

CITY OF DALLAS

**DALLAS WATER UTILITIES**

**REQUEST FOR STATEMENT OF QUALIFICATION**

**FOR PROFESSIONAL SERVICES**

**2019 Dredging Project at Various Locations**

**Contract Number 19-465E**

The purpose for this Statement of Qualification (SOQ) is to request engineering services required for dredging various lakes, detention basins, and ponds within the City of Dallas. The SOQ shall be submitted to provide engineering services required for investigation/study services, preliminary design, permitting, development of construction plans and specifications, bid phase services, and construction observation.

This request for Statement of Qualifications consists of the following documents:

**Sec. I: Preliminary Scope of Work**

**Sec. II: Consultant Selection Guidelines**

**Sec. III: Requirements for Statement of Qualification (SOQ)**

**Sec. IV: Consultant Screening Questionnaire**

**Sec. V: Instructions for the Project Experience Form**

**Sec. VI: Instructions for the City of Dallas Experience Form**

**Sec. VII: Office Staffing Form**

**Sec. VIII: Bidders/Consultants Acknowledgements of New HB 89 and SB 252**

**Sec. IX: BDPS Documents**

Please read the attached information carefully and complete the required forms accordingly. Statements of qualifications, which do not comply with all the requirements, will be deemed non-responsive and the firm will not be considered for the project.

**SEC. I**

**PRELIMINARY SCOPE OF WORK**

**I. Preliminary Scope of Work**

**2019 Dredging Project at Various Locations**

**Contract Number 19-465E**

1. **PROJECT DESCRIPTION**

The City of Dallas Water Utilities desires to perform maintenance on prioritized lakes, ponds and detention basins that will enhance stormwater storage capacity as part of the City’s flood management program and restoration of original basin functionality including recreation, habitat, water quality preservation.

The following prioritized list of lakes, detention basins, and ponds are to be considered for this project:

|  |  |  |  |
| --- | --- | --- | --- |
| **List of Dredging Sites** | | | |
| **Site** | **Type** | **Location** | **Address** |
| Fox Hollow | Lake | Fox Hollow Park | 6198 Eagle Ford Dr |
| Keeton Park | Ponds (6 through 10) | Grover C Keeton Golf Course | 2323 N Jim Miller Rd |
| Twin Lakes | Lakes | Twin Lakes Park | 7400 Campbell Rd |
| Acres/Grady | Detention Basin | Trail Ave | 10700 Trail Ave |
| Bent Creek | Detention Basin | Moss Glen Park | 5350 Bentwood Trail (at Mossbrook Trail) |
| Lonestar | Detention Basin | Postal Way & Lone Star Dr | 2021 Postal Way  (behind building) |
| Fair Oaks | Detention Basin | Fair Oaks Park | 7600 Fair Oaks Ave |

The scope of work for this project consists of providing the engineering services for investigation, preliminary design, permitting, development of construction plans and specifications, bid phase services, and construction observation.

The Consulting Engineer shall be responsible for addressing following items:

* Evaluate each project sites to determine existing conditions by performing surveying, geotechnical and other investigation as needed (**Ref: Sec C.1.d of this document**)
* Determine silt or sediment removal quantity based on the intended use of site
* Identify dewatering requirements of the removed materials
* Identify and prepare permit documents as needed
* Characterization of removed materials for reuse or disposal and identification or reuse or disposal sites
* Identify and recommend potential site-specific areas to be used by the contractor to perform the work

Engineering Services shall be completed within three (3) years of contract date as required to meet project Schedules.

1. **GENERAL REQUIREMENTS:**
2. **Overview:**
3. The Consultant (ENGINEER) shall produce a project schedule to be approved by DWU (OWNER) at the beginning of the project. The duration shall match the anticipated project time frame herein. ENGINEER shall update the schedule monthly with project progress. ENGINEER shall document reasons for any project delays and indicate how the project will be brought back on schedule. This schedule shall be submitted with each monthly pay application.
4. Subcontracts for CADD work, if any, shall have the following clauses: “Subconsultant shall submit a CD containing all drawing files with each plan review submittal.”
5. Format for CADD files shall be MicroStation V8i compatible, DGN format and Adobe PDF. Reference CADD files to State Plane Coordinates. Use of AutoCAD will not be allowed. Half-size plans shall be 11-inch by 17-inch sheets. Full size plans shall have the design contained in a 22-inch by 34-inch area and printed on 24-inch by 36-inch sheets. Any new plan sheets are to conform to the format established at the beginning of the design. Typical format shall be submitted for DWU approval at the beginning of the design process. All levels of submitted specifications shall be in an electronic format compatible with the latest version of Microsoft Word and a character recognition version of Adobe PDF.
6. Identify, coordinate, and conform design of this project to meet legal and regulatory parameters/constraints, codes and requirements set forth by Federal, State, and local agencies, to include, but not be limited to, the following identified agencies: Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ), Federal Emergency Management Agency (FEMA), US Army Corps of Engineers (USACE), Texas Department of Transportation (TXDOT), Occupational Safety and Health Act (OSHA), State of Texas, City of Dallas, and Dallas County or other Counties within the project limits.
7. Address, evaluate, and incorporate recommendations and practices from the American Water Works Association (AWWA), ASTM, Water Environment Federation (WEF), Hydraulic Institute Standards, American Society of Civil Engineers (ASCE), and others, as appropriate.
8. **Services identified as special services items in this Scope of Work are items which must be authorized in advance and in writing by the OWNER’s Project Manager and will be paid only on a direct expenses and hourly billings of time expended by consultant.** Such items are so designated because it is difficult to determine an accurate level of services required for the items at this time. Consultant will establish an estimated amount for each item and submit to OWNER for written authorization prior to beginning work. Consultant shall notify OWNER’s Project Manager in advance and receive written authorization to exceed the estimated amounts on items. Total payment for these items shall not exceed the total amount authorized by OWNER; however, the amounts allocated to each item may be adjusted by OWNER’s Project Manager as needed.
9. Promptly advise OWNER’s Project Manager of comments/requests which are out of scope or which may affect construction/engineering costs. Prior written authorization from OWNER’s Project Manager is required for additional or out of scope work that does not exceed the total amount of Special Services in the contract. OWNER’s Project Manager and other OWNER staff do **not** have the authority to authorize additional or out of scope work in excess of the total amount of Special Services. **Any such work performed by the ENGINEER (or any sub-consultant) prior to a Supplemental Agreement awarded by the Dallas City Council or approved by Administrative Action will be considered pro-bono work by the ENGINEER and will not be compensated.**
10. Use existing information, reports, surveys, and available data, as applicable.
11. Coordinate the proposed design and construction activities under this contract with OWNER’s Project Manager relative to other proposed and on-going design, construction and maintenance activities.
12. Provide internal quality control for deliverables prior to submission to OWNER as outlined in the Specific Requirements section. Intermediate submittals provided for review shall, at a minimum, bear the signature of the ENGINEER’S Project Manager and designated Quality Control reviewer. OWNER shall provide written comments for each submittal bearing, at a minimum, the signatures of the OWNER’S Project Manager.
13. Evaluate OWNER comments and coordinate responses between OWNER’s Project Manager and Consulting Firm’s Project Manager, into reports, technical memoranda, plans and specifications. Inform the OWNER Project Manager, in writing, of the engineering and construction budget impact of comments.
14. ENGINEER shall provide written response by a licensed professional engineer to Owner’s comments received on reports, technical memoranda, and plans and specifications. Submittals, RFI’s, and other similar types of information shall be approved, rejected, or answered by a licensed professional engineer.
15. Project Management & Administration - Provide accounting/invoice preparation and review, subconsultant management, project guide, progress tracking, filing, mailing, copying, and maintain an issues log. *Deliverables: Monthly Invoice, Monthly Project Manager Status Report, Decision/Action Item Log.*
16. **General Contract Services**

