REQUEST FOR STATEMENT OF QUALIFICATION (SOQ)
FOR

SOQ #2015-02
LAND SURVEYING SERVICES

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ATTACHMENT – SAMPLE PROFESSIONAL SERVICES AGREEMENT

REQUEST FOR STATEMENT OF QUALIFICATIONS

The City of Alton is soliciting sealed Statement of Qualifications; hereinafter referred to as SOQ to be received by Jorge Arcaute, City Manager, at 509 S. Dawes, Alton, Texas 78573. City of Alton normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and shall be closed on recognized holidays.

SOQ'S will be received until 3:00 p.m. Central Time, on Monday, August 3, 2015, shortly thereafter all submitted SOQ'S will be gathered and taken to the City's Conference Room, to be publicly opened and read aloud. Any SOQ received after the closing time will not be accepted and will be returned to the submitter unopened. It is the responsibility of the submitter to see that any SOQ submitted shall have sufficient time to be received by the City prior to the SOQ opening date and time. The receiving time at the City Hall Front Desk will be the governing time for acceptability of the SOQ's. SOQ's will not be accepted by telephone or facsimile machine. All SOQ'S must bear original signatures and figures. The SOQ shall be for:

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LAND SURVEYING SERVICES

Respondents receiving a "NOTICE TO RESPONDENTS" and/or "REQUEST FOR STATEMENT OF QUALIFICATIONS" notice in the mail or reading same in the newspaper are advised that the solicitation documents can be downloaded from the City of Alton web page address: www.alton-tx.gov, or may obtain copies of same by contacting the office of: JEFF UNDERWOOD, ASSISTANT CITY MANAGER, LOCATED AT 509 S. ALTON BOULEVARD, ALTON, TX 78573 by calling (956) 432-0760 or by e-mailing your request to the following e-mail address: jeff.underwood@alton-tx.gov

Hand Delivered SOQ'S:	509 S. Alton Boulevard C/o Jorge Arcaute
If using Land Courier (i.e. FedEx, UPS):	City of Alton C/o Jorge Arcaute 509 S. Alton Boulevard Alton, Texas 78573
If Mailing Proposals:	City of Alton C/o Jorge Arcaute 509 S. Alton Boulevard Alton, Texas 78573

The City of Alton reserves the right to refuse and reject any or all SOQ's and to waive any or all formalities or technicalities and to accept the SOQ deemed most advantageous to the City, and hold the SOQ's for a period of 60 days without taking action.

SOQ's must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the envelope with corresponding SOQ number and title.

Please read your requirements thoroughly and be sure that the SOQ offered complies with all requirements/specifications noted. Any variation from the solicitation requirements/specifications must be clearly indicated by letter, on a point by point basis, attached to and made a part of your SOQ. If no exceptions are noted, and you are the successful respondent, it will be required that the service(s) be provided as specified.

PURPOSE

(1) The purpose of these solicitation documents is to execute a Professional Services Contract for:

SOQ # 2015-02
LAND SURVEYING SERVICES

INTENT

(2) The services to be provided under this SOQ shall be in accordance with and shall meet all specifications and/or requirements as shown in this solicitation for SOQ. There is no intention to disqualify any respondent who can meet the requirements.

SUBMITTAL OF SOQ

(3) SOQs shall be submitted in sealed envelopes as called referenced on the attached solicitation. Five (5) complete sets of the response One (1) original marked "ORIGINAL," and four (4) copies marked. SOQs submitted by facsimile (fax) or electronically shall NOT be accepted. Submittal of an SOQ in response to this solicitation constitutes an offer by the respondent. Once submitted, SOQ's become the property of the City of Alton and as such the City reserves the right to use any ideas contained in any SOQ regardless of whether that respondent/firm is selected. Submission of a SOQ in response to this solicitation, by any respondent, shall indicate that the respondent(s) has/have accepted the conditions contained in the SOQ, unless clearly and specifically noted in the SOQ submitted and confirmed in the contract between the City and the successful respondent otherwise. SOQs which do not comply with these requirements may be rejected at the option of the City. SOQs must be filed with the City of Alton before the deadline day and hour. No late SOQs will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet SOQ requirements may be grounds for disqualification.

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TIME ALLOWED FOR ACTION TAKEN
(4) The City of Alton may hold SOQ/s 60 days after deadline without taking action. Respondents are required to hold their SOQ/s firm for same period of time.

RIGHT TO REJECT/AWARD
(5) The City of Alton reserves the right to reject any or all SOQs, to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the City of Alton.

