



Facilities Planning and Construction  
3801 Campus Dr. | Building 34-03 | Waco, TX 76705  
254.867.3769  
800.792.8784  
[www.tstc.edu](http://www.tstc.edu)

## REQUEST FOR QUALIFICATIONS

For  
Land Surveying Services For  
Texas State Technical College – Waco, Texas

**Proposal # RFQ 130326**  
**Posted Date: 03/26/2013**

**All forms must be completed and returned for consideration.**

**Deadline for Submittal: April 16, 2013 at 2:00 PM Central Daylight Time**

<b><u>Mail Proposals to:</u></b> Texas State Technical College Procurement Services Attn: Melissa Warren, Director 3801 Campus Drive Waco, Texas 76705	<b><u>Hand Deliver Proposals to:</u></b> Texas State Technical College Procurement Services Attn: Melissa Warren, Director Patterson Hall, 2 <sup>nd</sup> Floor 103 10 <sup>th</sup> Street (on-campus address) Waco, Texas 76705
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Please note that the on-campus address is located on the TSTC Waco campus. There is a similar address in the downtown area of the city of Waco, Texas.  
**All bids MUST be delivered to the address listed on the TSTC campus**  
by the time and date listed above.

**Faxed Proposals will not be accepted.**  
**Emailed Proposals will not be accepted.**  
**Late Proposals will not be accepted.**

<b><u>Texas State Technical College</u></b> <b><u>Facilities Planning &amp; Construction:</u></b> Wm. Brian Pollard, Director FP&C 254-867-3769 - Building 34-03 3801 Campus Drive Waco, Texas 76705	<b><u>Texas State Technical College</u></b> <b><u>Office of General Counsel:</u></b> Susan Shafer 254-867-2082 3801 Campus Drive Waco, Texas 76705
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## **1. Services Requested**

Texas State Technical College – Waco, Texas (TSTC Waco) is accepting qualification statements from qualified land surveying firms for the purpose of entering into a contract to provide various land surveying services for the TSTC Waco campus.

## **2. General Campus**

TSTC Waco is a two-year vocational and technical training institution on an approximately 2,200 acre campus. The campus is located approximately eight miles north of the central business district of the city of Waco, Texas. The Campus is east of Interstate Highway 35 in McLennan County, Texas.

The campus was formerly the James Connally Air Force Base. The campus building structures include 210 duplexes, and 429 single family housing dwellings. The campus and facilities were inherited by TSTC through a 1960 U. S. Air Force Base / State of Texas real estate property transfer. The Red River Apartments complex was added in 1980, consisting of 56 two bedroom dwelling units. The Village Oaks Apartments were constructed in 1993 on the TSTC campus.

## **3. RFQ Requirements**

Interested firms will be required to comply with the terms conditions and specifications outlined in this Request for Qualifications. Various surveys will address, but not be limited to the following TSTC property:

- 3.1 Airport property
- 3.2 Leased tracts
- 3.3 Easements of record
- 3.4 Roads
- 3.5 Instructional areas
- 3.6 Residential areas
- 3.7 Administrative and support facilities and areas
- 3.8 Golf course property
- 3.9 Farm property
- 3.10 Any miscellaneous property

## **4. Minimum Qualifications Criteria**

The following minimum qualifications are required:

- 4.1 Five years of experience as a firm or business performing land surveying services
- 4.2 No current unresolved civil litigation or claims against the firm or business
- 4.3 Five similar projects or surveying contracts
- 4.4 Registered Professional Land Surveyor with the Texas Board of Professional Land Surveying
- 4.5 Documented land surveying in the state of Texas.

## **5. Submission Requirements**

Responses to this RFQ shall address each of the following requirements in the same order in which they are listed below:

- 5.1 Statement of Interest and Availability with respect to personnel and project team
- 5.2 Respondent General Information
  - 5.2.1 Name and address of respondent and applicable sub-consultant firms
  - 5.2.2 Phone number
  - 5.2.3 Email address and/or website of firm/respondent
  - 5.2.4 General qualifications and/or supporting data
  - 5.2.5 Firm profile including:
    - 5.2.5.1 Age of business
    - 5.2.5.2 Type of firm (Partnership, corporation, LLC etc.)

