



## **Engineering Department**

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

June 13, 2014

Dear Consultant:

The City of Carrollton is seeking Statements of Qualification for Transportation Engineering On-Call Services including:

- Intersection / Median Improvements
- Traffic Signal Design
- Street Lighting Design
- Traffic Impact Studies
- Traffic Signal Timing

Firms will be ranked based on responses in the SOQ and rankings will be used for awarding design projects and on-call services as they come up during the next two years.

The Engineering Department will accept written Statements of Qualification from engineering consultants through 5:30 PM, July 17, 2014 at 1945 E. Jackson Road. Late submittals will not be accepted.

If your firm is interested, please submit four (4) copies of your SOQ. The SOQ shall be eight (8) 8-1/2" x 11" pages (Times Roman, 12 fonts) with 1" margins, excluding an appendix that includes one-page resumes of no more than five 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 3 pages and shall include the following:

- Information on the firm including office location and a general breakdown of staff (PE's, graduate engineers, techs, etc.) in the office that the work will be performed in.
- Qualifications of the firm and proposed team members.

Part 2 of the SOQ shall be no more than 5 pages, shall not include any reference to the company name, and shall include the following:

- Intersection / Median Improvements.
- Traffic Signal Design Projects

- Street Lighting Designs
- Traffic Impact Studies
- Signal Timing Experience
- A discussion of typical design and installation / construction issues,
- A list of similar projects in scope that the proposed team members have completed over the last five years including scope, cost and design duration.

Part 1 and the Appendix shall be stapled together and Part 2 shall be stapled together and separate from Part 1.

#### SELECTION PROCESS:

Once all proposals are received, each shall be numbered by the department secretary. A selection committee will be formed and will initially only receive Part 2 with a number corresponding to the proposer. The committee will then review Part 2 based on the following criteria:

- Demonstration of knowledge / experience completing Traffic Impact Studies, Traffic Signal Designs, Signal Timing, Intersection Improvements, Street Lighting Design
- Demonstration of previous work experience of Transportation Engineering projects.

Once all the qualifications are reviewed, staff will formulate a short list at which time Part 1 qualifications will be considered and a final ranking determined. If a firm is selected based on the SOQ, contract negotiations will begin. 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.

If the city decides to interview selected firms, the interview will consist of a 20-25 minute presentation, followed by a 15-20 minute question-and-answer session with a city staff panel. The presentation your consultant team will make may be of a content/format of your choosing, but it should illustrate your overall work approach, experience, scope highlights, and personnel to be applied to the project. Three members of your consultant team may be present at the interview which shall include the proposed project manager.

Based on the results of the SOQ evaluation and/or interview, the city will choose the most qualified firm(s) to award the project(s). The city may also choose to designate other highly qualified firms for future projects. If a firm is so designated, they will be informed in writing or via email. Such designation will be effective through December 31, 2016.

Due to the page requirement, this SOQ should be clear and concise. All questions should be directed to John Romberger at 972-466-3369.