ASSIGNMENT
(6) Respondents are advised that the City of Alton shall not allow the successful respondent to sell, assign, transfer, or convey any part of any contract resulting from this SOQ in whole or in part, to a third party without the written approval of the City of Alton.

AWARD
(7) Respondents are advised that the City of Alton is soliciting SOQs and award shall be made to the respondents that in the opinion of the City of Alton are the best qualified.

NUMBER OF CONTRACTS
(8) THE CITY reserves the right to award one, more than one, or no contract(s) in response to this SOQ.

STATUTORY REQUIREMENTS
(9) It shall be the responsibility of the successful respondent to comply with all applicable State & Federal laws, Executive Orders and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work to be performed hereunder and such shall apply to the contract throughout, and that they will be deemed to be included in the contract as though written out in full in the contract documents.

ALTERATIONS/AMENDMENTS TO SOQ
(10) SOQ CANNOT be altered or amended after opening time. Alterations made before opening time must be initialed by respondent guaranteeing authenticity. No SOQ may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Alton.

NO RESPONSE TO SOQ
(11) If unable to submit a SOQ, respondent should return inquiry giving reasons.

LIST OF EXCEPTIONS
(12) The respondent shall attach to his/her SOQ a list of any exceptions to the specifications/ requirements.

PAYMENT
(13) The City of Alton will execute payment by mail in accordance with the State of Texas Pay Law after SERVICES have been completed, introduced to the City, and found to meet City of Alton specifications/requirements. No other method of payment will be considered.

SYNONYM

(14) Where in this solicitation package SERVICES is used, its meaning shall refer to the request for Statement of Qualifications for LAND SURVEYING SERVICES as specified.

RESPONDENT'S EMPLOYEES

(15) Neither the Respondent nor his/her employees engaged in fulfilling the terms and conditions of this Service Contract shall be considered employees of the City. The method and manner of performance of such undertakings shall be under the exclusive control of the vendor on contract. The City shall have the right of inspection of said undertakings at any time.

INDEMNIFICATION CLAUSE

(16) The Respondent agrees to indemnify and save harmless the City, from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Finance Director, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used

INTERPRETATIONS

(17) Any questions concerning the project and/or specifications/requirements with regards to this solicitation for statement(s) of qualifications shall be directed to the designated individuals as outlined in the SOQ. Such interpretations, which may affect the eventual outcome of this request for statements of qualifications, shall be furnished in writing to all prospective Respondents via Addendum. No interpretation shall be considered binding unless provided in writing by the City of Alton in accordance with paragraph entitled "Addenda and Modifications".

VERBAL THREATS

(18) Any threats made to any employee of the City, be it verbal or written, to discontinue the providing of item/material/services for whatever reason and/or reasons shall be considered a breach of contract and the City will immediately sever the contract with the Respondent/Consultant on contract.

CONFIDENTIAL INFORMATION

(19) Any information deemed to be confidential by the respondent should be clearly noted on the pages where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the respondent may not be considered confidential under Texas Law, or pursuant to a Court order.

PAST PERFORMANCE

(20) Respondent's past performance shall be taken into consideration in the evaluation of a SOQ submittal.

JURISDICTION

(21) Contract(s) executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and performable and payable in Hidalgo County, Texas.

RIGHT TO AUDIT

(22) The City of Alton reserves the right to audit the vendor's books and records relating to the performance of this contract. The City of Alton, at its own expense, shall have the right at all reasonable times during normal business hours and upon at least twenty-four (24) hours' advance notice, to audit, to examine, and to make copies of or extracts from the books of account and records maintained by the vendor(s) with respect to the Supply/Service and/or Purchase Contract. If such audit shall disclose overpayment by City to vendor, written notice of such overpayment shall be provided to the vendor and the amount of overpayment shall be promptly reimbursed by vendor to the City. In the event any such overpayment is not paid within ten (10) business days after receipt of such notice, the unpaid amount of such overpayment shall bear interest at the rate of one percent (1%) per month from the date of such notice until paid.

VENUE

(23) The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Hidalgo County, Texas.

CONFLICT OF INTEREST

(24) CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Alton not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ visit the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.

CONFIDENTIALITY OF INFORMATION AND SECURITY

(25) Should the successful respondent become the holder of and have access to confidential information in the process of fulfilling its responsibilities in connection with an awarded contract the successful respondent agrees that it shall keep such information confidential and will comply fully with the laws and regulations of the State of Texas, ordinances and regulations of the City, and any applicable federal laws and regulations relating to confidentiality.

