



Engineering Department

Request for Statement of Qualifications **Transportation Engineering On-Call Services**

May 1, 2023

PROJECT DESCRIPTION:

The City of Carrollton is seeking Statements of Qualification (SOQ) for Transportation Engineering On-Call Services, including the seven (7) elements listed below:

1. Intersection / Median Improvements
2. Traffic Signal Design
3. Street LED Lighting Design
4. Traffic Impact Studies
5. Traffic Signal Timing
6. Railroad Crossings & Quiet Zones
7. Environmental & Corridor Studies

Firms will be evaluated and ranked based on responses in the SOQ and may be further evaluated and ranked based on interviews. Final rankings will be used for establishing the *Most Qualified List for Transportation Engineering Services*. Then, the city will award projects contracts for on-call services as the City identifies the need for projects, and at the convenience of the City.

The Engineering Department will accept written Statements of Qualification from engineering consultants through **5:00 PM, June 1, 2023** at 1945 E. Jackson Road. Late submittals will not be accepted.

CONTENT OF SOQ:

If your firm is interested, please submit four (4) copies of your SOQ, or you may submit electronically (PDF) via email or USB flash drive. The SOQ shall be no more than eight (8) 8-1/2" x 11" pages (Times Roman, 12 fonts) with 1" margins, plus any cover sheets and a resume appendix. The resume appendix shall include no more than five (5) additional one-page resumes of 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 5 pages plus cover sheet, **shall not include any reference to the company name**, and include an *Overall Approach to Work Statement*. Part 1 shall further demonstrate competence and qualification in all seven (7) transportation engineering service elements listed below by providing brief descriptions of projects that proposed team members have worked on that are similar in scope to the service elements. The scope of each project listed shall have been active in the last five (5) calendar years. Project descriptions shall include contract budget, month and year project stated, duration services, county/state of work, and generic title of project.

1. Intersection / Median Improvements.
2. Traffic Signal Design Projects
3. Street LED Lighting Designs
4. Traffic Impact Studies
5. Signal Timing Experience
6. Railroad Crossings & Quiet Zones (NOI. Plans & Specs, and/or NOE)
7. Environmental & Corridor Analysis/Mitigation Studies

Part 2 of the SOQ shall be no more than 3 pages plus cover sheet and include the following:

- Information on the firm including firm description and/or history, office location, contact information, Project Manager, Deputy Project Manager, and a general accounting of local office staff (PE's, graduate engineers, techs, etc.) in the office where the work will be performed in.
- Qualifications of the overall firm.
- *Resume Appendix*: Qualifications of proposed team members; no more than five (5) additional pages.

Part 1 with the *Approach Statement* shall be stapled together, and Part 2 with the *Resume Section* shall be stapled together and separate from Part 1. Part 1 **shall not** include any reference to the company name, team members, and shall have no letterhead. -Both Part 1 and Part 2 shall have a cover page that is simply titled "Part 1" and "Part 2" respectively.

SELECTION PROCESS:

Once all proposals are received, each shall be numbered for identification by the department secretary. A Selection Committee will be formed and will initially only receive, review, and rank the numbered Part 1. The committee will identify a preliminary short list, and then Part 2 qualifications will be considered, and a final ranking determined to identify the *Most Qualified List for Transportation Engineering Services*. If a firm is selected to the *Most Qualified List*, they will be informed in writing or via email. Such designation will be effective through 2026.

Collectively, Part 1 and Part 2 will be reviewed and ranked based on the following criteria:

- Overall Approach
- Competence and qualification in all seven (7) elements
- Qualifications of firm
- Staff Resumes

Once city staff identifies the need for a project, contract negotiations will begin with a firm on the *Most Qualified List*. If a satisfactory contract cannot be negotiated with the initial firm, city staff shall formally end negotiations with the initial firm and consider another most qualified engineering consultant and attempt to negotiate with that firm.

The City reserves the right to reject any and/or all SOQs, and to waive any and/or all inconsistencies with the requirements in the SOQs to the benefit of the City. The city may also choose to designate other highly qualified firms for future projects based on this Request for SOQ. Due to the page requirement, the submitted SOQ should be clear and concise. All questions should be directed to John Romberger at john.romberger@cityofcarrollton.com.