



Request for Qualifications

Land Surveying Services

RFQ# 925-09041RW

This a re-solicitation of ACC

RFQ 925-09032RW and

RFQ 925-08037RW

**Austin Community College
District-Wide**

QUALIFICATIONS ARE DUE ON OR BEFORE 2 P.M., SEPTEMBER 10, 2009

Qualifications received after the date and time specified will be returned unopened.

Addressed to:

Mr. Rodney Wheeler

Purchasing Department

RFQ#925-09041RW

9101 Tuscany Way

Austin TX 78754

Key Event Dates:

August 4, 2009

August 6 and August 10, 2009

August 15, 2009; NOON

August 17, 2009

September 10, 2009; 2p.m.

RFQ Issue Date

Advertise RFQ

Deadline for questions or comments

Issuance of Addendum if necessary

Deadline for submissions of qualifications

I. General Information& Requirements

- A. Declaration - Austin Community College Board of Trustees has delegated to the District Business Services Department the following responsibilities with respect to the selection of service providers for land surveying services district-wide.
1. designate and work with the Facilities and Construction staff to identify projects and services needed;
 2. serve as primary/first contact with all external professionals who may be hired for this project;
 3. submit rankings of respondents to the Evaluation Committee for final selection and approval;
 4. arrange for professional respondents' (finalists) presentations to the Evaluation Committee;
 5. serve as contact and as an oversight role throughout the project phases.

- B. Selection Process – This Request for Qualifications is the first step in a two-step process for selecting a land surveying firm or team.
- C. Steps:
Step 1 - The Initial Qualification Statement provides the information necessary for consideration and initial ranking by the Owner (herein identified by “Owner” or “ACC”). Based upon the initial ranking, the Owner may select up to three (3) of the top ranked qualified respondents to provide additional information for Step 2.
Step 2 – In Step 2, the qualified respondents selected from Step 1 will be asked to respond to a request for proposal (RFP) document and attend an interview with the Owner and its Evaluation Committee. The committee will then make a final selection of the most qualified respondent to negotiate for an award.
- D. Eligibility - Any land surveying firm or project team is invited to submit a statement of qualifications for consideration as a candidate for the new ACC District contract for land surveying services district-wide. Each land surveying firm or project team must present a statement of qualifications in order to be considered as a candidate, and an authorized representative of the land surveying firm’s prime contractor must sign the statement of qualifications.
- E. Licensure – All respondents must have legally required licensure so that all services required from them may be delivered in accordance with applicable law. Although proof of licensure is not required as a part of this response, team members are encouraged to submit photocopies of relevant current licenses.
- F. Inquiries – ACC will try to answer written inquiries concerning this RFQ, but shall not be obligated to do so. If a firm believes the scope of work to contain an error or is unclear, then the firm shall make a written inquiry of ACC. The foregoing shall not limit ACC's right to issue addenda to the scope of work prior to opening or to delay the date and time of opening in order to ensure that all firms are aware of and have had sufficient time to consider the addenda. Written inquiries should be addressed to:

Rodney Wheeler
Construction Buyer
ACC Purchasing
9101 Tuscany Way
Austin, TX 78754
Fax: (512) 223-1902
rwheeler@austincc.edu

- G. Public Information – ACC is a public institution and subject to the Texas Public Information Act. Any information submitted to ACC is presumed to be public information and available to the public. Any information or materials submitted to ACC that is considered confidential must be clearly marked "CONFIDENTIAL". If an outside individual or entity requests review or copies of the information marked Confidential, ACC will advise the Supplier of the request. If requested by the Supplier, ACC will request an Open Records Decision from the Attorney General's Office asserting appropriate

