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District 1



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District 2

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District 3

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District 4

CITY OF SOCORRO, TEXAS

REQUEST FOR QUALIFICATIONS

FOR PROFESSIONAL ENGINEERING DESIGN SERVICES FOR

SURVEYING OF ANNEXATION PARCELS

FOR THE CITY OF SOCORRO

ATTN: Olivia Navarro, City Clerk

DUE:

DECEMBER 15, 2015 2:00 P.M.

124 S. HORIZON BLVD.

SOCORRO, TEXAS 79927

ANNOUNCEMENT

The City of Socorro Texas is soliciting Statements of Qualifications from qualified Civil Engineering Firms to provide Engineering Design Services for **Surveying Annexation Parcels**. Consideration will be limited to firms, which demonstrate successful experience in the design of facilities of a similar scope for public sector entities.

The Request for Qualifications is pursuant to the Professional Services Procurement Act, Subchapter A, Chapter 2254, Texas Local Government Code.

Statements of Qualifications are due by **2:00 P.M. TUESDAY DECEMBER 15th. 2015**, Statements of Qualifications must be marked with a description on the lower front left corner of envelope **“RFQ 15-010 FOR PROFESSIONAL ENGINEERING DESIGN SERVICES FOR ANNEXATION PARCELS”**. Statements may be hand delivered to the following location:

**City of Socorro, Texas
124 S. Horizon Blvd
Socorro, Texas 79927
Attention: Olivia Navarro, City Clerk**

Any proposal received after the stated closing time will not be accepted. RFQ's sent by mail must be received by the City of Socorro no later than the deadline provided above.

Bids will be publicly opened and reviewed on December 15, 2015 @ 3:00 at 124 S. Horizon Socorro, Texas.

Until the final award of contract by the City of Socorro, the City reserves the right to reject any and/or all proposals, to waive technicalities to re-advertise, to proceed otherwise when the best interest of the city will be realized hereby.

RFQ's must be signed by someone having the authority to bind the entity submitting the proposal.

For more information or questions regarding submission requirements, please contact the City of Socorro City Clerk Office at (915) 858-2915 onavarro@ci.socorro.tx.us

Technical questions or comments can be directed to Samuel A. Leony, Planning and Zoning Director of the City of Socorro, at 915-872-8531, Monday through Friday, during regular business hours of 8:00 a.m. to 5:00 p.m.

INTRODUCTION

The City of Socorro desires to select a qualified Engineering Firm to provide a complete survey of the parcels for the City's Annexation Plan.

The City of Socorro intends to contract one or more professional firms to provide surveying services for metes and bounds, boundary definition and field control points. The City is seeking firms whose combination of experience and personnel will provide timely, cost-effective and professional services to the City for this project. Interested Firms must submit **one original bound RFP package**, including all required forms and **one (1) CD** containing a digital copy of the complete RFP package in PDF format.

Selected Firms will be required to complete the scope of services for an individual parcels within the completion date established at the issuance of the task order.

SCOPE OF SERVICES

Surveying Services to be provided by the selected firm(s) may include:

1. Perform Topographic Improvement Surveys (if necessary)
2. Tie all existing improvements (if necessary)
3. Identify the existing terrain every 100 feet. Critical areas every 50 feet and if necessary every 25 feet; not to exceed 20% of the project.
4. Establish Local Horizontal and Vertical Controls.
5. Research existing apparent right-of-way limits along the project roadways and drafting approximate right-of-way lines on topographic surveys based on available records only. The right-of way lines will be shown for reference purposes only.
6. Establish horizontal control for the project area relative to State's control monuments along Union Pacific Railroad tracks.
7. Establish vertical control for the project area relative to the NAVD88, consistent with State use, based on NGS monuments along the Union Pacific Railroad tracks.
8. Location, Boundaries and Design Surveys;
9. Property and right-of-way surveys;
10. Photogrammetry/Aerial Mapping;
11. Plats;
12. Legal deed research;
13. Construction staking and utility locations

