

Request for Qualifications for On Call Surveying City of Pleasanton, Texas

The City of Pleasanton, (hereinafter “City”) is seeking concise letters of interest and a statement of qualifications from parties interested in performing professional surveying services for the City of Pleasanton on an on-call basis. Qualified Surveying firms shall have expertise in all phases of Design Projects including Utility Locations, SUE Locations, Preparation of base files, General Topographic Surveying, Easements, and Route Studies.

SCOPE OF SERVICES:

The City of Pleasanton is seeking professional services to conduct surveying work for future projects, which as a minimum, includes the following tasks:

1. Topographic Surveys in Downtown and City Limits areas in accordance with TXDOT Standards.
2. Hydraulic Cross Sections for FEMA Studies.
3. Mobile Mapping in Traffic Areas.
4. Laser Scans and Lidar when Required.

SELECTION CRITERIA:

The City may select up to one (1) firm for on-call services to provide continuous services for up to seven (7) years. The City will make its selection from those responding to this RFQ. If deemed necessary by the City, interviews with the firms deemed most qualified, may be conducted. Once a selection is made of the most qualified firms, each chosen firm may be assigned projects. Once work is assigned, the selected firm will be requested to submit a scope of work and cost estimate to perform the specific services. If a mutually satisfactory agreement cannot be reached with the selected professional, negotiations will be terminated with that firm and the negotiation process will be initiated with another qualified firm. This process may be repeated until a mutually satisfactory agreement is reached.

The City maintains the right to terminate the selection process at any time if they deem it is in the best interest of the City. At such a time as an agreement is reached, City staff will make a recommendation to the City Council to execute a contract pursuant to the agreement and subject to the availability of funding. The City reserves the right to accept or reject any or all proposals and to accept, in the judgment of the Mayor and City Council, what is the most advantageous proposal. The following criteria will be used to evaluate the qualifications of consultants:

1. Capability to perform the required services for the project including resources and schedule commensurate to the City’s needs as well as equipment and manpower considerations.
2. Reputation, personal and professional integrity, and competency of firm.

3. Professional background, availability, and caliber of key personnel to be assigned to city projects
4. Capability to meet schedules and deadlines
5. Qualifications and experience to perform work within the firm.
6. Use of modern/ leading edge equipment.
7. Longevity and Experience of Personnel.
8. Bilingual Capabilities and Safety Record.

WAIVER:

A. WAIVER OF CLAIMS ARISING FROM THE COMPETITIVE REQUEST FOR QUALIFICATION PROCESS OF AWARD OF CONTRACT.

BY SUBMITTING A STATEMENT OF QUALIFICATIONS, EACH SUBMITTER AGREES TO AND DOES HEREBY WAIVE ANY CLAIM THE SUBMITTER HAS OR MAY HAVE AGAINST THE CITY AND THE CITY'S EMPLOYEES, AGENTS AND OFFICERS, ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE FOLLOWING:

- 1. THE ADMINISTRATION, EVALUATION OR RECOMMENDATION OF ANY STATEMENT OF QUALIFICATIONS.**
- 2. WAIVER OR DELETION OF ANY OF THE REQUIREMENTS UNDER THE STATEMENT OF QUALIFICATIONS OR THE CONTRACT DOCUMENTS.**
- 3. ACCEPTANCE OR REJECTION OF ANY STATEMENT OF QUALIFICATION.**
- 4. AWARD OF CONTRACT.**

By submitting a Statement of Qualifications, the submitter acknowledges that he or she understands all terms of the proposal documents and consents to the competitive selection process and the possibility of a negative assessment. By submitting a Statement of Qualifications, the submitter acknowledges and agrees that there was and is no disparity of bargaining power between the submitter and the City.

The submitter agrees that this is the intentional relinquishment of the above listed presently existing known rights.

