



COLLIN COUNTY

Office of the Purchasing Agent
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071
www.collincountytx.gov

ADDENDUM NO. ONE (1)

PROFESSIONAL SERVICES, SURVEYING

RFP NO. 2023-240

Effective: July 6, 2023

Change: Format for Statement of Qualifications 7.2

From: Qualifications shall be a MAXIMUM of twelve (12) PRINTED PAGES. The cover, table of contents, divider sheets, Collin County RFQ document, signature page, conflict of interest questionnaire, and W-9 do not count as printed pages.

To: Qualifications shall be a MAXIMUM of twelve (12) PRINTED PAGES. The cover, table of contents, divider sheets, Collin County RFQ document, signature page, conflict of interest questionnaire, resumes, and W-9 do not count as printed pages.

Remove: 3.0-8.0 Requirements, Scope, Qualifications, Criteria, Format

Add: ADDENDUM No. 1

REVISED 3.0-8.0 Requirements, Scope, Qualifications, Criteria, Format

Attribute #21 - Addendum 1 Acknowledgement

PLEASE NOTE ALL OTHER TERMS, CONDITIONS, SPECIFICATIONS, DRAWINGS, ETC. REMAIN UNCHANGED.

SINCERELY,
MICHELLE CHARNOSKI, NIGP-CPP, CPPB
PURCHASING AGENT

(GZ)

3.0 GENERAL INFORMATION AND REQUIREMENTS:
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- 3.1 INTRODUCTION: Collin County is soliciting information from qualified firms for Surveying that may be required on existing and upcoming County Projects.

Collin County will enter into a contract for one (1) year beginning October 1, 2023 and continuing through and including September 30, 2024 with the option to renew for an additional four (4) one (1) year terms.

- 3.2 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.
- 3.3 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)
- 3.4 INSURANCE: Collin County shall require insurance per Exhibit "E" of the Professional Services Agreement to be provided upon award of a contract.
- 3.5 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.
- 3.6 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.
- 3.7 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.

- 3.8 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.

4.0 SCOPE OF SERVICES

- 4.1 Scope of Services for each survey will vary; therefore individual requirements will be established at the time of need for each survey.
- 4.2 Various types of 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, and surveying of the County road material stockpile for audits.
- 4.3 Services provided shall be in accordance with applicable industry standards, such as those outlined by the Texas Board of Professional Engineers and Land Surveyors.
- 4.4 Surveying for various services will be performed on an as needed basis and upon request of the County.
- 4.5 All personnel who will work on any County projects must be an employee of the firm submitting the Statement of Qualifications. No sub-consultants will be allowed to perform work for the submitting firm on County projects.
- 4.6 The team of personnel proposed for this project must have combined experience and knowledge for all of the projects listed in the Scope of Services.

5.0 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

- 5.1 Identify the key team members and their proposed role who will be responsible for accomplishing the projects (including one person who will be the contact person and person in charge of the County projects), listing the number of years of related experience. Identify for each person the projects he or she has completed that are very similar to those described in the Scope, describing what they actually did in the projects and illustrating knowledge of projects in the Scope. It is understood that the team members may have gained their experience either together or from separate projects and possibly other companies (mentioning names of other firms

- is acceptable). It is the purpose of this section to provide evidence that the team members have knowledge and experience that can be combined to make these projects successful. Describe as many projects as necessary to accomplish this purpose. Provide the names, telephone numbers and email addresses of representatives of Owners of the projects referred to above.
- 5.2 Provide an Organization Chart for the team proposed for the projects in which more than 3 professionals are involved.
- 5.3 Provide resumes of personnel from the Firm who will be assigned to Projects. Resumes limited to one (1) page per person.

PRIME FIRM'S ABILITY TO PROVIDE SERVICES

- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 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.
- 5.8 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 KNOWLEDGE OF BEST PRACTICES

- 5.9 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 that include types of surveying services listed in 4.2.
- 5.10 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 that include types of surveying services listed in 4.2, provide examples of how these techniques were used.

