



## Engineering Department

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

August 9, 2021

**The Engineering Department will accept written Statements of Qualification from engineering consultants until 11:00 AM Tuesday, August 31, 2021 at the offices of the Director of Engineering, Carrollton City Hall, 1945 E. Jackson Road, Carrollton, Texas 75006. Late submittals will not be accepted.**

The City of Carrollton is seeking Statements of Qualification for the design of residential street and alley projects. Projects may consist of a comprehensive set of services including pavement, water, sanitary sewer and storm system design along with supportive services such as survey and geotechnical investigations. Adjacent alleys may also be part of the work. Firms will be ranked based on responses in the SOQ and rankings will be used for awarding design projects as they are scheduled through the remainder of the current bond cycle and into the next.

Sample projects may include but are not limited to the following:

- Nottingham Estates Subdivision – paving, water, sewer, and stormwater
- Windmill Hill Subdivision – paving, sewer, and stormwater
- Whitlock Estates Subdivision – paving, water, sewer, and stormwater
- Woodlake Subdivision 4/5 – paving, water, sewer, and stormwater
- Morningside Subdivision – paving, sewer, and stormwater
- Crooked Creek – paving, sewer, and stormwater
- McCoy (Trinity Mills to Frankford) – paving, water, sewer, and stormwater
- Cemetery Hill (McCoy to Frankford) – paving, sewer, and stormwater
- Denton Drive (Hutton Bridge to Jackson) – paving and stormwater
- Broadway (South End to Crosby) – paving, water, and sewer
- Crosby Road (I-35E to Josey) – paving and water

If your firm is interested, please submit ONE (1) unbound copy of your SOQ along with an identical electronic copy in pdf format on a flash drive. The SOQ shall be a maximum of ten (10) 8-1/2” x 11” pages (Times Roman, 12 font) with not less than 0.75” margins (single-sided, no dividers, page separators, covers, tabs etc). An appendix that includes one-page resumes of no more than three team members that **WILL ACTUALLY BE ASSIGNED AND INTEGRAL TO DESIGN** of the project may also be included and does not count against the ten-page maximum. Not following these guidelines may be cause for rejection.

Part 1 of the SOQ shall be a maximum of two pages and include the following:

- Information on the firm including office location in which design will be performed and a general breakdown of staff (PEs, graduate engineers, field technicians, etc.).
- Qualifications of the firm and proposed design team members.
- A list of services offered exclusively IN-HOUSE (as applicable to this project type).
- A list of services REGULARLY outsourced by the company (as applicable to this project type).
- Brief narrative of very unique design solutions to challenges on previous projects such as non-signalized traffic calming, alternative materials or construction methods, etc.

Part 2 of the SOQ shall consist of SIMILAR projects that include the following (as available):

- Projects should be completed or in advanced design within the past five years in which respondent was prime firm.
- List primary design team members performing actual design\*.
- Location and general project limits with city.
- Project metrics: LF pavement, storm, water, and/or sewer, width, number of lanes, etc
- Special services included in contract such as geotechnical investigations, survey, SUE, etc.
- Dates of design completion and construction completion\*\*.
- Engineer's estimate of probable cost and actual bid amount\*\*.
- Municipal contact with phone number.

\*Cursory or QC review is not applicable. As much as we respect them, unless a principal-in-charge or other senior firm member performs design calculations and seals plans, they are not considered integral to design.

\*\*For projects in which construction has been completed

Qualifications will be reviewed by City staff. 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. Once a firm is selected, contract negotiations may 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.

Due to the page requirement, this SOQ should be clear and concise. Furthermore, graphics and photos are discouraged, and pertinent information is preferred. All questions should be directed to Andrew I. Combs, PE at [Andrew.combs@cityofcarrollton.com](mailto:Andrew.combs@cityofcarrollton.com) (Cutoff for questions is 5:30p 8/25/21). Other than the aforementioned CIP Division Manager, 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,  
Andrew I. Combs, PE  
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