- exceptions to disclosure. The Supplier shall be responsible for substantiating the confidentiality of the information or materials requested.
- H. Historically Underutilized Business (HUB)/Minority Program – ACC is committed to encourage the use of HUB/Minority vendors when possible. Vendors are encouraged to provide a plan describing the Vendor's actions to encourage and utilize HUBs and Minority Business Enterprises.
 - I. Waiver of Formalities - Austin Community College District reserves the right to reschedule or cancel this request for qualifications at any time prior to this deadline and may consider submissions not made in compliance with this request for qualifications if it elects to do so, although the College will have no obligation for such consideration.
 - J. Exceptions – Firms should read and understand all terms and conditions contained herein. Exceptions MUST be taken at the time that the Qualifications are submitted, NOT during the Contract Award process.
 - K. No Reimbursement for Costs – Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.
 - L. Submission of Qualifications – The Owner will receive Qualification Statements at the time and location, and labeled as described below:

**QUALIFICATIONS MUST BE RECEIVED ON OR BEFORE
SEPTEMBER 10, 2009; 2 P.M. CENTRAL TIME.**

Purchasing Department
Austin Community College
9101 Tuscany Way
Austin, TX 78754
Attn: RFQ#925-09041RW

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- M. Evaluation Methodology
 - 1. Criteria for Evaluation - Under the provisions of Texas Government Code Subchapter A. 2254.003 and the Texas Education Code Section 44.031(f) ACC has selected the following criteria for evaluating land survey services as part of the overall contracting process to contract for land surveying services for the Austin Community College District.
 - a) Demonstrable recent experience in land surveying services of higher education projects. (30 points)
 - b) Demonstrable experience of the firm in provision of services of various sizes and scope. (35 points)
 - c) Professional references demonstrating the following: (15 points)
 - i) Quality of work.
 - ii) Keeping within established budgets.
 - iii) Timely completion of projects.
 - d) Historically underutilized business (HUB) participation. (10 points)

- e) Responses to RFQ, Part III, Paras A,B,C,D,E. (10 points)
- 2. Acceptance of Evaluation Methodology – By submitting Qualifications in response to the RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” firm will require subjective judgments by the Owner.

II. Project Description

- A. Background – Austin Community College District provides higher education services in a service area extending across eight counties. The District’s enrollment is expanding rapidly and the College will require modifications to existing campuses and future tracts to meet student needs.
- B. General – The District intends to contract for land surveying services in anticipation of future needs for services based on projected projects and historical utilization. As enrollment to the College increases, the need for expansions to existing campuses will warrant use of land surveying services. Future projects may involve developed or undeveloped tracts that will necessitate the utilization of the same services.
- C. Budget – The contract amount for the contract resulting from this RFQ/RFP process will be approximately fifty thousand (\$50,000) per fiscal year and not exceed one hundred thousand dollars (\$100,000) per fiscal year.
- D. Schedule - ACC intends to select the land surveying firm in this two-step process and initiate a contract for services by not later than October 31, 2009.

III. Step 1 Submittal Requirements Vol. I (General Firm data)

- A. Provide a Cover Sheet showing the RFQ number, RFQ title, the name, principal business address and principal Texas business address if it is not the same, telephone and fax numbers of the firm. This cover sheet must also include the name of the individual representing the firm, title, telephone number and email address. Finally, the cover sheet must have a statement that the response and all attachments are being submitted to Austin Community College District as a statement of qualifications and request for consideration of the firm as a candidate to provide Land Surveying Services for the Austin Community College District, and it must be dated and signed by the authorized representative.
- B. Provide a statement of interest for the project including a narrative describing the Prime Firm’s unique qualifications as they pertain to this particular RFQ.
- C. Provide a statement of availability and commitment of the firm and its principal(s) and assigned professionals to undertake the contract. Provide work experience and professional registration information for professional team members assigned to this contract.
- D. Provide a brief history of the firm. (Financial data will be requested in step2)
- E. Provide an organization chart of the contract team, identifying the firm and each professional proposed for the contract and clearly delineating the primary point of contact.

