2 Qualifications shall be a MAXIMUM of fifty (50) PRINTED PAGES. The cover, table of contents, divider sheets, and signature page do not count as printed pages.
- 5.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete qualifications will be considered non-responsive and subject to rejection.
- 5.4 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.
- 5.5 The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.
- 5.6 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 5.7 The Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFP. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.
- 5.8 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.
- 5.9 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

PAGE SIZE, BINDING, DIVIDERS, AND TABS:

- 5.10 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and GBC (Spiral) bound. ***No 3-ring binders please.***
- 5.11 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.

- 5.12 Separate and identify each criteria response to Section 3 of this RFQ by use of a divider sheet with an integral tab for ready reference.

TABLE OF CONTENTS:

- 5.13 Submittals shall include a “Table of Contents” and give page numbers for each part of the Qualifications.

PAGINATION:

- 5.14 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.)

6.0 SIGNATURE

This execution of offer must be completed, signed, and returned with the respondent's qualifications. Failure to complete, sign and return this execution of offer with the qualifications may result in rejection of the qualifications. Signing a false statement may void the submitted qualifications or any agreements or other contractual arrangements, which may result from the submission of respondent's qualifications. A false certification shall be deemed a material breach of contract and, at owner's option, may result in termination of any resulting contract or purchase order.

6.1 REPRESENTATIONS

By signing below, Respondent represents and warrants that:

- 6.1.1 the Qualifications and all statements and information prepared and submitted in response to this RFQ are current, complete, true and correct;
- 6.1.2 it is not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount trip, favor or service to a public servant in connection with the submitted Qualifications or any subsequent proposal. Failure to sign below, or signing a false statement, may void the Response or any resulting contracts at the Owner's option, and the Respondent may be removed from all future proposal lists at this County;
- 6.1.3 the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the Respondent and to bind the Respondent under any contract which may result from the submission of the Response;
- 6.1.4 no relationship, whether as a relative, business associate, by capital funding agreement or by any other such kinship exists between Respondent and an employee of Collin County, Texas
- 6.1.5 no compensation has been received for participation in the preparation of this RFQ (ref. Section 2155.004 Texas Government Code);
- 6.1.6 Respondent complies with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action;
- 6.1.7 to the best of its knowledge, no member Collin County Commissioners' Court or Elected official has a financial interest, directly or indirectly, in the Project; and
- 6.1.8 each individual or business entity proposed by Respondent as a member of its team that will engage in the practice of surveying will be selected based on demonstrated competence and qualifications only.

- 6.2 REQUESTED DOCUMENTATION INCLUDED?
- 6.3 ORIGINAL AND THREE (3) COPIES INCLUDED?
- 6.4 ALL QUESTIONS ADDRESSED IN REQUIRED FORMAT?
- 6.5 COMPLETED SIGNATURE?

TYPE OR PRINT:

FIRM NAME

AUTHORIZED REPRESENTATIVE & TITLE

STREET ADDRESS and/or P.O. BOX NO.

PHONE:() _____
A/C PHONE NUMBER

CITY/STATE/ZIP CODE

FAX: () _____
A/C FAX NUMBER

FIRM'S TAX IDENTIFICATION NUMBER

E-MAIL ADDRESS

_____ SIGNATURE	/ _____ DATE
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