THE CITY OF

EDINBURG

REQUEST FOR QUALIFICATIONS

RFQ# 2014-003
LAND SURVEYING SERVICES

SUBMITTAL DEADLINE
MONDAY,
JULY 21, 2014
@ 3:00 PM

DEPARTMENT OF PUBLIC WORKS
THE CITY OF EDINBURG

2013-2014
City Officials

Richard H. Garcia, Mayor
Elias Longoria Jr., Mayor Pro-Tem
Homer Jasso Jr., Councilmember
J.R. Betancourt, Councilmember
Richard Molina, Councilmember
Ramiro Garza Jr., City Manager

415 W. University Drive • P.O. Box 1079 • Edinburg, Texas 78540
Phone (956) 388-8204 • Fax (956) 383-7111

REQUEST FOR QUALIFICATION (RFQ)
FOR

RFQ #2014-003
LAND SURVEYING SERVICES

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THE CITY OF EDINBURG

REQUEST FOR QUALIFICATIONS

The City of Edinburg is soliciting sealed Request for Qualifications; hereinafter referred to as RFQ, to be received by the City Secretary's Office located at 415 W. University Drive, Edinburg, Texas 78541. City of Edinburg 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.

RFQ'S will be received until **3:00 p.m. Central Time**, on **Monday July 21, 2014**, shortly thereafter all submitted RFQ'S will be gathered and taken to the Edinburg City Hall Community Room, 1st Floor, to be publicly opened and read aloud. Any RFQ 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 RFQ submitted shall have sufficient time to be received by the City Secretary's Office prior to the RFQ opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the RFQ's. RFQ's will not be accepted by telephone or facsimile machine. All RFQ'S must bear original signatures and figures. The RFQ shall be for:

RFQ # 2014-003
LAND SURVEYING SERVICES

Respondents receiving a "NOTICE TO RESPONDENTS" and/or "REQUEST FOR QUALIFICATIONS" notice in the mail or reading same in the newspaper are advised that the solicitation documents can be downloaded from the City of Edinburg web page address: www.cityofedinburg.com, or may obtain copies of same by contacting the office of: LORENA FUENTES, PURCHASING AGENT, LOCATED AT 415 W. UNIVERSITY DRIVE, EDINBURG, TX 78541 by calling (956) 388-1895 Ext. 8972 or by e-mailing your request to the following e-mail address: lfuentes@cityofedinburg.com

If you have any questions or require additional information regarding this RFQ, please contact **Mr. Ponciano N. Longoria P.E. C.F.M.**, Director of Public Works, at (956) 388-8210.

Hand Delivered RFQ'S:	415 W. University Drive C/o City Secretary Department (1st Floor)
If using Land Courier (i.e.FedEx, UPS):	City of Edinburg C/o City Secretary 415 W. University Drive Edinburg, Texas 78541

If Mailing Proposals:

City of Edinburg
C/o City Secretary
P.O. Box 1079
Edinburg, Texas 78540-1079

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

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

Please read your requirements thoroughly and be sure that the RFQ 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 RFQ. If no exceptions are noted, and you are the successful respondent, it will be required that the service(s) be provided as specified.

PURPOSE

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

RFQ # 2014-003
LAND SURVEYING SERVICES

INTENT

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

SUBMITTAL OF RFQ

RFQs shall be submitted in sealed envelopes as called referenced on the attached solicitation. Six (6) complete sets of the response One (1) original marked "**ORIGINAL,**" and five (5) copies marked. RFQs submitted by facsimile (fax) or electronically shall **NOT** be accepted. Submittal of an RFQ in response to this solicitation constitutes an offer by the respondent. Once submitted, RFQ's become the property of the City of Edinburg and as such the City reserves the right to use any ideas contained in any RFQ regardless of whether that respondent/firm is selected. Submission of a RFQ in response to this solicitation, by any respondent, shall indicate that the respondent(s) has/have accepted the conditions contained in the RFQ, unless clearly and specifically noted in the RFQ submitted and confirmed in the contract between the City and the successful respondent otherwise. RFQs which do not comply with these requirements may be rejected at the option of the City. RFQs must be filed with the City of Edinburg before the deadline day and hour. No late RFQs will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet RFQ requirements may be grounds for disqualification.

Hand Delivered RFQ'S:

415 W. University Drive
C/o City Secretary Department

(1st Floor)

If using Land Courier (i.e.FedEx, UPS):

City of Edinburg
C/o City Secretary
415 W. University Drive
Edinburg, Texas 78541

If Mailing RFQ's:

City of Edinburg
C/o City Secretary
P.O. Box 1079
Edinburg, Texas 78540-1079

TIME ALLOWED FOR ACTION TAKEN

The City of Edinburg may hold RFQ/s **60** days after deadline without taking action. Respondents are required to hold their RFQ/s firm for same period of time.