Provide the following contract services:

1. Prepare Special Provisions and Special Technical Specification for use in Bid Specification documents. DWU will prepare general Contract Specifications. Special Provisions are only those specifications not specifically in the DWU Standard Specifications Manual, NCTCOG Public Works Construction Standards, or the City of Dallas Addendum to the NCTCOG Public Works Construction Standard.
2. Prepare Engineer’s Estimate of Probable Costs and Bid Item tabulations. This shall be provided to the Project Manager in Excel format as shown in the Probable Cost Template at, unless otherwise specified: [***http://dallascityhall.com/departments/waterutilities/Pages/dwu\_design\_standards.aspx***](http://dallascityhall.com/departments/waterutilities/Pages/dwu_design_standards.aspx)
3. Provide other required construction services as requested by the OWNER. This shall include but not be limited to: plan revisions, submittal reviews, periodic site visits, review of proposed change orders, attend pre-bid meetings, etc.
4. After completion of the design, the Consultant will be required to attend what is referred to as a “Project Partnering Session” wherein the Consultant will be expected to provide a one to two-hour presentation of the various Project Segments – the design considerations, reasons for any unusual designs, discussions of any expected construction difficulties, etc. In attendance at this meeting will be the Selected Prime Contractor, key Sub-Contractors, DWU personnel, and other interested parties. This meeting will take place at a time and place to be determined, but will usually happen from one to two months, but as many as 12 months, after the Prime Contractor has been selected through the bid process. This meeting will generally require 3 to 4 hours of participation for two to three of the Consultant’s design personnel.
5. Deliver one set of sealed Mylar design drawings and special specifications to Project Manager.
6. Furnish files of the scanned images of the final sealed drawings and specifications with the construction records posting on a CD to Project Manager.
7. **Plan Drawings**

Submit all original CADD Drawings to OWNER, including any special appurtenance and detail sheets, with the following stipulations:

1. All submitted CADD Drawings shall be done in ink (CADD Plotter) on four-mil thick double matte Mylar.
2. All design and plan drawings shall be produced in an electronic file format created by a CADD system completely compatible with the latest version of Bentley System Inc.’s MicroStation®. Each final design sheet must be in its own computer file in a format completely compatible with the latest version of Bentley System Inc.’s MicroStation® and each final design sheet will incorporate the computer file extension “.dgn” as the last characters in the file’s name. No reference files, no special or proprietary cell libraries, no special or proprietary font files, and no special or proprietary line styles, shall be attached. With the exception of Bentley System Inc.’s proprietary data files for applications such as InRoads® or InRoads Survey®, no other proprietary files may be included.
3. Each individual design sheet shall be provided in a “Tagged Image File Format (TIFF)”, latest version (this extension may be abbreviated to “tif”).
4. Additionally, each individual design sheet shall be provided in the latest version in the Public Domain of the “Portable Document Format (PDF)” type file.
5. Should the Consultant desire to supply electronic files in some other format or created by some other program, prior approval from the Project Manager shall be required.
6. **CADD Deliverables**
7. All reference files and cell libraries used to create the design sheets shall be included. If proprietary files for fonts, lines styles, aerial photographs, or other such attachments are included, legal and binding permanent licenses for the use of such files shall be included.
8. Detail sheets, special appurtenances, and other such design details should be supplied as outlined above. Any proprietary or copyrighted details shall include a release from the copyright holder allowing the City of Dallas or Dallas Water Utilities to make an unlimited number of copies of the submitted special details.

**5. Specification Documents**

1. The Consultant shall furnish all computer specification files, including all word processor or spreadsheet files in latest version of Microsoft Office for Windows®. Specification Document files shall be furnished on Compact Disc® or other agreed upon media as approved by the Project Manager.
2. Scanned images, photographs, reports, analysis, and all other project data shall be submitted in file formats compatible with software and computers owned by the City of Dallas and Dallas Water Utilities. All such specification documents shall be furnished on Compact Disc® or other agreed upon media as approved by the Project Manager.
3. **Media Submittal**
4. Submittals must be on a Compact Disc® (CD), “Write Once” (CD-R) media. The CD-R must be “closed” (formatted for use on any computer and write protected so that no additional data can be added). Note: The requirement for CD-R media is driven by the need to maintain an archival record of the actual file submitted in a means that CANNOT be modified.
5. Each CD-R shall have written in permanent ink on the label side the name of the consultant company submitting the plans, the contract number, project name, date, location description, the correct 428Q (Pump Stations), 425D (Erosion Control) and 421Q (Stormdrain) drawing number, and data type contained, (i.e.) CADD or GIS. Original, unmodified CD-Rs will be submitted to the Project Manager and ultimately filed with the Utility Automation & Integration Program of the Dallas Water Utilities, located at Dallas City Hall, unless otherwise specified.
6. Should the Consultant desire to furnish any of the required submittals in another type of media, the Consultant shall seek the approval of the Project Manager.
7. **Digital Drawing File Information**
8. The CD-R shall contain an electronic copy of the digital drawing file in MicroStation DGN format. A compressed and self-extracting file type (.ZIP) of these is acceptable.
   * + - These submittals must follow the specifications listed above.
       - All digital drawing files must be “stand-alone” without the necessity of attaching Reference or X-Ref files or modifying levels and layers.
9. The CD-R shall also contain a copy of the transmittal letter accompanying the submittal in Microsoft Word for Windows® software, current release, or other compatible text file format of MS “Word” is the preferred document software.
10. **Digital Drawing Registration and Survey Control** 
    1. Digital drawing file data shall be in U.S. Survey Feet for distances, and degrees, minutes, and seconds for bearings and angles.
    2. Northing, Easting, and Elevation State Plane Grid Coordinates for stormwater, water, and wastewater features shall be provided in a format that may be incorporated into DWU’s ESRI ArcGIS® system. The Project Manager will provide more information concerning formats and expectations on request.
    3. The data provided shall be referenced to the State Plane Coordinate System, Texas North Central Zone 4202, North American Datum of 1983, U.S. Survey Feet. For the horizontal coordinate system, the projected coordinate system name is: NAD\_1983\_StatePlane\_Texas\_North\_Central\_FIPS\_4202\_Feet, the geographic coordinate system name is: GCS\_North\_American\_1988.
    4. The accuracy will be at a minimum 3 cm (horizontal).
11. **BASIC SERVICE REQUIREMENTS:**
12. **Preliminary Investigation and Design Report (15% Milestone)**
13. Meet with OWNER and obtain applicable design criteria, pertinent utility plans, street plans, plats and right-of-way maps, existing easement information, available reports on the applicable flooding, erosion or drainage issues, as-built plans for portions of surrounding infrastructure and other information, as available for the project area.
14. Meet with OWNER’s Project Manager and conduct an on-site review and walk through.
15. Coordinate special services for topographic/boundary survey, easement, subsurface utility engineering, geotechnical boring and testing, structural analysis and environmental services as required.
16. **Review Pertinent Documents, at a minimum, review the following documents provided by DWU go to**:

[*ftp://ftp.dallascityhall.com/2019%20Dredging%20Project/*](ftp://ftp.dallascityhall.com/2019%20Dredging%20Project/)

* 2013 Comprehensive Dredge Management Plan
* Site Maps and As-builts (Acres Grady)

1. **Preliminary Design (35% Milestone):**
2. Prepare preliminary construction plans and other items listed below:

* Cover Sheet
* Project Layout Sheet(s). Scale 1” = 100.
* Plan and Profile Sheet (s) with following scales:
  + - * + Stormwater Mains: 1” = 20’ (H), 1’ = 6’ (V)
        + Erosion Control: 1” = 10’ (H), 1’ = 5’ (V)
* Tree Identification for Mitigation
* List of Potential Easements
* List of Potential Technical Specifications
* Copy of Geotechnical Report

Information required can be combined on sheets if the information can be clearly shown and is approved by the DWU Project Manager.

1. Provide analysis of adjacent DWU facilities to determine scope of potential repairs or upgrades to DWU systems, as applicable.
2. Coordinate with affected utilities such as water, wastewater, gas, telephone, cable TV, electric and other francize utilities to obtain accurate information for the location of their facilities. ENGINEER to circulate preliminary plans to francize utilities.
3. Documents and photograph current channel conditions and identify potential locations of construction access and staging.
4. Prepare preliminary opinion of probable construction cost (OPCC).
5. Provide three (3) hard copies and one (1) electronic PDF format half-size set of preliminary plans (11”x17” sheets to scale) to the City for review and internal coordination. Meet with OWNER to discuss City comments on preliminary plans and OPCC.

**3. Detail Design (65% Milestone):**

* 1. Prepare detail construction plans and other items as listed below:
* Cover Sheet
* General Notes Sheet(s)
* Project Layout Sheet(s). Scale 1” = 100.
* Plan and Profile Sheet (s) with following scales:
  + - * + Stormwater Mains: 1” = 20’ (H), 1’ = 6’ (V)
        + Erosion Control: 1” = 10’ (H), 1’ = 5’ (V)
        + Structural Details Sheet(s)
        + Tree Mitigation Plan
        + Engineering Calculations
        + Opinion of Probable Construction Cost (OPCC)

Information required can be combined on sheets if the information can be clearly shown and is approved by the DWU Project Manager.

1. Coordinate with affected utilities such as water, wastewater, gas, telephone, cable TV, electric and other francize utilities to obtain accurate information for the location of their facilities, as necessary.
2. Prepare an outline list of special technical specifications needed for the project, as necessary.
3. Prepare an estimate of construction quantities and develop the preliminary statement of probable construction cost.
4. Provide three (3) hard copies and one (1) electronic PDF format half-size set of preliminary plans (11”x17” sheets to scale) to the City for review and internal coordination.
5. Meet with OWNER to discuss OWNER’s comments on detail plans, potential easements, special technical specifications and OPCC.

**4. Pre-Final Design (95%):**

* 1. Prepare pre-final construction plans and other items as listed below:
* Cover Sheet
* General Notes Sheet(s)
* Project Layout Sheet(s). Scale 1” = 100.
* Plan and Profile Sheet (s) with following scales:
  + - * + Stormwater Mains: 1” = 20’ (H), 1’ = 6’ (V)
        + Erosion Control: 1” = 10’ (H), 1’ = 5’ (V)
* Structural Details Sheet(s)
* Tree Mitigation Plan, if applicable.
* Engineering Calculations
* Special Provision and Technical Specifications
* Opinion of Probable Construction Cost (OPCC)

Information required can be combined on sheets if the information can be clearly shown and is approved by the DWU Project Manager.

* 1. Coordinate with affected utilities such as water, wastewater, gas, telephone, cable TV, electric and other francize utilities to obtain accurate information for the location of their facilities, as necessary. ENGINEER to circulate preliminary plans to franchise utilities.
  2. Prepare an outline list of special technical specifications needed for the project, as necessary.
  3. Prepare an estimate of construction quantities and develop the preliminary statement of probable construction cost.
  4. Provide an electronic PDF format half-size set of preliminary plans (11”x17” sheets to scale) to the City for review and internal coordination.
  5. Meet with OWNER to discuss City comments on pre-final plans, easements, special technical specifications and OPCC.