B. WAIVER OF ATTORNEY FEES

BY SUBMITTING A STATEMENT OF QUALIFICATIONS, EACH SUBMITTER AGREES TO WAIVE AND DOES HEREBY WAIVE ANY CLAIM THE SUBMITTER HAS OR MAY HAVE AGAINST THE CITY, AND ITS RESPECTIVE EMPLOYEES AND REPRESENTATIVES FOR THE AWARD OF ATTORNEY FEES, ARISING OUT OF OR IN CONNECTION WITH THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY STATEMENT OF QUALIFICATIONS, WAIVER OF ANY REQUIREMENTS UNDER THIS RFQ, ACCEPTANCE OR REJECTION OF ANY STATEMENT OF QUALIFICATIONS, AND AWARD OF THE CONTRACT. BY SUBMITTING A STATEMENT OF QUALIFICATIONS, THE SUBMITTER SPECIFICALLY WAIVES ANY RIGHT TO RECOVER OR BE PAID ATTORNEY'S FEES FROM THE CITY OR ANY OF THE CITY'S EMPLOYEES AND REPRESENTATIVES UNDER ANY OF THE PROVISIONS OF THE TEXAS UNIFORM DECLARATORY JUDGMENTS ACT (TEXAS CIVIL PRACTICE AND REMEDIES CODE, SECTION 37.001, ET. SEQ., AS AMENDED).

The submitter agrees that this is the intentional relinquishment of a presently existing known right. By execution and submission of a Statement of Qualifications, the submitter hereby represents and warrants to the City that the submitter has read and understands the intent of the Statement of Qualifications. The submitter acknowledges that it understands all terms within the proposal documents, which include the waiver provisions, and has had the right to consult with counsel regarding all of the above documents.

This section shall not be construed as a Waiver of Sovereign Immunity.

SOVEREIGN IMMUNITY: By executing any Contract, the City is not waiving its right of sovereign immunity. The City is retaining its immunity from suit. The City is not granting consent to be sued by legislative resolution or action.

THERE IS NO WAIVER OF SOVEREIGN IMMUNITY.

STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL:

1. RESPONSE CRITERIA Response to this RFQ will require the consultant to provide sufficient information to determine that the consultant qualifies for performing such a project, including the following:

- a. Three (4) complete copies of the response (one bound original – 3-ring binding preferred) and one (1) electronic copy in PDF format on a CD (or Flash Drive).
- b. Letter of response (a maximum of 15 single-sided pages).
- c. Resumes of all key personnel such as Project Managers, Team Leaders, and Surveyors to be assigned to this project.
- d. References (including contact names and phone numbers).
- e. Examples of municipal projects completed and/or on-going
- f. Any other data which may make your firm particularly qualified to do this work.

2. OFFICIALS NOT TO BENEFIT: No City employee, City Council member or elected official shall be admitted to any share or part of this contract, or to any benefit that may arise there from.

3. REJECTION OF SOQs: The City reserves the right to reject any and all SOQs received as a result of this Request for Qualifications or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the City. The City does not intend to pay for the information solicited or obtained through any response.

4. INCURRING COSTS: The City is not liable for any cost incurred by the service provider prior to issuance of a contract.

5. INQUIRIES: Questions regarding this RFQ must be submitted by emailing to aaguirre@pleasanton.gov and jmetting@pleasantontx.gov . Questions and answers that change or substantially clarify the Request for Qualifications will be affirmed in writing and copies will be provided to all persons receiving an RFQ.

Any inquiries relating to this RFQ must be in writing with contact information and received no later than **5:00 PM local time, May 19, 2022.**

Any necessary request for clarification, delineation, or explanation of a company's SOQ will be made in writing.

In the event it becomes necessary to revise any part of this RFQ, an addenda will be provided to all service providers who received the RFQ prior to the response date.

6. RESPONSE DATE: To be considered, **SOQs must arrive at the City Secretary's Office no later than 10:00 am local time on May 26, 2022.** Service providers mailing SOQs should allow time for normal mail delivery to ensure timely receipt of their SOQ.