RIGHT TO REJECT/AWARD

The City of Edinburg reserves the right to reject any or all RFQs, 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 Edinburg.

ASSIGNMENT

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

AWARD

Respondents are advised that the City of Edinburg is soliciting RFQs and award shall be made to the respondent that in the opinion of the City of Edinburg is the best qualified.

NUMBER OF CONTRACTS

THE CITY reserves the right to award one, more than one, or no contract(s) in response to this RFQ.

STATUTORY REQUIREMENTS

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 RFQ

RFQ **CANNOT** be altered or amended after opening time. Alterations made before opening time must be initialed by respondent guaranteeing authenticity. No RFQ may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Edinburg.

NO RESPONSE TO RFQ

If unable to submit a RFQ, respondent should return inquiry giving reasons.

LIST OF EXCEPTIONS

The respondent shall attach to his/her RFQ a list of any exceptions to the specifications/ requirements.

PAYMENT

The City of Edinburg 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 Edinburg specifications/requirements. No other method of payment will be considered.

SYNONYM

Where in this solicitation package SERVICES is used, its meaning shall refer to the request for Qualifications **LAND SURVEYING SERVICES** as specified.

RESPONDENT'S EMPLOYEES

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

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 Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used

INTERPRETATIONS

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 RFQ. 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 Edinburg in accordance with paragraph entitled "**Addenda and Modifications**".

VERBAL THREATS

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

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

Respondent's past performance shall be taken into consideration in the evaluation of RFQ submittal.

JURISDICTION

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

The City of Edinburg reserves the right to audit the vendor's books and records relating to the performance of this contract. The City of Edinburg, 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

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

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 Edinburg 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

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

The City of Edinburg reserves the right to terminate the contract if, in the opinion of the City of Edinburg, 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

Responses to the RFQ must be addressed to Mr. Ponciano N. Longoria P.E. C.F.M., Director of Public Works, City of Edinburg, 415 W. University Drive by **July 21, 2014 until 3:00 p.m.** for consideration. An original and five (5) 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 RFQ 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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If Mailing RFQs:	City of Edinburg C/o City Secretary P.O. Box 1079 Edinburg, Texas 78540-1079

ADDENDA AND MODIFICATIONS

Any changes, additions, or clarifications to the RFQ are made by amendments (addenda). Any respondent in doubt as to the true meaning of any part of the RFQ or other documents may request an interpretation from the Purchasing Division. At the request of the respondent, or in the event the Purchasing Division 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 RFQ 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 RFQ 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 Edinburg 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.cityofedinburg.com.

RFQ PREPARATION COSTS

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

EQUAL EMPLOYMENT OPPORTUNITY

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 RFQ

RFQs MUST give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your RFQ. Person signing bid 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 RFQ. A corporation shall execute the RFQ 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 RFQ. 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 Edinburg's Department of Public Works is currently seeking to retain a rotation list of qualified licensed commercial and residential land and topographical surveying services. The term of the contract will be two (2) years with the option to extend an additional one (1) year. The services request is to provide the following services: surveying and topographical of commercial and residential property and other informational interests and purposes by the City. Generally, the selected surveyor(s) will be expected to perform the services in accordance with the Scope of Services and in accordance with the requirements of this solicitation. The City of Edinburg reserves the right to issue multiple awards under this solicitation as deemed in its own best interests. This document outlines the requirements, selection process and documentation necessary to submit to this Request for Qualifications (RFQ).

SCOPE OF SERVICES

The City of Edinburg is seeking statements of qualifications from firms interested in providing the City Land Surveying Services on an "as needed" basis. The services to be performed may include

topographic, boundary, platting preliminary, and all other necessary land surveying tasks, as specified by the City. The services may be requested by City on a project-to-project basis, which may require from one (1) day to several months to complete. Generally, the selected Surveyor(s) will be expected to perform the services in accordance with the Scope of Services and in accordance with the requirements of this solicitation.

The scope of services covers the requirements of licensed surveyor (s) to assist The City of Edinburg in land and topographical surveying of various properties on an "as needed" basis.

The Surveyor shall perform at a minimum the following tasks:

1. Boundary Lines, Giving Length and Bearing on Each Straight Line; Interior Angles; Radius, Point of Tangency, And Length of Curved Lines. Set Iron Pin (Monument At Property Corners Where None Exists; Drive Pin 18" Into Ground, Mark With Wood Stake; State On Drawing Whether Corners Were Found Or Set And Describe Each.