**5. Final Design Deliverable (100% Milestone)**

Final plan and cost estimate shall be prepared for each location independently, as applicable. The plans shall be in conformance with all applicable COD/DWU Standards, Policies, and Criteria, etc. Plans shall be created in a professional manner and be adequate to advertise for construction bids. Final deliverables shall include but not be limited to the following:

1. Prepare final design plan and profile sheets as shown in the COD/DWU Drafting Resource Files available from the following location may be used:

[*http://dallascityhall.com/departments/waterutilities/Pages/dwu\_design\_standards\_drafting\_resource.aspx*](http://dallascityhall.com/departments/waterutilities/Pages/dwu_design_standards_drafting_resource.aspx)

1. Confirm incorporating all comments from the OWNER.
2. Confirm incorporate comments from the francize utility companies.
3. Finalize construction plans for proposed improvements.
4. Finalize plan and profile designs for DWU water and wastewater relocations, other utility relocations and adjustments, as applicable.
5. Finalize special technical specifications and special conditions (if any).
6. Incorporate standard details into the construction plans and prepare additional details as required.
7. Meet with home and/or property owners at prospective construction access locations. Coordinate between owners and City regarding this access and the City’s preparation of temporary access and construction easements, if required. Engineer will provide the Contractor and the City with site access information and agreement concepts.
8. Provide necessary Strom Water Pollution Prevention Concept Plans in accordance with the City requirements.
9. Prepare Traffic Control Plans upon request of Project Manager for construction activities within specific project limits or areas leading to or from the project site(s). Traffic Control Plans shall be sealed by the responsible Engineer (Payment will be under Special Services).
10. Prepare final construction quantities and prepare final Opinion of Probable Construction Cost (OPCC).
11. Submit one (1) full size, three (1) half size and an electron set of sealed final plans, special technical specifications and final opinion of probable construction cost (OPCC).
12. Deliver one set of sealed Mylar design drawings and special specifications to OWNER.
13. **SPECIAL SERVICE REQUIREMENTS:**
    * + 1. **Topographic/Boundary Survey**

The Consultant shall follow provisions of Appendix C and D of DWU *Water and Wastewater Pipeline Design Manual,* Latest Edition and City of Dallas Public Works and Transportation *Field Note Guidelines, May 2011 edition*. Locate and establish control from the City’s existing benchmarks (at least two Benchmarks for each location). Benchmark file can be found here: [*http://dallascityhall.com/departments/waterutilities/DCH%20Documents/pdf/benchmark\_042014.pdf*](http://dallascityhall.com/departments/waterutilities/DCH%20Documents/pdf/benchmark_042014.pdf)*.*

The Consultant shall utilize the DWU drafting resource files to create design files.

The Consultant shall obtain the following survey data and apply them in the development of construction plans:

1. Establish a horizontal and vertical control network and project control baseline for the project areas. The network and baseline are to be tied into the existing City control network.
2. Establish horizontal and vertical project control monumentation (a minimum of two).
3. Tie right-of-way lines and corners, buildings, fence lines, trees 4-inches in diameter and larger, edges of pavements and all other visible surface features to the project control baseline. Existing utility structures shall be located and referenced by utility name.
4. Vertical topographic information tying pavement, drives, walls, manholes (top and inverts), storm drain inlets (top and inverts), and other improvements as needed within the project areas for the design.
5. When underground utilities are exposed, tie to project control baseline.
6. Obtain topographic information including cross-sections of the existing ground features as needed for design.
7. Locate all pertinent creek features for design including top of bank, existing walls and slabs, existing buildings, fences, (within construction are) on the sites.
8. Contact utility companies to locate and uncover utilities which conflict with the proposed project. Tie uncovered utilities to the local control network.
9. Identify the street address of all adjacent properties to the proposed construction and show on drawings.
10. Provide a drawing of the project sites with 1’ contours and all located features.

**2. Easements**

1. Provide suitable documents and field notes necessary to acquire temporary and/or permanent easements for construction, where required by Project Manager. All field surveying and field notes shall be prepared in accordance with procedures established by the City of Dallas Surveyor as shown in *DWU Water and Wastewater Procedures and Design Manual* Appendix D and E.
2. **Geotechnical Report**
3. Perform geotechnical investigation for proposed design in the project area. The geotechnical engineer will take reasonable precautions to avoid damage to utilities and flatwork at the sites but will only be responsible for damages at the sites caused by their negligent acts. Submit one copy of sealed geotechnical report to the OWNER with the preliminary design plans.
4. The geotechnical report shall include, but not be limited to the following:
5. A subsurface investigation consisting of boring at the erosion site to observe general site conditions, explore the subsurface materials, obtain samples for laboratory analysis and observe short-term groundwater levels as encountered during the drilling of the borings.
6. Laboratory testing on selected samples to classify soil and rock types and to determine the engineering properties of the subsurface materials.
7. Soil classification based on laboratory tests, estimation of subgrade support characteristics and recommended subgrade stabilization using lime for a rigid pavement.
8. Utilize existing geotechnical data available from the City for improvements.
9. Show geotechnical boring locations on the plan view of the construction drawings and cross reference to the geotechnical report.
10. **Environmental Services**

Perform a field investigation of the proposed project to delineate the Waters of the US. Flags will be placed so that the topographic survey can include delineation.

Environmental due diligence for each project location should be made to develop designs and specifications for areas impacted when required**.** In addition, a letter of determination for 404 requirements may be needed for erosion control project.

1. **Water/Wastewater Main Design**

N/A

1. **ADDITIONAL SERVICE REQUIREMENTS**
   * 1. **Contract Services**

Provide the following contract services:

a. Prepare Special Provisions and Special Technical Specification for use in Bid Specification documents, including documents consistent with TWDB State Revolving Fund requirements. DWU will prepare general Contract Specifications. Special Provisions are only those specifications not specifically in the *DWU Standard Specifications Manual,* NCTCOG *Public Works Construction Standards, or the City of Dallas Addendum to the NCTCOG Public Works Construction Standard.*

b. Prepare Engineer’s Estimate of Probable Costs and Bid Item tabulations consistent with the *DWU Bid Item and Cost Estimating Manual*, Latest Edition. This shall be provided to the Project Manager in Excel format as shown in the Probable Cost Template at: [***http://dallascityhall.com/departments/waterutilities/Pages/dwu\_design\_standards.aspx***](http://dallascityhall.com/departments/waterutilities/Pages/dwu_design_standards.aspx)

c. Provide other required construction services as requested by DWU. This shall include but not be limited to: plan revisions, submittal reviews, periodic site visits, review of proposed change orders, attend pre-bid meetings, etc.

d. After completion of the design, the Consultant will be required to attend what is referred to as a “Project Partnering Session” wherein the Consultant will be expected to provide a one to two-hour presentation of the various Project Segments – the design considerations, reasons for any unusual designs, discussions of any expected construction difficulties, etc. In attendance at this meeting will be the Selected Prime Contractor, key Sub-Contractors, DWU personnel, and other interested parties. This meeting will take place at a time and place to be determined, but will usually happen from one to two months, but as many as 12 months, after the Prime Contractor has been selected through the bid process. This meeting will generally require 3 to 4 hours of participation for two to three of the Consultant’s design personnel.

e. Provide Project Manager with final information for Database through approved combined spreadsheet. DWU Project Manager will provide this form to the Consultant.

f. Deliver one set of sealed Mylar design drawings and special specifications to Project Manager.

g. Furnish files of the scanned images of the final sealed drawings and specifications with the construction records posting on a CD to Project Manager.

