



One City Plaza, Suite B
P.O. BOX 1287
Cabot, Arkansas 72023
Phone: 501 843 4654

REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL ENGINEERING SERVICES
Water & Wastewater Utility Facilities

FROM: Cabot WaterWorks

DATE ISSUED: January 4, 2019

SUBMITTAL DEADLINE: January 18, 2019 4:00pm

SUBMIT TO: Tim Joyner, P.E. General Mgr
One City Plaza, Suite B
P.O. BOX 1287
Cabot, Arkansas 72023

This "Request for Qualification" (RFQ) is official notification for professional services for Cabot WaterWorks (CWW). This RFQ is being issued to solicit statements of qualifications from firms qualified to perform engineering work on water & wastewater utility facilities. A submittal of a qualification statement does not guarantee that the firm will be contracted to perform any services but only serves notice to CWW that the firm desires to be considered.

DESCRIPTION OF ENGINEERING SERVICES:

The selected firm may perform various engineering services on existing water and wastewater utility facilities or for new facilities. Cabot Waterworks is seeking professional experience with steel water tank painting and associated tank rehabilitation.

The firm must be qualified to perform the following:

- Design analysis conforming to Ten States Standards, Arkansas Department of Health Regulations and Federal EPA guidelines.
- Preparation of construction drawings and specifications
- Construction cost estimates with life cycle present worth analysis
- Prepare construction bid documents.
- Prepare Environmental Impact documents
- Prepare Permits for State, Federal and local Governmental agencies for new projects

SELECTION PROCESS

The selection process will conform to the provisions outlined in Arkansas Code Annotated 19-11-801-806, Act 616 of the 1989 General Assembly of Arkansas and federal regulations 40CFR part 31.36 and OMB Circular A-102. CWW encourages all certified Minority Business Enterprises (MBE's) and Women Business Enterprises (WBE's) to submit statements of interest and will not discriminate against an individual or firm on the grounds of race, color, sex, physical handicap or national origin in the selection process.

SELECTION OF SHORT LIST OF PROVIDERS

CWW will select a short-list of the most responsive and most qualified respondents, based on selection criteria described in this document. CWW may also determine to reject all submittals.

ORAL PRESENTATION

Oral presentations may be requested to determine qualifications for water and wastewater facilities evaluation, analysis and design.

NEGOTIATE DETAILED CONTRACT

CWW will select one respondent. The successful respondent and CWW will negotiate an engineering services agreement. CWW reserves the right to negotiate with the additional short listed firms if an agreement on engineering services cannot be reached with the successful respondent. In addition, CWW reserves the right to reject all respondents.

RESPONDENT'S SUBMITTAL REQUIREMENTS:

Statements of qualifications must comply with the following requirements:

- Use letter-sized paper
- Submit 1 copy of the Statement of qualifications.
- CWW will not be responsible any costs associated with RFQ preparation, mailing and/or shipping costs.

Statements of qualifications should include the following at a minimum:

- Describe your firm's organizational structure, including any limited partnerships and how they are applied to this RFQ.
- How many years has your firm been in business under its present name?
- Indicate all other names by which your firm has been known and length of time known by each name.
- Include the address of your firm's Web site, if applicable.
- Key Personnel
 - Provide information regarding capabilities and experience of personnel to be directly assigned to this project.
 - Professional resumes for key personnel and their anticipated responsibilities. Indicate the educations and professional licensing of each person related to this RFQ.
 - Include a list of previous water and wastewater facility projects in which each team member has played a significant role.

- Clearly identify who will have primary technical responsibility for various type projects.
 - Provide an organization chart that clearly describes your firm's project organization with supervisory reporting.
- Describe the complete range of capabilities your firm offers related to water and wastewater facilities.
- List all services, which your firm performs with your own employees.
- List what types of services are usually subcontracted.
- Provide a list of reference projects that demonstrate your experience. For each project the following information should be provided:
 - Project title and location
 - Name, address, and phone number of Owner's representative
 - Nature of your firm's responsibility
 - Scope of work
 - Total dollar contract amount and term in years
 - Type of contract
 - Source of project funding
 - Projected and actual project start and end dates
- Additionally, provide details for any recent water tank rehab and painting projects.

SELECTION CRITERIA:

Selection of professional consultants by CWW is not based on competitive bidding, but on professional qualifications, documented experience and the expertise of key personnel to be assigned to the project. Consideration is also given to the following factors:

- The specialized experience and technical competence of the firm with respect to the type of professional services required;
- The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
- The past record of performance of the firm with respect to such factors as control of costs, quality of work and ability to meet schedules and deadlines; and
- The firm's proximity to and familiarity with Cabot water and wastewater facilities.

CWW reserves the right to reject all RFQ's and negotiate final selection with the candidates of its choosing.

Questions about the RFQ should be directed to Tim Joyner, General Manager for Cabot WaterWorks.