2. Legal Description, Including Measurements In Recorded Deeds For Comparison With Observed.

3. Area In Square Feet If Less Than One Acre, In Acres (To .001 Acre) If Over One Acre.

4. Identify, Jurisdiction And Width Of Adjoining Street And Highways, Width And How Paved. Identity of Landmarks.

5. Plotted Location of Structures on the Property and on Adjacent Property within 30 Feet. Dimension Perimeters in Feet and Inches to Nearest ½. State Character and Number of Stories. Dimension to Property Lines and Other Buildings. Vacant Parcels Shall Be Noted "Vacant".

6. Encroachments, Including Cornices, Belt Courses, Etc., Either Way Across Property Lines.

7. Fences And Walls; Describe. Identify Party Walls and Locate With Respect To Property Lines.

8. Recorded Or Otherwise Known Easements And Right-Of-Way; State Owner Of Right.

9. Possibilities of Prescriptive Right-Of-Way and Nature of Each.

10. Anticipated Street Widening.

11. Individual Lot Lines and Lot and Block Numbers. Street Numbers of Buildings.

12. Sidewalks, Curbs, Gutters & Drives On The Block And Extend To Include The Same Across Boundary Streets.

13. Building Line and Setback Requirements, If Any.

14. Names of Owners of Adjacent Property.

15. Reconciliation or Explanation of Any Discrepancies between Survey and Recorded Legal Description.

16. Title Searches and Title Reports

17. Right of Way Acquisitions

TOPOGRAPHICAL SURVEY REQUIREMENTS:

1. All Lines of Levels Shall Be Checked By Separate Check Level Lines or On Previous Turning Points or Benchmarks.

2. Traffic Devices, Signs, In Connection with Boundary Streets.

3. Future Plans Of City, Utility Districts, And Municipal Utilities When Such Information Is Discovered in Routine Information Gatherings.

4. Minimum of One Permanent Benchmark on Site for Each Ten or Less Acres; Description and Elevation to Nearest .01'.

5. Contours at 1 Foot Intervals; Error Shall Not Exceed One-Half Contour Interval.

6. Spot Elevations at Each Intersection of a 20 Foot Square Grid Covering the Property and If Possible 5 Foot Grid Interval (S) beyond.

7. Spot Elevations at Street Intersections and at 5 Feet on Center on Curb, Sidewalk, and Edge of Paving Including Far Side of Paving. If Elevations Vary From Established Grades, State Established Grades, State Established Grades Also.

8. Plotted Location of Structures, Man-Made and Natural Features; Floor Elevations at Each Entrance of Building on Property.

9. Location, Size, Depth and Pressure of Water and Gas Mains, and Other Utilities Serving or on the Property, Valves, Meters.

10. Location of Fire Hydrants Available to Property and Size of Main Serving Each.

11. Location of Electric and Telephone Services and Characteristics of Service Available.

12. Location, Size, Depth And Direction Of Flow Of Sanitary Sewers, Storm Drains And Culverts Serving Or On Property; Location Of Catch basins And Manholes And Inverts Of Pipe At Each; Same At Or In Boundary Streets.

13. Name of Operating Authority of Each Utility.

14. Mean Elevation of Eater in Any Excavation, Well or Nearby Body; Flood Level of Streams.

15. Extent of Watershed onto Property. Probability of Freshets Overrunning the Site.

16. Locations of Test Borings If Ascertainable and Elevation of Top of Holes.

17. Trees Of 3" And Over (Caliper 3' Above Ground) Locate Within 1' Tolerance And Give Species.

18. Perimeter Outline Only of Thickly Wooded Areas Unless Otherwise Directed.

19. Location, Size, Elevation Of Elevated: Piping Insulated Piping, Conduit, Pipe Racks And Supports; Except That Above Building Roofs.

20. Show Dimensions And Bearings Of Property Boundaries, And Plot All Locatable Title Exceptions And Easements On The Survey Map.

21. Show Existence or Non-Existence of Any Encroachments and Right Of Way.

22. The Written Legal Description of the Property and Exhibit(S) For Recording Purpose.

23. Provide An Area Measurement Within Boundary Lines.

24. Easements – All Utility, City And Private Easements Shall Be Shown And Labeled.

25. Legal Description And Exhibit(S) For Any Easements Where Required.

26. Setbacks – Building And Parking Setbacks Shall Be Shown And Noted For Each Property Or Zoning Areas.

27. All Above Grade Utilities, Including But Not Limited To Overhead Electrical, Telephone, Cable, Street Lighting, And Other Electrical And Communications Equipment; Location And Rim Elevations Of Sanitary And Storm Sewer Structures, Water Main Valves, And Hydrants; Gas Valves And All Other Above Grade Utility Equipment.

