

**Request for Proposals (RFP)**  
**Professional Land Surveying Services**

**Bid No: 2026-107**

**Bid Post Date: Monday, 04-06-2026**

**SOQ Submittal Date and Time: Tuesday, 04-21-2026 at 2:30 p.m. mst**

**Overview & Purpose**

Pursuant to the Professional Services Procurement Act, Subchapter A, Chapter 2254, of the Texas Local Government Code, the Town of Horizon City (TOHC) is requesting sealed Statements of Qualifications (SOQs) from Texas registered Land Surveying firms to provide comprehensive on-call land surveying services to include, but not limited to, preparation of metes and bounds legal descriptions, plat reviews, field surveys, closure reports, deed research, identification of property lines, elevations, rights-of-way and establishment of monuments and benchmarks. Close collaboration with the TOHC shall be essential to achieving project objectives.

This qualifications-driven selection will emphasize demonstrated expertise and experience in comprehensive land surveying services, quality controls and public engagement strategies.

The TOHC shall review SOQ's and shortlist qualified firms for consideration of work. Shortlisted firms shall be retained on a two-year on-call Land Surveying Services Agreement with an option to extend one (1) additional year.

No pricing or fee information is requested at the time.

Any inquiries regarding this SOQ must be submitted in writing, five (5) days prior to the submittal deadline, to Mr. Arturo Rubio, Planning Director for the TOHC at the following email address: [arubio@horizoncity.org](mailto:arubio@horizoncity.org).

The TOHC will evaluate inquiries and determine if an Addendum will be issued.

SOQ's shall be evaluated using the following criteria matrix:

<b>No.</b>	<b>Evaluation Criteria</b>	<b>Points</b>
1.	Quality of Vendor Service	20
2.	Vendor's Experience	15
3.	Vendor's Project Understanding	15
4.	Vendor's ability to staff project	15
5.	Vendor's quality of Project Team	10
6.	Vendor's ability to meet Owner's needs	10
7.	Vendor's past relationship with the TOHC	5
8.	Project Quality Control/Quality Assurance	5
9.	Vendor's References and Reputation	5
<b>Total Points</b>		<b>100</b>

The SOQ submittal shall consist of six (6) hardcopy sets and one (1) electronic copy using a CD or flash drive. The TOHC shall discard extra SOQ sets that exceed the requested amounts. The TOHC shall notify any firms of disqualification.

The SOQ is limited to 12 pages on 8 ½” x 11” sheets. A page that has information on both sides shall be counted as two (2) pages toward the twelve (12) page limit. The SOQ shall address each item described below:

**Item 1: Cover Letter:** Shall address authorized signatory, state registration number, services offered, years of experience, scope overview and understanding, technical approach, quality control, stakeholder engagement strategy and confirmation of ability to execute a surveying service contract in a timely manner.

**Item 2: Prime Consultant Information:**

- 2.1 Incorporation date and office locations
- 2.2 Organizational chart
- 2.3 Number of Registered Professionals
- 2.4 Total number of Employees
- 2.3 Project Understanding
- 2.5 Team Availability statement

**Item 3: Sub Consultant Team:**

- 3.1 GIS/Mapping

**Item 4: Relevant Project Experience**

- 4.1 List four (4) relevant projects that were successfully completed. List shall include:
  - 4.1.1 Client Name
  - 4.1.2 Project Name
  - 4.1.3 Scope Summary
  - 4.1.4 Service fees
  - 4.1.5 Outcome (was the project completed within scope, schedule and budget)

**Item 5: References** (minimum 3) with contact information (title, address, telephone number, email);

- 5.1 Reference Number 1
- 5.2 Reference Number 2
- 5.3 Reference Number 3

A debarment check will be performed prior to execution of a contract. The Planning Director shall confirm that the vendor does not appear on the debarment list maintained by the federal government at sam.gov.

The Cone of Silence shall begin on the date that the RFQ is issued and will end on the date of the Notice of Award. No person or registrants shall engage in any lobbying activities with Town officials, employees, or representatives, prior to Award.

A non-mandatory Pre-proposal conference is scheduled for Tuesday, 04-14-2026 at 11:00 a.m., mst. at City Council Chambers, 14999 Darrington Road, Horizon City, TX 79928.

Sealed SOQ's must be submitted before the deadline date and time. Late submittals will be rejected. The TOHC reserves the right to reject any and all SOQ's received.

The SOQ must be received by Tuesday, 04-21-2026 at 2:30 p.m. at:

**The Town of Horizon City**  
**Bid No. 2026-107, Professional Land Surveying Services**  
C/O: Mr. Arturo Rubio, Director of Planning  
14999 Darrington Road  
Horizon City, Texas 79928