STATEMENT OF QUALIFICATIONS

The Statement of Qualifications must include the following elements:

- Letter of interest
- Demonstration and recognition of accomplished design experience.
- Engineering firm's record of meeting estimated budgets.
- Identification and resumes of personnel to be directly involved in this project.
- Principal and Project Engineer and others instrumental in the expected completion of the survey work.
- Identify current workload of firm and personnel assigned to project.
- Experience of the firm with public sector and municipal road and bridges.
- Experience of the proposed personnel with similar projects, emphasizing similar budgets and schedules.
- Demonstrated experience in sustainable engineering design.
- Description of the firm's design and project management philosophy.
- References from recent similar projects, to include: key contact, owner, citizen participation, project manager, key surveyor.

The Statement of Qualifications may not exceed 20, 8 ½ x 11 inch double-sided pages in length, including photos or graphic material.

CRITERIA FOR SELECTION

Interested firms must be able to demonstrate an established record of design excellence in their Statement of Qualifications and intent to provide projects that are:

- Well planned.
- Well designed.
- A source of Civic Pride.
- A positive addition to the City of Socorro, TX.
- Functional and efficient designs.
- Structurally sound and traffic efficient.

In addition to design excellence, the following criteria will be used for screening an engineering team:

- Researching and investigating, prior to field survey, to obtain all necessary information from applicable sources
- Conducting necessary field inspections for locating, establishing or reestablishing the boundaries and/or corners of lots, tracts and/or parcels of real property in accordance with acceptable procedural techniques
- Determining elevations and the location of topographic features in and around the above-referenced parcels

- Preparing plats and legal descriptions of parcels to be obtained preparing plats and legal descriptions of rights-of-way and easements across private properties on which to construct utility lines
- Preparing layout of project areas
- Recording and distributing plats and other survey documentation Other duties required by the Grantee as necessary to the project

Interested firms must be able to demonstrate successful experience with public involvement in a project design should have experience with city/county staff at many levels in the planning stages and expect open community review during the design phase. The city may contract with the chosen firm to plan and coordinate public involvement. The selected engineering firm will be expected to work collaboratively with this communications effort.

EVALUATION PROCESS

The City of Socorro may use a two step process for the selection of an engineering firm. The first step in the selection process will require the firm to submit and focus on the following topics. Each firm will be scored on the following point system with a maximum total of 100 points:

<u>Topic</u>	<u>Points</u>
a. Project Approach -----	20
b. Past performance of Firm-----	20
c. Project Team and Capacity to Perform-----	25
d. Qualifications of Firm; Experience on comparable projects-----	25
e. Number of Public Sector Projects -----	10
	100
Total Points:	100

The first submission of qualifications will require the interested firms to submit a response to this request for qualifications. A committee will evaluate the submissions and score each submission according to the criteria outlined in this RFQ. If a firm has a clear lead in the scoring, that firm will be the chosen firm.

If not, a list of short listed firms will be invited to participate in the second phase process. A letter will notify short listed firms of their participation in the second step; the letter will contain specific instructions, which will consist of an in-person interview with the review committee. The scores of the first (RFQ submission) and second phase (interview) will be combined and the firm scoring the highest will be recommended as the design firm for the project.

The Selection Committee will make the final recommendation to the Socorro City Council.

Firms submitting proposals must provide one (1) loose original and four (4) bound copies of the complete Request for Qualifications and must be received no later than **2:00 P.M. December 15, 2015.**

GENERAL CONDITIONS

Limitations – This request for qualifications does not commit the City of Socorro to award a contract or to pay any costs incurred as a result of preparing such a response. The City reserves the right to accept or reject any and all responses received in response to this request, to negotiate with all qualified respondents or to cancel in part or in its entirety this request for proposal if it is in the best interest of the City. The Consultant Selection Committee may require consultant/attorney participation in negotiations, the result of which may require revisions to the response as submitted.