28. All Underground Utilities, Including But Not Limited To Storm, Sanitary, Water, Gas, Telephone, Electrical, And Cable. Rim Elevation, Bottom Of Manhole, And All In And Out Inverts Of Utilities Shall Be Noted. Note: If Any Of These Utilities Do Not Exist Within Or Directly Adjacent To The Survey Area, Surveyor Shall Locate The Nearest Available Service Connection Which Can Be Used For Future Service To Site.

29. Provide On The Survey A List Of Names, Addresses, And Phone Numbers Of All Applicable Utility Companies.

30. Trees, Shrubs, And Planting Areas: All Trees 2" Caliper And Larger Shall Be Labeled With Caliper And Species. All Tree Canopies Shall Be Accurately Shown.

31. All Trees 6" Caliper And Larger Shall Be Labeled With Caliper And Species. All Tree Canopies Shall Be Accurately Shown And Areas Of Woods Or Shrubs Accurately Delineated.

32. Zoning Of The Property And All Adjacent Properties Within 100' Of The Surveyed Area.

33. Provide Planning And Zoning Overlays.

34. Current Flood Plain Information Including FEMA Regulatory 100-Year And 500-Year Floodplain Boundaries, Notation Of Record Flood Event Elevation (2008 Flood), 100- Year Flood Elevation And Other DNR Protected Area Boundaries.

35. All Measurement Tolerances Provided On Such Surveys Must Be Within Readings For Urban Survey As Specified On Accuracy Standards For Alta/Acsm Land Title Surveys.

36. When A Significant Discrepancy With The Record Maps And Documents Are Found, Or If Monuments Are Set Or If Otherwise Required By Law, Surveyor Shall Provide A "Record Of Survey Map" Compliant With City And State Standards.

37. Elevation Certificate For Flood Insurance Purpose (FEMA) Coordination & Documentation Associated With Phase I And Phase II Real Estate.

38. All Firms May Not Be Capable Of Providing The Above Noted Services. If Your Firm Is Capable And Willing To Provide Any Of The Above Services, A Complete Description Of The Nature Of The Service The Firm Is Qualified To Provide Must Be Provided In Your Qualifications.

39. All other topographic surveying as assigned.

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 Qualifications (RFQ) is requested to be submitted to the **City Secretary's Office at 415 W. University Dr. Edinburg, Texas 78540 no later than 3:00 PM ON JULY 21, 2014.**

The RFQ 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 Edinburg, include contact information (physical address, telephone, fax, cell phone, and email address) for the primary person responsible for your RFQ who will be the point of contact for the City on all correspondence and communications pertaining to the RFQ. State whether any addendums to this RFQ have been received by your firm and whether consideration of their content has been included in your RFQ. 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 Real Estate Appraisal 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 Edinburg 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 RFQ.

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 on Monday July 11, 2014 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 RFQ's for any reason whatsoever. The City may waive informalities or irregularities in the RFQ'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 RFQ'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 Council 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 Council.

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.

RFQ Issued	July 4, 2014
Publish RFQ	July 4, 2014 & July 11, 2014
RFQ Submission Deadline (Post Marked or Delivered)	July 21, 2014
RFQ Review	July 21, 2014 – August 22, 2014
Firms Interviews, if required	August 11, 2014
City Council Selects Firm(s)	September 2, 2014

CITY CONTACT

If you should have any questions regarding the preparation of the RFQ contact Mr. Ponciano N. Longoria P.E. C.F.M. Director of Public Works at (956) 388-8210 or plongoria@cityofedinburg.com.

Responses to the RFQ must be addressed to City Secretary's Office, City of Edinburg, and received at City Hall, at 415 W. University Drive, Edinburg, Texas 78541 by July 21, 2014 and no later than 3:00 pm. Six (6) complete sets of the response no larger than 30 bound pages must be submitted no later than this date and time. The RFQ is to be placed in a sealed envelope indicating that its contents are in response to the Request for Qualifications for the **LAND SURVEYING SERVICES.**

STATE OF TEXAS	**§**	**AGREEMENT BETWEEN THE CITY OF EDINBURG AND _____ FOR ON-CALL PROFESSIONAL SERVICES – LAND SURVEYING SERVICES**
COUNTY OF HIDALGO	**§**	
CITY OF EDINBURG	**§**	

The City of Edinburg, Hidalgo County, Texas, a municipal corporation, (hereinafter called **"City"**) and _____ (hereinafter called **"Consultant"**), are the parties to this Agreement.

