

Engineering Department

Request for Statement of Qualifications Drainage Projects

January 13, 2014

Dear Consultant:

The City of Carrollton is seeking Statements of Qualification for the analysis and/or design of drainage facilities. Drainage projects may include one or more of the following tasks:

- HEC HMS / RAS Modeling
- Two dimensional modeling using XPSWMM or compatible program
- Drainage channel design
- Section 404 of the Clean Water Act Permitting with the Corps of Engineers
- Design of drainage systems including inlets, piping and associated drainage issues
- Other related drainage design

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 two years. The anticipated projects include the following:

- Channel Improvements
 - o Indian Creek Phase 2
 - o Indian Creek Phase 1
 - o Improvements to Hutton Branch in the downtown area
- Drainage Improvements
 - Downtown drainage improvements (major piping improvements to be coordinated with I-35E project)

The Engineering Department will accept written Statements of Qualification from engineering consultants through 5:30 PM, February 20, 2014 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 ten (10) 8-1/2" x 11" pages (Times Roman, 12 fonts) with 1" margins, excluding an appendix that

includes one-page resumes of no more than five 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 3 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 7 pages, shall not include any reference to the company name, and shall include the following:

- A description of your understanding of a drainage project channel, modeling, and/or piping infrastructure,
- A discussion of typical design and construction issues,
- 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 drainage design.
- Explanation of typical issues to be expected in a drainage project.
- Demonstration of drainage experience in a municipality within the last five years.
- Description of innovative designs or processes that aid in design or project permitting

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 Mike McKay at 972-466-3183..