



## Engineering Department

### Request for Statement of Qualifications Hebron Parkway (Hamilton to Meadow) Reconstruction

June 10, 2024

**The Engineering Department will accept electronic Statements of Qualification from engineering consultants until 11:00 AM Tuesday, July 16, 2024 via submission to [HebronPkwty.Construction@cityofcarrollton.com](mailto:HebronPkwty.Construction@cityofcarrollton.com).** Late submittals will not be accepted.

The City of Carrollton is seeking Statements of Qualification (SOQ) for the design of Hebron Parkway from Hamilton Drive to Meadow Drive. It is expected that the professional services may include, but are not limited to, the following components:

- Pavement and sidewalk reconstruction (6 lane divided)
- Intersection improvements at SH 121
- Traffic study of full length of reconstruction
- Water line crossover replacements
- Storm system analysis and design (no bridge or culvert structures)
- Median landscape, irrigation, and lighting design
- Supportive services such as survey, right-of-way, and geotechnical investigations
- Preparation and attendance of Public Meetings
- Construction phase assistance

Firms will be evaluated and ranked based on responses in the SOQ and may be further evaluated and ranked based on interviews. Up to three firms will be selected and assigned to a portion of the project (1.3-to-2-mile segments). The segment assigned to each firm may be split into multiple construction phases to limit construction time to approximately 12 months. The traffic study will be assigned to one of the three selected firms. Final rankings will be used for establishing the selection of the most qualified firms for the *Hebron Parkway (Hamilton to Meadow) Reconstruction* project.

If your firm is interested, please email ONE (1) file of the SOQ in electronic pdf format to [HebronPkwty.Construction@cityofcarrollton.com](mailto:HebronPkwty.Construction@cityofcarrollton.com). The SOQ shall be a maximum of ten (10) 8-1/2" x 11" pages with 0.75" margins and minimum 12pt font. Cover letters, tab or separator pages count against the page limit. 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 or loss of points on the ranking scale.

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).
- Provide a general technical project approach, project management, studies that may be required to accomplish the project design and development. Include communication procedures, quality control and other similar firm procedures.

Part 2 of the SOQ shall consist of SIMILAR local projects performed within the last ten years that include the following (as available):

- Projects should be completed or in advanced design in which respondent was prime firm.
- List primary design team members performing actual design and currently employed by firm.
- 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.
- Design contract schedule and actual completion of design.
- Engineer's estimate of probable cost and actual bid amount\*.
- Municipal contact with phone number.

\*For projects in which construction has been completed

Once all qualifications are received, each shall 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. 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. The City will then contact the next most qualified 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.

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

Thank you for your interest,  
 Emily Busby, PE  
 Senior Engineer, Project Manager  
 City of Carrollton  
 1945 E. Jackson Rd.  
 Carrollton, Texas 75006