- 5.2.5.3 Firm history
  - 5.2.5.4 Firm size (Number of employees, and professionals by discipline)
  - 5.2.5.5 Areas of expertise, specialty and/or concentration
  - 5.2.5.6 Number of years performing land surveying services
- 5.3 Description of the team
  - 5.3.1 Point of contact
  - 5.3.2 Key personnel
  - 5.3.3 Resumes for key personnel
  - 5.3.4 Historically Underutilized Business Plan
- 5.4 Firm Experience and Past Performance

Submit up to five examples of similar projects and/or project experience, completed in the last five years. For each example provide a maximum one page description, including the institution name, location, project description, client name and contact information
- 5.5 Historically Underutilized Business (HUB) Firms

TSTC endeavors to promote full and equal opportunity for businesses to supply TSTC with goods and/or Services that are necessary to support TSTC's educational mission. In this regard, TSTC commits to select Proposers in accordance with (i) needs, (ii) resources, (iii) HUB goals and guidelines established by the Texas Legislature and the Texas Building and Procurement Commission, and (iv) policies and procedures for contracting with Historically Underutilized Businesses. As such, a HUB Subcontracting Plan must be included in this submittal of Qualifications. See the attached Exhibit, HUB Subcontracting Plan.
- 5.6 **Sexual Offender Search.** TSTC recognizes that some sexual offenders have completed their court ordered sentencing and punishment. TSTC also recognizes that some sexual offenders, after having served their sentence, are considered to not be a threat to society, and the State of Texas has approved them to work in Higher Educational environments. The Respondent ensures that it, and all of its subcontractors and assigns that will be on TSTC property have been searched on the Texas Public Sex Offender Registry. The Contractor also ensures that any employees or assigns that are on the Texas Public Sex Offender Registry or any other state or federal sexual offender registry are in compliance with federal laws and the laws of the State of Texas regarding sexual offenders. The Texas Public Sex Offender Registry website is: <https://records.txdps.state.tx.us/SexOffender>. The National Sex Offender Public Website is: <http://www.nsopw.gov/>. Any employees, subcontractors, or assigns that are shown on the website must be documented in the Qualifications. Include explanation and verification of any employees, assigns or subcontractors that appear on the sexual offender list that have met the requirements of the State of Texas to work on the property of higher education facilities.
- 5.7 Signature Page

Include one page with the printed name(s), title(s) and signature(s) of an authorized representative(s) of the business, authorizing and verifying the Qualifications, HUB Subcontractor Plan and billing rates included in the Qualifications.

## 6. Submission Format

Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, 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.

- 6.1 Qualifications shall be a MAXIMUM of fifty (50) printed pages, In addition to the cover, table of contents, and HUB Subcontracting Plan Form.

- 6.2 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings. DO NOT USE METAL-RING HARD COVER BINDERS.
- 6.3 Additional attachments shall NOT be included with the Qualifications.
- 6.4 Submittals shall include a "Table of Contents" and give page numbers for each part of the Qualifications.
- 6.5 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Respondent is not required to number the pages of the cover, table of contents, dividers, or the HUB Subcontracting Plan.

## 7. Submission Conditions

Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed.

