



Engineering Department

Request for Statement of Qualifications Water & Wastewater Facility Projects

May 22, 2014

Dear Consultant:

The City of Carrollton is seeking Statements of Qualification for the design of water and wastewater facility projects. These projects will include lift station upgrading or replacements, the recoating of an elevated storage tank and the construction of a new 3 MG elevated water storage tank. 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 through 11:30 AM, June 13, 2014 at 1945 E. Jackson Road. Late submittals will not be accepted. **Submittal date has been extended through 11:30 AM, June 20, 2014.**

If your firm is interested, please submit four (4) copies of your SOQ. The SOQ shall be five (5) 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 be no more than 2 pages and shall include the following:

- Information on the firm including office location and a general breakdown of staff (PE's, graduate engineers, techs, 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 be no more than 3 pages, shall not include any reference to the company name, and shall include the following:

- A description of your understanding of the type of project(s) you are submitting on,
- A discussion of typical design and construction issues,
- A proposed design schedule of not more than 9 months and the ability to meet this schedule, and
- A list of similar projects in scope that the proposed team members have completed over the last five years including scope, cost and design duration.

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 when a project is determined. 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 firms for future projects. If a firm is so designated, they will be informed in writing or via email. Such designation will be effective through June 30, 2016.

Due to the page requirement, this SOQ should be clear and concise. All questions should be directed to Tom Geier at (972) 466-4230.