



**ARKANSAS DEPARTMENT OF ENERGY AND ENVIRONMENT DIVISION
OF ENVIRONMENTAL QUALITY
5301 NORTHSORE DRIVE
NORTH LITTLE ROCK AR 72118-5317**

930-RFQ-2401

REQUEST FOR QUALIFICATIONS

**ENVIRONMENTAL CONSULTING DESIGN SERVICES
FOR
SITE ASSESSMENTS AND REMEDIAL
INVESTIGATION/ACTIONS**

ISSUE DATE

July 16, 2023

SUBMITTAL DEADLINE

4:30 P.M., August 14, 2023

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I. INTRODUCTION

A. General

In accordance with Arkansas Code Annotated § 19-11-801 et. seq., § 19-11-1001 et. seq., Arkansas Department of Transformation and Shared Services (TSS), Division of Building Authority (DBA) Minimum Standards and Criteria (MSC) § 2-100, and the Department of Transformation and Shared Services (TSS), Office of State Procurement (OSP) Policies and Guidelines, the Arkansas Department of Energy and Environment, Division of Environmental Quality (ADEE-DEQ), herein after referred to as the Agency, is soliciting qualifications from qualified firms to provide environmental consulting design professional services which may include but are not limited to environmental media sampling, asbestos surveys and abatements, lead-based paint surveys and abatements, site characterization, remedial design engineering, and oversight of remediation activities at potentially contaminated sites throughout the state. The environmental consulting design professional services shall be procured in accordance with the TSS Division of Building Authority's Minimum Standards and Criteria § 2-201 (DBA MSC). The consultant shall provide On-Call Professional environmental services. Applicants must be properly registered with the appropriate professional boards in accordance with Ark. Code Ann. § 17-30-101 et. seq. (Engineering), Ark. Code Ann. § 17-32-301 (c), (d) (Geology), and Ark. Code Ann. § 17-48-101 et. seq. (Land Surveyors). Applicants must be able to provide asbestos survey and abatement services (in-house or through third-party) who are licensed and certified through the Agency in accordance with Ark. Code Ann. § 20-27-1006. Applicants must be able to provide lead-based paint survey and abatement services (in-house or through third-party) who are licensed and certified through the Arkansas Department of Health in accordance with Ark. Code Ann. § 20-27-2508. The MSC is available for review and can be downloaded at the following website link:

https://www.transform.ar.gov/wp-content/uploads/DBA-Minimum-Standards-Criteria_October-2022.pdf

B. Objective

The Agency is seeking qualified consultants to provide environmental design professional services for the performance of site assessments (SAs), remedial investigations (RIs), remedial actions (RAs), operation and maintenance activities including sampling (O&M) for the projects that fall under the following Agency programs: State Priority List (SPL), Superfund Operation and Maintenance (SF O&M), Arkansas Brownfield Program, CERCLA Site Assessment, Post Closure Trust Fund (PCTF), and Emergency Response. The SAs, RIs, and RAs are used to determine the nature and extent of environmental contamination, to determine the human health and environmental risk from contaminant releases, and selection of a remedy protective of human health and the environment. The SA work will be conducted pursuant to the Arkansas Voluntary Clean-Up Act of 1997, as amended (A.C.A. §§ 8-7-1101 et seq.) and in general accord with CERCLA guidelines for conducting pre-CERCLA investigations. The RI and RA activities will be conducted pursuant to the Arkansas Remedial Action Trust Fund Act (RATFA), as amended (A.C.A. §§ 8-7-501 et seq.), the Arkansas Voluntary Clean-Up Act of 1997, as amended (A.C.A. §§ 8-7-1101 et seq.), and the Arkansas Hazardous Waste Management Act (A.C.A. §§ 8-7-201 et seq.). The Agency intends to award this contract to a consultant having the capability to provide the

required services in-house but shall consider awarding the contract to a consulting firm with outside sub-consultants. The Agency reserves the right to award one or more contracts under this solicitation if deemed in the best interest of the State.

Submittal of a statement of qualifications (SOQ) in response to this request for qualifications (RFQ) does not constitute an offer to practice environmental consulting nor does submittal of a SOQ represent a proposal to provide any particular level of services for any stipulated compensation. Responses to this RFQ will be used by the Agency solely to determine if the respondent has the appropriate background, experience, licenses, and qualifications to be considered for solicitation. The best qualified respondent(s) will be selected for negotiation of a professional services contract. During the contract negotiation phase, the selected firm and the Agency will develop a detailed scope of services required to fulfill the needs of this solicitation and at that time the consultant will make a formal proposal to provide the requested services for a stipulated method of compensation in accordance with the Minimum Standards and Criteria.

C. Contemplated Projects

The following is a partial listing of projects over the past several years. It is provided to illustrate the types of projects and services the consultant may be asked to perform and shall not be construed as a commitment of work under this contract. Actual projects under this contract may or may not be similar in scope to the ones shown here. Each assignment will be issued individually in writing and the scope and fees shall be negotiated for each at that time.

1. General Site Investigation Project – Preparation of a Sampling and Analysis Plan to conduct a site investigation which may include soil borings, monitoring well installation, soil vapor sampling, indoor air sampling, surface water sampling, groundwater sampling, field testing, and preparation of a report to document field activities and sample results.
2. PCTF Project – Conduct landfill maintenance and oversight consisting of semi-annual groundwater monitoring, semi-annual explosive gas monitoring, bi-weekly site visits, bi-weekly status reports, and oversight of leachate collection and disposal.
3. Emergency Response Project - Assist with efforts to mitigate the impact from a contaminant release in an emergency response scenario, which includes assessing the limits of impact from the release, evaluating controls to contain the release, evaluating methods to remove contaminated soils and liquids from the impacted area, conducting post-remediation sampling to verify completeness of work and procuring a qualified contractor to perform the necessary removal and disposal actions.
4. Superfund O&M Project – Conduct groundwater monitoring, maintain general monitoring well upkeep that ensures the integrity of groundwater analytical data, installation of new monitoring wells, and plug and abandonment (P&A) of damaged or unused monitoring wells. These activities are under a Sampling Plan and QAPP approved by the US Environmental Protection Agency (EPA) and may also include a written report to be submitted to EPA.

