



## Engineering Department

# Request for Statement of Qualifications for Professional Engineering Services EPA Lead and Copper Rule Revision Compliance

August 2, 2023

**The Engineering Department will accept written or electronic Statements of Qualification from Engineering Consultants until 11:00 AM Thursday, September 7, 2023, at the offices of the Director of Engineering, Carrollton City Hall, 1945 E. Jackson Rd, Carrollton, Texas 75006 or via submission to [LCRR@cityofcarrollton.com](mailto:LCRR@cityofcarrollton.com). Late submittals will not be accepted.**

The City of Carrollton is seeking Statements of Qualification (SOQ) from interested and qualified engineering firms for professional services related to the EPA's Lead and Copper Rule Revisions (LCRR). It is expected that the professional services may include, but are not limited to, the following components:

- Development of a service line inventory plan in compliance with the EPA's Lead and Copper Rule.
- Data collection and analysis of service line materials, including identifying lead and copper service lines.
- Collaborating with City staff and utility providers to access and evaluate service line data.
- Conducting field surveys and inspections to verify service line materials.
- Preparation of accurate and comprehensive reports detailing the findings and recommendations.
- Providing guidance and support during the implementation of remediation measures, if necessary.

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 selection of the most qualified firm for the *EPA Lead and Copper Rule Revision Compliance* project.

Submission of SOQ's shall contain a maximum of seven pages total and include the following:

- Information on the firm, including office location and a general breakdown of staff.
- List of key personnel and qualifications of the proposed team.
- Reflect experience in developing programs, Standard Operating Procedures (SOPs), and policies related to Federal and/or State rules and regulations. Consultant should be familiar with the current and proposed Lead and Copper Rule, including various programs to maintain/ensure compliance.

- Brief description of previous projects related to water distribution systems and compliance with environmental regulations, preferably with proposed staff and client reference.
- Outline of the proposed approach and methodology for conducting the service line inventory.
- Description of available resources and technology to support the project.
- An appendix that includes one-page resumes of team members who would be assigned to the project may also be included and **does not count against the seven-page maximum.**
- Statement addressing any conflicts of interest your firm, or any key individuals of the firm, may have with the project or City. **This page does not count against the seven-page maximum.**

If your firm is interested, please email ONE (1) copy of the SOQ in electronic pdf format to [LCRR@cityofcarrollton.com](mailto:LCRR@cityofcarrollton.com). The SOQ shall be a maximum of seven (7) 8-1/2" x 11" pages (Times Roman, 12 font) with 1" margins. Not following these guidelines may be cause for rejection.

Once all proposals are received, each shall 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 qualified firm 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 SOQ.

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.

Due to the page requirement, this SOQ should be clear and concise. All questions should be directed to Engineering Staff, at [LCRR@cityofcarrollton.com](mailto:LCRR@cityofcarrollton.com).

Thank you for your interest,  
Jonathan Wheat, P.E.  
Director of Engineering  
City of Carrollton  
1945 E. Jackson Rd.  
Carrollton, Texas 75006