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ANNUAL REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL SURVEYING SERVICES

FROM: Cabot WaterWorks

DATE ISSUED: January 4, 2018

SUBMITTAL DEADLINE: January 18, 2018 4:00p.m.

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 of needed professional services for the Cabot Water and Waste Water Commission (CWW). This RFQ is being issued to solicit annual statements of qualifications from firms qualified to perform surveying work. 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. Hence, the purpose of this RFQ is to encourage firms engaged in the lawful practice of land surveying to submit an annual statement of qualifications and performance data to CWW as more fully described below.

DESCRIPTION OF SERVICES REQUIRED:

The Scope of Services to be provided shall include, but may not be limited to, the surveying services listed below. An Arkansas licensed land surveyor, or civil engineer licensed to practice land surveying, shall be responsible for all survey work performed in conjunction with this Scope of Services. The Consultant will perform such surveying services in conformance with generally accepted standards by licensed land surveyors.

- A. Topographic Surveys
Topographic surveys must be referenced to Arkansas State Plane South coordinates. All elevations and contours are to be referenced to the North American Vertical Datum of 1988 (NAVD88)
- B. Preparation of Plan and Profile Drawings in ACAD.DWG file type
- C. Preparation of Easement Legal Descriptions and Drawings
- D. Construction Staking

- E. Boundary Surveys
- F. Legal Descriptions and Plats
- G. Record of Surveys

RESPONDENT'S SUBMITTAL REQUIREMENTS:

Statements of qualifications must comply with the following requirements:

- Use letter-sized paper
- Submit a minimum of 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 projects.
 - 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 utility 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 utilities.
- 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

All statements must be signed by an individual duly authorized to make the submission on behalf of the submitter and shall indicate that the information provided shall be current. If changes occur in the representations the submitter shall update such information as necessary for the submission to remain accurate during that time period.

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. CWW reserves the right to reject and/or accept any and all statements received or parts thereof. CWW also reserves the right to waive any minor irregularities in any statements submitted. CWW may also determine to reject all submittals. From time to time, CWW shall evaluate the statements of qualifications on file and select a firm based on the "Selection Criteria" set forth below and select a firm. Oral presentations may be requested to determine qualifications for surveying services requested.

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.

NEGOTIATE DETAILED CONTRACT

As the need arises, CWW will select one respondent. The initial respondent and CWW will negotiate a detailed, written description of the services required and prepare a surveying services agreement, including compensation to be paid. If CWW is unable to negotiate a satisfactory agreement with the firm selected, negotiations with that firm shall be terminated and CWW may undertake to negotiate with another qualified firm until and this process may continue until such time as CWW and a qualified firm are able to reach a satisfactory agreement for the services to be rendered.

If CWW is unable to negotiate a contract with any of the qualified firms, CWW shall reevaluate the necessary services, including the score and reasonable fee requirements, and it may, restart the process.

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