



**Engineering Department**  
**Request for Statement of Qualifications**  
**Woodlake Lake Enhancements – Phase II & III**

February 19, 2026

**The City of Carrollton Engineering Department will accept electronic Statements of Qualification from engineering consultants until 11:00 AM Friday, March 13, 2026, via submission to the IonWave bidding system. <https://carrolltonbids.ionwave.net/Login.aspx>.**

The City of Carrollton is seeking Statements of Qualification (SOQ) for the design Woodlake Lake Enhancements - Phase II&III. It is expected that the professional services may include, but are not limited to, the following components:

- Civil improvements including demolition, construction of headwalls, erosion protection, grading, and drainage improvements.
- Pedestrian circulation improvements to enhance connectivity and scenic access around the lake.
- Hardscape improvements including concrete trails, guardrails, pavilion, retaining walls, seating areas, and site amenities.
- Site lighting and electrical improvements to enhance safety, visibility, and nighttime usability.
- Landscape design incorporating native grasses, planting, and fine grading.
- Irrigation design to support landscape establishment.
- Support services such as surveying, permitting, construction coordination, and agency coordination as required.
- Hydraulic/hydrologic impacts to the lake shall be minimized as much as possible.

Firms will be evaluated and ranked based on responses in the SOQ and may be further evaluated and ranked based on interviews. Final rankings will be used for establishing the selection of the most qualified firm for the *Woodlake Lake Enhancements - Phase II&III* project.

Interested firms shall submit one (1) file of their SOQ in PDF format via IonWave. The SOQ shall be a maximum of ten (10) 8-1/2" x 11" pages (Times Roman, 12 font) with 1" margins. 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.

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).
- Brief narrative of unique design solutions to challenges on previous projects such as non-signalized traffic calming, alternative materials or construction methods, etc.

Part 2 of the SOQ shall consist of SIMILAR projects that include the following (as available):

- Projects should be completed or in advanced design within the past five years in which respondent was prime firm.

- List primary design team members performing actual design.
- Location and general project limits with city.
- Project metrics may include quantities of civil, hardscape, landscape, and irrigation improvements, such as number of headwalls, cubic yards (CY) of riprap, square footage (SF) of boardwalks, bridges, concrete trails, and pavilion areas; linear feet (LF) of guardrails; quantities of site furnishings; square footage of landscaping and fine grading; and area served by temporary irrigation.
- Special services included in contract such as geotechnical investigations, survey, SUE, etc.
- Dates of design completion and construction completion\*.
- 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 proposals 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. Furthermore, graphics and photos are discouraged, and pertinent information is preferred. All questions shall be submitted via IonWave. The deadline for submitting questions is 11:00 a.m. on Tuesday, March 10, 2026.

During the submittal and review processes, contact not related to current contracts or projects 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 grounds for rejection and will result in disqualification.