- 7.1 Incomplete Qualifications will be considered non-responsive and subject to rejection.
- 7.2 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.
- 7.3 The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.
- 7.4 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ Submission Requirements, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 7.5 The Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFP, or subsequent Task Orders. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.
- 7.6 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.
- 7.7 **Right to Modify, Rescind, or Revoke RFP** -- TSTC reserves the rights to modify, rescind, or revoke this RFP, in whole or in part, at any time prior to the date on which the authorized representative of TSTC executes a Contract with the Selected Proposer.
- 7.8 **Binding Effect of Proposal** -- Unless otherwise agreed in writing, signed by an authorized agent of TSTC, each Proposer agrees to and shall be bound by the information and documentation provided with the Proposal, including prices quoted for Services.
- 7.9 **Signature, Certification of Proposer** -- The Proposal must be signed and dated by a representative of the Proposer who is authorized to bind the Proposer to the terms and conditions contained in this RFP and to compliance with the information submitted in the Proposal. Each Proposer submitting a Proposal certifies to both (a) the completeness, veracity, and accuracy of the information provided in the Proposal and (b) the authority of the individual whose signature appears on the Proposal to bind the Proposer to the terms and conditions set forth in this RFP. Proposals submitted without the required signature shall be automatically disqualified. See attached Exhibit, Signature Page.
- 7.10 **Risk of Loss, Damage, Delay** -- Proposer acknowledges and agrees to release and hold harmless the TSTC System, its campus components, Board of Regents, officers, employees, agents, and personnel, from and against any and all claims, liability, damages, and costs, including court costs and attorneys' fees, arising out of or pursuant to delivery of the Proposal or failure to deliver the Proposal to the Purchasing Office at TSTC, as designated in this RFP.
- 7.11 **Use, Disclosure of Information** -- Proposer acknowledges that TSTC is an agency of the State of Texas, and is therefore required to comply with the Texas Public Information

Act, Tex. Government Code Ch. 552. If a Proposal includes proprietary data, trade secrets, or information the Proposer wishes to except from public disclosure, then the Proposer must specifically label such data, secrets, or information as follows:

**"PRIVILEGED AND CONFIDENTIAL -- PROPRIETARY INFORMATION."** To the extent permitted by law, information labeled by the Proposer as proprietary will be used by TSTC only for purposes related to or arising out of the (a) evaluation of Proposals, (b) selection of a Proposer pursuant to the RFP process, and (c) negotiation and execution of a Contract, if any, with the Proposer selected.

- 7.12 **Public Disclosure --** All information, documentation, and other materials submitted in response to this solicitation are considered and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after the solicitation is completed. Please contact Jerry Sorrells by email at [Jerry.Sorrells@systems.tstc.edu](mailto:Jerry.Sorrells@systems.tstc.edu) for requests.
- 7.13 **Compliance with Applicable Laws, Regulations, Ordinances, Board of Regents Policies, University Policies and Procedures.** By submitting a Proposal, the Proposer agrees to and shall comply with all applicable local, state and federal laws and regulations, as well as with all applicable policies and procedures of the Texas State Technical College System. System policies and procedures may be accessed at the following Internet address: <http://www.tstc.edu>
- 7.14 **Safety** -- Constructor must comply with all applicable safety regulations, including but not limited to, the TSTC Waco, College Operating Procedure (9.16) Contractor Safety. The "COP" may be downloaded or viewed at this electronic link: <http://iam.tstc.edu/users/cop/COP9.16-01-13-03.pdf>
- 7.15 **Request for Electronic Copy** -- A Proposer may request an electronic copy of the RFP pursuant to a written request sent to the Procurement Office at the address listed above.
- 7.16 **Request for Clarification by TSTC** -- TSTC reserves the right to request clarification of any information contained in a Proposal.
- 7.17 **Contract Award** -- A response to the solicitation is an offer to contract with Texas State Technical College based on the terms and conditions contained therein. RFP's do not become contracts and are not binding until a written contract, signed by authorized College administrator and authorized personnel of the awarded vendor pursuant to this RFP.
- 7.18 **Submitted Responsive Documents** -- The RFP and submitted responsive documents, or portions of each, and at the College's sole discretion, may become incorporated by reference and a part of the written contract and will be binding on both the College and the Proposer after execution of the contract by both parties.
- 7.19 **Taxes** -- TSTC is tax exempt as a governmental subdivision of the State of Texas under Texas Tax Code Section 151.
- 7.20 **Ethics Conduct** -- Any direct, or indirect, actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in TSTC orders and contracts.

## **8. Documents Attached to this RFP**

Documents included in this RFP that pertain to making a proposal for this project are listed as follows:

- 8.1 Agreement between Owner and Surveyor (Only filled out in the event of contract award)
- 8.2 HUB Subcontracting Plan Worksheet