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REQUEST FOR QUALIFICATIONS
PROFESSIONAL ARCHITECTURAL SERVICES

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 Qualifications" (RFQ) is official notification of needed professional services for Cabot Waterworks (CWW). This RFQ is being issued to solicit statements of qualifications from firms qualified to perform general architectural 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.

DESCRIPTION OF SERVICES REQUIRED:

Notice is hereby given that Cabot WaterWorks is seeking statements of qualifications and experience from qualified professional architects to provide architectural services as needed by Cabot Waterworks. Architectural Services include though not limited to preparing plans and specifications for a Steel Maintenance Building and related consulting services as deemed necessary by Cabot WaterWorks.

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 qualifications 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. CWW may reject all submittals.

ORAL PRESENTATION

Oral presentations may be requested to determine the most qualified consultant.

NEGOTIATE CONTRACT

The CWW Commission will select one respondent. CWW will negotiate an architectural services agreement with the successful respondent. CWW Commission reserves the right to negotiate with additional short listed firms if an agreement cannot be reached with the successful respondent. CWW Commission reserves the right to reject all respondents.

RESPONDENT'S SUBMITTAL REQUIREMENTS:

Statements of qualifications must comply with the following requirements:

- CWW will not be responsible for any cost related to preparing the RFQ and/or shipping/ mailing costs.
- Submit a minimum of 1 copy of the RFQ.
- Use letter-sized paper
- 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.
 - List any previous business names and the above information related to those names
 - 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 for this contract. Indicate the educations and professional licensing of each person related to this RFQ.
 - Include a list of previous projects in which each team member has played a significant role.
 - Clearly identify who will have primary technical responsibility for each aspect of possible 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.
 - 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

SELECTION CRITERIA:

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

- Performance evaluations on similar projects, if applicable;
- Experience with the particular project.
- Experience with the Cabot Unified Development Code.
- Key personnel available locally for this project;
- Special or unique expertise;
- Ability to complete the work in a timely fashion and the firm's existing workload;
- The firm's proximity to the project;
- Extent of work that must be subcontracted by the firm and their proposed method of accomplishing project objectives;
- Extent of work experienced relative to the project;
- Methods of accomplishing all project objectives.

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

CONTACT INFORMATION:

For any questions, contact Tim Joyner, General Manager.