

Form 11
Request for Qualifications (RFQ) Package
(Survey Services)

The Request for Qualifications Package to be submitted to requesting parties consists of each section discussed below:

Section 1: RFQ Cover Letter referencing the following items:

1. The name of the Grantee requesting services
2. The type of services requested
3. The source(s) of project funds
4. A description of the project's scope
5. Name of the responsible official authorized to receive RFQs and answer questions
6. When (time and date) and where (address) all RFQs must be received
7. Reference to the Evaluation Criteria and Rating Guidelines (Attachment 10) which may be part of the RFQ package
8. A statement that all RFQs will be evaluated by a committee appointed by the mayor/county judge
9. A statement that the Grantee is an equal opportunity employer
10. A statement that the RFQ achieving the highest score in the evaluation will be selected first for negotiation of contract award with the Grantee
11. The terms of any contract for professional services awarded in conjunction with this RFQ shall be subject to approval of the Arkansas Economic Development Commission.

Section 2: Scope of Work.

The scope of work shall consist of those items enumerated in the Instructions for Responding to an ACEDP Request for Qualifications (Survey Services) and the following items:

Section 3: Attachment 6B, Instructions for Responding to an ACEDP Request for Qualifications (Survey Services) shall be incorporated into the RFQ Package.

Section 4: Professional Services Contract
Available to respondents upon request

Form 11 - I
Instructions for Responding to the RFQ
(Survey 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

(Note: The Grantee must develop specific criteria for specialized experience and technical competence consistent with the unique scope of work for their particular project. Below are some examples of activities that might be undertaken by surveyors.)

- 1 . Researching and investigating, prior to field survey, to obtain all necessary information from applicable sources
- 2 Conducting necessary field inspections for locating, establishing or reestablishing the boundaries and/or corners of lots, tracts and/or parcels of real property in accordance with acceptable procedural techniques
- 3 Determining elevations and the location of topographic features in and around the above-referenced parcels
- 4 Preparing plats and legal descriptions of parcels to be obtained for construction
- 5 Preparing plats and legal descriptions of rights-of-way and easements across private properties on which to construct utility lines
- 6 Preparing layout of project areas
- 7 Recording and distributing plats and other survey documentation
- 8 Other duties required by the Grantee as necessary to the project

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 need
 - Being accessible to the owner
 - Maintaining a 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 surveying tasks
 - Title of staff assigned
 - Task(s) to be performed by each staff person
 - Resume for each staff person to be assigned to tasks

2. **Staff Experience to include**
 - Prior staff experience with _____ 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
 - Demonstrate 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