

REQUEST FOR QUALIFICATIONS

FOR

SURVEYING SERVICES



**TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
Capital Delivery Division
8851 Camp Bowie West Blvd., Suite 300
Fort Worth, Texas 76116**

August 2018

The City of Fort Worth is accepting unpriced proposal responses to this Request for Qualifications (RFQ) for a limited time from qualified firms to perform surveying services. Professional Service Agreements in the amount of \$300,000 will be issued for a two (2) year term with one (1) option for a two (2) year renewal for a total term of four (4) years. Selection of the most highly qualified professionals will be based upon demonstrated competence, detailed credentials and a statement of qualifications as set forth in this solicitation. Responses that do not comply with the requirements of the RFQ may, at the City's sole discretion, be deemed non-responsive.

1.0 PROJECT STATEMENT

The City has a strong preference for Firms that perform boundary, topographic geodetic, cadastral, construction, GIS, as-constructed, record drawing and all other necessary surveying tasks, as specified by the City. The services may be requested by the City of Fort Worth on a project-to-project basis, which may require from one (1) day to several years to complete.

2.0 RFQ SUBMITTAL REQUIREMENTS

2.1 Format and Length

The Statement of Qualifications (SOQ) must be prepared on 8-1/2" x 11" sized white paper and bound. Double-sided printing is encouraged. Length shall be no more than twenty (20) single-sided or ten (10) double-sided pages.

Transmittal letters, not to exceed one page, may be attached if desired, and will not count as one of the proposal's pages. Dividers do not count as pages, but content on any dividers will not be evaluated.

2.2 Submission and Delivery

Interested respondents must deliver Five (5) copies of their written qualifications no later than 3:00 p.m., **Thursday, September 20, 2018** to the address below. Submittals received after the stated time and date shall be rejected as non-responsive.

Attention:
Roy Teal,
Construction Manager
Transportation & Public Works Dept.
City of Fort Worth
8851 Camp Bowie West Blvd., Suite 300
Fort Worth, Texas 76116

3.0 SELECTION PROCESS & SCHEDULE

The successful Firms will be the responsible proposers whose SOQ's are determined to be the most advantageous considering the evaluation factors included in this RFQ. The successful Firms may be selected by the City at its sole discretion based exclusively on

review of the submitted SOQ. At the City's sole discretion, a shortlist of five (5) or more firms may be requested to develop detailed proposals and/or interview prior to selection, augmenting the information provided in the SOQ.

Note that SOQs that do not meet the requirements outlined in this RFQ may be deemed non-responsive by the City and the proposer will be so advised. The City also reserves the right to waive any and all requirements in this RFQ.

4.0 SELECTION CRITERIA

The SOQs will utilize the following selection criteria as the basis for the evaluation of the firms responding to this RFQ.

- **Executive Summary.**
Statement of qualifications of personnel likely to oversee and/or participate in the work on the City of Fort Worth projects, including certifications, training and experience. Including a detailed profile of the person who will be the City's primary point of contact if the firm is selected, and their designated alternate.
- **Firm's Past Performance on City Projects.**
The City will consider the past performance of firms on City projects in awarding this work. The firm should include the name of the project, project manager, managing department and date of completion for all projects with the City within the past five years.
- **Firm's experience.**
General experience record of significant similar surveying services work performed for others in the past five (5) years.
- **Inventory of equipment.**
List the availability and inventory of resources of applicable equipment to be used to serve the City. Firms must verify and illustrate that all vehicles used to conduct various field services are marked with the firm's logo and all employees conducting field services wear firm identification or apparel.
- **Ability to respond to City's requests for services.**
Firm shall identify expected response timeframes to request for surveying services. These services may be needed at times without much notice given the nature of construction.
- **References.**
Provide name, title and contact information (mailing address, e-mail address, telephone number) for at least five (5) client references for similar related infrastructure projects. The City of Fort Worth may contact references to verify your qualifications, experience and involvement in the stated survey activities and projects.

- **Small Business Enterprise Provision Compliance.**

It is the intent of the City of Fort Worth, in accordance with its Business Diversity Enterprise (BDE) Ordinance, to ensure that Small Business Enterprises (SBEs) have a level playing field to fairly and equitably compete for opportunities to provide goods and services to the City to the maximum extent feasible as primes and sub-consultants.

In order to accomplish this objective for prime and sub-consultant participation, the City will ensure that SBEs whose primary business address within the City's geographic marketplace that propose as primes and/or is a part of the prime team by being listed as sub-consultants will be given strong consideration during the selection process. The City's geographic marketplace includes Tarrant, Dallas, Denton, Johnson, Parker and Wise.

A **Small Business Enterprise (SBE)** is defined as a business concern located in the marketplace that meets the United States Small Business Administration definition of a small business as outlined in the code of Federal Regulation 13 CFR 121. Firms certified as a Disadvantaged Business Enterprise (DBE) also meet small business enterprise requirements.

Additionally, the City will accept firms certified as SBEs by Federal agencies or other certifying agencies that the City may deem appropriate and accepted by the City of Fort Worth. The City, at its discretion may elect to not accept a SBE certification and/or its assertion that it meets all certification requirements; if it is determined to be in the best interest of the City.

Further, the City reserves the right to request SBEs seeking to do business with the City to allow an audit and/or examination of any books, records and files held by the SBE that will substantiate its SBE certification.

Although this is an SBE solicitation non-SBE firms located in the City's geographic marketplace are encouraged to respond to this Request for Qualification.

Non-SBEs are defined as North Central Texas Regional Certification Agency (NCTRCA) certified Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs) as well as all other firms that do meet the Small Business Enterprise (SBE) criteria.

Please note that M/S/WBE as well as non-M/S/WBE proposers may not subcontract more than 49% of the contract value to M/S/WBEs and non-M/S/WBEs.

5.0 SELECTION AND NEGOTIATION

After receipt of the written SOQs, the City will evaluate them based on the process and selection criteria described in this RFQ.

The City will request that the successful firm submit a sealed priced proposal for further review. The City will work in good faith with the successful firm to negotiate an appropriate scope and fee for the work. If the prices are considered by the committee to be reasonable or negotiable then the selection process will be complete.

If a satisfactory fee cannot be successfully negotiated with the first rated firm negotiations with the selected firm will be terminated, and the City may move to the second rated firm and negotiate a contract to perform services.

6.0 REQUESTS FOR CLARIFICATION

Any requests for clarification or additional information regarding this RFQ shall be submitted in writing via e-mail to roy.teal@fortworthtexas.gov .