5. State Priority List Project - Provide remediation support, planning, and oversight to achieve site restoration of a historically contaminated site, which includes providing remedial design documents, conducting pre-remediation sampling and post-remediation sampling, providing oversight of the contractor tasked with remediation work, and preparing a final report to document completion of work.
6. Arkansas Brownfield Program Project – Evaluate the environmental status of an abandoned or underutilized property to support beneficial reuse, which includes conducting a Phase I Environmental Site Assessment (ESA), a Phase II ESA, a Comprehensive Site Assessment (CSA), preparing work plans and community planning documents, providing an asbestos survey and abatement, and providing a lead-based paint survey and abatement.

CERCLA Site Assessment Program – Evaluate a site to determine its eligibility to be added to the NPL, SPL, or Brownfield Program, which requires the following submittals: pre-CERCLA Screening Assessment (PSA), Preliminary Assessment (PA), Site Inspection (SI), and Site Inspection Task Work Plan (SI TWP).

D. Term

The term of the contract will be annual with the option for extension or renewal for up to a maximum of seven (7) consecutive years or until the project is completed, whichever comes first.

E. Submittal of Statement of Qualifications

Responses to this Request for Qualifications (RFQ) shall be submitted to the evaluation committee facilitator identified under item IV.A. of this RFQ on or before the date stipulated.

Submittal of a statement of qualifications (SOQ) in response to this request for qualifications (RFQ) does not constitute an offer to practice environmental consulting nor does submittal of a SOQ represent a proposal to provide any particular level of services for any stipulated compensation. Responses to this RFQ will be used by the Agency solely to determine if the respondent has the appropriate background, experience, licenses, and qualifications to be considered for solicitation. The best qualified respondent(s) will be selected for negotiation of a professional services contract. During the contract negotiation phase, the selected firm and the Agency will develop a detailed scope of services required to fulfill the needs of this solicitation and at that time the consultant will make a formal proposal to provide the requested services for a stipulated method of compensation in accordance with the Minimum Standards and Criteria.

F. Clarifications

Prospective respondents may submit written questions or request for clarifications to the facilitator on or before 4:30 PM CST on the date shown under Item III of this RFQ.

G. Minority and Women's Business Participation

The State of Arkansas supports equal opportunity in the participation in all areas of capital improvements, therefore minority and women's business enterprises are encouraged to participate.

H. Vendor Performance Evaluations

In accordance with Ark. Code Ann. § 19-11-268 all vendors are subject to quarterly performance evaluations by the Agency during the life of the contract. The environmental consulting Design Professional selected for this project will be evaluated on the following broad scope categories:

1. Customer Service: The degree of responsiveness provided by the vendor to an agency's request for assistance in areas including but not limited to invoicing, communications, and problem solving.
2. Delivery: The degree with which the vendor supplied the services to the agency within the time frames identified or specified in the contract or scope of work statement.
3. Quality: The conformance of the services with the stated requirements, deliverables, and performance standards specific in the contract or scope of work statement.
4. Pricing: The level to which the vendor adheres to the project budget as outlined in the contract or scope of work statement.

Specific criteria for each category will be defined in the contract negotiation phase with the selected environmental consulting Design Professional.

Quarterly reports will be submitted by the Agency to the Office of State Procurement (OSP) and will not be copied directly to the vendor by the Agency. OSP will review the report and submit all "Below Standard" reports to the vendor.

- I. All Consultants must have an adequate financial management system and audit procedures which provide timely, efficient, and effective accountability and control of all property, funds, and assets. Applicable standards are further defined in Title 40, Code of Federal Regulations (CFR), Parts 31, 33 and 35.
- J. Any exception or exclusion, either stated or implied, made by the Consultant in submitting qualifications for evaluation under the instructions and requirements of this RFQ will cause immediate rejection of the submittal for due cause.

II. SCOPE OF SERVICES REQUESTED

- A. The selected firm shall provide professional services including but not limited to SA tasks and RI/RA tasks. When the Agency identifies a project for SA, RI, and potentially RA, a request for a site-specific draft Scope of Work will be issued to the Consultant. The draft Scope of Work will be refined and detailed as needed, and the SA, RI, and RA costs will be developed by the Consultant. The estimated costs will be reviewed and discussed between the Agency and the Consultant. After an agreement is reached on the Scope of

Work and estimated cost, the Consultant shall develop a site-specific Site Assessment Work Plan (SAWP), Property Development Plan (PDP), Remedial Investigation Work Plan (RIWP), and Remedial Action Work Plan (RAWP) as needed and submit it to the Agency for approval. These plans should include work implementation schedules.

B. Site Assessment (SA) Tasks

Major tasks to be performed by the Consultant for the SA work will primarily follow the Arkansas Brownfield Program User's Guide and in general accord with CERCLA guidelines for conducting pre-CERCLA investigations. All of the 7 (seven) tasks summarized below may or may not be required of the Consultant. DEQ will define the tasks to be performed by the Consultant in the site-specific draft Scope of Work.

Task 1 - Project Initiation and Planning

- a) Submit a Project Specific Scope of Work which will provide for the following:
 - i. Local and Regional Summary of Land Use and Control
 - ii. History of Response Actions
 - iii. Suspected Nature and Extent of Problem
 - iv. Define Site Boundary Conditions
- b) Refine Specific Project Scope of Work based on DEQ comments.
- c) Site Reconnaissance, if needed
- d) SA Work Plan to include the following:
 - i. Introduction
 - ii. Site Description and History
 - iii. Environmental Setting
 - iv. Sampling and Analysis Plan
 - v. Quality Assurance Project Plan
 - vi. Health and Safety Plan
 - vii. Community Relations Assistance
 - viii. Human Health and Ecological Risk Evaluation
 - ix. Use of EPA Scribe software and coordination with EPA Contract Laboratory Program (CLP), as required

Task 2 - Community Relations Assistance

- a) Preparation and/or Dissemination (in association with the Agency) of News Releases, Fact Sheets, Slide Shows, Exhibits, and Other Activities as Necessary
- b) Preparation of Reports and Participation in Public Meetings, Project Review Meetings, and Other Meetings as Necessary
- c) Other assistance to the Agency in undertaking a community relations program

Task 3 - Field Investigations – a Phase I, Phase II and/or SA which may include:

- a) Surveying and Mapping
- b) Hydrogeological Investigation
- c) Soils and Sediment Investigation
- d) Surface Water Investigation
- e) Air Investigation
- f) Asbestos and/or Lead Sampling
- g) Mold Sampling
- h) Porous and Non-Porous Investigation
- i) Waste Characterization
- j) Disposal of Investigative Derived Waste

Task 4 - Sample Analysis/Validation

- a) Develop Data Management System to Ensure Adequate Quality and Quantity to Support Risk Evaluation
- b) Analysis of Data from Site Investigation and Validation

Task 5 - Data Evaluation

- a) Summarize and Present Site Investigation Data
- b) Summarize Initial Determination of Threats to Public Health and the Environment
- c) Summarize Potential Transport Mechanism and the Expected Fate of the Contaminant in the Environment

Task 6 - Risk Evaluation

- a) Contaminant Identification and Selection of Chemicals of Potential Concern
- b) Exposure Assessment
- c) Toxicity Assessment
- d) Risk Evaluation

Task 7 - SA Reports

- a) Progress Reporting
- b) Draft and Final SA Reports (e.g., Phase I, Phase II, etc.)
- c) Property Development Plan (PDP)

The anticipated schedule for completing a site-specific SA that encompasses all of the major SA tasks listed above is as follows. All SAs may not include all major tasks outlined above.