IV. Step 1 Submittal Requirements Vol. II (Specifics of the Regional team)

- A. Identification of Key Personnel

1. Identify key project personnel proposed for this contract and include resumes.
 2. Define roles & responsibilities of key personnel proposed for this contract.
 3. Demonstrate availability of key personnel to work on this contract.
 4. Provide an organizational chart showing lines of authority and responsibilities of key personnel.
 5. Describe how the firm's internal communication process will keep all team members informed.
- B. Experience of Key Personnel
1. Provide a brief description of the experience of key personnel on projects of varying size, scope, complexity, and cost.
 2. Provide the following information on three of the projects described in *B.1* above.
 - a) General location of the project;
 - b) Approximate size of the project in square feet, number of buildings, if more than one, and number of stories in each building;
 - c) Owner of the project at the time, including owner's contact information;
 - d) Firm role in the project and specific person from the firm that had principal responsibility for that project;
 3. Describe the roles of key personnel in the projects listed in *B.1* above.
- C. Firm Experience in Projects
1. Provide a brief description of the experience of the firm on three (3) new construction projects.
 2. Provide the following information on the three of the projects described in *D.1.* above:
 - a) Location of the project;
 - b) Approximate size of the project in square feet, number of buildings, if more than one, and number of stories in each building;
 - c) Firm role in the project and specific person from the firm that had principal responsibility for that project;
 - d) Provide client references for each of the three projects listed above including:
 - i) Owner of the project at the time of construction, including owner's contact information;
 - ii) The reference listed must have direct knowledge of the firm's work on the project and be able to speak about the project's budget, schedule, completion, and quality of workmanship.
- D. HUB/MBE Participation
1. Provide a detailed plan describing the firm's actions to encourage and utilize Historically Underutilized Businesses and/or Minority Business Enterprises in providing professional services for this contract. As part of the plan, include HUB participation data from the last five (5) publicly funded projects expressed as a percentage of the total cost of services provided for each project.
- E. Sustainability
1. Provide a description of the firm's experience in the provision of land surveying services.
 2. Provide a statement of the sustainable land surveying services which seem most appropriate for consideration for inclusion in an RFQ/RFP such as this.

- F. Criminal History – A notice of criminal history as provided by the Texas Education Code Section 44.034 is required for each key personnel. (Failure to provide this information will be grounds for disqualification of any team).
- G. Summary - A page or shorter summary of why your firm should be picked to provide land surveying services for Austin Community College District.

IV. Qualifications Statement Format (each submittal Volume)

- A. Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straight forward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- B. Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.
- C. Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.
- D. Page Size Binding, Dividers, and Tabs
 - 1. Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with locking metal D-ring hard cover binders, plastic comb binding, spiral- type bindings or staples. A complete electronic version shall be placed in a suitable carrier and submitted with the original printed package.
 - 2. Additional attachments shall NOT be included with the Qualifications. During Step 1 only the responses provided by the respondent to the questions identified in this RFQ will be used by the Owner for initial evaluation.
 - 3. Responses to subject areas identified in Vol I & Vol II of this RFQ must be identified by a separate tab and section containing the response.
- E. Qualification Statements shall be a MAXIMUM OF TWENTY (20) PRINTED PAGES.
- F. One electronic version of the complete original submittal will be on CD, DVD in an appropriate protective sleeve (USB memory stick is also acceptable) and filed behind the first tab in the original submittal document.
- G. One original and six (6) copies of the submission must be provided. The Original document must be clearly marked on the cover and throughout as the "ORIGINAL".

EXHIBIT A

DISCLAIMER STATEMENT

The undersigned by signing and executing this proposal, certifies and represents to the Austin Community College that Proposer has not offered, conferred or agreed to confer any pecuniary benefit, as defined by section 36.01 (3) of the Texas Penal Code, or anything of value, as consideration for the receipt of information or any special treatment or advantage relating to this proposal; the Proposer also certifies and represents that Proposer has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this proposal; the Proposer certifies and represents that Proposer has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Austin Community College concerning this proposal on the basis of any consideration not authorized by law; the Proposer also certifies and represents that Proposer has not received any information not available to other proposers and so further certifies and represents that Proposer has not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Proposer will not in the future offer, confer, or agree to confer anything of pecuniary benefit or any other thing of value to any officer, trustee, agent or employee of the Austin Community College in return for the person having exercised the person's official discretion, power or duty with respect to this proposal; the Proposer certifies and represents that it has not now and will not in the future, offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Austin Community College in connection with information regarding this proposal, the submission of this proposal, the award of this proposal or the delivery or sale pursuant to this proposal.

