



Engineering Department

Request for Statement of Qualifications Materials Testing and Geotechnical Engineering Services

June 9, 2023

Dear Consultant:

The City of Carrollton is seeking Statements of Qualification (SOQ) to enter a professional services contract for materials testing, inspections, and geotechnical engineering services. This contract will include testing services for soil, concrete, aggregate, asphaltic concrete, steel reinforcing, and masonry along with specialized materials testing and inspection services related to vertical construction. Firms will be ranked based on responses in the SOQ and rankings will be used for awarding projects as they come up during an approximate two year period.

The Engineering Department will accept written Statements of Qualification from engineering consultants for Materials Testing and Geotechnical Engineering Services until 11:00 AM, Monday July 10, 2023 at the offices of the Director of Engineering, Carrollton City Hall, 1945 E. Jackson Road, Carrollton, Texas 75006.

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) physical single-sided 8-1/2" x 11" pages (Times Roman, 12 font) with 0.75" margins. 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 for a maximum submission of 13 pages (10 SOQ & 3 resumes). Cover letters, tab or separator pages, etc count against the page limit. Not following these guidelines may be cause for rejection.

The SOQ shall include the following:

- Firm name and full contact information including email address, website, physical address, phone, and contact person.
- Information on the firm including office location and a general breakdown of staff (PEs, graduate engineers, field technicians, etc.) in the office in which the work will be performed.
- Qualifications of the firm and proposed team members.
- A statement about whether your firm has minimum number of hours that is charged for for any service (such as on-site density or concrete testing).
- A list of services offered exclusively IN-HOUSE
- A list of services REGULARLY outsourced by the company (may include sub name if teamed with regularly).
- Special services other than Geotech, concrete and other materials listed in paragraph one of this document that the firm offers in-house. This may include structural steel, welding, painting/coatings, roofing, etc.

- Examples of projects illustrating expertise in areas listed above such as sample projects or a list of similar contracts that the proposed team members have completed in the past five years or are currently active.

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 geotech2023@cityofcarrollton.com. Direct 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. Late submittals will not be accepted.

Thank you for your interest,
Andrew I. Combs, PE
CIP Division Manager
City of Carrollton Engineering Dept.
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Carrollton, Texas 75006