

WASHINGTON COUNTY
ATTN: Alisha Willett
280 N College Ave, Suite 530
Fayetteville, AR 72701



INVITATION TO QUALIFY
DUE: 4:00PM – 01/08/2018
Sealed qualifications must be
clearly marked on the outside of
the package with:
"RFQ 2017-10 ENGINEERING
SERVICES"

QUALIFICATIONS WILL BE OPENED JANUARY 09, 2018 @ 9:00 AM
LOCATION: WASHINGTON COUNTY COURTHOUSE
280 N. COLLEGE AVE, SUITE 530, FAYETTEVILLE, AR 72701

RFQ 2017-10 ENGINEERING SERVICES

GENERAL SPECIFICATIONS: Washington County, Arkansas, is requesting statements of qualifications from individuals or firms interested in providing contract engineering services from a Professional Engineer licensed in the State of Arkansas.

REQUIREMENTS: Respondents failing to comply with any of the following requirements will not be considered for the evaluation and award process:

Each respondent is required to fill in every blank and shall supply 100% of all of the information requested within each section; failure to do so may be used as a basis of rejection.

INFORMATION: For additional information, email purchasing@co.washington.ar.us. Bidders shall direct bid inquiries to the Washington County Purchasing Office.

FOR EVALUATION PURPOSES WE REQUEST THAT YOU SUBMIT ONE (1) ORIGINAL AND FOUR (4) COPIES OF YOUR RFQ IN A SEALED ENVELOPE LABELED "RFQ 2017-10 ENGINEERING SERVICES".

It is solely and strictly the responsibility of the qualifier to ensure that the RFQ is received by the Washington County Purchasing Division on or before the specified date and time.

LATE QUALIFICATIONS WILL NOT BE ACCEPTED.

The undersigned hereby offers to furnish & deliver the articles and/or service as specified, and all parts of this offer at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal unless upon mutual written agreement by Respondent and Washington County

Name of Firm: _____

Contact Person: _____ Title: _____

E-Mail: _____ Phone: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

Applicant agrees that the performance of any work or sale pursuant to this RFQ is and shall in all respects be in strict compliance with all local, state and federal laws as well as such rules, regulations, ordinances, proclamations, demands, directive, executive orders or other requirements issued pursuant thereto by the municipal, state and federal governments and all subdivisions thereof which now govern or may thereafter govern the manufacture, sale or delivery of the Goods contemplated by this bid including but not limited to the provisions of (i) Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and the regulations and executive orders issued thereunder, (ii) the Equal Employment Opportunity clause in Section 202 of Executive Order 11246, as amended, and the implementing rules and regulations (41 CFR, Part 60) and executive orders issued thereunder, (iii) the Affirmative Action Clauses and regulations of Section 503 of the Rehabilitation Act of 1973, as amended, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended, and executive orders issued thereunder, and (iv) all laws, interim and permanent standards, rules, regulations and executive orders of the Occupations Safety and Health Act and all state and federal laws and regulations relating to safety and health standards. Applicant agrees upon request to furnish Washington County with a certificate of compliance relating to any such laws in such form as the County may require. Applicant agrees to indemnify and hold harmless the County from any liability resulting from the failure of applicant to comply with any such laws and regulations.

1.0 PURPOSE & INTRODUCTION

Washington County, Arkansas, is requesting statements of qualifications from individuals or firms interested in providing contract engineering services from a professional Engineer licensed in the State of Arkansas including, but not limited to:

- the review of development plans, subdivision plats and zoning projects
- review and recommendations regarding Planning Development and Road Ordinances
- provision of general engineering services to the County in regard to drainage, bridges, and other engineering matters
- review of specific site plans for newly-created or modified roads, driveways and other traffic matters
- review of and recommendations for any other engineering issues for the County
- occasional subcontracting of some specialty engineering services as needed

Statements of Qualifications will be received at the Purchasing office, Suite 530, 280 N. College Avenue, Fayetteville, AR 72701 by Monday, January 8, 2018 at 4:00 PM. A nonresponsive or incomplete qualification statement will not be considered.

The County welcomes any questions regarding this solicitation. Questions should be addressed in writing to Washington County Purchasing, via e-mail at purchasing@co.washington.ar.us. The deadline for submitting written questions is 4:00PM on January 2, 2018. All questions will be answered in the form of an addendum available on the County website.

SECTION I - TRANSMITTAL LETTER

Include a short (one to three pages) Transmittal Letter that shall include:

1. A Summary of why the Respondent believes itself to be the most qualified.
2. A statement indicating that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate.
3. A statement granting the County and its representatives authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance.

2. Any inquiries or requests for explanation in regard to Washington County's requirements should be made promptly to the above listed number. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms that have indicated an interest or intention to submit qualification statements, but the names of any firms submitting any questions, clarifications, or requests will not be disclosed until after the deadline for submission.
3. Any conditions or expectation on the part of the Respondent for performance by the County must be set forth in the qualification statement. Washington County is not obligated to consider the Respondent's post submittal terms and conditions.
4. At the discretion of Washington County, one or more firms may be asked for more detailed information before final selection, which may also include oral interviews. Washington County will not be responsible for misdirected qualification statements. Respondent should call the Purchasing Office at (479) 444-1707 to insure receipt of their documents prior to opening time and date listed above.

3.0 SELECTION PROCESS

The detailed evaluation of the qualification statement may include an interview by the Selection Committee. Award of a contract may be made with or without interviews. Qualification Statements should therefore be submitted on the most favorable terms available.

The evaluation criteria will have the following relative weighting given each item.

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|-----------|--|
| 30 Points | (1) Specialized experience and technical competence of the firm with respect to the type of professional services required; |
| 25 Points | (2) 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; |
| 25 Points | (3) 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 |
| 20 Points | (4) Firm's proximity to and familiarity with the area in which the project is located. |

4.0 INSURANCE

The firm must provide and maintain in force at all times during the term of the contract contemplated herein insurance for Workers' Compensation as required by Arkansas State Law, Commercial General Liability, Automobile Liability, and Errors and Omissions Liability in not less than the amount of \$1,000,000. Proof of such shall be submitted prior to award of contract.

5.0 BID CHECK-OFF LIST

- Proposal Signed

- Transmittal Letter Included (one to three pages)

- Firm / Individual Experience Included (No more than 10 pages)

- Proof of Insurance Included

- All Information is filled in the blanks

- Four Copies of the Completed Bid