1. **PROJECT SCHEDULE**

Phase I Preliminary Investigation and Design Report (4 months)

Phase II Final Construction Plans and Technical Specifications (8 months)

Phase III Services During Bidding, if Required (4-6 months)

Phase IV Services During Construction, if Required (18 months)

**APPROVED:**

Abidur Khan, P.E. Date

Sr. Program Manager, Stormwater Project Management

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steve Parker, P.E. Date

Sr. Program Manager, Floodway & Floodplain Regulatory SDM

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Matt Penk, P.E. Date

Assistant Director, Capital Improvements

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sarah Standifer Date

Assistant Director, Stormwater Operations

**CONCUR:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Terry Lowery Date

Director, Dallas Water Utilities

**SEC. II**

**CONSULTANT SELECTION GUIDELINES**

**II. CONSULTANT SELECTION GUIDELINES**

For Professional Services contracts in excess of $10,000.00:

• A two-step selection process shall be used:

Step 1- Request for Qualifications (RFQ):

* + - RFQs will be requested from the consultants interested in performing the project
    - Firms will short listed based on the Statement of Qualifications (SOQ)

Step 2- Request for Proposal (RFP):

* + - RFPs will be requested from the short-listed firms
    - Highly qualified firm will be identified based on the proposals
    - Highly qualified firm(s) will be selected to negotiate a contract
* Statement of Qualifications will be evaluated based on the following rating criteria:

1. The Department’s Interview/Selection Team will review all responsive submittals and select the best evaluated statement of qualification for further review.

2. The proposals will be evaluated based on the following criteria:

1. CONSULTANT’s pertinent experience: 17%
2. Capabilities, resources, and responsiveness: 20%
3. CONSULTANT’s approach to the project: 35%
4. CONSULTANT’s current Contracts: 10%
5. Litigation: 03%
6. Business Inclusion and Development (BID) Plan: 15%

The following information shall be submitted with the Statement of Qualification and shall include:

* Submission of an Affirmative Action plan AND the [**Ethnic Workforce**](http://www.dallascityhall.com/business_development/BID/BID_Ethnic_Workforce250K.pdf) form. Note: There is no form attached for the Affirmative Action plan. You must submit your own.
* Submission of documentation showing history of [**M/WBE utilization**](http://www.dallascityhall.com/business_development/BID/MWBE_History_Utilization250k.pdf) on previous contracts on the form provided.
* Firms team make-up ([**Type of Work**](http://www.dallascityhall.com/business_development/BID/BID_TypeOfWork_Prime_Subconsultant250k.pdf)) includes a significant number of diverse M/WBE firms in meaningful roles on the project:
  1. the name, address and telephone number of each M/WBE;
  2. the description of the work to be performed by each M/WBE; and
  3. the approximate dollar amount/percentage of the participation.
* Evidence of acknowledgement of the City’s Business Inclusion and Development (BID) Policy, signed [BID affidavit](http://www.dallascityhall.com/business_development/BID/BID_Affidavit250K.pdf) that demonstrates intent to comply with the policy and evidence of M/WBE inclusion to meet the BID goal for the project.

• Qualifications of engineering firms **will** be interviewed by committees consisting primarily of registered professional engineers. The screening committee may also include a representative from the Business Inclusion and Development.

• The screening committee will evaluate the Statements of Qualifications (SOQ) and short list firms for further consideration. The screening committee will categorize firms according to the qualifications presented. The screening committee may conduct interviews to assist them in that categorization. Screening interview presentations, if any, will be entirely oral. Handouts, flip charts or other audio/visual aids **will not** be permitted. The consultant team is limited to three persons at the screening interview, two of whom shall be the proposed Project Manager and a principal or officer from the prime firm.

• The screening committee will forward their categorization to the director. Firms will be short listed by the director or his designee and requested to submit proposals.

• A selection committee composed primarily of registered professional engineers (members will be different from screening committee members) will evaluate the proposals of short-listed firms. The selection committee may also include a representative from the Business Inclusion and Development. Interviews will be conducted by the selection committee. The consultant may use handouts, flip charts, slides, projectors, video equipment, etc.; however, the consultant is solely responsible for furnishing all equipment and ensuring compatibility with the selection location (outlet availability, ceiling height, lighting, etc.).

• The selection committee will evaluate the firms based on their proposals and interviews and forward a recommendation to the department director.

• The director shall evaluate the recommendations and make final determination as to the firm in which staff can enter negotiations with.

# **SEC. III**

# **REQUIREMENTS FOR**

# **STATEMENT OF QUALIFICATION**

III. **REQUIREMENTS FOR STATEMENT OF QUALIFICATION**

**Please read these requirements carefully. Statements of Qualifications which do not comply with these requirements will be deemed non-responsive and the firm will not be considered for the project.**

1. Answer the questions on the Engineering Consultant Screening Questionnaire. The questions should be answered ***in the same order*** in which they are listed.

2. On questions where a response form is provided, the response **must** be on the supplied form or in a format identical to the supplied form, complete of all required information. If the firm has not performed work for the City of Dallas in the past three years, the form must be included in the SOQ indicating no work with the City of Dallas. The form may be shortened to eliminate excess rows or lengthened to add rows to represent the firm’s work accurately. If the firm has no work with Dallas, provide information for a minimum of three projects with other clients. Additional information may be supplied for other client projects, if desired, but is not required. If this additional information is provided, the form should be duplicated. Do not mix City of Dallas work on the same form with work for other clients.

3. Statements of Qualifications must be on 8½" by 11" paper using a minimum font size of 10 point. The cover should indicate the name of the project, contract number assigned to the project, the date, and the name of the Prime Firm. Additional information may be provided on the cover if desired.

4. **Statements of Qualifications are limited to a maximum of 30 pages**. **All pages with the exception of the front cover, the back cover and qualified divider sheets will be counted in the 30 pages.** In order to be considered a qualified divider sheet, the page may have a description (i.e. Project Team, Experience, etc) or a numeral on the divider tab **only**. **Divider pages which have photos, graphics, text, etc. will be counted as pages.**  Resumes and/or brochures will be included in the page count. Cover letters (if bound into the SOQ) will be included in the page count.

1. Exhibits A and B as listed under Sec VIII (Bidders/Consultants Acknowledgments of New House Bill (HB) 89 and Senate Bill (SB) 252) must be completed, signed, and included in **a separate tab at the end of the Statement of Qualifications.** These documents will not be counted as a part of the required 30 pages.

6. The City of Dallas Business Inclusion and Development (BID) documentation must be completed, signed, and included in **a separate tab at the end of the Statement of Qualifications.** Forms shall not be altered. These documents will not be counted as a part of required 30 pages.

