



Engineering Department

Request for Statement of Qualifications Street & Alley Reconstruction Projects

August 25, 2025

The City of Carrollton Engineering Department will accept electronic Statements of Qualification from engineering consultants until 11:00AM Friday, September 19, 2025 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 of non-arterial street and alley projects. Projects may consist of a comprehensive set of professional services including street pavement, alley pavement, water, sanitary sewer, and storm sewer design along with supportive services such as survey and geotechnical investigations.

Sample projects may include, but are not limited to, the following:

- Copperwood Subdivision
- High Country Section 2 Subdivision
- Rollingwood Estates East Subdivision
- Summerfield Subdivision
- Summertree 2 Subdivision
- Woodlake 2 North Subdivision
- Columbian Club (Country Club to Belt Line)
- E Branch Hollow (Old Denton to Hollow Way)
- Randolph (Broadway to School)
- S Broadway (South End to Crosby)
- W Branch Hollow (Shawnee to Old Denton)

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 with minimum 0.75" margins and minimum 12pt font. Cover letters, tabs, or separator pages count against the page limit. 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 or loss of points on the ranking scale.

Part 1 shall be a maximum of two pages and include the following:

- Information on the firm including office location in which design will be performed
- 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 shall consist of descriptions of similar municipal projects on which construction has been completed within the past five years that include the following:

- List primary design team members performing actual design*
- Owner name and general project limits
- Project metrics: LF pavement, storm, water, and/or sewer, width, number of lanes, etc.
- 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

*Cursory or QC reviewers are not considered integral to design unless they have performed design calculations or sealed plans on the given project.

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 questions is 5:30PM Friday, September 5, 2025.**

SOQs will be evaluated and ranked by City staff. Subsequent to the initial review, the City may either select directly, request additional information, or elect to interview an unspecified number of firms. Further instructions will be given if the City elects to interview. Based on the results of the SOQ evaluation and/or interview, the City will choose the most qualified firm(s) for this program. The selected firm(s) will be notified via email. Once a firm is selected, project assignment and contract negotiations may begin immediately. Subsequent project assignments and contract negotiations will continue as projects are scheduled through the City's 5-year CIP Plan.

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.

Thank you for your interest,
Jon M. Bunner, PE, CFM
CIP Division Manager
City of Carrollton Engineering Dept.
1945 E. Jackson Rd.
Carrollton, Texas 75006
jon.bunner@cityofcarrollton.com