

Form 10
Request for Qualifications (RFQ) Package
(Engineering/Architectural Services)

The Request for Qualifications Package to be submitted to requesting parties consists of each section below:

Section 1: RFQ Cover Letter referencing the following items:

1. The name of the Grantee requesting services
2. The type of services requested
3. The source(s) of project funds
4. A description of the project's scope
5. Name of the responsible official authorized to receive RFQs and answer questions
6. When time and date) and where (address) all RFQs must be received
7. Reference to the Evaluation Criteria and Rating Guidelines (Attachment 9) which may be part of the RFQ package
8. A statement that all RFQs will be evaluated by a committee appointed by the mayor/county judge
9. A statement that the Grantee is an equal opportunity employer
10. A statement that the RFQ achieving the highest score in the evaluation will be selected first for negotiation of contract award with the Grantee
11. The terms of any contract for professional services awarded in conjunction with this RFQ shall be subject to approval of the Arkansas Economic Development Commission.

Section 2: Scope of Work Definition.

The scope of work shall consist of those items enumerated in the Instructions for Responding to an ACEDP Request for Qualifications (Engineering/Architectural Services) and the following items:

Section 3: Form 10-I, Instructions for Responding to an ACEDP Request for Qualifications (Engineering/Architectural Services) shall be incorporated into the RFQ Package.

Section 4: Professional Services Contract
Available to respondents upon request

Form 10 - I
Instructions for Responding to the RFQ
(Engineering/Architectural Services)

A. Specialized Experience and Technical Competence

In responding to each area of experience, the offeror must provide the following information:

- The organization(s) for whom the work was performed
 - The approximate dates of the experience(s)
 - The name and telephone number of a contact person, or persons, to verify the experience
 - The type of tasks performed
 - Any other relevant information the offeror might provide for selection committee consideration
1. **Experience with Project Planning and Start-Up Services to include**
 - Selecting and recommending cost-effective alternatives
 - Completing preliminary drawings such as site plans and layouts
 - Preliminary mapping, surveying and establishment of benchmarks
 2. **Project Design to include**
 - Developing Plans and Specifications
 - Developing estimates of quantities and costs
 - Preparation of Contract Documents
 - Revision of contract documents and Plans and Specifications.
 - Issuing addenda
 3. **Knowledge and Experience with State and Federal Requirements to include**
 - National Environmental Policy Act (NEPA) of 1969, as amended
 - Davis-Bacon and other Federal labor compliance laws
 - Model Uniform Relocation Act of 1970, as amended
 - State procurement laws
 - Type and number of ACEDP and other Federal- and/or State funded projects completed
 4. **Experience with Financial Management to include**
 - Review of contractors' estimates
 - Preparing requests for payment and other financial progress reports
 - Coordinating budgetary information with funding agencies

5. Experience with Contract Management to include

- Developing progress reports
- Implementing provisions of professional services contracts
- Developing and distributing change orders
- Revising contract documents and other documentation

6 Experience with Competitive Bidding Process to include

- Preparing Bid Package
- Corresponding with bidders
- Interpreting bid documents
- Analyzing bids
- Assisting with recommendation(s) to award contract(s)
- Participating in PreConstruction Conference(s)
- Coordinating Notices to Proceed and construction start dates

7. Experience with Construction Management and Observation to include

- Coordinating all professional service field work
- Conducting field layout and resident observation of contractor(s), as applicable
- Reviewing and approving mill, shop and work drawings/documentation
- Preparing record drawings and as-built drawings
- Coordinating field inspections and monitoring reviews by funding and regulatory agencies

8. Experience with Project Closeout to include

- Conducting final inspections of completed work
- Issuing of Certificates of Substantial Completion
- Scheduling and attending warranty inspections

B. Performance

The selection committee will evaluate work performance in terms of ability to meet schedules and deadlines; control of costs; and quality of work. The basis of evaluation will be reference checks of the work experiences claimed in the preceding section.

1. Ability to Meet Schedules and Deadlines to include

- Returning calls promptly
- Completing contractual obligations in a timely manner
- Adhering to established schedules

2 Control of Costs to include

- Completing all contractual obligations within original budget
Avoiding the necessity of contract amendments to increase funding

3. **Quality of Work to include**
 - Performing work accurately
 - Being responsive to owner's needs
 - Being accessible to the owner
 - Maintaining general quality of work

C. Capacity and Capability of Firm to Perform Work

The selection committee will evaluate capacity to perform work in terms of staff to be assigned and staff time available.

1. **Staff To Be Assigned to include**
 - Name of each staff person to be assigned to engineering/architectural tasks
 - Title of staff assigned
 - Task(s) to be performed by each staff person
 - Resume for each staff person to be assigned to engineering/architectural tasks
2. **Staff Experience to include**
 - Prior staff prior experience with _____ projects (*Types and total numbers of specific projects*)
 - Staff education
3. **Staff Time Available to include**
 - Average number of hours per day or week each staff person assigned tasks will be available
 - Other ACEDP or other project commitments requiring staff time of these same individuals listed above
 - Average hours per day or week these commitments require of each staff person
 - Demonstration that other staff commitments will not interfere with the offeror's ability to meet the needs of the city/county

D. Proximity to and Familiarity with Project Area

The selection committee will evaluate proximity to and familiarity with the project area in accordance with the following criteria:

1. Respondent is located in convenient proximity to the project to facilitate sufficient contact
2. Respondent is familiar with the confines of the project area

E. Total Score

The offeror's total score is obtained by totaling the offeror's scores for

1. Specialized Experience and Technical Competence
2. Performance
3. Capacity and Capability to Perform Work
4. Proximity to and Familiarity with Project Area