



City of Kyle, Texas

Request for Statement of Interest and Qualifications

For

Surveying Services Rotation List “K22-23.9”

DUE: August 7, 2023 at 2:00 PM

REQUEST FOR QUALIFICATIONS (RFQ)

**SURVEYING SERVICES ROTATION LIST
“K 22-23.9”**

Three (3) complete bound copies and one (1) electronic copy (flash drive) of the qualifications are required. Qualifications are to be delivered by 2:00 p.m., Monday, August 7, 2023 to:

Leon Barba, P.E.
City Engineer
City of Kyle
100 W. Center Street
Kyle, Texas 78640

The complete submittals shall be enclosed in an envelope and plainly marked on the outside of the envelope or on any carrier’s envelope:

**Surveying Services Rotation List
Kyle, Texas
“K 22-23.9”**

Qualification specifications may be secured from the City of Kyle (City) website at <https://www.cityofkyle.com/rfps>

A pre-submittal meeting will NOT be held.

The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received, and to revise the process schedule as circumstances arise.

Leon Barba, P.E.
City Engineer

Publish: Wednesday, July 12, 2023
Wednesday, July 19, 2023

TERMS AND CONDITIONS

Submission of Bid

Three (3) complete bound copies and one (1) electronic copy (flash drive) of the qualifications are required.

The complete submittals shall be enclosed in an envelope and plainly marked on the outside of the envelope or on any carrier's envelope:

Surveying Services Rotation List Kyle, Texas "K 22-23.9"

Deadline

Qualifications are to be delivered by 2:00 p.m., **Monday, August 7, 2023** to:

Leon Barba, P.E.
City Engineer
100 W. Center Street
Kyle, Texas 78640

Qualifications delivered after the deadline will not be accepted.

Addenda

To submit written technical questions concerning the RFQ, you may contact:

Leon Barba, P.E. by email at lbarba@cityofkyle.com

The submission date for questions, clarifications, or **request for general information will be 5:00 p.m., Wednesday, July 26, 2023**. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information are to **be in writing via email** to the City Engineer.

A pre-submittal meeting will NOT be held.

Any interpretation, correction or change of the RFQ will be made by written ADDENDUM. Changes or corrections will be issued by the City Engineer.

Addenda will be issued as expeditiously as possible. It will be the responsibility of all respondents to contact the City prior to submitting a response to the RFQ to ascertain if any addenda have been issued, and to obtain any and/or all addenda(s), execute them, and

return addenda with the response to the RFQ. Addenda will be posted on the City's website.

Proposals

Firms shall provide all information simply and economically as required by this RFQ. Failure to provide this information may result in rejection of the proposal. Qualifications shall provide a straightforward, concise description of the respondent's ability to meet the requirements. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the City's needs. The City requests the submittal be limited to ten (10) sheets front and back (20 sides), excluding resumes and excluding cover letter/transmittal letter.

Technical Expertise

Interested firms must have extensive expertise with civil engineering projects which typically include street, drainage, water, and wastewater improvements.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE FIRM

PERSONS AND FIRMS PRACTICING SURVEYING IN THE STATE OF TEXAS MUST POSSESS A PROPER REGISTRATION/LICENSE IN ACCORDANCE WITH TEXAS LAWS.

1. GENERAL REQUIREMENTS

OBJECTIVE

The City anticipates selecting up to two (2) firms to provide surveying services for all its departments. This would include topographic, boundary, platting, and all other necessary land surveying tasks to support the design of civil engineering projects of a general or routine scope.

ANTICIPATED SERVICES

NOTE: All firms may not be capable of providing the below noted services. If your firm is capable and willing to provide any of the below services, a complete description of the nature of the service the firm is qualified to provide must be provided in your qualifications. List those services you cannot provide, if any.