Duration (weeks)	Project Activities
y	The Agency Request a Draft Scope from the Consultant
y + 1 to 2wks	Scope of Work Refinement and Cost Negotiations Received from Consultant
y + 2 to 3 wks	Consultant Prepares SAWP

y + 4 to 5 wks	DEQ approves Consultant's SAWP
y + 5 to 6 wks	Consultant initiates SA Field Activities
y + 10 to 11 wks	Consultant submits preliminary SA data
y + 12 to 13 wks	Consultant submits draft SA Report (Phase I and II)
y + 16 wks	Consultant submits final SA Report (Phase I and II)
y + 19 to 20 wks	Consultant submits draft Property Development Plan (PDP)
y + 20 to 21 wks	Consultant submits final Property Development Plan (PDP)
During "y" period	Support of Community Relations Activities (If needed)
During "y" period	Consultant Submits Monthly Progress Reports to the Agency

The Arkansas Brownfield User's Guide is the primary source to assist in defining the details of SA activities and to assist in the development of a site specific SAWP. Additional guidance and information relating to SA activities can be found in:

- Arkansas Code Annotated, Title 8, Chapter 7, Subchapter 11
- ASTM D 5730-02: Standard Guide for Site Characterization for Environmental Purposes with Emphasis on Soil, Rock, the Vadose Zone and Ground Water
- ASTM E 1527-21: Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process
- ASTM E 1903-19: Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process
- Arkansas Brownfield Program User's Guide and CSA Outline, 2013
- EPA Requirements for Quality Assistance Project Plans EPA QA/R-5
- Arkansas Brownfield Program User's Guide, 2013
- Pre-CERCLA Screening Guidance, US EPA OLRM Directive 9200.3-107, Dec. 2016

C. Remedial Investigation (RI)/Remedial Action (RA) Tasks

Major tasks to be performed under the RI and RA shall consist of remedial design engineering, remedial plans, specifications development, procurement, and construction oversight management/ observation services as outlined below.

Task 1 - Project Initiation and Planning

- a) Submit a Project Specific Scope of Work which will provide for the following:
 - i. Local and Regional Summary of Land Use and Control
 - ii. Site Reconnaissance
 - iii. History of Response Actions
 - iv. Suspected Nature and Extent of Problem
 - v. Define Site Boundary Conditions
- b) Refine Specific Project Scope of Work based on DEQ comments.
- c) RI/RA Work Plan to provide for the following:
 - i. Introduction

- ii. Site Description and History
- iii. Environmental Setting
- iv. Sampling and Analysis Plan
- v. Quality Assurance Project Plan
- vi. Health and Safety Plan
- vii. Community Relations Assistance
- viii. Human Health and Ecological Risk Evaluation

Task 2 - Community Relations Assistance

- a) Preparation and/or Dissemination (in association with the Agency) of News Releases, Fact Sheets, Slide Shows, Exhibits, and Other Activities as Necessary
- b) Preparation of Reports and Participation in Public Meetings, Project Review Meetings, and Other Meetings as Necessary
- c) Other assistance to the Agency in undertaking a community relations program

Task 3 - Field Investigations

- a) Surveying and Mapping
- b) Hydrogeological Investigation
- c) Soils and Sediment Investigation
- d) Surface Water Investigation
- e) Air Investigation
- f) Porous and Non-Porous Investigation
- g) Waste Characterization
- h) Disposal of Investigative Derived Waste

Task 4 - Sample Analysis/Validation

- a) Develop Data Management System to Ensure Adequate Quality and Quantity to Support Risk Evaluation
- b) Analysis of Data from Site Investigation and Validation

Task 5 - Data Evaluation

- a) Summarize and Present Site Investigation Data
- b) Summarize Initial Determination of Threats to Public Health and the Environment
- c) Summarize Potential Transport Mechanism and the Expected Fate of the Contaminant in the Environment

Task 6 - Risk Evaluation

- a) Contaminant Identification and Selection of Chemicals of Potential Concern
- b) Exposure Assessment
- c) Toxicity Assessment

- d) Risk Evaluation

Task 7 – RI/RA Reports

- a) Progress Reporting
- b) Draft and Final RI/RA Reports

Task 8 – Remedial Design (RD) and Procurement (See DBA Manual, Sections 3-100 to 3-703)

- a) Estimate Remedial Costs
- b) Design Remedial Action
- c) Development Plans, Specifications, and Construction Bid Documents
- d) Accomplish Agencies Reviews
- e) Participate in Advertisement, Bidding, and Procurement of Remedial Actions

Task 9 – Remedial Action (RA) Construction Management (See DBA Manual, Sections 3-100 to 3-703)

- a) Represent the Agency in Oversight of the Remedial Action Construction as Related to Accomplishing the Remedial Action as Designed
- b) Review and Manage Remedial Action Submittals
- c) Periodic Remedial Action Construction Observations
- d) Organize and Conduct Construction Meetings
- e) Process Pay Requests, Develop and Manage Change Orders
- f) Execute and Participate in the Contract Close Procedures

The anticipated schedule for completing site specific RI/RA activities that encompasses all the major RI/RA tasks listed above is as follows:

Duration (weeks)	Project Activities
z	The Agency Request a Draft Scope of Work from the Consultant
z + 2wks	Scope of Work Refinement and Cost Negotiations Received from Consultant
z + 3 wks	Consultant Prepares Site Specific RIWP and RAWP
z + 9 wks	DEQ approves Consultant’s RIWP and RAWP
z + 10 wks	Consultant initiates RI and RA
z + 14 wks	Consultant submits draft RI and RA (if applicable)
z + 18 wks	Consultant submits final RI and RA (Phase I and II)
During “z” period	Support of Community Relations Activities (If needed)

