



## Engineering Department

### Request for Statement of Qualifications Materials Testing and Geotechnical Engineering Services

December 17, 2018

Dear Consultant:

The City of Carrollton is seeking Statements of Qualification (SOQ) for 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. Firms will be ranked based on responses in the SOQ and rankings will be used for awarding projects as they come up during the next two years.

**The Engineering Department will accept written Statements of Qualification from engineering consultants until 11:00 AM, January 17, 2019 at the offices of the Director of Engineering, Carrollton City Hall, 1945 E. Jackson Road, Carrollton, Texas 75006. Late submittals will not be accepted.**

If your firm is interested, please submit five (5) copies of your SOQ. The SOQ shall be a maximum of ten (10) 8-1/2" x 11" pages (Times Roman, 12 font) with 1" margins, excluding an appendix that includes one-page resumes of no more than three team members that would be assigned to the project. Not following these guidelines may be cause for rejection.

Part 1 of the SOQ shall include the following:

- Information on the firm including office location and a general breakdown of staff (PEs, graduate engineers, field technicians, 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 consist of the following and not include any reference to the company name:

- A description of your understanding of the type of testing services you are submitting on,
- A discussion of typical construction materials engineering/testing issues,
- A list of similar contracts that the proposed team members have completed, or are working on currently, for the past five years.

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

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.

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) for this contract. If a firm is so designated, they will be informed in writing or via email. Such designation will be effective through March 2021.

Due to the page requirement, this SOQ should be clear and concise. All questions should be directed to Andrew I. Combs, PE at [Andrew.combs@cityofcarrollton.com](mailto:Andrew.combs@cityofcarrollton.com). Other than the aforementioned CIP Division Manager, 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.

Thank you for your interest,



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