The BID following forms and documentation shall be submitted:

* Affirmative Action Plan, any plan greater than 5 pages please submit on CD,
* [Ethnic Workforce](http://www.dallascityhall.com/business_development/BID/BID_Ethnic_Workforce250K.pdf) form,
* History of [M/WBE utilization](http://www.dallascityhall.com/business_development/BID/MWBE_History_Utilization250k.pdf) on previous contracts
* [Type of Work](http://www.dallascityhall.com/business_development/BID/BID_TypeOfWork_Prime_Subconsultant250k.pdf) by Prime and Subconsultants
* Signed [BID affidavit](http://www.dallascityhall.com/business_development/BID/BID_Affidavit250K.pdf)

1. Additional form Conflict of Interest – This document will not be counted as a part of the required 30 pages.

8. Submit one (1) electronic copy of the SOQ along with seven (7) bound copies of the Statement of Qualifications should be submitted as directed on the cover letter. Acceptable types of binding include GBC, posts, 3-ring, spiral, prong fasteners, etc. Staples are not acceptable.

9. Statements of Qualifications will be deemed non-responsive and the firm will not be considered for the project for the following:

Length exceeds 30 pages

SOQ is submitted after deadline

SOQs are unbound or stapled

Question(s) is not answered

Required forms are incomplete or not used

Business Inclusion and Development Affidavit is omitted or not signed

10. It is not necessary to respond if your firm is not interested in submitting a Statement of Qualifications for the indicated project.

11. Contact the Buyer if you have any questions, see requirements below:

**EXPLANATIONS OR CLARIFICATIONS:** Requests for explanations or clarifications may be emailed to the assigned buyer within the Purchasing division, see cover sheet. The email must clearly identify the solicitation number. Any material information given to one bidder concerning a solicitation will be furnished by an Addendum to all Bidders who have been issued a solicitation. It is the vendor’s responsibility to view/check the City’s Procurement web-site (<https://dallascityhall.com/departments/procurement/pages/default.aspx>) to ensure the vendor has obtained the latest information related to this RFB. The provisions for this bid are intended to ensure a fair and equitable review process so that there is no actual or potential situation where one bidder secures or attempts to secure an unfair advantage over another bidder or creates a situation where there is an appearance of impropriety in contacts between the bidder, its agent, contractor, or consultant and City officials.

**SEC. IV**

**Consultant Screening Questionnaire IV. ENGINEERING CONSULTANT SCREENING QUESTIONNAIRE**

Please provide answers to the following questions ***in the order they are listed:***

**1. Contact Information:**

Provide the following information of the Prime Firm:

• Legal name of the firm

• Date of firm formation

• Date of opening primary home office, and, if applicable, any branch and local offices

• Contact person with phone number, fax number and email address

• Current address of office(s)

• Identify office that will be providing services

• Legal business description (Individual, Partnership, Cooperation, Joint Ventures, etc.)

1. **Firm’s Resources and Capabilities:**

Describe your firm’s office resources and capabilities within the DFW Metroplex. Identify staffing size and areas of expertise in Dallas and other locations for the Prime firm. Identify additional non-local resources or resources of major subconsultants required for this project. Would you or a subconsultant team member have to hire additional personnel in order to complete this project in a timely manner? If so, identify the type of personnel (Engineers, Technicians, etc.) and the number of each type. Indicate the information for only the Prime firm. Additional information may be provided, if desired, by duplicating the form to submit similar information on subconsultants or to provide composite staffing and areas of expertise of the proposed team (Prime and subs) in addition to the form for the Prime firm staffing. Please verify following items:

* Firm(s) must be registered with the Texas Board of Professional Engineers
* Project Manager assigned for project must be from the Prime’s local office
* Project Manager assigned for project must be Texas Professional Engineer

3. **Current Workload/Backlog:**

What is your firm’s current workload/backlog of work for proposed project members or staff in the water/wastewater or environmental areas of expertise?

4. **Firm’s History of Meeting Deadlines and Budget:**

Briefly describe your firm’s history of meeting schedule deadlines and keeping within the established construction budget. What is the accuracy of your firm’s estimate compared to the actual bid price for projects? **Include your firm’s percentage of change orders on water & wastewater construction projects during the past 3 to 5 years.**

**5. Prior or Current Litigation Statement:**

Briefly discuss any current or prior litigation within the past 10 years involving municipal projects, specifically identifying any litigation with the City of Dallas. This should include design related issues, construction, and construction management related issues. In addition, any expert opinions, expert witness testimony, reports, or other services prepared for any party involved in litigation or a claim against the City of Dallas should be indicated and briefly explained.

**6. Conflict of Interest:**

Does your firm or any of the proposed team members have current or pending contracts or obligations that could pose a potential conflict of interest? This includes involvement of any firm or individual in construction claims issues, customer cities contract issues, water supply/water rights issues, wastewater effluent issues, etc. involving the City of Dallas in any manner.

**7. City of Dallas Experience:**

Provide a listing of all projects that your firm has performed for the City of Dallas in the last 3 years on the **on the Project Experience form provided.** **Fill in all information.** Describe your firm’s history of utilizing M/WBE firms on your projects. Provide the completed BID Affidavit form.

1. **Equipment and Facilities:**

Does your firm use an Intergraph™ or Microstation™ based CADD system? Does your firm use other specialized computer applications that would enhance the quality of or specific issues related to this project?

**9. Similar Project Experience:**

Briefly describe your firm’s specific work experience and specialized project experience on projects similar to the one described in the preliminary scope of work. **Use the form provided**, clearly indicating your firm’s **relevant experience** as a prime consultant or as a subconsultant. Relevant experience which you would like considered for proposed subconsultant team members should be listed on the subconsultant form, clearly indicating the firm which performed the work. Specify which specific individuals on your team were involved in each project and their role on the referenced project.

**10. Type of Work by Prime and Subconsultants:**

Indicate all firms proposed as subconsultants or vendors on this project. Indicate the type of work to be performed by each firm (geotechnical, structural design, survey, pipeline design, process design, drafting/CADD, etc) and whether each firm is an M/WBE or non-M/WBE firm. For M/WBE firms, indicate the firm’s current certification number. Also indicate the type(s) of work to be performed by the Prime firm. What is the total percentage of work that the Prime firm expects to perform on the project?

**11. Organizational Chart:**

Provide an organizational chart showing the structure of the proposed team and the roles of the proposed project personnel. Indicate which firm on the design team employs each person that is shown. Indicate team personnel that are not from local offices.

**12. Project Approach:**

Briefly describe your firm’s approach to this project. The approach should be a minimum of 3 pages of the Statement of Qualifications. You may provide your firm’s general approach to projects of this nature; however, the approach should specifically address issues, concerns, methodology, etc. that may be important on this project and indicate your firm’s suitability for the project.