RECITALS

WHEREAS, the City of Edinburg has authorized staff to request proposals for the to provide On-Call Professional Services the Consultant shall provide services for specific projects as may be requested by the City such as services shall be defined, scheduled, and authorized in subsequent Task Orders. Services may include, but not be limited to: Land Surveying Services and other as-needed services; and

WHEREAS, the Consultant has the professional knowledge and abilities to perform the professional Land Surveying services; and

WHEREAS, the City desires to engage the Consultant to render services in connection therewith:

NOW, THEREFORE, City and Consultant do mutually agree as follows:

SECTION I
EMPLOYMENT OF CONSULTANT

City agrees to employ Consultant to furnish and provide the services, as stated in this agreement in **Exhibit "A".** Upon receipt of such satisfactory services, the City agrees to pay Consultant as stated in this agreement as per project.

SECTION II
BASIC SERVICES OF CONSULTANT

The Consultant shall, in the scope of his work, perform the Scope of Services (herein called "Project") as specifically identified in **Exhibit "A"** of this document. City shall provide Consultant with authorization to proceed, after execution of this agreement.

SECTION III
RESPONSIBILITY OF THE CITY

City will facilitate Consultant's work by the following tasks:

A. Provide Consultant with full information as to requirements for the project.

B. Assist Consultant by providing all available information pertinent to the Project, including all other data related to the Project.

C. Facilitate access to and make provisions for Consultant to enter upon public property as required for Consultant to perform its services.

D. Examine all reports, sketches, estimates, drawings, proposals, and other documents presented by Consultant and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the Consultant.

E. Give prompt written notice to Consultant whenever City observes or otherwise becomes aware of any defect in Services.

SECTION IV
RESPONSIBILITIES OF CONSULTANT

A. The Consultant shall perform the Land Surveying Services.

B. The Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of, reports, and other services furnished by the Consultant under this Agreement. The Consultant shall keep the City informed of the performance of the Consultant's duties under this Agreement. The Consultant shall promptly and without additional compensation, correct or revise any errors, omissions, or other deficiencies in the reports, or other services.

C. The Consultant shall perform the surveying services necessary to accomplish the work specified in this Agreement, in accordance with this Agreement.

D. The City's review or approval of reports, and other services furnished hereunder shall not in any way relieve the Consultant of responsibility for the technical adequacy of the work. Neither the City's review, approval or acceptance of, nor payment for any of the services shall be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

E. The Consultant shall be and shall remain liable, in accordance with applicable law, for all damages to the City caused by the Consultant's negligent performance of any of the services furnished under this Agreement. The Consultant shall not be responsible for any time-delays in the project caused by circumstances beyond the Consultant's control.

F. The Consultant's obligations under this clause are in addition to the Consultant's other express or implied assurances under this Agreement or state law and in no way diminish any other rights that the City may have against the Consultant for faulty work.

G. All reports, drawings, plans, and other documentation pertaining to the Project become the property of the City of Edinburg.

SECTION V
PAYMENT AND FEES

City agrees to pay Consultant for recommendations, reports, design, specifications, and services herein contracted for as follows:

A. City hereby agrees to pay Consultant a sum not to exceed that which is included in a specific Task Order and authorized by a Notice to Proceed, notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. City shall pay Consultant for services rendered on a time-and-material basis pursuant to any specific task proposal and in the manner set forth therein. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City in writing, Consultant shall not bill City for duplicate services performed by more than one person. Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

B. Consultant shall provide an invoice in accordance with City regulations.

C. City shall authorize all payments made for services rendered. Payment terms shall be net thirty (30) days from receipt of invoice.

D. If changes in plans or specifications are necessary after the performance of the contract is begun or if it is necessary to decrease or increase the quantity of work to be performed or of materials, equipment, or supplies to be furnished, the governing body of the municipality must approve change orders before making the changes pursuant to the City's Code of Ordnances and any other applicable laws of this State.

E. The total contract price may not be increased because of the changes unless additional money for increased costs is appropriated for that

purpose from available funds or is provided for by the authorization of the issuance of time warrants.

SECTION VI
TIME OF PERFORMANCE

Consultant contracts and agrees to provide services set forth in this contract and as specified by the City in the specific task order. Work will continue until the Project is declared technically complete by the City Staff.

