

**Request for Qualifications (RFQ)
Engineering and Support Services
2017 Annual Statements
City of Conway, Arkansas**



Prepared by: Street & Engineering Department
100 E. Robins St.
Conway, AR 72032

Issued: March 30, 2017

Responses Due: April 11, 2017

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PART I – Legal Notice

The City of Conway is seeking statements of qualifications and performance data from prospective consulting firms to provide engineering and support services for public projects during fiscal year 2017 pursuant to State of Arkansas Procurement Laws and Rules, Subchapter 8, Procurement of Professional Services, paragraph R1:19-11-802.

Technical Areas of Interest:

- Engineering
 - Transportation and Drainage Design
 - Geotechnical Engineering
 - Pavement Management
- Landscape Architecture
- Surveying

Firms shall identify in their response to this Request for Qualifications, the Technical Areas for which they want to be considered. During the selection process, each firm will be evaluated and ranked as to their qualifications to provide the services for each area of interest. Multiple firms may be selected under each of the technical areas and contracts will be made with said firms chosen as specialty consultants for specific disciplines under the above general categories.

NOTE: Firms **shall not** provide a fee schedule.

Only those firms or individuals submitting letters of interest and completed qualifications packages which best meet the needs of the City of Conway will be considered for the requested services, regardless of past contracts with the City of Conway.

Dated this March 28, 2017

CITY OF CONWAY

CONWAY, ARKANSAS BY: Finley Vinson, P.E., City Engineer

PART II – GENERAL INFORMATION

Purpose

The City of Conway desires to retain professional consultant(s) to provide the scope of services in the technical areas described below. The qualified firms will provide design and support services for a variety of small and large scale projects managed by the Street and Engineering Department. Projects may include the need for extensive meetings with City Council, City staff, Advisory Committees and the general public, particularly those involving long-term planning or comprehensive master planning. Consultants chosen will be required to adhere to any agreed upon schedules and completion times for various projects. Failure to maintain production on projects may cause the City to terminate the contracts.

Evaluation and selection of the consulting firm(s) or individual(s) will be in accordance with State of Arkansas Procurement Laws and Rules, Subchapter 8, Procurement of Professional Services, paragraph 19-11-803 and 19-11-804. This Qualification Package provides guidelines for the submission of qualifications information in response to this Request for Qualifications (RFQ). Statements of qualifications will be kept on file until such time that professional services are required. At that time, selection may be based upon evaluation of statements of qualifications on file or proposals may be requested for a particular public project.

Scope of Services:

- Engineering
 - Transportation and Drainage Design
The work will generally consist of providing right-of-way surveys, preparation of construction drawings, cost estimates and may also include construction inspection, oversight and/or construction contract management.
 - Geotechnical
The work will generally consist of foundation investigation for the design and construction of roadways, bridges, and other associated structures. The foundation investigation and analysis may include field sampling, laboratory testing, and engineering analysis and evaluation with the results presented in report form.
 - Pavement Management
The City of Conway initiated a Pavement Management System in 2016 to more efficiently plan and schedule street maintenance and rehabilitation projects. Continuation of this effort will include periodic reassessment of roadway condition, providing input and recommendations for prioritizing of projects, input and

recommendations on preventative maintenance and repair techniques, and evaluating budget alternatives and scenarios.

- **Landscape Architecture**

The work will generally consist of concept plans, preliminary design details, preliminary product selections, and preliminary opinions of probable project costs. Designs may include general site plans, grading plans, drainage plans, irrigation plans, planting plans, structural details and calculations, design development documents that would serve as the basis for preparing construction documents.

- **Surveying**

Work may include all types of surveying services.

PART III – STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA

Firms interested in performing services in these technical areas of interest must exhibit considerable relevant experience with this type of work and should emphasize both the experience and capability of particular personnel who will actually perform the work. They must be fully licensed in the State of Arkansas, at the time of RFQ receipt for the type of work to be performed, and licenses must remain current during any contract term with the City. Firms shall carry and provide the City with proof of General Liability, Professional Liability, and Workers Compensation Insurance consistent with the City requirements.

In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is required that the qualifications and performance data packages be organized in the manner specified below. The packages should be assembled in the order listed below and utilize the headings given. Each Statement of Qualification shall not exceed 25 pages. The 25-page limit does not include the Cover Letter, or the Table of Contents.

Cover Letter – one page

The Cover Letter should include the name of the person(s) who will be authorized to make representations for the company, their title(s), office location, telephone number(s), and email address.

Table of Contents – one page

Section 1 - Firm Overview

This section should describe the firm's overall capabilities and capacity, its core competences, and describe what makes the firm uniquely qualified to provide the

services specified. It should describe the firm's familiarity with the City of Conway and surrounding area, and the proximity to the city of company offices to be used for project work.

Section 2 - Key Personnel and Organizational Chart

This section should identify company principals and staff with resumes and include an organization chart that identifies those individuals that will be most directly involved with the City's projects. The chart should identify each person's home office, identify the primary point-of-contact responsible for day-to-day communication and coordination with the City, and include primary project office location, address, and phone numbers/email addresses.

Section 3 – Statement of Qualifications and Performance Data

This section should include a statement of the firm's qualifications and how they relate to the Technical Area(s) of Interest for which they want to be considered. Present recent (within the last five years), relative firm experience that is most similar to the requested scope of services with emphasis on projects performed in Arkansas and for other municipal clients. Provide performance data for these projects regarding quality of work, control of project costs, adherence to schedule and deadlines, and any other relevant information.

PART IV – RFQ EVALUATION AND REVIEW PROCEDURE

The areas of consideration for determining the best firm(s) or individual(s) qualified for this contract includes, but is not limited to, the following:

- Specialized experience and technical competence in the areas of interest
- Capabilities and capacity to perform work in the areas of interest
- Past performance history (quality, cost, and schedule)
- Office location considerations (responsiveness, familiarity with area, etc.)

Submittals will be ranked based on the defined criteria and, in the event that two are more firms are ranked very close and there is no clear preference, a determination will be made as to whether an informal meeting will be required of the top-ranking firms. Project work assignment selection is based on the matching of a project's technical requirements with the firm most qualified in that technical area and is contingent upon the negotiation of a mutually acceptable agreement.

PART V – Standard Agreement

Three (3) sets of responses must be received no later than 3:00 p.m. (CST) on April 11, 2017. Any responses received after this deadline will not be considered. All statements of qualifications and performance data will be kept on record during fiscal year 2017. When projects are initiated, the City of Conway will use the submitted information to select three qualified firms, select the best qualified from that list and then commence contract negotiations with the selected firm. At the City's option, it may seek proposals for a particular project from one or more of the selected firms to aid in the selection process.

The City of Conway encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

Additional Questions may be addressed to:

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