FELONY CONVICTION NOTIFICATION

State of Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states, "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____ **PHONE:** _____

SIGNATURE OF COMPANY OFFICIAL: _____

PRINT NAME/TITLE: _____ **DATE:** _____

- ☐ My firm is a publicly held corporation; therefore, this reporting requirement is not applicable. OR
☐ My firm is not owned nor operated by anyone who has been convicted of a felony. OR
☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Are you a certified Historically Underutilized Business (HUB)?

☐ Yes ☐ No

If yes, with whom are you certified? _____

Enter 5-digit certification number: _____

Please check corresponding box:

- | | | |
|---|-------------------------------|---------------------------------|
| ☐ Hispanic American | ☐ Male | ☐ Female |
| ☐ Black American | ☐ Male | ☐ Female |
| ☐ Asian Pacific American | ☐ Male | ☐ Female |
| ☐ Native American (Indian) | ☐ Male | ☐ Female |
| ☐ Woman (of any ethnicity) | ☐ Male | ☐ Female |

EXHIBIT B

REFERENCES

Submit three (3) references for which similar services have been performed.

- Company Name: _____

Company Address: _____

Full Name & Title of Contact Person: _____

Phone Number: _____

Facsimile No.: _____

Email Address: _____
- Company Name: _____

Company Address: _____

Full Name & Title of Contact Person: _____

Phone Number: _____

Facsimile No.: _____

Email Address: _____
- Company Name: _____

Company Address: _____

Full Name & Title of Contact Person: _____

Phone Number: _____

Facsimile No.: _____

Email Address: _____

State company name for identification purposes:

EXHIBIT C

"NO OFFER" RESPONSE

If your firm is unable to submit a proposal at this time, complete this form and return it to:

Austin Community College Purchasing Department
9101 Tuscany Way
Austin, Texas 78754
512-223-1300 ph, 512-223-1902 fax

by the date/time for submission of this Request for Qualifications (RFQ).

I/WE DID NOT SUBMIT FOR THE FOLLOWING REASONS:

(Please place an X by all the reasons that apply)

1. ___ Do not supply the requested product/service.
2. ___ Quantities offered or scope of job is TOO SMALL to be supplied by my company.
3. ___ Quantities offered or scope of job is TOO LARGE to be supplied by my company.
4. ___ Specifications are "too constrictive" or appear to be written around a proprietary process/product.
5. ___ Time frame for responding was too short.
 (Please elaborate on your primary reason for this judgment.)
6. Other reasons: _____

BY:

VENDOR SIGNATURE

DATE

PRINTED NAME & TITLE

PHONE NO.

COMPANY NAME

FAX NO.

EXHIBIT D

HUB/MINORITY SUBCONTRACTING PLAN

Submit a separate form for each subcontractor or supplier.

If no subcontracting opportunities exist, state, "Not Applicable" on the first line, below and submit the completed form with your response.

Company Name: _____

Address: _____

Phone: _____ RFQ No: _____

Description/Title of RFQ: _____

Name of Subcontractor/Supplier: _____

Address: _____

Phone: _____ Is subcontractor a certified HUB? ____ Yes ____ No

If yes, enter HUB certificate no: _____

Describe work to be done: _____

Dollar amount of contract with subcontractor/supplier: \$_____

Percentage amount of contract with subcontractor/supplier: %_____

Submit a separate form for each subcontractor/supplier.

EXHIBIT E

**NEGOTIATED RATES
(RESERVED UNTIL AWARD)**