

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



INVITATION TO QUALIFY
DUE: 4:00PM – 02/29/2016
Sealed qualifications must be
clearly marked on the outside of
the package with:
"RFQ 2016-01 ENGINEERING
SERVICES"

QUALIFICATIONS WILL BE OPENED AT 9:00AM ON MARCH 1, 2016
LOCATION: WASHINGTON COUNTY COURTHOUSE
280 N. COLLEGE AVE, SUITE 530, FAYETTEVILLE, AR 72701

RFQ 2016-01 ENGINEERING SERVICES FOR PLANNING & ROAD DEPT

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 2016-01 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 Qualifier 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 office of the Purchasing Administrator, Suite 530, 280 N. College Avenue, Fayetteville, AR 72701 by Monday, February 29, 2016 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 2:00PM on February 24, 2016. 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.

SECTION II - FIRM/INDIVIDUAL EXPERIENCE

1. Internal resources (i.e. staff, support staff)
2. Location of home and branch offices;
3. Names of the principal officers of the firm;
4. Type of organization: Individual or sole proprietorship, professional corporation, partnership, joint venture, etc.; and
5. Key Professionals: Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform.
6. Resumes: Provide resumes of any person identified as a key professional. The resumes should contain the following:
 - A. Name
 - B. Professional registrations
 - C. Educational background.
 - D. Employment history.
 - E. Proposed role in the Project.
 - F. Other information you believe to be relevant.
7. Respondent Contact Information: Provide the following information about the person who is designated to be the Respondent's key contact with the County:
 - A. Name
 - B. Title
 - C. Office phone number
 - D. E-Mail address
8. Describe the firm's experience and proposed method for performing the work.

SECTION III - PAST PROJECT EXPERIENCE

Please provide information regarding past project relevant to this RFQ

2.0 RFQ TERMS & CONDITIONS

All submitted documents must be clearly marked "RFQ 2016-01, ENGINEERING SERVICES".

1. It shall be clearly understood that any costs incurred by the Respondent in responding to this request is at the Respondent's own risk and expense as a cost of doing business, and Washington County is not liable for reimbursement to the Respondent for any expense so incurred, regardless of whether or not the proposal is accepted.
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.

4.0 INSURANCE

The County reserves the right to require certain minimum insurance upon selection.