During “z” period Consultant Submits Monthly Progress Reports to DEQ

Additional guidance and information related to RI/RA can be found in:

- "Operation and Maintenance in the Superfund Program," OSWER Directive 9200.1-37FS, EPA 540-F-01-004, May 2001
- "Remedial Design/Remedial Action Handbook," OSWER Directive 9355.0-04B, June 1995, EPA 540/R-95/059, PB95-963307
- "Comprehensive 5-Year Review Guidance," OSWER Directive 9355.7-03-P, June 2001
- "Policy on Management of Post-Removal Site Control," OSWER Directive 9360.2-02, December 3, 1990
- Arkansas Code Annotated, Title 8, Chapter 7, Subchapter 11
- Code of Federal Regulations, Title 40, Subchapter 3, Part 300

D. Environmental Operation and Maintenance Tasks (O&M)

The Agency provides oversight for multiple NPL sites, SPL sites, and PCTF sites in which landfills are present. Major tasks to be performed by the Consultant for the O&M tasks generally follow EPA guidelines for groundwater and surface water sampling, the National Contingency Plan (NCP), the Arkansas Hazardous Waste Management Act (Ark. Code, Ann Sects. 8-7-202 et seq.), Remedial Action Trust Fund Act (Ark. Code, Ann Sects. 8-7-501 et seq.), and the Arkansas Pollution Control and Ecology Commission Rule No. 22 Solid Waste Management Rules. All of the 7 (seven) tasks summarized below may or may not be required of the Consultant. DEQ will define the tasks to be performed by the Consultant in the site-specific draft Scope of Work.

Task 1 - Project Initiation and Planning

a) Provide a Project Specific Scope of Work which may include the following:

- i. Site maintenance
 1. Annual or semi-annual mowing
 2. Fence repair
 3. Repairs to the leachate collection system
 4. Monitoring well repairs
 5. Remove small trees and shrubs from the landfill cover
 6. Repair of site access drives
- ii. Updating an existing sampling and analysis plan
- iii. Water level measurements from groundwater monitoring wells and piezometers
- iv. Sampling of groundwater monitoring wells
- v. Surface water sampling
- vi. Leachate sampling and disposal
- vii. Contracting an Arkansas Certified laboratory for analysis of samples
- viii. Field and photographic documentation of activities

- ix. Compilation of data and reporting in a format requested by the agency
- b) Refine Specific Project Scope of Work based on DEQ comments.
- c) Site Reconnaissance, if needed
- d) O&M Work Plan to include details including estimated cost and a schedule for the tasks in the SOW
- e) Health and Safety Plan

Task 2 - Community Relations Assistance

- a) Preparation and/or Dissemination (in association with the Agency) of News Releases, Fact Sheets, Slide Shows, Exhibits, and Other Activities as Necessary
 - b) Preparation of Reports and Participation in Public Meetings, Project Review Meetings, and Other Meetings as Necessary
 - c) Other assistance to the Agency in undertaking a community relations program

Task 3 - Field Investigations –

- a) Surveying and Mapping
- b) water level measurements from groundwater monitoring wells and piezometers
- c) Sampling of groundwater monitoring wells
- d) Surface water sampling
- e) Leachate sampling and disposal
- f) Waste Characterization
- g) Disposal of Investigative Derived Waste

Task 4 - Sample Analysis/Validation

- a) Develop Data Management System to Ensure Adequate Quality and Quantity to Support Risk Evaluation
- b) Analysis of Data from Site Investigation and Validation

Task 5 - Data Evaluation

- a) Summarize and Present Site Investigation Data
- b) Summarize Initial Determination of Threats to Public Health and the Environment
- c) Summarize Potential Transport Mechanism and the Expected Fate of the Contaminant in the Environment

Task 6 - Risk Evaluation

- a) Contaminant Identification and Selection of Chemicals of Potential Concern

- b) Exposure Assessment
- c) Toxicity Assessment
- d) Risk Evaluation

Task 7 – O&M Reports

- a) Progress Reporting with Invoices
- b) Draft and Final O&M Reports

The anticipated schedule for completing a site-specific O&M that encompasses all of the major O&M tasks listed above is as follows. All O&Ms may not include all major tasks outlined above.

Duration (weeks)	Project Activities
y	The Agency Request a Draft Scope from the Consultant
y + 1 to 2wks	Scope of Work Refinement and Cost Negotiations Received from Consultant
y + 3 to 4 wks	DEQ approves Consultant’s O&M WP and Cost Estimate
y + 5 to 9 wks	Consultant initiates O&M Field Activities
y + 9 to 13 wks	Consultant submits preliminary O&M data
y + 13 to 17 wks	Consultant submits draft O&M Report
y + 17 to 21 wks	Consultant submits final O&M Report
During “y” period	Consultant Submits Monthly Progress Reports to the Agency

III. PROPOSED SCHEDULE OF EVENTS

A. The following schedule of events is provided for preliminary planning and to convey the Agency understands the time critical events and proposed milestones for the development of this project only. This schedule is in no way intended to establish an expectation or commitment for the execution or delivery of any or all of the events listed below. This schedule may be reviewed and revised at each step of the process up to and including the negotiation of the environmental consultant design professional services contract.

Approx. Date	Procurement Event or Project Activity
July 16, 2023	Agency Advertises RFQ (first run)
July 23, 2023	Agency Advertises RFQ (second run)
July 26, 2023	Deadline for submittal of written questions or clarifications.

August 1, 2023	Agency shall issue responses to all requests for clarifications (All questions will be answered and posted on the Agency's website as received.)
August 14, 2023	Deadline for submittal of qualifications to the Agency.
September 11, 2023	Agency notifies all respondents of the consultants selected for oral presentations and interviews.
September 25, 2023	Oral presentations and interviews held at Agency (Time and location to be determined).
October 4, 2023	Agency notifies all interviewees of firm selected for negotiation.
October 25, 2023	Deadline of Agency preparation of contract.
November 8, 2023	Deadline for submittal of Contract to OSP.
December 12, 2023	Contract reviewed by PEER/REVIEW Committee.
December 15, 2023	Contract reviewed by Arkansas Legislative Council.
January 5, 2024	Contract approved by OSP.

- B. In the event that release of final funding is delayed, it is the intent of the Agency to renew the environmental consulting Design Professional contract annually until such time as funding is available or the project is determined to be no longer feasible.