SECTION VII
TERM OF AGREEMENT

The term of this Agreement shall be twenty four (24) months commencing on the date of its execution with the option to extend and additional year.

SECTION VIII
MINIMUM INSURANCE REQUIREMENTS

In accordance with City ordinances, Contractor shall be required to hold the following minimum insurance coverage throughout the duration of this agreement:

A. Workers Compensation
In accordance with the State statute

B. Comprehensive General Liability

1. Bodily Injury
$250,000 each person
$500,000 each occurrence
2. Property Damage
$100,000 each occurrence
$100,000 each aggregate

or $500,000 combined single limits

C. Comprehensive Auto Liability

1. Bodily Injury
$100,000 each person
$500,000 each occurrence
2. Property Damage
$100,000 each occurrence
$100,000 aggregate

or $500,000 combined single limits

D. City's Protective Liability

1. Bodily Injury
   $250,000 each person
   $500,000 each occurrence

2. Property Damage
   $100,000 each occurrence
   $100,000 each aggregate

   or $500,000 combined single limits

E. Professional Liability

1. Professional
   $1,000,000 per claim and in the aggregate

Evidence of the above insurance coverage shall be required prior to final execution of the agreement.

Consultant warrants that it is adequately insured and carries liability, workers compensation, automobile insurance and professional liability for injury to its employees and others incurring loss or injury as a result of the acts of the consultant or its employees.

SECTION IX
TERMINATION

A. Either party to this agreement shall have the right to terminate this contract at any time after ten (10) days' written notice, upon payment to Consultant for services rendered and obligations incurred to date, according to this contract. In that event, the City's liability to Consultant shall be limited to payment for services rendered through the date of such notice to terminate.

B. Consultant will deliver or otherwise make available to the City within ten (10) days all data, design drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the Consultant in performing this Agreement, whether completed or in process.

C. Upon termination under paragraph A of Section IX, the City may take over the work and may award another party an Agreement to complete the work under this Agreement.

SECTION X
ALTERNATE DISPUTE RESOLUTION/NEUTRAL PARTY

A. Any controversy, claim or dispute between the parties arising out of or relating to

the provisions of this Agreement or the breach, termination or validity thereof shall, upon written request of either party, immediately be referred jointly for resolution of the controversy by non-binding mediation.

B. The mediation must be concluded within any period mutually agreed upon by the parties but in no event no later than within forty-five (45) days after written notice is given by either party of its intent to proceed to mediation. Unless the parties expressly agree otherwise, each party shall bear its own costs, legal and expert fees incurred in the mediation, and evenly share the costs of the mediator. If, after proceeding in good faith the parties, with the assistance of a neutral mediator, do not resolve the dispute within the forty-five (45) day period, the parties may proceed in accordance with paragraph (C) below.

C. After exhausting the procedures set forth above, either party may initiate litigation to resolve the dispute. The Law of the State of Texas shall control the matter in controversy. Venue is mandatory in Hidalgo County, Texas.

SECTION XI
INDEMNIFICATION

A. Consultant agrees to and shall indemnify and hold harmless and defend the City of Edinburg, Texas, its officers, agents and employees from any and all claims, losses, causes of action and damages, suits and liability of every kind, including all expenses of litigation, court costs, and attorneys fees for injury to or death to any person or for damage to any property. Arising out of or directly connected with the negligent operation of the Consultant, its agents, officers and employees, carried out in furtherance of this agreement.

B. Consultant agrees to assist City in defense of claims or litigation brought against the City related to this project, including any claims related to design.

SECTION XII
CHANGES

A. The City may, at any time, by written order, make changes within the general scope of this Agreement in the services or work to be performed. If such changes cause an increase or decrease in the Consultant's cost or time required to perform any services under this Agreement, whether or not changed by any order, the Consultant shall notify the City regarding any claim for adjustment in writing within (30) days from the date it receives the City's notification of change, unless the City grants additional time before the date of final payment. Any adjustments must be approved by the City Council as provided for in the City's Code of Ordnances and any other applicable laws of this State.

B. No services, for which the Consultant will charge an additional compensation, shall be furnished without the written authorization of the City.

SECTION XIII
SEVERABILITY

If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

SECTION XIV
NOTICE

All notices or other communications required under this Agreement may be affected either by personal delivery in writing or by Certified Mail, Return Receipt Requested. Notice shall be deemed to have been given when delivered or mailed to the parties at their respective addresses as set forth on the below or when mailed to the last address provided in writing to the other party by the addressee.