TERMINATION OF CONTRACT

(26) The City of Alton reserves the right to terminate the contract if, in the opinion of the City of Alton, the successful vendor's performance is not acceptable, no funds are available, or if the City wishes, without cause, to discontinue this contract. Termination will be in written form allowing a 30-day notice.

RESPONSE DEADLINE

(27) Responses to the SOQ must be addressed to Jorge Arcaute, City Manager, City of Alton, 509 S. Alton Boulevard by August 3, 2015 until 3:00 p.m. for consideration. An original and four (4) complete sets of the response must be submitted no later than this date and time in a sealed envelope indicating that its contents are in response to the SOQ for "LAND SURVEYING SERVICES". Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.

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ADDENDA AND MODIFICATIONS

(28) Any changes, additions, or clarifications to the SOQ are made by amendments (addenda). Any respondent in doubt as to the true meaning of any part of the SOQ or other documents may request an interpretation from the Planning Department. At the request of the respondent, or in the event the Planning Department deems the interpretation to be substantive, the interpretation will be made by written addendum. Said Addenda shall be mailed, e-mailed, hand delivered and/or faxed, to all prospective respondents. All Addenda issued in respect to this SOQ shall be considered official changes to the original documents. Verbal statements in response to inquiries and/or requests for explanations shall not be authoritative or binding. It shall be the respondent's responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, respondents are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their SOQ Submittal. Respondent(s) signature on Addenda shall be interpreted as the respondent's "recognition and compliance to" official changes as outlined by the City of Alton and as such are made part of the original solicitation documents. Failure of any respondent to receive any such addendum or interpretation shall not relieve such respondent from its terms and requirements. Addendums are available online at www.alton-tx.gov, if needed.

SOQ PREPARATION COSTS

(29) The City of Alton shall not be held liable for any costs incurred by any respondent for work performed in the preparation of and production of a SOQ or for any work performed prior to execution of contract.

EQUAL EMPLOYMENT OPPORTUNITY

(30) Respondent agrees that they will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments, except as permitted by said laws.

AUTHORIZATION TO BIND RESPONDENT TO SOQ

(31) SOQ's MUST give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your SOQ. Person signing the SOQ must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this information. The legal status of the Respondent whether corporation, partnership, or individual, shall also be stated in the SOQ. A corporation shall execute the SOQ by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Respondent shall give full names and addresses of all partners. All partners shall execute the SOQ. Partnership and Individual Respondent shall state in the proposal the names and addresses of all persons with a vested interest therein. The place of residence of each Respondent, or the office address in the case of a firm or company, with county and state and telephone number, shall be given after the signature.

Confidential Information Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.

GENERAL

The City of Alton's Planning Department is currently seeking to retain a rotation list of qualified professional Land Surveying firms to provide Surveying Services. The term of the contract will be two (2) years with the option to extend an additional one (1) year. The request is to provide some or all of the following services: surveying and topographical data and other informational interests by the City. It is anticipated that the Surveying firms will lead full teams of surveyors and or related consultants as needed for each project. This document outlines the requirements, selection process and documentation necessary to submit to this Request for a Statement of Qualifications (SOQ).

SCOPE OF SERVICES

The selected firm(s) will report to, and operate under, the direction of City of Alton's Planning Department staff. Must have Texas Licensed Professionals with superior background, training, and qualifications meeting all requirements of this SOQ, Registered or licensed in the State of Texas. The scope of services required by this SOQ may include some or all of the following services:

A. Property surveys, including a legal description
B. Topographical surveys, including establishment of survey benchmark
C. Survey alignments for roadways and utilities
D. Right of Way Strip Maps and parcel sketches
E. Legal description and sketches for easements
F. All other surveying duties as assigned

All qualified firms or persons shall have current licenses as required under the State of Texas for the provisions of services requested for the City of Alton.

CONTRACT

A sample Professional Services Agreement is attached for review of all firms submitting an RFP. Each firm must carefully review all sections and pay special attention to the indemnity and insurance portions of the agreement. Insurance requirements are included in the Agreement and they must be satisfied prior to the execution of the Agreement. Note that the City does not ordinarily allow modifications to the standard agreement.

PAYMENT

The method of payment to the selected firms shall be on a time-and-material basis. This amount shall include labor, overhead, profit and expenses including transportation, communications, and materials. Progress payments will be based on actual hours and contract hourly rates charged to a particular task on a monthly basis. Each invoice submitted to the City for payment shall contain a brief description of the work billed on that invoice, total billed to date, total paid to date and amount remaining.