IV. WRITTEN QUALIFICATIONS SUBMISSION GUIDELINES

A. Submittal Information

1. Provide five (5) copies of the statement of qualifications and one (1) in PDF file format on compact disc only addressed to the evaluation committee facilitator at:

Arkansas Department of Energy and
Environment, Division of Environmental
Quality
Attention: Clay McDaniel
5301 Northshore Drive
North Little Rock, AR 72118
(501) 682-0836
Clay.McDaniel@adeq.state.ar.us

2. Submittals shall be received at the above address on or before 4:30 PM on 08-14-2023. Failure to meet this requirement shall result in automatic disqualification for consideration under this RFQ.

3. Envelopes should state “Statement of Qualifications for 930-RFQ-2401 Environmental Consulting Design Professional Services for the Arkansas Department of Energy and Environment, Division of Environmental Quality”.
4. In accordance with the policies of the Agency and State of Arkansas concerning recycling of paper products, the statement of qualifications should be printed on recycled paper or on paper suitable for recycling. Color printing and photographs are acceptable provided they comply with the State recycling program. Do not include glossy paper in the submittal. Do not include plastic laminated sheets or covers.
5. The submittal should be bound by a plastic comb binder, tape binder, three-ring binder, or other similar method suitable for ease of removal for recycling.
6. The statement of qualifications should contain the information listed under contents below. Please note the submittal page limitations (maximum) as applicable. Unused pages in one section of the response may not be substituted for addition of pages in another section.
7. A page shall consist of one typewritten, graphic, or photo representation on standard 8-1/2” x 11” stationery. Double sided print on standard 8-1/2” x 11” paper shall count as two pages. Maps, graphics or photos on one side of 11” x 17” paper shall count as two pages. Other paper sizes or blank filler pages are discouraged. It is not necessary to prepare your response to this solicitation using elaborate brochures and artwork, expensive paper and bindings or other expensive visual presentation aids.
8. Submittal brochures shall be indexed to correspond to the numbering and labeling shown under contents below.
9. No information concerning the statement of qualification, evaluation scores, nor the identity of the evaluators shall be released by the Agency until all ratings have been summarized and approved by the appropriate procurement official of the Office of State Procurement or the Agency.
10. Submittals will be accepted only for the entire scope of work. Any partial work proposals will be rejected without consideration.

B. Minimal Submittal Contents

1. Transmittal Letter (2-page maximum)

This is to serve only as the document covering transmittal of the statement of qualifications. The letter should provide the name, title, address, and telephone number of the official contact and an alternate. This individual(s) should be available to be contacted by telephone or attend meetings to provide clarification on the statement of qualifications as may be appropriate. A brief summary of the firm’s qualifications may be provided with the body of the letter. The letter should be signed by a principal or corporate officer of the firm.

2. Proof of Registration (No page limit)

Submit evidence of proof of registration by the appropriate board having jurisdiction for each of the key personnel and the firms on the team. All individuals and firms must have a valid and current license in the state of Arkansas and must be in good standing with the applicable board. Acceptable forms of proof from the Boards of Professional Geologists, Engineers, and Land Surveyors, and from the State agencies for Asbestos Inspectors and Lead Based Paint Inspectors may be one of the following:

- (a) A copy of the Board or State Agency issued wallet card showing the name of the individual or firm, the licenses number, and current expiration date. (Place multiple cards on a single page.)
- (b) A copy of the individual's or firm's license downloaded from the appropriate Board's or State agency's official website.
- (c) A copy of the on-line verification of the individual or firm's license or certificate from the appropriate Board's or State Agency's official website. The copy should show the individual or firm's name, license or certificate number, and current expiration date.
- (d) On-site personnel will also be required to have completed a 40-hour OSHA Hazardous Waste Site Health and Safety training course, and maintain current and adequate OSHA hazardous waste training for work on all but the Solid Waste sites.

3. Proof of Insurance (No page limit)

The primary environmental consulting design firm should submit proof of professional liability and general liability insurance in accordance with the requirements and limitations set forth in the MSC under § 2-312 and § 2-313. The consultant selected for award under this RFQ must maintain the insurance current and effective throughout the period stipulated in the MSC. The consultant may change insurance carriers subject to notification to the Agency. Any new carrier must be acceptable to the Agency.

4. Equal Employment Opportunity Policy (EEO) (No page limit)

The firm should submit a copy of their EEO policy or statement which is currently on file with the Office of State Procurement (OSP) and the Agency. A respondent is not required to have a formal policy but is required to disclose whether they have one or not.

5. Office Size (2-page maximum)

Provide a description of the size (number of employees), and organizational structure of your firm/team. Include a detailed description of the staffing and resources for the office from which you intend to service this contract. Indicate if all anticipated environmental consulting design services will be provided by in-

house personnel.

If the consultant intends to utilize outside consultants (such as engineering sub-consultants), provide a description of their primary office size and location, name, and services provided.

6. Office Location (1-page maximum)

Provide the physical address of the office from which the primary point of contact and response for this project will be located. Include the county in which this office is located.

If housed in multiple locations, provide a description of the staffing at each location

7. Key Personnel of the Environmental Consulting Design Team (15-page maximum)

Provide a description of the key personnel to be used on the Environmental Consulting design team, including subcontractors. Provide a brief description of the qualifications including education and licenses. You may include an organizational chart. The descriptions should detail the role each individual will play along with brief examples of similar projects (include details of the project name, location and timeframe if not already included under item 8 below) where this individual served in the same or a similar capacity. Descriptions should also indicate how long the person has been with the current firm and where the individual has worked (if other than the current firm) in the past 5 years and in what capacity.

Include a listing of the name of the firm and the key person that will provide the following services on your team:

- Groundwater Monitoring,
- Risk Assessment,
- Geological Interpretation,
- Geo-technical Engineering,
- Environmental Engineering,
- Asbestos Surveying and Abatement,
- Lead-based Paint Surveying and Abatement,
- Land Surveying,
- Industrial Hygienist (required for site safety plans),
- Laboratory Services, and
- Others as proposed by the respondent.

8. Experience – General (15-page maximum)

Provide detailed descriptions of projects of similar nature and scope that demonstrate your understanding of the requirements of this contract. Please include the project name, location, and description of activities. Examples should be as closely matched to this type of contract as possible. Include a description of

your firm's involvement in total project scheme if not 100%. Examples of other projects that demonstrate your ability to address key elements of this type of contract may be included provided the link between the key element and the anticipated application to this contract are clearly delineated.

