

**REQUEST FOR STATEMENTS
of
QUALIFICATIONS AND PERFORMANCE DATA
for
PROFESSIONAL SERVICES
of
ENGINEERS/ENGINEERING SERVICES**

I. INTRODUCTION

The City of Hot Springs is soliciting Statements of Qualifications and Performance Data for Professional Services of Engineers/Engineering Services related to the expansion of the Hot Springs Water System as described in Attachment A, Scope of Work.

Arkansas Code Annotated §19-11-801 et seq. establishes the policy of the State of Arkansas and the political subdivisions that contracts for certain professional services be negotiated on the basis of demonstrated competence and qualifications, at a fair and reasonable price, and prohibits the use of competitive bidding for the procurement of such professional services.

II. STATEMENT OF SUBMISSION INSTRUCTIONS

Statements of Qualifications and performance data shall be submitted in accordance with the following instructions:

1. The City of Hot Springs will be conducting a pre-submittal conference on September 14, 2011 at 10:00 a.m. in the Hot Springs Board Chambers located at 133 Convention Boulevard in Hot Springs, Arkansas, to discuss the items listed within this document in order to clarify any and all statements made to insure that all firms are submitting proposals with a clear, concise understanding of what is requested. Attendance of this conference is mandatory for all parties submitting Statements of Qualifications.
2. Statements should be received at the City of Hot Springs Purchasing Agent's Office, 517 Airport Road, Ste C, (71913) or P. O. Box 6300, Hot Springs, Arkansas 71902, by end of business (5:00 p.m.) on September 26, 2011, regardless of delivery method. **Six (6) sets (one original and five copies) of the statement must be submitted; submissions of less than six (6) sets will not be considered.** Please include a cover letter identifying the service offered; the cover letter must be attached to all sets of the statement. *Fees are not to be included in or with the statement.*
3. The City reserves the right to award the contract with or without further discussion on the statements submitted. The City also reserves the right to reject and/or accept any and

all statements received or parts thereof. The City retains the right to waive any minor irregularities in any statements submitted.

4. All statements will become public information and part of the official file on this matter without obligation to the City. The statements will be public information.
5. This solicitation does not commit the City to pay any costs incurred in preparing and submitting statements or to contract for the services specified.
6. Acceptance by the successful respondent of a contract award from this request indicates that the successful candidate is in no way currently indebted to the City, Garland County or the State of Arkansas. Indebtedness to any of the above shall be basis for non-award and/or cancellation of any award.
7. It is the City's policy to encourage the involvement of Disadvantaged Business Enterprises (minority-owned and women-owned businesses) in this contract award process. DBE's are particularly invited to submit statements, either as a prime contractor, subcontractor or as a part of a joint venture. Non-DBE firms are encouraged to arrange subcontracts or joint ventures with DBE's prior to submission of their annual statement. Certified DBE's are awarded points for that designation when the certificate is part of the statement submitted. To qualify as a certified DBE, the firm must be included on the Arkansas Highway and Transportation Department's listing of certified DBE.
8. Statements must be signed by a corporate officer authorized to commit the submitting firm.
9. Respondents should be available for oral presentations if such presentations are deemed necessary to determine the most qualified firm. Any such oral presentations will be scheduled at a mutually convenient time.
10. As part of the public negotiation process leading to the selection of a contractor for this particular project, the City may request additions or modifications to any statements. However, it is the present intent of the City to rely on the information submitted in statements submitted in evaluating qualifications.
11. Respondents should clearly indicate any and all areas of particular expertise or specialization in their statement of qualifications.
12. Any questions concerning this process should be directed to Mary Burks, Purchasing Agent, City of Hot Springs, 517 Airport Road, Ste C, P. O. Box 6300, Hot Springs, AR 71902 (501) 321 -6830. mburks@cityhs.net (Use "soq request" as the subject of an email).

III. EVALUATION OF QUALIFICATIONS AND PERFORMANCE STATEMENT

The City shall evaluate statements of qualifications and performance data from each firm. The City shall then invite selected firms to provide a presentation to the selection committee. Following the interview process, the firm considered the best qualified and capable of performing the desired work will be selected. The City will then begin negotiation of a contract for the proposed project with the firm selected. In evaluating the qualifications of each firm, the City shall consider:

1. The specialized experience and technical competence of the firm with respect to the type of professional services required as described in attachment A (35 points); and
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 (25 points); and
3. The past record or performance of the firm with respect to such factors as control of costs, quality of work and ability to meet schedules and deadlines (20 points); and
4. The firm's proximity to and familiarity with the area in which the project is located (15 points); and
5. Certification as a DBE/MBE/WBE. (5 points)

IV. NEGOTIATION OF CONTRACT

1. For the basis of negotiations, the City and the selected firm shall jointly prepare a detailed, written description of the scope of the proposed services.
2. If the City is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated. The City shall then undertake negotiations with another of the qualified firms selected. If there is a failing of accord with the second firm, negotiations with such firm shall be terminated. The City shall undertake negotiations with the third qualified firm.
3. If the City is unable to negotiate a contract with any of the selected firms, the City shall reevaluate the necessary services, including the scope and reasonable fee requirements, again compile a list of qualified firms and proceed in accordance with the provision of A.C.A. §19-11-801.