7. TYPE OF CONTRACT: The City uses its own professional services agreement in contracting for professional services. The characteristics of that agreement include:

a. An indemnification provision holding the City harmless from negligence on the part of the professional, professional's employees, agents or consultants;

b. A requirement that the service provider comply with all Federal, State, and local requirements and is responsible for obtaining all applicable permits, licenses and reviews relating to the project;

c. A requirement that the service provider carry and show proof of comprehensive general liability insurance, including contractual liability, automobile liability and worker's compensation as required by law with additional insured and waiver of subrogation endorsements in favor of the City of Pleasanton.

8. ACCEPTANCE OF RFQ AND SOQ CONTENT: To be considered, service providers must submit a complete response to this Request for Qualifications. The contents of this RFQ and the SOQ of the selected service provider(s) and its sub-consultants may become contractual obligations, if a contract ensues. Each of the SOQs must have original signature by an official authorized to bind the firms to its provisions. The service provider will make no other distribution of the SOQs.

9. SOQ PREPARATION/FORMAT: Each SOQ should be prepared providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content. Failure to follow the format guidelines included herein shall be grounds for disqualification from consideration.

b. The City of Pleasanton asks each of the firms to place the following information: (1.) Letter of Interest, (2.) Firm's Organizational Chart (3.) Firm's Introduction/Qualifications, (4.) Firm's Introduction of Project Manager and Team Leads, (5.) Project Manager and Team Lead's project experience with Reference Contacts, (6.) Firm's Introduction of Sub-Consultants; and (7.) Conflict of Interest Questionnaire.

d. A single-sided printed page will count as (1) page. Font shall be Arial and size shall be 12. The margins shall be 1" all around on letter size paper only. The page number shall be a header or footer (0.5" top or bottom).

10. **ORAL PRESENTATION:** Will be conducted at the request of the City.

11. **PRIME CONSULTANT RESPONSIBILITIES:** The selected service provider will be required to assume the responsibility for all services offered in the Statement of Qualifications whether or not the service provider produces them. Furthermore, the City will consider the selected service provider to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

12. **FEDERAL PROJECT REQUIREMENTS:** In addition to other requirements and on occasion, the consultant will be asked to work on combined Federal/State/Local funded projects. On-call consultants may be required to provide qualifications (ie. DBE team participation, EEO compliance, etc.) to perform work on these types of projects as needed. This is not mandatory that the on-call consultant possesses these types of qualifications to perform normal city funded work.

INFORMATION REQUIRED FROM SERVICE PROVIDER:

1. **COVER CITATION:** The following citation should be on the cover:

Submitted to:
Andres Aguirre
City Secretary
City of Pleasanton
108 Second Street
PO Box 209
Pleasanton, TX 78064
Statement of Qualifications for:
On Call Surveying Services
Due: May 26, 2022 at 10:00 A.M. local time

2. **LETTER OF INTEREST:** The transmittal letter must include the following: • Brief statement of understanding of the work to be performed and a positive commitment to perform the work in a timely manner.

- Name of the contact person or representative for the firm, their title, address and phone number. State whether the contact person is authorized to bind the firm. If not, provide the name of the individual who is authorized to bind the firm.

- Name of the contact person or representative for the sub-consulting firm(s), their title, address and phone number

3. **SERVICE PROVIDER ORGANIZATIONAL CHART:** The respondent will provide information about the firm(s) organization through the use of a prepared chart.

- Current proposed project manager and key personnel to be committed to these projects must be shown.

4. **SERVICE PROVIDER QUALIFICATIONS:** The respondent will provide information about the firm(s) and for each sub consultant key personnel to be assigned to this project. Be sure to include:

- The name and business address of the firm and principal who would be responsible for the work.

5. **SERVICE PROVIDER PROJECT WITH REFERENCE CONTACTS:**

- A list of projects recently completed or under design by the firm for municipal or other local governmental entities with approximate construction costs and date completed.

- A list of references complete with names, addresses, and phone numbers.

6. **SERVICE PROVIDER SUBCONSULTANT PROJECT TEAM:** The respondent will provide a more in depth introduction of any sub-consultants proposed to be used.

a. Brief narratives on the project manager and the project team to describe their education, professional licenses, years of experience and expertise.

CONFLICT OF INTEREST QUESTIONNAIRE: The respondent will provide a prepared and signed copy of a CIQ Form.