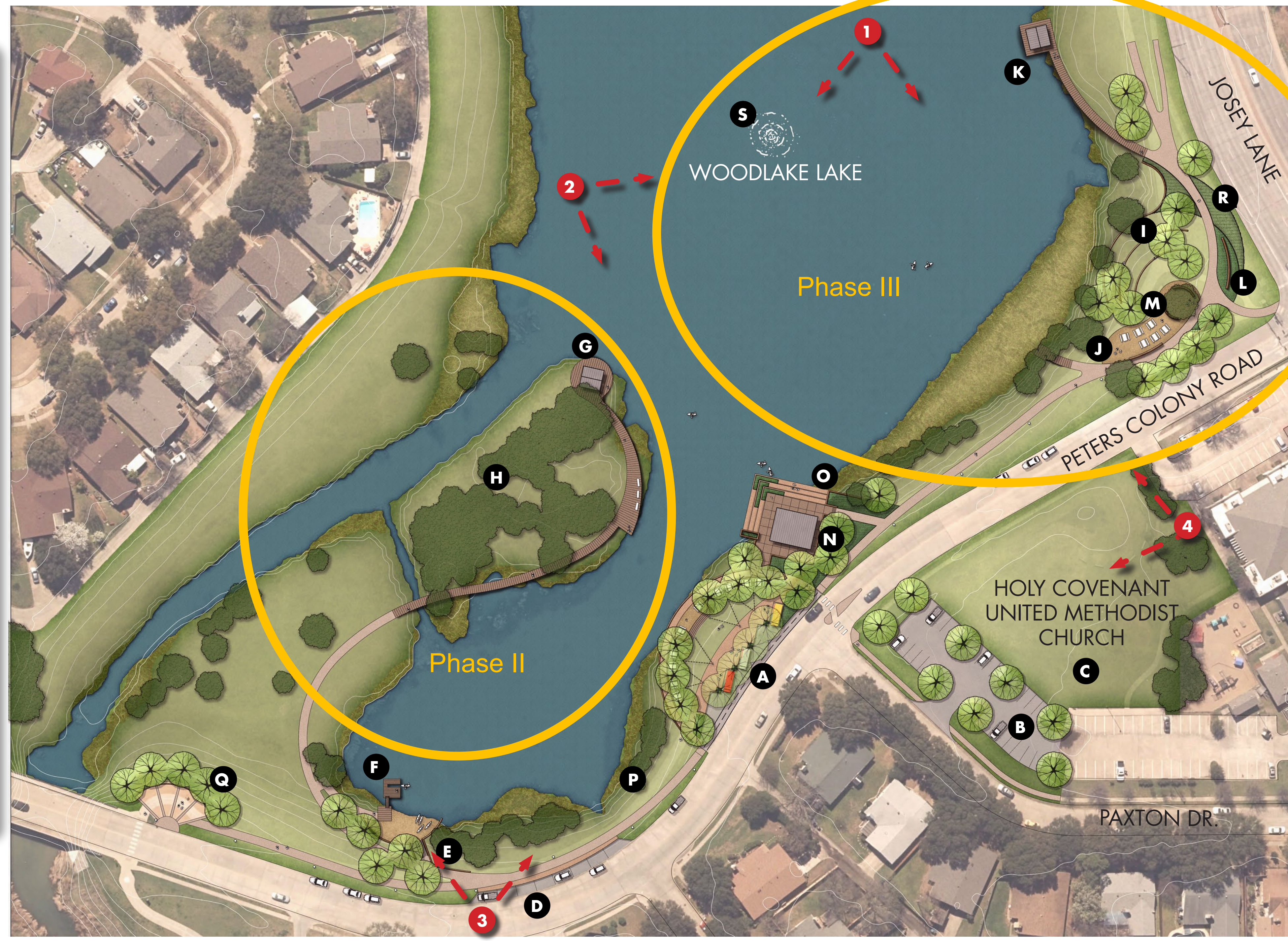
- Any questions about the solicitation process/procedures may be obtained from the City of Carrollton's Purchasing Department at [purchasing@cityofcarrollton.com](mailto:purchasing@cityofcarrollton.com). **Vendors should not contact anyone other than Purchasing for questions related to the bid process.**
- For Technical Support for using this online bidding platform, please contact IonWave via 866-277-2645 Ext 4 or by email: [support@ionwave.net](mailto:support@ionwave.net).
- To request a reasonable accommodation needed for bid openings for a disability, please contact the Purchasing Department 72 hours in advance at (972) 466-3115.

Thank you for your interest,

Matt Brennan, PE, CFM  
 Civil Engineering Division Manager  
 City of Carrollton Engineering Dept.  
 1945 E. Jackson Rd.  
 Carrollton, Texas 75006

# EXHIBIT "A"

- LEGEND**
- A** FOOD TRUCKS AND OUTDOOR SEATING
  - B** ADDITIONAL PARKING FOR TRAIL
  - C** PROGRAMABLE SPACE FOR CHURCH
  - D** KAYAK UNLOADING AND LOADING
  - E** STAIRS TO GRAVEL KAYAK LAUNCH
  - F** ADA COMPLIANT KAYAK DOCK
  - G** LAKE OVERLOOK
  - H** NATIVE LANDSCAPE AREA
  - I** TERRACED PICNIC AREA DOWN TO WATER
  - J** OUTDOOR GRILLING SPACE
  - K** SHADED SEATING OVER THE WATER
  - L** DECORATIVE SCREEN WALLS
  - M** SEAT WALLS AROUND EXISTING TREE
  - N** EVENT PAVILION THAT OVERLOOKS THE LAKE
  - O** OVERSIZED STEPS TO WATER
  - P** EXISTING TREES
  - Q** PROPOSED TREES
  - R** ENHANCED PLANTING
  - S** LAKE FOUNTAIN



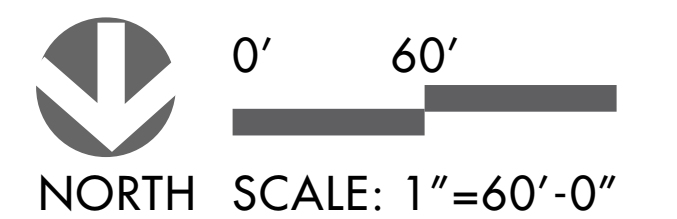
THIS PLAN AND THE DESIGNS DEPICTED ARE CONCEPTUAL IN NATURE AND ARE CONSIDERED PRELIMINARY AND SUBJECT TO CHANGE.

## SCHEMATIC DESIGN PLAN

JUNE 29, 2022



# EXHIBIT "B"



THIS PLAN AND THE DESIGNS DEPICTED ARE CONCEPTUAL IN NATURE AND ARE CONSIDERED PRELIMINARY AND SUBJECT TO CHANGE.

## PROPOSED PHASE 1 WOODLAKE TRAIL AND LAKE

JUNE 29, 2022

