



# REQUEST FOR ANNUAL STATEMENT OF QUALIFICATIONS

## I. INTRODUCTION

### A. General Information

Rogers Water Utilities (RWU) is seeking annual Statements of Qualifications for engineering, land surveying, and architectural professional services for the period of October 1<sup>st</sup>, 2021 – September 30<sup>th</sup>, 2022.

There is no expressed or implied obligation for RWU to reimburse responding firms for any expenses incurred in the preparation of a SOQ in response to this request. The Utility reserves the right to increase or decrease the scope of work related to this project as outlined in this RFQ after a firm is selected to accommodate changes in the needs of the Utility and serve the best interests of the Utility.

### B. Submittal Requirements

To be considered one hard copy and one electronic copy of the SOQ must be received, as outlined in section III of this RFQ, by 4:30 p.m. on Friday, October 1<sup>st</sup>, 2021. RWU reserves the right to reject any or all SOQs submitted.

### C. Evaluation and Selection

As needs arise for a particular project, SOQs submitted will be evaluated by a committee consisting of RWU staff. During the evaluation process, RWU reserves the right, where it may serve RWU's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions.

#### Review of Proposals:

1. The committee will review the SOQ's after the submittal deadline date as the need for professional services arises.
2. The SOQ's will be reviewed and rated relative to the evaluation criteria established for a particular project or task. Said evaluation criteria are attached to this RFQ.
3. If necessary, the committee may seek additional information from one or more responsive firms.
4. After completing the evaluation process, the committee will recommend the firm deemed the most qualified to the Rogers Waterworks and Sewer Commission for consultant selection.
5. The Rogers Waterworks and Sewer Commission will consider the committee recommendation at its earliest convenience.

## II. NATURE OF SERVICES REQUIRED

### A. Description of Services

Professional services may be required in the areas of:

- construction inspection
- geotechnical evaluation
- structural evaluation
- design of electrical systems
- design of water distribution systems
- design of wastewater collection / treatment infrastructure
- hydraulic modeling
- storage tanks / protective coating systems
- programming of telemetry systems
- surveying
- architectural design of buildings and facilities
- other related areas.

## III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms or teams are invited to submit one hard copy and one electronic copy of materials that demonstrate their experience in performing a related projects.

Submittals shall EITHER be mailed to:

Rogers Water Utilities  
Attn: Engineering Dept.  
P.O. Box 338  
Rogers, AR 72757

OR submittals shall be delivered to:

Rogers Water Utilities  
Attn: Engineering Dept.  
601 S. 2<sup>nd</sup> St.  
Rogers, AR 72756

All submittals must be received no later than 4:30 p.m., Friday, October 1<sup>st</sup>, 2021.

## IV. ADDITIONAL MATERIALS

Any information or material provided beyond that requested in this RFQ may not be considered by the Utility.

## V. EVALUATION CRITERIA

The following is a description of items to receive consideration in the evaluation of response for providing professional field services to Rogers Water Utilities. Following each description are the

evaluation points associated with the item with a total of 100 possible points. Wherever used, "page" refers to single-sided, single spaced, 11-point minimum font printed 8-1/2 x 11-inch pages.

Prefacing the qualifications statement shall be an Executive Summary of three (3) pages or less, providing a summation of the statement and bearing the signature of an authorized individual. This Statement of Qualifications shall be limited to no more than 20 pages of text and graphics (23 pages of text and graphics including the executive summary).

Company Information 40 points

Include company background, years in business, and the primary nature of work which the company is engaged. Include a listing of relevant projects completed by the firm within the last 5 years. In addition, Utility may consider history of firm in complying with project programs, schedules, and budgets on previous RWU projects.

Key Personnel & Team Structure 30 points

Include a brief description of responsibilities, project experience, and summary resumes of key professional personnel, as well as the general organizational structure of the typical project team.

Project Approach & Schedule 10 points

RWU is interested in the company's general approach to project data collection, analysis, and design, as well as project scheduling and ability to meet deadlines.

Creativity and Innovation 10 points

Highlight any unique or non-traditional strategies, techniques, or equipment that the company has implemented to bring additional value to clients.

Firm's Proximity and Familiarity with the Area 10 points

Provide the location and function of all offices that may be involved in a particular project. Please describe in detail the company's experience and familiarity with the area, highlighting any projects or other community involvement in the Northwest Arkansas region.

## VI. EVALUATION AND SELECTION

The Statement of Qualifications will be reviewed by the selection team and the firms will be ranked according to their composite totals. The detailed evaluation of the qualification statements may include an interview with RWU. Selection and award of the contract may be made with or without interviews. The most qualified will enter into negotiations with RWU as to the terms, conditions, and compensation for performance of the work.

In the event that the negotiations between the most qualified firm and Rogers Water Utilities cannot be accomplished to the satisfaction of Rogers Water Utilities, then the RWU shall reserve the right and authority to undertake negotiations with the second (and subsequently the third) most qualified firm. Negotiations will continue in this sequence until a mutually acceptable agreement has been reached, or until the top three firms are rejected.

## VI. CONTACT INFORMATION

Questions concerning this RFQ should be directed to:

Brian Sartain  
Utility Engineer  
Rogers Water Utilities  
601 S. 2nd Street  
Rogers, AR 72756  
(479) 936-5426 Direct  
Email- [briansartain@rwu.org](mailto:briansartain@rwu.org)

Statement of Qualifications expenses shall be borne by the submitting firm. The selection process will conform to the provisions outlined in Arkansas Code Annotated 19-11-801.

RWU and the Rogers Water and Sewer Commission reserve the right to reject any or all submittals and to waive any informalities. Nothing herein shall prohibit RWU from issuing a separate RFQ for a particular project if warranted by the project's scope and technical requirements.