RESPONDENT’S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS

- 5.11 Describe potential conflicts on the types of projects listed in the Scope and how you resolve such conflicts.

6.0 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 (5.1 – 5.3)	40
Prime Firm’s Ability To Provide Services (5.4 – 5.8)	10
Respondent’s Knowledge Of Best Practices (5.9-5.10)	30
Respondent’s Ability To Identify And Resolve Problems (5.11)	15
Respondent’s Proposal Format (7.1 – 7.16)	5
TOTAL	100

7.0 FORMAT FOR STATEMENT OF QUALIFICATIONS

GENERAL INSTRUCTIONS

- 7.1 Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the Offeror'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.
- 7.2 Qualifications shall be a MAXIMUM of twelve (12) PRINTED PAGES. The cover, table of contents, divider sheets, Collin County RFQ document, signature page, conflict of interest questionnaire, **resumes**, and W-9 do not count as printed pages.
- 7.3 Qualifications may be submitted online via <http://collincountytx.ionwave.net>. Qualifications submitted online are preferred.

RFQ NO. 2023-240

- 7.4 Qualifications submitted via email, CD-ROM, or Flash Drive will not be accepted.
- 7.5 If submitting manually, qualifications shall be submitted in a sealed envelope or box with RFQ name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing
2300 Bloomdale, Suite 3160
McKinney, TX 75071

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders. Manual submittals shall include an electronic copy in a searchable format.

It shall be the responsibility of the firm to insure that their submittal reaches Collin County Purchasing prior to the date/time for the opening no matter which submission method is used.

- 7.6 Offerors 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.
- 7.7 Qualifications and any other information submitted by Offerors in response to this RFQ shall become the property of the Owner.
- 7.8 The Owner will not compensate Offerors 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. Offerors submit Qualifications at their own risk and expense.
- 7.9 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.
- 7.10 The Owner makes no representations of any kind that an award will be made as a result of this RFQ. 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.
- 7.11 Qualifications shall consist of answers to questions identified in Section 5 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.

- 7.12 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.
- 7.13 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the Offeror to the questions identified in Section 5 of this RFQ will be used by Collin County for evaluation.
- 7.14 Separate and identify each criteria response to Section 5 of this RFQ by use of a divider sheet with an integral tab for ready reference.

TABLE OF CONTENTS:

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

PAGINATION:

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

8.0 SIGNATURE

This execution of offer must be completed, signed, and returned with the Offeror’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 Offeror’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.

8.1 REPRESENTATIONS

By signing below, Offeror represents and warrants that:

- 8.1.1 the Qualifications and all statements and information prepared and submitted in response to this RFQ are current, complete, true and correct;
- 8.1.2 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 Offeror may be removed from all future proposal lists at this County;
- 8.1.3 the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the Offeror and to

RFQ NO. 2023-240

bind the Offeror under any contract which may result from the submission of the Response;

- 8.1.4 no relationship, whether as a relative, business associate, by capital funding agreement or by any other such kinship exists between Offeror and an employee of Collin County, Texas
 - 8.1.5 no compensation has been received for participation in the preparation of this RFQ (ref. Section 2155.004 Texas Government Code);
 - 8.1.6 Offeror complies with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action;
 - 8.1.7 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
 - 8.1.8 each individual or business entity proposed by Offeror as a member of its team that will engage in the practice of engineering or architecture will be selected based on demonstrated competence and qualifications only.
- 8.2 REQUESTED DOCUMENTATION INCLUDED?
8.3 ORIGINAL AND FOUR (4) COPIES INCLUDED IF SUBMITTING MANUALLY?
8.4 ALL QUESTIONS ADDRESSED IN REQUIRED FORMAT?
8.5 COMPLETED SIGNATURE?

TYPE OR PRINT:

FIRM NAME

AUTHORIZED REPRESENTATIVE &
TITLE

STREET ADDRESS and/or P.O. BOX

PHONE:(_____)_____
A/C PHONE NUMBER

CITY/STATE/ZIP CODE

FAX: (_____)_____
A/C FAX NUMBER

SIGNATURE

DATE