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January 6, 2025

To: Interested Engineering Firms

RE: RFQ – City of Turrell Water Improvements

To whom it may concern:

The City of Turrell is soliciting Requests for Qualification's for Engineering Services to provide design specifications and oversee a water infrastructure project. The city has obtained state and federal grants for funding.

Enclosed is the RFQ packet for the above referenced project. The packet includes a copy of the Scope of Work and the Instructions for Responding for an RFQ. A sample Professional Services Contract is available to respondents upon request.

Four (4) copies of the RFQ's must be submitted to The City of Turrell, 160 Eureka Street, Turrell, AR 72384. **No later than 2:00 pm, January 20, 2025.**

Please address all packets to
Attention: Charles Webster, Mayor of City of Turrell
RFQ for Turrell Water Improvements

The selection committee appointed by the Mayor will conduct an evaluation of those submitted in the response to the RFQ. All responses will be evaluated on the criteria identified in Attachment II of this package. The RFQs achieving the highest scores in the evaluation will be selected first for negotiation of contract with the Grantee. The top selections will be kept on file at the Turrell City Hall for at least one year. All responses not fully addressing each criterion will be considered non-responsive and will be eliminated from consideration as potential contractors. The terms of any contract for professional services awarded in conjunction with this RFQ shall be subject to approval of the state and federal agencies awarding grants.

Questions concerning the RFQ package may be addressed to Charles Webster, City of Turrell, AR, 160 Eureka Street, Turrell, AR 72384, (870)514-7624, webstercew@yahoo.com.

The City of Turrell is an Equal Opportunity/Affirmative Action Employer.

Sincerely,

Charles Webster

Charles Webster
Mayor of Turrell, AR

Enclosures: Attachment I - Scope of Work
Attachment II – Instructions for Responding to the RFQ

Attachment I

Scope of Work

The City of Turrell is trying to improve the quality of life and safety for its citizens. An infrastructure plan and requests for financial assistance have been developed for improving the drinking water.

The City of Turrell is anticipating receiving federal funding for such project. First project of priority includes improvements to the water infrastructure within the City of Turrell.

The City of Turrell will select a slate of qualified engineers to be used, based on expertise in the area that is currently being targeted and will negotiate a price at that time (pending funding).

The engineers selected will be required to have an active account with Sam.gov as most of the funding will be from federal agencies and will require an active Sam.gov status.

Attachment II
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 Pre-Construction 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 drainage 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