9. Facilities and Equipment (15-page maximum)

While it is not necessary that the Consultant possess facilities and equipment (this equipment may be rented/leased) necessary for all the activities discussed within the RFQ, possession of said equipment and facilities does indicate a working knowledge of the various facility investigation, feasible remedial alternative, and operation and maintenance constraints.

10. Previously Awarded State of Arkansas Contracts (3-page maximum)

Provide a complete listing of all contracts that the primary firm has or had within the previous 24 months, including all current contracts. This listing should be limited to Arkansas State Agencies, Boards and Commissions, Higher Education Institutions, the Arkansas State Highway Commission, the Arkansas Game and Fish Commission and any Arkansas Constitutional Offices. Do not include public schools (K-12), county and municipal government units, or federal government contracts.

Listing should show the Agency with whom you had or have a contract, the type of contract (i.e. On-Call, or name of specific project), term of the contract (beginning and ending dates), amount of the contract, and the name, phone number and email address of the point of contact (person having operational knowledge of the contract) with the Agency.

Disclose all on-going legal controversies that you have with any Arkansas State Agency, Board, or Commission, including Higher Education Institutions, the Arkansas State Highway Commission, the Arkansas Game and Fish Commission, any Arkansas Constitutional Office and any public school district (K-12).

11. Risk Management Plan (No page limit)

Provide a description of the prime environmental consulting design firm's approach to managing risk on the project during all phases of the project beginning with the pre-design phase through the construction phase closeout. Include discussion of how the prime firm will incorporate each sub-consultant's risk management plan into an overall comprehensive plan for this project. Provide a description of the major risk factors that you anticipate in this project and mitigation steps for each factor.

V. EVALUATION OF RESPONSES AND SELECTION CRITERIA

A. General

The following provides a general overview of the evaluation process and describes the

scoring criteria to be used in this evaluation process. The statements of qualifications shall first be screened to determine that the submittal meets the guidelines and requirements of this RFQ. Submittals which do not fully comply with these requirements shall be disqualified from consideration by the committee.

All compliant submittals shall be distributed to the committee members for evaluation. After each committee member has completed their evaluation and scoring, the committee shall convene to discuss each submittal and total the scoring from all members.

The evaluation committee will be comprised of five (5) or more representatives (an odd number is required) from the Agency. Voting members will have subject matter expertise in the areas of contracting, design, construction, operations and maintenance, or management of the programs included in the RFQ. A representative of the DBA Design Review Section may attend the meeting as an observer and adviser for auditing purposes.

B. Disqualification Requirements

Submittals received after the closing date at time shown on the cover of this RFQ and in paragraph IV.A.2 shall be disqualified from consideration under this RFQ solicitation.

Submittals which exceed the maximum page limits in one or more areas shown below shall be disqualified from consideration under this RFQ solicitation.

Incomplete submittals shall be disqualified from consideration under this RFQ solicitation.

Submittals not organized in the order prescribed in this RFQ will be disqualified from consideration under this RFQ solicitation.

Respondents who attempt to influence an evaluation team member in a manner that violates State or Federal laws or the ethical standards of the State, TSS/OSP, TSS/DBA, or the Agency shall be disqualified from consideration under this RFQ solicitation. Violations of this subparagraph shall disqualify the respondent from further consideration at any point in this selection process.

C. Evaluation Criteria and Scoring

Submittals meeting the minimum requirements defined above shall be considered for evaluation. Those submissions deemed compliant will then be evaluated and scored as stipulated in section "IV.B." of this RFQ and "V.C." below. The information provided under this subsection will be evaluated based on the criteria contained below and scored based on the maximum points assigned to each category. The following information shall be bound in the submittal under the tab number indicated.

1. Transmittal Letter: A maximum of two (2) points shall be assigned. Weighted value assigned is 1 (equivalent to 1%).

This is to serve only as the document covering transmittal of the statement of

qualifications. The letter should provide the name, title, address, and telephone number of the official contact and an alternate. This individual(s) should be available to be contacted by telephone or attend meetings to provide clarification on the statement of qualifications as may be appropriate. A brief summary of the firm's qualifications may be provided with the body of the letter. The letter should be signed by a principal or corporate officer of the firm.

2. Proof of Registration: A maximum of five (5) points shall be assigned. Weighted value assigned is 5 (equivalent to 5%).
 - (a) Submit evidence of proof of registration by the appropriate board having jurisdiction for each of the key personnel and the firms on the team. All individuals and firms must have a valid and current license in the state of Arkansas and must be in good standing with the applicable board. Acceptable forms of proof from the Boards of Professional Geologists, Engineers, Asbestos Inspectors, Lead Based Paint Inspectors, and Land Surveyors may be one of the following:
 - (b) A copy of the Board or State Agency issued wallet card showing the name of the individual or firm, the licenses number, and current expiration date. (Place multiple cards on a single page.
 - (c) A copy of the individual's or firm's license downloaded from the appropriate Board's or State agency's official website.
 - (d) A copy of the on-line verification of the individual or firm's license or certificate from the appropriate Board's or State Agency's official website. The copy should show the individual or firm's name, license or certificate number, and current expiration date.
 - (e) On-site personnel will also be required to have completed a 40-hour OSHA Hazardous Waste Site Health and Safety training course, and maintain current and adequate OSHA hazardous waste training for work on all but the Solid Waste sites.
3. Proof of Insurance: A maximum of five (5) points shall be assigned. Weighted value assigned is 5 (equivalent to 5%).

The primary Environmental Consulting design firm should submit proof of professional liability and general liability insurance in accordance with the requirements and limitations set forth in the MSC under § 2-312 and § 2-313.

4. EEO Policy: A maximum of two (2) points shall be assigned. Weighted value assigned is 2 (equivalent to 2%).

The firm should submit a copy of their EEO policy or statement which is currently on file with the Office of State Procurement (OSP) and the Agency. A respondent is not required to have a formal policy but is required to disclose whether they have one or not.

5. Office Size: A maximum of five (5) points shall be assigned. Weighted value assigned is 10 (equivalent to 10%).

Office size (number of employees) shall be evaluated based upon the anticipated needs for a project of this type, size and complexity. The number of discipline specific professional and support staff should be adequate to staff the proposed environmental consulting design team and backup personnel.

6. Office Location: A maximum of four (4) points shall be assigned. Weighted value assigned is 9 (equivalent to 9%).

Response and travel time by the selected consultant is determined to be an important factor in the overall success of the project. Consideration shall be given to the location of the primary consultant's office as well as all outside consultants relative to the project site. In state distance will be calculated based upon the Arkansas State Highway Department's most current state highway map mileage chart between cities. No other source of distance will be evaluated.

