

Request of Qualifications for Engineering/Architectural Services

Saline County, Arkansas is seeking Statements of Qualifications for Engineering/Architectural Services from Engineering/Architectural Services firm or firms to provide services for a jail expansion project, as described below in the Scope of Services. You are invited to submit a proposal expressing interest in providing such services to the County in accordance with the terms and conditions outlined herein.

Reference Number: 2022-11-02

Subject: Saline County, Arkansas Engineering/Architectural Services

Submission Deadline: November 02, 2022 by end of business at 4:30 p.m. cst

INSTRUCTIONS TO RESPONDENTS

- 1. REQUEST FOR QUALIFICATIONS, SUBMISSION ADDRESS AND SUBMISSION DEADLINE.** Deliver responses to Jeff Arey, Saline County Judge, 200 N. Main Street, Room 116, Benton, Arkansas 72015. Responses will be accepted until the Submission Deadline as stated above. Faxed or electronic responses are not considered sealed and cannot be accepted. Respondents shall not include any proposal of fees in the response. If any indication of fees is included, the response will not be accepted.
- 2. MODIFICATIONS AND AMENDMENTS.** Saline County shall have the right to modify the requirements prior to the Submission Deadline and will endeavor to notify all potential Respondents that have received a copy of the requirements, but failure to notify shall impose no obligation or liability on Saline County. Respondents are encouraged to visit www.salinecounty.org for information regarding the Request for Qualifications.
- 3. WITHDRAWAL OR REJECTION.** Saline County reserves the right to withdraw the request for qualifications for any reason. Saline County further reserves the right to accept or reject any responses and to waive any informality.
- 4. LATE RESPONSES.** Saline County is not responsible for lateness or non-delivery of mail, carrier, etc. to Saline County, and the time and date recorded in the County Judge's office shall be the official time of receipt.
- 5. INCURRING COSTS.** Saline County is not liable for any cost or expenses incurred by the Respondent or any other person or entity in the preparation of their responses (including, without limitation, for attendance at any conferences or meetings related to this Request for Qualifications.)
- 6. INVITATION AMBIGUITY.** Any ambiguity in this Request for Qualifications as a result of omission, error, and lack of clarity or non-compliance by the Respondent with the specifications, instructions, and all conditions of bidding shall be construed in the favor of Saline County.

SCOPE OF SERVICES

Saline County is interested in Engineering/Architectural Services from an Engineering/Architectural Services firm or firms to provide services for the following project:

Saline County, Arkansas is proposing to construct an addition to the current Saline County Detention Center (“SCDC”), utilizing Saline County’s American Rescue Plan (“ARP”) revenue loss funds. The project will consist of the following:

- Expansion of the SCDC by a total of 12,400 sf;
 - The project will include two (2) new inmate housing pods, increasing the SCDC by 9,442 sf and adding 84 new beds;
 - The project will include expanding the medical holding area by 2,958 sf, adding another 10 beds.
 - The project will include expanding the kitchen storage capabilities.

EVALUATION CRITERIA

In accordance with Arkansas Code Annotated § 19-11-803, in evaluating the qualifications of each firm, Saline County must consider the following criteria:

(1) The specialized experience and technical competence of the firm with respect to the type of professional services required;

(2) The 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;

(3) The 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

(4) The firm's proximity to and familiarity with the area in which the project is located.

Section 1: 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; and
- Any other relevant information the offeror might provide for selection 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**
 - Developing Plans and Specifications
 - Developing estimates of quantities and costs
 - Preparation of Contract Documents
 - Revision of Contract Documents
 - Issuing addenda

- 3. Experience with Compliance with Federal/State laws and Understanding of American Rescue Plan Act**
 - 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 and Federal procurement laws
 - American Rescue Plan Act and U.S. Treasury Department Final Rule
 - Type and number of 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 Preconstruction Conference(s)
 - Coordinating Notice 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 drawing and as-built drawings
- Coordinating field inspections and monitoring reviews by funding and regulatory agencies

Section 2: Past Record of Performance

The selection process will consider 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
 - Adhere 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

Section 3: Capacity and Capability of Firm to Perform Work

The selection process will evaluate capacity to perform work in terms of staff to be assigned and being able to perform the work within the time limitations fixed for the completion of the project.

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 experience
 - Staff education

Section 4: Proximity to and Familiarity with the project area

The selection process will evaluate proximity to the project area in accordance with the following criteria:

1. Offeror is located in convenient proximity to the project to facilitate sufficient contact
2. Offeror is familiar with the confines of the project area

RESPONSE REQUIREMENTS

Provide one bound copy of the response as set forth herein. Responses shall include the following information:

1. Name, address, telephone number and web address of the firm.
2. Name, telephone number and email address of the primary contact person.
3. Name, address and contact information for each associated firm if any.
4. Resumes of key personnel from each firm who will be assigned to this project. (Only key personnel who will work directly on this project shall be included in the response.) Clearly identify who will be your team leader, and what role of each participating individual will be relative to the project.
5. Describe your overall experience performing architectural/engineering work on detention centers or jails and on behalf of local governments.