The Surveyor shall be able to perform at a minimum the following tasks:

1. Conduct group topographic surveys and prepare AutoCad (version 2023 or later) base maps and plans for design of street and underground utility projects.
2. Set ground control for aerial photography.
3. Prepare grant deed and easement plat maps and descriptions.
4. Research property ownership and land rights issues and survey property and easement boundaries.
5. Set construction stakes with horizontal and vertical controls.
6. Tie out and reestablish monuments as necessary due to construction.
7. Perform survey technical map checking.

Prepare record of survey and corner records in conformance with the standards set forth in the Texas Society of Professional Surveyor's Manual of practice for the appropriate category of survey.

8. Set City benchmarks.

BUDGET AND DISTRIBUTION OF WORK:

It is anticipated that the City will select up to 2 firms. As the projects are determined, the City will negotiate with the firms to develop a scope of work and budget on a project by project basis.

This rotation list will be effective for a period of three (3) years from the date of City Council approval. An extension of one (1) year will be allowed if both parties are in agreement.

A Master Services Agreement (task order system) will be executed with each firm upon approval from City Council.

The City will make every effort to balance the workload amongst the different firms.

Project-specific schedules will be agreed upon at the time professional services are defined.

If a rotation list firm ceases practice during the contract period, or should the City elect to terminate its agreement with one of the firms, any future work will be distributed to the remaining firm on the list.

RFQ SCHEDULE

The City anticipates the following schedule associated with this RFQ:

Issue RFQ	July 12, 2023
City Website Posting	July 12, 2023
Advertise RFQ Local Paper	July 12, 2023 - July 19, 2023
Deadline for questions/clarifications	July 26, 2023 (5:00PM)
Submittals	August 7, 2023 (2:00PM)
City Council Approval	September 5, 2023

SELECTION PROCESS

City staff will analyze and evaluate the submittals. Firms shall completely respond to all components of this RFQ or firm will not be considered. No interviews will be conducted for this rotation list, unless deemed necessary by City staff.

By submitting a response to this RFQ, firm accepts the evaluation process as outlined in the following section and acknowledges and accepts the determination of the “most qualified” firm may require subjective judgments by the City.

REQUIREMENT FOR SUBMITTAL

The submittal shall be limited to ten (10) sheets front and back (20 sides), excluding resumes and excluding cover letter/transmittal letter.

Respondents shall carefully read the information in the following evaluation criteria and submit a complete submittal to all questions in this RFQ as formatted below:

SELECTION CRITERIA

The qualification packages will be reviewed and evaluated in accordance with the following criteria and weighting factors:

1. Overall experience of the firm	25%
2. Past performance and experience of the firm (last 5 years)	25%
3. Past performance and experience with or in the city, include project & contact information.	10%
4. Ability to meet time and budget requirements	20%
5. Effect of any legal action against the firm	5%
6. Location of the office and proximity to the City of Kyle	10%
7. Project workload of the firm	5%

2. RESPONSE INSTRUCTIONS

The submittal must follow the format established within this RFQ. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in rejection of a proposal.

3. CONTACT WITH CITY COUNCIL AND AGENCY EMPLOYEES

Firms submitting statements of qualifications, including their agents and representatives, shall not undertake any activities or actions to promote or advertise their statement of qualifications to any member of the Kyle City Council or City staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations between the statement of qualifications submission date and award by City Council. Any violations of this provision may result in disqualification of the firm. Firms are to direct all inquiries to the project contact person noted in this RFQ.

4. COSTS OF PREPARATION AND SUBMISSION

Each firm shall bear responsibility for all costs incurred in order to prepare and submit their response to this RFQ.

5. PROPOSAL REVIEW

All applicable information will be subject to public disclosure in accordance with the Freedom of Information Act, at award of contract, cancellation of this RFQ, or within 180 days, whichever occurs first.

6. W-9 FORM

Submit a completed and signed W-9 Form with your proposal. Respondents may go to <http://www.irs.gov/formspubs/index.html?portlet=3> to download this form, if needed. Please also include an email address or fax number.

7. **PRESENTATIONS**

Firms may be required to make presentations and/or provide written clarifications of their responses at the request of the City.