* + 1. **Project Schedule:**

Provide a suggested time schedule for this project. If a schedule is indicated in the preliminary Scope of Work, identify differences with your suggested schedule, if any, and provide a brief explanation of the differences.

* + 1. **Resumes:**

Provide brief resumes indicating the **relevant** water/wastewater experience of the following personnel:

a. Project Manager

b. Quality control members

c. For facility projects, lead person in each discipline (structural, process, mechanical, instrumentation, etc.). For pipeline projects, lead design engineer(s).

d. For facility projects, briefly provide the industrial electrical design experience on large water and wastewater facilities for the lead electrical design engineer.

e. Specialized experience, if applicable (i.e. surge analysis, environmental evaluation, special process considerations, etc.)

* + 1. **Additional Information:**

If desired, provide any additional information that will reflect your firm’s qualifications to complete this project successfully. This information is optional in the Statement of Qualifications.

# **SEC. V**

# **INSTRUCTIONS FOR THE PROJECT EXPERIENCE FORM**

V. **INSTRUCTIONS FOR THE PROJECT EXPERIENCE FORM**

**These instructions have been revised. Please read carefully.**

1. Experience indicated should be relevant to the project for which the SOQ is being submitted.

2. The Prime Firm is the firm proposed as the prime on the project for which the SOQ is being submitted.

3. Only the experience of current employees of the Prime Firm should be indicated on the form for the Prime Firm.

4. The Client information should include the name of the organization, its address and the name and telephone number of a contact person **who is familiar with the project indicated**. The Prime Firm is responsible for the accuracy of the contact information. Experience may not be considered if the contact person indicated cannot be contacted. For work performed as a subconsultant, the client and contact may be either the Owner (City, County, or other agency commissioning the work) or the prime firm for which the firm worked as a subconsultant on that project. If the prime firm is indicated as the client, please indicate the name of the Owner agency in parenthesis. Also indicate the year design began and the stage of the project: under design, design complete, under construction, or construction complete. If construction has started, indicate the year construction started or finished.

5. Under the column labeled Prime or Sub, indicate a Prime for each project for which your firm was the prime consultant on that project and a Sub for each project for which your firm was a subconsultant. Use Other Prime for projects for which a current employee of the Prime firm gained experience while working for a previous employer who was the prime consultant on the project referenced. Use Other Sub for projects for which a current employee of the Prime firm gained experience while working for a previous employer who was a subconsultant on the project referenced. Use Other Owner for projects for which a current employee of the Prime firm gained experience while working for a previous employer who was the Owner agency on the project referenced.

6. In the project description column, indicate the project name, location (Plant Name, City, State etc.), and a **brief description of the work for which your firm was responsible.** If your firm was a subconsultant, the overall project can be referenced for clarity; however, the description should be for **your firm’s work**, not a description of the overall project.

7. The Personnel Involved columns should indicate the people involved with the referenced project who are on the proposed project team for the RFP. Also, indicate the level of involvement on the referenced project, i.e. John Doe - Lead Structural Design, etc.

8. Experience forms for proposed subconsultant firms in major roles on this project should be completed in similar fashion.

9. If you have any questions, please contact the buyer, please follow the instruction on **page 17 line item 10.**

**PROJECT EXPERIENCE FORM**

|  |
| --- |
| **PRIME FIRM:** *(Experience for Indicated Firm Personnel only)* |

| **Client Name, Address, Contact**, **Date & Status** | **Prime**  **or Sub** | **Project Name, Location and Brief Description** | **Personnel Involved**  **& Role** |
| --- | --- | --- | --- |
| Mr. Sample Client  ABC Utility  1234 Broadway  Anytown, USA  (999) 999-9999  Construction in progress, began in  1999 |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PROJECT EXPERIENCE FORM**

|  |
| --- |
| **SUBCONSULTANT FIRM:** *(Experience for Indicated Firm Personnel only)* |

| **Client Name, Address, Contact**, **Date & Status** | **Prime**  **or Sub** | **Project Name, Location and Brief Description** | **Personnel Involved**  **& Role** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SUBCONSULTANT FIRM:** *(Experience for Indicated Firm Personnel only)* | | | |
| **Client Name, Address, Contact, Date & Status** | **Prime**  **or Sub** | **Project Name, Location and Brief Description** | **Personnel Involved**  **& Role** |
|  |  |  |  |
|  |  |  |  |

# **SEC. VI**

# **INSTRUCTIONS FOR THE CITY OF DALLAS EXPERIENCE FORM**

**INSTRUCTIONS FOR THE CITY OF DALLAS RECENT EXPERIENCE FORM**

1. This form is to be filled out **only** for the firm proposed as the prime firm in the RFQ.

2. Only projects awarded to the firm as a prime consultant are to be listed. Do not list projects for the City of Dallas on which the firm is a subconsultant.

3. The date should be either the date the form is filled out or the date the RFQ is to be submitted.

4. List **all** projects awarded within the **last three years** and list **all** projects that are currently in progress whether or not they were awarded within the last three years.

5. In the “Dept.” column, list the department for whom the work is being performed. Use DWU for Dallas Water Utilities, PW for Public Works, TWM for Trinity Watershed Management, RM for Risk Management, AV for Aviation, PARD for Parks and Recreation Department, STS for Street Services, etc.

6. In the “City Contact Person” column, list the name and telephone number for the City’s Project Manager for the indicated project. If that individual is no longer employed by the Department indicated, also list a current employee with some knowledge of the project as a second contact.

7. In the “Total Contract Amount” column, list the amount awarded plus the amount of all Supplemental Agreements, if any.

8. In the “Project Name” column, list the name of the project.

9. In the “MBE” column, list the percentage of all MBE work committed to at the award of the project plus any additional percentage committed as part of any Supplemental Agreement on the left side of the slash. **List the actual percentage of all MBE work performed to date on the right side of the slash.** The percentages should be accurate to two decimal places.

Example:

Original Award Amount - $100,000

MBE % Committed on Original Award Amount - 30%

Supplemental Agreement(s) Amount - $20,000

MBE % Committed on Supplemental Agreement(s) Amount - 20%

Work completed to date - $75,000 or 62.5% of total dollars

MBE completed to date - $15,000

MBE Percentage Committed ~

(.30) x ($100,000) + (.20) x ($20,000) = $30,000 + $4,000 = $34,000 = 28.33%

($100,000 + $20,000) $120,000 $120,000

Actual MBE Percentage ~

Actual MBE Completed = $ 15,000 = 12.50%

Total Contract Amount $120,000

For this example, the numbers listed in the MBE column would be **28.33 / 12.50**.