SUBMITTAL REQUIREMENTS

Land Surveying Services Request for Statement of Qualifications (SOQ) is requested to be submitted to the City Hall Front Desk at 509 S. Alton Boulevard, Alton, Texas 78573, no later than 3:00 PM ON AUGUST 3, 2015.

The SOQ must be submitted according to the instructions outlined herein. Each response should include, at a minimum, the following items:

1. Transmittal letter – Indicate interest and commitment to perform services for the City of Alton, include contact information (physical address, telephone, fax, cell phone, and email address) for the primary person responsible for your SOQ who will be the point of contact for the City on all correspondence and communications pertaining to the SOQ. State whether any addendums to this SOQ have been received by your firm and whether consideration of their content has been included in your SOQ. The letter must be signed by an officer of the firm who is authorized to bind the firm to contract and shall contain a statement to this effect;

2. Firm Qualification and Experience – Discuss the firm's experience and history in performing Land Surveying Services in a timely manner, particularly for other governmental agencies in the past five (5) years. Discuss the firm's uniqueness to best perform these services for the City. Identify the office location that will be providing the services and the approach to handling part-time staffing needs for smaller assignments.

3. Team Member Qualifications and Experience – Submit resumes summarizing qualifications and experience of project manager, key staff and any support staff likely to be assigned to the work.

4. References – Provide at least three references (names and current phone numbers) from recent work and List all past projects with the City of Alton for each proposed team member. Include a brief description of the projects associated with the reference, and the role of the individual.

5. Insurance - Provide information on the types and amounts of insurance carried by the PSP, including General Liability, Auto Coverage, Worker's Compensation, and Professional Liability Coverage. A list of any insurance claims against the firm within the past 5 years.

6. Professional Services Agreement – Provide a statement that the Professional Services Agreement has been read, that the firm will meet the prerequisite insurance requirements, and the firm, if selected, agrees to enter in to such agreement.

7. Presentation – Each firm must submit five (5) bound copies of the SOQ. Responses to the SOQ must be addressed to Jorge Arcaute, City Manager, City of Alton, and received at City Hall, at 509 S. Alton Boulevard, Alton, Texas 78573 by August 3, 2015 and no later than 3:00 pm. Five (5) complete sets of the response no larger than 30 bound pages must be submitted no later than this date and time. The SOQ is to be placed in a sealed

envelope indicating that its contents are in response to the Request for a Statement of Qualifications for LAND SURVEYING SERVICES.

SELECTION PROCESS

Evaluation will include confirmation by City Staff that respondents have the required registration, license, insurance or expertise to render requested services. The evaluation process is not intended to select one best qualified provider but rather shall include several similarly qualified providers that will be placed on a pre-qualified list.

The selection Committee shall screen and rate all of the respondents that are submitted. Selection ratings will be based on 100-point scale rating and shall be based on the following criteria.

a.	Overall Qualification of Team	40 points
b.	Previous Experience with City	10 points
c.	Ability to meet Schedules and Deadlines	30 points
d.	Stability and References	15 points
e.	Presentation	5 points

The City may select one (1) or more firms to provide services based on this evaluation or it may choose to follow up with an interview, if necessary. This process will result in the selection of a firm or firms to provide services. The City reserves the right to reject any and all SOQ's for any reason whatsoever. The City may waive informalities or irregularities in the SOQ's received where such is merely a matter of form and not substance, and the correction or waiver thereof is deemed by the City not prejudicial to other SOQ's.

After the selection of the most qualified firm(s), scope of services and billing rates will be negotiated and used as attachments to the City's Professional Services Agreement. This Agreement will then be submitted to the City Commission for approval. If the City and the selected firm cannot successfully negotiate an agreement, then the City will enter into negotiations with the next best qualified firm on the evaluation rating list. This procedure may be repeated until one (1) or more firms has been selected and approved by the City Commission.

The City currently anticipates conducting the selection process proceeding in accordance with the following list of milestones. This schedule is subject to revision and the City reserves the right to modify this schedule as necessary, in its sole discretion.

SOQ Issued	July 17 & July 24, 2015
Publish SOQ	July 17 & July 24, 2015
SOQ Submission Deadline (Post Marked or Delivered)	August 3, 2015
SOQ Review	August 4-7, 2015
Firms Interviews, if required	August 10, 2015
City Commission Selects Firm(s)	August 11, 2015

CITY CONTACT

If you should have any questions regarding the preparation of the SOQ contact Jeff Underwood, Assistant City Manager at (956) 432-0760 or jeff.underwood@alton-tx.gov.