7. Key Personnel: A maximum of five (5) points shall be assigned. Weighted value assigned is 25 (equivalent to 25%).

Key personnel shall be evaluated on their experience relative to the capacity they will serve in on the team. Experience on projects of the same or similar nature as this contract shall be the primary consideration. If a member is designated as a lead professional in a specific area, previous experience in lead roles is considered desirable. If this is the person's first project in a lead position, this shall not automatically disqualify that individual but the relative importance of that position to the overall success of the project shall be considered and points may be deducted for lack of adequate experience. The length of employment with the current firm shall be considered as well as employment history during the past 5 years. Individuals should have been employed by their current employer at least 6-months and should not have had more than 3 different employers during the past 5-years.

8. Experience-General: A maximum of five (5) points shall be assigned. Weighted value assigned is 25 (equivalent to 25%).

Experience shall be evaluated on its relevance to this specific contract's requirements. Experience with projects of the same or similar nature as this specific project shall be the primary consideration. Experience of a general nature demonstrating an understanding or problem-solving capability for discrete elements or functions related to this project's requirements may also be considered relevant.

9. Facilities and Equipment: A maximum of three (3) points shall be assigned. Weighted value assigned is 3 (equivalent to 3%).

While it is not necessary that the Consultant possess facilities and equipment (this equipment may be rented/leased) necessary for all the activities discussed within the RFQ, possession of said equipment and facilities does indicate a working knowledge of the various facility investigation, feasible remedial alternative, and operation and maintenance constraints.

10. Previously Awarded Arkansas Contracts: A maximum of five (5) points shall be assigned. Weighted value assigned is 5 (equivalent to 5%).

The consultant's current and recent (previous 24-months) contracting history shall be evaluated to ensure that all qualified firms have an equitable opportunity for State contracts.

11. Risk Management Plan: A maximum of five (5) points shall be assigned. Weighted value is 10 (equivalent to 10%).

Risk management plan shall be evaluated upon the consultant's overall understanding of the scope of the project and the factors that pose risk to the successful completion of the project. Consideration should be given to the types of risk identified and the consultant's mitigation strategies to control or manage this risk.

D. Scoring Summary for Written Statement of Qualifications

Category	Maximum Points	Weighted Value
1. Transmittal Letter	2	1
2. Proof of Registration	5	5
3. Proof of Insurance	5	5
4. EEO Policy	2	2
5. Office Size	5	10
6. Office Location	4	9
7. Key Personnel	5	25
8. Experience	5	25
9. Facilities and Equipment	3	3
10. Previous Arkansas Contracts	5	5
11. Risk Management Plan	<u>5</u>	<u>10</u>
TOTAL	46	100

E. Notification of Results

In accordance with MSC § 2-106, within three (3) working days after the committee has completed this portion of the evaluation, the Agency shall notify all respondents of the results. Only the names of the consultants selected for interviews will be released at this time. The scoring results and the ranking order of the consultants shall remain confidential. The time, date and location of the interviews shall be included in this notification.

VI. SELECTION OF CONSULTANTS FOR INTERVIEWS

- A. In accordance with MSC §2-106, a minimum of three (3) and a maximum of five (5) consultants shall be identified as the most responsively qualified and shall be selected for the in person oral presentation and interview phase. The total scores from all evaluators shall be averaged to arrive at a ranking for each submittal. The consultants having the highest average scores shall be selected for interviews. In the event of a tie score(s) for any position of ranking, the tie(s) shall be broken by coin toss elimination. The consultant winning the coin toss shall be placed in the ranking above the loser of the toss. The coin toss shall be conducted by the evaluation committee chair and witnessed by the facilitator. When ranking is to be decided by coin toss, the facilitator shall notify the affected consultant's and extend an offer for the consultant to witness the coin toss decision. If the consultant declines to attend it shall be so noted in the meeting minutes.
- B. The order of the scheduled times for interviews shall be determined by random drawing. The names of the consultants selected for interview shall be placed in a container and the names drawn one at a time from the container by the evaluation committee facilitator. The order of the schedule shall be as follows; the first name drawn shall have the first time slot; the second name drawn the second slot and so forth until all names are drawn. All interviews may be scheduled for the same date and location.
- C. Should the Agency receive only one response to this solicitation, the Agency may request the DBA Design Review Section to waive the interview phase and proceed directly to the negotiation of a contract with the single respondent or the Agency may re-evaluate the services requested and re-advertise the solicitation. If the Agency elects to request the waiver, the committee shall complete the evaluation of the one respondent to ensure the consultant meets the minimum qualifications and expectations.

VII. ORAL PRESENTATIONS AND INTERVIEWS

A. General

1. Each consultant selected shall be notified in writing of their selection and scheduled for in person oral presentations and interviews. Consultant shall be given no less than 14 calendar days to prepare for this meeting. Consultant should be prepared to answer questions concerning the qualifications and capabilities of their proposed team and the presentation should be well prepared and concise. The consultant will be given approximately 45 minutes to discuss their unique qualifications and team

structure and to present examples of their previous works. Approximately 15 minutes will be allocated for the committee to ask questions relevant to the proposed team and the project. After the question-and-answer period, approximately 2 minutes will be allocated for the consultant to make a brief closing statement regarding why he/she believes his/her firm/team is the best qualified for this project.

2. Interviews shall be conducted at the location shown in the letter of notification. The consultant may use photographic slides, power point presentations or poster board displays for visual aids during the presentation. It is the responsibility of the consultant to bring the necessary equipment including projectors, screens, stands or easels for this presentation.
3. The consultant may elect to provide paper copies of photographs or visual aids to the committee for later review. Copies shall be presented to the facilitator or committee chair person at the time of the interviews. Materials should be bound in a folder labeled in a similar manner to that of the initial response to the request for qualifications. The consultant may use photographic quality matte paper, color paper and other non-recyclable paper for this portion only. This material shall be used by the committee as a reference only during the evaluation. It is not necessary to prepare elaborate exhibits, displays or presentations with high end audio or graphics. No points shall be awarded or deducted for handout materials whether presented or not.
4. In accordance with MSC § 2-106, **preliminary designs or suggested designs for specific projects shall not be permitted.** This includes renderings, sketches, site plans, space plans, or other graphic or pictorial representations developed for this specific project. Failure to adhere to this requirement shall be grounds for disqualifications. This prohibition is not intended to exclude examples of projects of similar functions that have been previously prepared for other clients. All visual presentation materials should contain an identification of the client for which that material was prepared.