SECTION XV
NON-APPROPRIATIONS

Not withstanding anything in the contract documents to the contrary, any and all payments which the City is required to make under this contract shall be subject to annual appropriation or other availability of funds, as certified by the Director of Finance.

If the City cannot appropriate sufficient funding, then either party has the right to terminate the contract by providing ten days' written notice to the other party. Furthermore, execution of this contract does not automatically guarantee a renewal of contract upon expiration.

SECTION XVI
SUCCESSORS AND ASSIGNS

City and Consultant each bind themselves, their partners, successors, executors, administrators, and assigns to the other party of the Agreement in respect to all covenants of this Agreement. Neither City nor Consultant shall assign, sublet, or transfer interest in this Agreement without written consent of the other.

EXECUTED by the parties in triplicate originals on this _____ day of _____, 2013.

CITY OF EDINBURG:

BY:_____
Ramiro Garza, Jr., City Manager
City of Edinburg
415 W. University Dr

P.O. Box 1079
Edinburg, Texas 78540

ATTEST:

BY:_____
Myra L. Ayala Garza, City Secretary

APPROVED AS TO FORM:

PALACIOS & ASSOCIATES, P.C.

BY:_____
City Attorney

"FIRM'S NAME"

BY:_____
Name
Title
Address
City and State
Phone Number
Fax Number
Email

Attachments: Exhibit "A" Scope of Work
Exhibit "B" Insurance

EXHIBIT "A" SCOPE OF WORK

Subject to the terms and conditions set forth in this Agreement, Consultant shall provide the City with those services specified in, "Request for Qualifications #2014-003 For Land Surveying Services In the City of Edinburg", Dated July 21, 2014.

Consultant shall provide services for specific projects as may be requested by City; such services shall be defined, scheduled, and authorized in subsequent Task Orders. Services may include, but not be limited to:

1. Boundary Lines, Giving Length and Bearing on Each Straight Line; Interior Angles; Radius, Point of Tangency, And Length of Curved Lines. Set Iron Pin (Monument At Property Corners Where None Exists; Drive Pin 18" Into Ground, Mark With Wood Stake; State On Drawing Whether Corners Were Found Or Set And Describe Each.
2. Legal Description, Including Measurements In Recorded Deeds For Comparison With Observed.
3. Area In Square Feet If Less Than One Acre, In Acres (To .001 Acre) If Over One Acre.
4. Identify, Jurisdiction And Width Of Adjoining Street And Highways, Width And How Paved. Identity of Landmarks.
5. Plotted Location of Structures on the Property and on Adjacent Property within 30 Feet. Dimension Perimeters in Feet and Inches to Nearest ½. State Character and Number of Stories. Dimension to Property Lines and Other Buildings. Vacant Parcels Shall Be Noted "Vacant".
6. Encroachments, Including Cornices, Belt Courses, Etc., Either Way Across Property Lines.
7. Fences And Walls; Describe. Identify Party Walls and Locate With Respect To Property Lines.
8. Recorded Or Otherwise Known Easements And Right-Of-Way; State Owner Of Right.
9. Possibilities of Prescriptive Right-Of-Way and Nature of Each.
10. Anticipated Street Widening.
11. Individual Lot Lines and Lot and Block Numbers. Street Numbers of Buildings.
12. Sidewalks, Curbs, Gutters & Drives On The Block And Extend To Include The Same Across Boundary Streets.
13. Building Line and Setback Requirements, If Any.
14. Names of Owners of Adjacent Property.
15. Reconciliation or Explanation of Any Discrepancies between Survey and Recorded Legal Description.
16. Title Searches and Title Reports
17. Right of Way Acquisitions

TOPOGRAPHICAL SURVEY REQUIREMENTS:

