

REQUEST FOR QUALIFICATIONS
Land Survey Services

RFQ# 2018-01

Georgetown Housing Authority, GHA, is requesting qualified persons, firms, partnerships, corporations, or professional organizations to provide a proposal for Land Survey of the GHA's public housing property. Through this process GHA is looking to achieve the following goal: a partial land survey of the public housing property that informs planned growth. To this end, GHA encourages proposals that will achieve this goal, and is seeking to engage one firm for this service.

This RFQ is also available on the GHA's website under the Vendor/RFP Tab: <http://www.georgetownha.org/vendors.htm>

Proposals will be accepted no later than 11:30 A.M. on **January 25, 2018**, at which time proposals will be reviewed, and those firms whose proposals most appropriately meet the Housing Authority's needs will be considered. Faxed responses will not be accepted. Site visits can be scheduled upon request. If you have any questions or inquiries concerning this proposal, please submit them in writing to P.O. Box 60, Georgetown, Texas 78627 or by email to nikki.brennan@georgetownha.org on or before 4:30 P.M., **January 11, 2018**.

Administrative Information

Final proposals, as further described herein, should be addressed to:

Nikki Brennan, Executive Director
Georgetown Housing Authority
210 West 18th Street
Georgetown, Texas 78626

PHONE: (512) 863-5565
HOURS: 8:30AM –
5:00PM

Time is of the essence, and any proposal received after the announced time and date for submittal will not be considered.

Enclosed is a proposal packet outlining the items being solicited, instructions describing the submission of the proposal, and an explanation of the proposal evaluation process.

Respondents to this RFQ should mail or deliver in person one original and (7) paper copies submitted to nikki.brennan@georgetownha.org .

Please include in the proposal package a copy of the current business license(s), Three (3) references. Your interest and participation in submitting a proposal is appreciated.

RFQ PACKAGE

RFQ# 2018-01 Land Survey Services

This proposal package defines:

1. Services sought
2. Generally outlines
 - a. Requirements,
 - b. Timeline for RFQ,
 - c. Decision criteria for bid evaluation, and
 - d. Timeline for the actual work

Background

The Authority was formed to provide desirable homes and communities for lower income individuals and families through innovative collaborations with public and private enterprises. The Authority's primary activity is to provide safe and affordable housing to low income and elderly families through the Low Rent Public Housing (Low Rent) and Housing Choice Voucher (HCV) programs funded by the U S Department of Housing and Urban Development (HUD).

GHA is seeking specialized services to generate a **partial** land survey of its 25 acres of land. This present RFQ solicits proposals limited to land surveying for the site/land located at Development 1 and Development 2 for proposed additional 14 dwelling units. (Ten 700 sq. ft one bedroom units, and four 900 sq. ft. two bedroom units).

Scope of Work for the Present RFQ

The expansion requires the services of a land surveyor that includes depicting the findings of the survey and accurately documenting the existing physical site conditions, including, but not limited to:

1. Property and easement lines;
2. Location and elevations of structures;
3. Location and elevation of other physical features;
4. Locatable restrictions;
5. Rights-of-way/easement lines affecting the parcel.

Surveys will show:

1. Confirm or furnish a legal description which conforms to the Record Title Boundaries for the specific housing plots proposed. Prior to making this survey, the Surveyor shall, insofar as possible, acquire data including, but not limited to, deeds, maps, certificates or abstracts of title, section line and other boundary line location in the vicinity.
2. Adjacent streets and driveways and the limits of pavement, gutters and sidewalks;
3. Public utilities as identified from the record or evidenced on the surface of the ground.
4. Underground utilities and/or other infrastructures not evidenced on the surface will be shown as they are available from ANY existing records;
5. Topographic contour lines at elevation intervals of 0.5 feet, (6") or such lesser intervals as may be required to determine existing drainage patterns.

6. Existing site improvements, including the following:
 - a. Buildings;
 - b. Roads, gutters, curbs, curb cuts, parking, ramps, landings and walks;
 - c. Location and characteristics of power and communications systems above and below grade;
 - d. Light poles, irrigation back-flow valves and control valve boxes;
 - e. Fencing; and
7. Any additional relevant information that may inform future development.

Maps will show natural features within the limits of the survey, trees, rock outcroppings, swales, depressions, and other features evidenced during the survey.

In addition, the successful consultant will ensure that GHA complies with all laws and regulations concerning land surveying and site planning.

Time of Performance

GHA is requesting the selected firm to complete the land surveyor services by March 7,

2018. RFQ Timeline and Actual Work Schedule

1. December 17, 2017 - Advertisement for Bid and Release of RFQ# 2018-01
2. January 11, 2018 - Deadline for submission of questions concerning RFQ# 2018-01
3. January 25, 2018 - All proposals due to GHA main office by 11:30 A.M.
4. January 29, 2018 – Qualification reviews and selection; interviews of firms (if required)
5. February 1, 2018 - Notification to selected firm and anticipated contract award date
6. March 7, 2018 - Work completed; land survey submitted to nikki.brennan@georgetownha.org or to the GHA main office by 5:00 P.M.

Selection Criteria: Terms and Conditions

The most highly qualified offerors designated from the RFQ process will provide qualifications consisting of a detailed scope of services. After submission of the qualifications, offerors may be requested to participate in an interview process.

After the evaluation, the Selection Committee will identify the consultant/firm that can provide the greatest overall benefit to GHA. Should GHA be unsuccessful in negotiations with the firm with the highest score, the firm with the second highest score will be extended the opportunity to negotiate a contract.

Each Submission will be evaluated and ranked on the criteria set forth below. The criteria will be weighted as noted below in determining award.

Statement of Qualification Response (100 Points)

1. 40 points – Overall qualification of the team and business providing the services
2. 20 points – Demonstrated ability to work within the proposed timeline
3. 10 points – The extent to which the service meets the need (demonstration that the prospective consultant/firm has actually provided high quality accurate land surveys including maps and plats)
4. 20 points - Applicable references (demonstrated breadth of experience in actually performing land surveys, and other related services requested in this RFQ for other customers)
5. 05 points – Litigation History (declaration of non-issue or summary of litigation, arbitration and negotiated/settled history with previous clients)
6. 05 points - History of working in Williamson County

Business Information

Upon submission of qualifications please provide the following information:

1. Firm name
2. Address
3. Telephone
4. Fax
5. Name and Email of main contact

6. Social Security number or Federal Tax I.D. Number (whichever is applicable)

Other stipulation

Statement of Qualification shall be signed by an authorized representative. By submitting a statement, the proposer certifies that all information provided in response to this RFQ is true and accurate. Failure to provide information required by the RFQ will ultimately result in rejection of any statement. Include HUD Forms-5369B, and 5369C.

Each submittal must conform and be responsive to the requirements set forth in this RFQ. GHA reserves the right to waive any informalities or irregularities in received submittals. Further, GHA reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. GHA hereby notifies all respondents that it will affirmatively insure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit their responses to this RFQ, and no respondent will be discriminated against on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, medical condition, physical disability, or sexual orientation on consideration for the award.

GHA reserves the right to change the dates on the schedule without prior notice