Joy Black,
Accounting/Purchasing Manager
August 2011

ATTACHMENT A
SCOPE OF PROJECT

1.0 EXPERIENCE

- 1.1 Include information pertaining to experience regarding assessment, analysis, design and construction of water supply, treatment and distribution facilities.

2.0 ASSESSMENT OF EXISTING OUACHITA WATER TREATMENT FACILITIES

- 2.1 Review of existing record drawings, Master Plans and other engineering reports related to expansion at the current site.
- 2.2 Consult with Hot Springs Utilities staff regarding current issues with the treatment facilities that could be addressed during an expansion.
- 2.3 Determine the maximum build-out of the treatment facilities at the current location with consideration given to sludge handling facilities, clearwell capacity, as well as alternative treatment/disinfection technologies if advantageous.
- 2.4 Address the issues of redundancy, ability to perform scheduled maintenance, and the impact of operational shut-downs.
- 2.5 Determine the maximum build-out of the current raw and finished water facilities, including the intake structure, pumping facilities, and raw and finished water pipelines.
- 2.6 Include consideration for possibility of future water source from Lake Ouachita and if and/or how it could be incorporated to expanding the facilities at the current location.
- 2.7 Address the concern of Entergy Arkansas, the owner of Lake Hamilton, regarding the mitigation of the risk associated with a shallow water intake, which would include a proposal of a spillway gate constructed downstream of the intake that could be activated if a low water event occurred.
- 2.8 Assist the City in working with Entergy to help develop a water agreement that would, at a minimum, facilitate a proposed expansion at the existing site.
- 2.9 Work closely with the Arkansas Department of Health to garner input, review, comments, etc. during all phases of project development, from inception to completion.

- 2.10 Assist the City in working with the US Army Corps of Engineers regarding the possibility of reaching an agreement and/or commitment related to providing minimum flows from Blakely Dam to insure that we would be able to impound water behind a spillway dam if constructed.
- 2.11 Consider other options related to alternate locations on the upper end of Lake Hamilton that could possibly mitigate Entergy's concern and utilize the existing treatment facilities (i.e. deep hole north of the existing intake).
- 2.12 Address current and future regulatory issues including Bin classification, disinfection, disinfection by products, chlorine residual, etc.
- 2.13 Consider long term expansion at or near this location that would require purchasing additional property and/or piping raw water to alternate location, such as existing Lakeside Treatment Plant.
- 2.14 Identify all distribution system improvements that would be required to facilitate expansion at this location.
- 2.15 Based on review of the information, recommend other possible options for expansion of facilities at this location that may not have been explored to date.

3.0 REVIEW ASSESSMENT OF LAKESIDE WATER TREATMENT FACILITIES

- 3.1 Review of existing record drawings, Master Plans and other engineering reports related to the current condition of plant and the feasibility of keeping and/or expanding the facilities at the current site.
- 3.2 Consult with Hot Springs Utilities staff regarding current issues with the treatment facilities that could be addressed during rehabilitation and/or expansion.
- 3.3 Determine the maximum build-out of the treatment facilities at the current location with consideration given to water supply, sludge handling facilities, clearwell capacity, as well as alternative treatment/disinfection technologies if advantageous.
- 3.4 Determine the maximum build-out of the current raw and finished water facilities, including the city owned lakes, the intake structure, pumping facilities, and raw and finished water pipelines.
- 3.5 Include consideration for possibility of future water source from Lake Ouachita and/or the existing location on upper Lake Hamilton and whether it would be feasible to pipe raw water to this location for future expansion.
- 3.6 Address current and future regulatory issues including Bin classification, disinfection, disinfection by products, chlorine residual, etc.

3.7 Work closely with the Arkansas Department of Health to garner input, review, comments, etc. during all phases of project development, from inception to completion.

3.8 Identify all distribution system improvements that would be required to facilitate expansion at this location.

4.0 REPORTS AND RECOMMENDATIONS

4.1 Make routine reports and/or presentations to staff, the Arkansas Department of Health, the city Board of Directors and the public as requested related to the progress of items contained within this scope of work.

4.2 Prepare final report including recommendations related to the development and/or expansion of future water facilities to serve the Hot Springs Water System both short and long term.

5.0 ENGINEERING DESIGN

5.1 Based on the Consultant's final recommendations as approved by the City, Entergy and all regulatory agencies, prepare preliminary engineering plans and specifications for the expanded, modified and new facilities. Upon approval of the preliminary plans, Consultant will proceed with the final construction documents.