1. All Lines of Levels Shall Be Checked By Separate Check Level Lines or On Previous Turning Points or Benchmarks.
2. Traffic Devices, Signs, In Connection with Boundary Streets.
3. Future Plans Of City, Utility Districts, And Municipal Utilities When Such Information Is Discovered in Routine Information Gatherings.
4. Minimum of One Permanent Benchmark on Site for Each Ten or Less Acres; Description and Elevation to Nearest .01'.
5. Contours at 1 Foot Intervals; Error Shall Not Exceed One-Half Contour Interval.
6. Spot Elevations at Each Intersection of a 20 Foot Square Grid Covering the Property and If Possible 5 Foot Grid Interval (S) beyond.
7. Spot Elevations at Street Intersections and at 5 Feet on Center on Curb, Sidewalk, and Edge of Paving Including Far Side of Paving. If Elevations Vary From Established Grades, State Established Grades, State Established Grades Also.
8. Plotted Location of Structures, Man-Made and Natural Features; Floor Elevations at Each Entrance of Building on Property.
9. Location, Size, Depth and Pressure of Water and Gas Mains, and Other Utilities Serving or on the Property, Valves, Meters.
10. Location of Fire Hydrants Available to Property and Size of Main Serving Each.
11. Location of Electric and Telephone Services and Characteristics of Service Available.
12. Location, Size, Depth And Direction Of Flow Of Sanitary Sewers, Storm Drains And Culverts Serving Or On Property; Location Of Catch basins And Manholes And Inverts Of Pipe At Each; Same At Or In Boundary Streets.
13. Name of Operating Authority of Each Utility.
14. Mean Elevation of Eater in Any Excavation, Well or Nearby Body; Flood Level of Streams.
15. Extent of Watershed onto Property. Probability of Freshets Overrunning the Site.
16. Locations of Test Borings If Ascertainable and Elevation of Top of Holes.
17. Trees Of 3" And Over (Caliper 3' Above Ground) Locate Within 1' Tolerance And Give Species.
18. Perimeter Outline Only of Thickly Wooded Areas Unless Otherwise Directed.
19. Location, Size, Elevation Of Elevated: Piping Insulated Piping, Conduit, Pipe Racks And Supports; Except That Above Building Roofs.
20. Show Dimensions And Bearings Of Property Boundaries, And Plot All Locatable Title Exceptions And Easements On The Survey Map.
21. Show Existence or Non-Existence of Any Encroachments and Right Of Way.
22. The Written Legal Description of the Property and Exhibit(S) For Recording Purpose.
23. Provide An Area Measurement Within Boundary Lines.
24. Easements – All Utility, City And Private Easements Shall Be Shown And Labeled.
25. Legal Description And Exhibit(S) For Any Easements Where Required.
26. Setbacks – Building And Parking Setbacks Shall Be Shown And Noted For Each Property Or Zoning Areas.

27. All Above Grade Utilities, Including But Not Limited To Overhead Electrical, Telephone, Cable, Street Lighting, And Other Electrical And Communications Equipment; Location And Rim Elevations Of Sanitary And Storm Sewer Structures, Water Main Valves, And Hydrants; Gas Valves And All Other Above Grade Utility Equipment.
28. All Underground Utilities, Including But Not Limited To Storm, Sanitary, Water, Gas, Telephone, Electrical, And Cable. Rim Elevation, Bottom Of Manhole, And All In And Out Inverts Of Utilities Shall Be Noted. Note: If Any Of These Utilities Do Not Exist Within Or Directly Adjacent To The Survey Area, Surveyor Shall Locate The Nearest Available Service Connection Which Can Be Used For Future Service To Site.
29. Provide On The Survey A List Of Names, Addresses, And Phone Numbers Of All Applicable Utility Companies.
30. Trees, Shrubs, And Planting Areas: All Trees 2" Caliper And Larger Shall Be Labeled With Caliper And Species. All Tree Canopies Shall Be Accurately Shown.
31. All Trees 6" Caliper And Larger Shall Be Labeled With Caliper And Species. All Tree Canopies Shall Be Accurately Shown And Areas Of Woods Or Shrubs Accurately Delineated.
32. Zoning Of The Property And All Adjacent Properties Within 100' Of The Surveyed Area.
33. Provide Planning And Zoning Overlays.
34. Current Flood Plain Information Including FEMA Regulatory 100-Year And 500-Year Floodplain Boundaries, Notation Of Record Flood Event Elevation (2008 Flood), 100- Year Flood Elevation And Other DNR Protected Area Boundaries.
35. All Measurement Tolerances Provided On Such Surveys Must Be Within Readings For Urban Survey As Specified On Accuracy Standards For Alta/Acsm Land Title Surveys.
36. When A Significant Discrepancy With The Record Maps And Documents Are Found, Or If Monuments Are Set Or If Otherwise Required By Law, Surveyor Shall Provide A "Record Of Survey Map" Compliant With City And State Standards.
37. Elevation Certificate For Flood Insurance Purpose (FEMA) Coordination & Documentation Associated With Phase I And Phase II Real Estate.
38. All Firms May Not Be Capable Of Providing The Above Noted Services. If Your Firm Is Capable And Willing To Provide Any Of The Above Services, A Complete Description Of The Nature Of The Service The Firm Is Qualified To Provide Must Be Provided In Your Qualifications.
39. All other topographic surveying as assigned.

Exhibit "B" Certificate of Insurance