



Engineering Department

Request for Statement of Qualifications General Engineering Consultant Services

August 10, 2023

The City of Carrollton Engineering Department will accept electronic Statements of Qualification to provide General Engineering Consultant (GEC) services until 11:00 AM Thursday, September 14, 2023, via submission to ECM@cityofcarrollton.com. Late submittals will not be accepted.

The City of Carrollton is seeking Statements of Qualification (SOQ) from interested and qualified engineering firms to provide General Engineering Consultant (GEC) services associated with internal project management of other consulting contracts that may include, but not limited to, project coordination, plan review, bidding and construction administration. This request is NOT for design services. The selected firm will be expected to assign a project manager to office part-time in the City of Carrollton's Engineering department and interact directly with other city staff, consulting firms and contractors (actual time will be determined during scoping subsequent to selection). The types of CIP projects may include, but are not limited to, Streets, Water/Wastewater Infrastructure, City Facilities, and Drainage Items.

The SOQ shall be divided into two parts, and a maximum of nine (9) 8-1/2" x 11" pages (Times Roman, 12 font) with 1" margins. Cover letters, tab or separator pages, etc count against the page limit. An appendix that includes a one-page resume of no more than two team members that would be directly assigned to manage projects may also be included for a maximum submission of 11 pages (9 SOQ & 2 resumes). If your firm is interested, please email ONE (1) file in pdf format to ECM@cityofcarrollton.com by the due time above. 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 and a general breakdown of staff.
- Qualifications of the firm and proposed project manager.
- A list of services offered.
- Brief narrative describing management services that you have provided to another DFW municipality.

Part 2 of the SOQ shall be a maximum of seven pages and consist of SIMILAR experience that include the following (as available):

- Projects should be completed or in advanced construction within the past five years in which respondent was the prime firm.

- List primary project managers and supporting team members.
- Location and general project limits with city.
- Project metrics and summary, including roles and responsibilities during project.
- Special services included in contract.
- Estimated completion date and actual completion date. *
- Approved budget and actual construction costs. *
- Example of public communication plan.
- Municipal or Local Government contact information with phone number.

*For project in which construction has been completed.

Firms will be evaluated based on responses in the SOQ to determine the most highly qualified providers on the basis of demonstrated competence and qualifications. Once a firm is selected, contract scoping and negotiations are intended to 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.

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.

The City reserves the right to reject any and/or all submissions 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. All questions should be directed to Engineering Staff, at ECM@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,
Jonathan Wheat, P.E.
Director of Engineering
City of Carrollton
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