



## **Engineering Department**

### **Request for Statement of Qualifications Residential Street Reconstruction Projects**

September 27, 2013

Dear Consultant:

The City of Carrollton is seeking Statements of Qualification for the design of residential street projects. Most streets will generally require only sewer line replacements but some will require both water and sewer replacements. No storm sewer system improvements are anticipated but the individual systems may be evaluated for adequacy. Firms will be ranked based on responses in the SOQ and rankings will be used for awarding design projects as they come up during the next year and a half. The first two projects will be in the Carrollton Downs Subdivision located in the southwest quadrant of Belt Line and Webb Chapel which will be bid in 2 phases. Ridgedale and the streets north of it will be Phase 1 and streets to the south will be Phase 2. Other residential streets may be considered based on the outcome of the November 5, 2013 bond election.

The Engineering Department will accept written Statements of Qualification from engineering consultants through 11:30 AM, October 24, 2013 at 1945 E. Jackson Road. Late submittals will not be accepted.

If your firm is interested, please submit four (4) copies of your SOQ. The SOQ shall be five (5) 8-1/2" x 11" pages (Times Roman, 12 font) with 1" margins, excluding an appendix that includes one-page resumes of no more than three team members that would be assigned to the project. Not following these guidelines may be cause for rejection.

Part 1 of the SOQ shall be no more than 2 pages and shall include the following:

- Information on the firm including office location and a general breakdown of staff (PE's, graduate engineers, techs, etc.) in the office that the work will be performed in.
- Qualifications of the firm and proposed team members.

Part 2 of the SOQ shall be no more than 3 pages, shall not include any reference to the company name, and shall include the following:

- A description of your understanding of a typical residential street reconstruction project,
- A discussion of typical design and construction issues,
- A proposed design schedule of not more than 12 months and the ability to meet this schedule, and

- A list of similar projects in scope that the proposed team members have completed over the last five years including scope, cost and design duration.

Part 1 and the Appendix shall be stapled together and Part 2 shall be stapled together and separate from Part 1.

#### SELECTION PROCESS:

Once all proposals are received, each shall be numbered by the department secretary. A selection committee will be formed and will initially only receive Part 2 with a number corresponding to the proposer. The committee will then review Part 2 based on the following criteria:

- Knowledge, skills and experience related to residential street design.
- Explanation of typical construction issues encountered in residential street.
- Demonstration of previous residential street design and construction experience in a municipality within the last five years.
- Demonstration of previous work where the project design schedule was met.

Once all the qualifications are reviewed, staff will formulate a short list at which time Part 1 qualifications will be considered and a final ranking determined. If a firm is selected based on the SOQ, contract negotiations will begin. If a satisfactory contract cannot be negotiated with that firm, the City shall formally end negotiations with that firm and consider the next most favored provider and attempt to negotiate with that firm. The City reserves the right to reject any and/or all proposals and to waive any and/or all technicalities and informalities received in response to this RFQ.

If the city decides to interview selected firms, the interview will consist of a 20-25 minute presentation, followed by a 15-20 minute question-and-answer session with a city staff panel. The presentation your consultant team will make may be of a content/format of your choosing, but it should illustrate your overall work approach, experience, scope highlights, and personnel to be applied to the project. Three members of your consultant team may be present at the interview which shall include the proposed project manager.

Based on the results of the SOQ evaluation and/or interview, the city will choose the most qualified firm(s) to award the project(s). The city may also choose to designate other highly qualified firms for future projects. If a firm is so designated, they will be informed in writing or via email. Such designation will be effective through December 31, 2015.

Due to the page requirement, this SOQ should be clear and concise. All questions should be directed to Tom Geier at (972) 466-4230.