



Engineering Department

Request for Statement of Qualifications Right-of-Way Acquisition Services

February 9, 2021

Dear Consultant:

The City of Carrollton is seeking Statements of Qualification (SOQ) for a professional services contract for right-of-way acquisitions and real estate transactions. This contract will include professional services for right-of-way acquisitions, buying and selling parcels of land, easement abandonments/acquisitions, title searches, appraisals, essential real estate surveying services, and closing assistance. Firms will be ranked based on responses in the SOQ and rankings will be used for awarding projects as they come up during the next two years.

The Engineering Department will accept electronic Statements of Qualification from right-of-way consultants until 11:00 AM, March 4, 2021. Late submittals will not be accepted.

Submission of SOQ's shall consist of the following two separate parts:

Part 1 of the SOQ shall consist of the following and not include any reference to the company name (includes page footers and logos):

- A description of your understanding of the type of testing services you are submitting on,
- A discussion of typical right-of-way/real estate transaction issues,
- A list of services offered exclusively IN-HOUSE
- A list of services REGULARLY outsourced by the company.
- Special services other than right-of-way acquisitions, real estate transactions, and other services listed in paragraph one of this document that the firm offers in-house. This may include surveying, permitting, legal research, etc.
- A list of similar contracts that the proposed team members have completed, or are working on currently, for the past five years.

Part 2 of the SOQ shall include the following:

- Information on the firm including office location and a general breakdown of staff in the office that the work will be performed in.
- Qualifications of the firm and proposed team members.
- An appendix that includes one-page resumes of no more than three team members that would be assigned to the project may also be included and does not count against the ten page maximum.

If your firm is interested, please email ONE (1) copy of each part of the SOQ in electronic pdf format to carmella.flemming@cityofcarrollton.com. The SOQ shall be divided into two parts, each a maximum of ten (10) 8-1/2" x 11" pages (Times Roman, 12 font) with 1" margins. Not following these guidelines may be cause for rejection. Electronic submittals shall be as two separate files labeled Part 1 and Part 2.

Qualifications will be reviewed by City staff. Staff may formulate a short list to interview. If a firm is selected based on the SOQ, contract negotiations will begin immediately. 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.

Subsequent to the initial review, the city may either select directly, request additional information, or may elect to interview an unspecified number of firms. Further instructions will be given if the city elects to interview.

Based on the results of the SOQ evaluation and/or interview, the city will choose the most qualified firm(s) for this contract. If a firm is so designated, they will be informed in writing or via email. Such designation will be effective for an approximate two year period after contract award.

Due to the page requirement, this SOQ should be clear and concise. All questions should be directed to the Civil Engineering Division Manager, Matt Brennan, P.E., at matthew.brennan@cityofcarrollton.com. Other than the aforementioned Civil Engineering Division Manager and Engineering Administrative staff, contact shall not be made with any City personnel including but not limited to Engineering department staff, other departmental staff, City officers, and City Council members. Violation of this provision is ground for rejection and will result in disqualification.

Thank you for your interest,
Matt Brennan, P.E.
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