**INSTRUCTIONS FOR THE CITY OF DALLAS RECENT EXPERIENCE FORM**

(Cont.)

10. In the “WBE” column, indicate the percentages for total WBE participation using the methods of calculation given in Item 9.

11. In the “Percent Complete” column, indicated the percentage of the contract completed for example in Item 9, the percentage completed is 62.50%.

12. In the “Your firm’s Remaining Work” column, indicate only the dollar amount of work **to be** performed **by your firm excluding all subconsultants** that has not been completed for the project listed. Do not include the dollar amount of work that is to be performed by any firm (subconsultant or supplier, etc.) other than your firm. This column is not intended to provide the total amount remaining on the contract. For most projects, the amount in this column will be less than the amount remaining on the contract since some of the work remaining is likely to be performed by subconsultants. At the bottom of the column, provide a total of all work remaining for your firm on all of the projects indicated.

13. For projects that have been completed or are nearing completion and the planned M/WBE participation has not been achieved, provide an explanation for the difference.

14. The form may be shortened to eliminate excess rows or lengthened to add rows to present the firm=s work accurately. The consultant may supply additional information, if desired. Additional information is voluntary.

15. If the prime firm has not performed work for the City of Dallas for the past three years, or has performed two projects for the City of Dallas in the past three years, please use a similar format to provide historical information on your firm’s utilization of M/WBE firms on at least three projects in the past three years with other clients.

16. If you have any questions, please contact the person indicated in the cover letter for the request for Proposals.

**CITY OF DALLAS RECENT EXPERIENCE FORM**

|  |
| --- |
| **Prime Firm Name: Date:** |

| **Dept. (DWU, PW, etc.)** | **City Contact Person** | **Total Contract Amount**  **$** | **Project Name** | **MBE**  **Participation**  **committed/**  **actual to date** | **WBE**  **Participation**  **committed/**  **actual to date** | **Percent Complete** | **$ Value of Your firms remaining work** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DWU** |  |  |  | **/** | **/** |  |  |
| **DWU** |  |  |  | **/** | **/** |  |  |
| **DWU** |  |  |  | **/** | **/** |  |  |
| **DWU**  **TOTAL** |  |  |  |  |  |  |  |
| **PW** |  |  |  | **/** | **/** |  |  |
| **PW** |  |  |  | **/** | **/** |  |  |
| **PW** |  |  |  | **/** | **/** |  |  |
| **PW TOTAL** |  |  |  |  |  |  |  |
| **OTHER** |  |  |  | **/** | **/** |  |  |
| **OTHER** |  |  |  | **/** | **/** |  |  |
| **OTHER** |  |  |  | **/** | **/** |  |  |
| **OTHERTOTAL** |  |  |  |  |  |  |  |
| **TOTAL**  **ALL** |  |  |  |  |  |  |  |

*NOTE: ABOVE REFLECTS ORDER*

# **SEC. VII**

# **OFFICE STAFFING FORM**

**VII. OFFICE STAFFING FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dallas Staff Only | | | | | | |
| Mechanical  Electrical & Instrumentation  Survey  Other  Other Civil  Employees of Prime Firm | Water/Wastewater |  |  |  |  |  |
| PEs |  |  |  |  |  |  |
| EIT/ Graduates |  |  |  |  |  |  |
| Technical |  |  |  |  |  |  |
| Administrative |  |  |  |  |  |  |
| Survey |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| Total Dallas |  |  |  |  |  |  |
| Texas Staff Only | | | | | | |
| Mechanical  Electrical & Instrumentation  Survey  Other  Other Civil  Water/Wastewater  Employees of Prime Firm |  |  |  |  |  |  |
| PEs |  |  |  |  |  |  |
| EIT/ Graduates |  |  |  |  |  |  |
| Technical |  |  |  |  |  |  |
| Administrative |  |  |  |  |  |  |
| Survey |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| Total Texas |  |  |  |  |  |  |

# **SEC. VIII**

# **BIDDERS/CONSULTANTS**

# **ACKNOWLEDGMENTS OF NEW**

# **HOUSE BILL 89 AND SENATE BILL 252**

Please attach all the required forms in a separate tab at the end of SOQ/ Proposal

Do not alter these forms or the language

**EXHIBIT A:**

**House Bill 89 – Contracting With Entities That Boycott Israel**

**“FAILURE TO SIGN YOUR BID WILL RESULT IN A REJECTION OF YOUR**

**BID/ STATEMENT OF QUALIFICATION/ PROPOSAL”**

**Bidder’s Acknowledgement of Prohibition on Contracts with**

**Companies Boycotting Israel**

**Effective September 1, 2017, Bidder acknowledges, in accordance with Chapter 2270 of the Texas Government Code, that Bidder does not boycott Israel and will not boycott Israel during the term of any contract with the City of Dallas to provide goods and services to the City. Bidder further acknowledges that this provision is hereby incorporated by reference, as if written word for word, into any subsequent contract entered into between City and Bidder for goods and services.”**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Company Name |  |  |
|  |  |  |
| Officer’s Signature |  | Title |
|  |  |  |
| Printed Name |  | Date |

**EXHIBIT B**

**Senate Bill 252 – Contracting with Terrorist Organizations**

**“FAILURE TO SIGN YOUR BID WILL RESULT IN A REJECTION OF YOUR**

**BID/ STATEMENT OF QUALIFICATION/ PROPOSAL”**

**Bidder’s Acknowledgement of Prohibition on Contracts with Foreign Terrorist Organizations**

**Effective September 1, 2017, Bidder acknowledges, in accordance with Chapter 2252 of the Texas Government Code, that (a) Bidder does not engage in business with Iran, Sudan or any foreign terrorist organization and (b) Bidder is not listed by the Texas Comptroller as a terrorist organization as defined by Chapter 2252 of the Texas Government Code. Bidder further acknowledges that this provision is hereby incorporated by reference, as if written word for word, into any subsequent contract entered into between City and Bidder for (1) professional or consulting services subject to the Professional Services Act - Chapter 2254 of the Texas Government Code, (2) general construction, (3) an improvement, (4) a service, (5) a public works project, or (5) for a purchase of supplies, materials or equipment.”**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Company Name |  |  |
|  |  |  |
| Officer’s Signature |  | Title |
|  |  |  |
| Printed Name |  | Date |

# **SEC. IX**

# **BUSINESS INCLUSION & DEVELOPMENT PLAN**

Ref:

[*https://dallascityhall.com/departments/procurement/pages/business\_inclusion\_development.aspx*](https://dallascityhall.com/departments/procurement/pages/business_inclusion_development.aspx)

Please attach all the required forms in a separate tab at the end of SOQ/Proposal

Do not alter these forms.