

Engineering Department
Request for Statement of Qualifications
Drainage Projects

November 5, 2019

The City of Carrollton is seeking Statements of Qualifications for the analysis and/or design of drainage facilities. Drainage projects may include one or more of the following tasks:

- HEC HMS/RAS Modeling
- Two-dimensional modeling
- Drainage channel design
- Permitting of projects through the US Army Corps of Engineers
- Modification of floodplain/floodway maps through FEMA
- Pond filling/dredging
- Master Planning
- Other related drainage design

Firms will be ranked based on the responses in the SOQ and rankings will be used for awarding design projects as they come up during the next two years. The anticipated projects include the following:

- Channel improvement
- Development of future CIP items
- Design of 2013 bond projects
 - Coyote Ridge Improvements
 - Downtown Drainage: Second Detention Pond
 - Downtown Drainage: Lower Hutton Branch
- Stormwater fee implementation
- Design and prioritization of localized drainage projects

The Engineering Department will accept written Statements of Qualifications from interested firms until 11:00 am on Friday, December 6, 2019. Late submittals will not be accepted.

If your firm is interested, please submit five (5) copies of your SOQ or you may submit electronically (PDF) via e-mail. The SOQ shall be a maximum of twelve (12) 8.5" x 11" pages (Times Roman, 12-point font) with 1-inch margins. An Appendix, consisting of resumes of key team members (maximum of five) can be included in the submission.

The SOQ shall be broken into two parts – Part 1, Project Approach and Part 2, Firm Information (including the Appendix).

- Part 1 shall be a maximum of 7 pages and shall include the following:
 - NO REFERENCE TO THE FIRM NAME – NO LOGOS, NO REFERENCES TO SPECIFIC PERSONNEL OR ANY INFORMATION THAT WOULD ALLOW THE REVIEWER TO DETERMINE THE FIRM SUBMITTING.
 - Provide a description to your approach to one or several of the projects identified. Focus on any unique or extremely important (in your opinion) aspects of your design or analysis.
 - Discuss typical design and construction issues. On the analysis side, any pitfalls or concerns associated with large scale analysis.
 - A list of similar projects in scope that the firm has completed over the last five years including the scope, cost and design duration.
- Part 2 shall be no more than 5 pages and shall include the following:
 - Information on the firm including office location and a general breakdown of staff (P.E.s, EITs, techs, support staff, etc.). Provide a listing for companywide and for the office assigned to the project.
 - Qualifications of the firm and proposed team members.

Part 1 shall be bound separately from Part 2 (and Appendix). If submitting electronically, clearly note Part 1 and 2 in the file names.

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 1 with a number corresponding to the firm. The committee will then review Part 1 based on the following criteria:

- Knowledge, skills and experience related to drainage design.
- Explanation of typical issues to be expected in a drainage project.
- Demonstration of drainage experience in a municipality within the last five years.
- Description of innovative designs or processes that aid in design or project permitting.
- Master Planning experience and approach.

Once all the qualifications are reviewed, staff will formulate a short list at which time Part 2 qualifications will be considered and a final ranking determined. A listing of 4-6 firms will be developed and will be utilized for specific design as projects are identified and scopes developed.

This short list of qualified consultants will be utilized for a period of about two years from this selection.

Due to the page requirements, this SOQ should be clear and concise. A description of the possible projects will be available on the Engineering department's webpage. These are projects that are currently under consideration and there is no guarantee that these projects will proceed. The funding/cost estimates are preliminary.

All questions should be directed to Matt Brennan, P.E. at matthew.brennan@cityofcarrollton.com.