



**Engineering Department
Request for Statement of Qualifications
Water/Wastewater Projects**

January 10, 2020

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

- System Modeling
- System Assessments
- Pump Station Design
- Lift Station Design
- Underground System Design
- SCADA Updates and Calibration
- Other related water and wastewater 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 may include the following:

- Replacement of lift station at Beltline & IH-35
- New chlorine & ammonia system for water well at Columbian Club Pump Station
- Evaluation for possible elimination of several minor lift stations throughout city
- 12" waterline replacement in Beltline between Marsh and John Connolly
- Replacement of 24" waterline in vicinity of Kelly/Keller Springs intersection
- Misc CIP water line replacements in Josey Lane, Rosemeade Pkwy and Frankford Rd

The Engineering Department will accept written Statements of Qualifications from interested firms until **11:00 am on Friday, February 7, 2020 delivered to the Engineering administrative desk. 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 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) may be included in the submission.



The SOQ shall be broken into two parts – Part 1 - Project Experience, and Part 2 - Firm Information (including the Appendix). Part 1 shall be bound separately from Part 2 (and 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.
 - In not more than one page, highlight any of the firm’s unique experience qualifications that sets it apart from others, and discuss innovative techniques and solutions to previous design and construction challenges.
 - In remaining pages, simply provide representative water/wastewater projects that the firm has completed over the last five years and include the following items:
 - ❖ Project name
 - ❖ Location
 - ❖ Scope (PS&E of XX’ of water line comprised of..., SS lift station with..., Study of...)
 - ❖ Construction cost (not required for studies)
 - ❖ Design date (mo/yr)
 - ❖ Design duration
 - ❖ Location of firm office and key personnel that led the design (Dallas, Ft Worth, Houston, etc)
 - ❖ Are the key personnel used on this project still available for Carrollton projects.
 - It is acceptable to list former Carrollton projects in Part 1 provided firm or personnel names are not used. Specific locations and detailed scope are permissible.
 - It is the intent with this format to considerably reduce extended narrative discussion. We already recognize your firm as professionals, and your response to this RFQ adequately demonstrates your desire to partner with the city. As with a job interview, what we are most interested in is your specific previous work experience (ie projects). Everyone’s time is respected, and the goal here is to simplify the consultant’s effort in preparation, while providing the committee with the most pertinent information for evaluation and selection.
- 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.



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 for the firm's knowledge, skills and experience related to water and wastewater design as primarily demonstrated through previous projects.

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. The sample projects above are not fully scoped, and intended to provide a general representation of potential projects that are currently under consideration. Therefore, additional information is not available at this time.

All questions should be directed in writing to Andrew I. Combs, PE at Andrew.combs@cityofcarrollton.com.