B. Evaluation of the Oral Presentation

1. Experience-Specific

The consultant shall be evaluated on ability to provide the requested services for projects of this type and size. A maximum of fifteen (15) points shall be assigned. Weighted value assigned is 30 (equivalent to 30%).

- a. The consultant should present an overview of previous project experiences specific to this RFQ that illustrates the capabilities and expertise of the proposed team's ability to deliver high quality submittals, that meet the regulatory requirements of each program. The range and types of challenges the firm has encountered on previous projects that might occur on this contract should be discussed as well as how the consultant overcame these challenges.
- b. The consultant shall present an overview of the total number of state agency projects submitted through DBA Design Review Section (DRS) over the past 5-years. Identify projects which were submitted for public bidding, alternative

delivery, in-house construction, or other. Discuss the familiarity that your firm has with the current DBA processes. Do not include public school projects, university projects, or projects for other agencies not subject to DRS review.

- c. The consultant may discuss or present examples of projects for which their team has received local, regional, or national recognition or awards in the past 5-years. Local awards may include society awards, industry association awards, or newspaper and periodical awards published annually. Regional and National awards may include association awards such as AIA, LEED, or ASHRAE or similar, and governmental awards such as GSA, DOD, EPA, DOE, Energy Star and similar. Awards include but are not limited to first, second, third place or honorable mention in a category or classification relevant to the subject project. For example, a project winning in the area of interior design or energy efficiency but not necessarily for overall project design may be applicable and appropriate for consideration.

Visual presentations of projects representing the consultant's experience may be presented. To the maximum extent possible, these examples should reflect projects of similar size, function and complexity as those typically seen under this type of contract.

2. Schedules

The consultant shall be evaluated on demonstrated ability to meet time critical schedules for SA, RI/RA, O&M projects of similar type, size, and complexity. A maximum of five (5) points shall be assigned. Weighted value assigned is 20 (equivalent to 20%).

The consultant's current workload shall be evaluated to determine that the team has sufficient capacity to meet the Agency's needs. Staffing patterns, staff utilization, and staff productivity of the consultant shall be evaluated to determine if an adequate number of the key and support personnel are assigned or available to execute the project in a timely manner. The organization structure of the team shall be evaluated to ensure that the appropriate mix of talent and expertise is available for each phase of the project. The consultant's use of, and approach to the team concept as well as contingency planning shall be considered.

3. Cost Controls

The consultant shall be evaluated on demonstrated ability to meet established project budgets. Consultant shall discuss the cost estimating procedures utilized by their firm when analyzing different site assessments, characterizations, and remediation. General examples should be presented and the methods used to evaluate cost uncertainties should be explained. Experience with the cost estimating procedures shall be illustrated in a manner which indicates the consultant is competent in accomplishing this task and remains on budget. A maximum of five (5) points shall be assigned. Weighted value assigned is 20 (equivalent to 20%).

The construction cost estimating examples provided by the consultant should be

from the projects referenced in the specific project experience described in item B.1 above. The consultant should include a discussion of the accuracy of firm's estimates on all projects of similar size and complexity over the past 3-years and, if available, provide a discussion of the factors affecting estimates that exceeded plus or minus (+/-) 10 percent of original budget at the start of the design phase.

4. Management Plan

The consultant shall be evaluated on the firm's management approach for contracts of this nature and a demonstrated ability to acquire and disseminate the types of information required in a typical project assignment in an expedient and efficient manner to all members of the environmental consultant design team and the Agency. A maximum of ten (10) points shall be assigned. Weighted value assigned is 15 (equivalent to 15%).

The consultant should present an overview of the quality control methods used to document and track the project requirements to ensure compliance with the Owner's project requirements and all regulatory review agency submittal and approval requirements.

- a. The consultant should discuss the firm's use of key personnel during the project for SA, RI/RD, and O&M type projects. Describe the primary licensed professionals' and other staffs' roles with regards to budget reviews, research, production of plans and specifications, maps, attendance at planning meetings with the Agency or other consultants, review of others work in peer reviews, review of contractor submittals, review of project progress, review of proposed changes in scope of the work and review of pricing or payment requests, project observations, and project closeout.
- b. The consultant should identify the primary and secondary points of contact to be used by the Agency. These individuals should be present and make this portion of the presentation. The consultant should describe the proposed organization of team members and support staff as required to meet the project challenges and delivery times for projects under this contract. Emphasis should be placed on the roles and responsibilities of each member of the team. The consultant should describe contingency plans to address the loss of key personnel, delays in production of bid documents and extreme fluctuations in construction and other costs that may adversely affect the project schedule or budget.

5. Construction Observation and Contract Administration

The consultant shall be evaluated on demonstrated ability to meet the industry's standard of care as well as the DBA established criteria in this area. A maximum of ten (10) points shall be assigned. Weighted value assigned is 10 (equivalent to 10%).

- a. The consultant's use of the key members of the environmental consultant design team may be considered as well as the proposed frequency of site visits during the construction phase of the project and the proposed methodology for

monitoring, documenting and controlling change orders during the construction phase shall be of primary consideration.

- b. The consultant’s approach to keeping the Agency and DBA informed as to the progress of construction and major issues as well as the methodology used to track and resolve issues in a timely manner shall also be evaluated. The consultant’s past performance with DBA may be considered in this area.

6. Clarification Questions

The evaluation committee may ask questions for clarification of information provided in the written statement of qualifications. Questions will be limited to information provided in the written qualifications only. Consultant’s responses should be limited to clarifying the information previously provided and should not contain new information that may have been omitted to add new qualification information not previously submitted. A maximum of 5 points will be assigned. Weighted value assigned is 5 (equivalent to 5%).

C. Summary of Oral Presentation Scoring

Category	Maximum Points	Weighted Value
1. Experience-Specific	15	30
2. Schedules	5	20
3. Cost Controls	5	20
4. Management Plan	10	15
5. Construction Observation/Admin.	10	10
6. Clarification Questions	<u>5</u>	<u>5</u>
TOTAL	50	100

VIII. SELECTION OF CONSULTANT FOR NEGOTIATIONS

- A. The interview scores from each evaluator shall be averaged to arrive at a ranking for each consultant. These average scores shall be numerically added to the average score for the same consultant’s statement of qualifications evaluations. The scores shall be ranked from highest to lowest (i.e.: highest score receives the number 1 rank position and second highest the number 2 position, etc.). In the event of a tie score(s), the tie(s) shall be broken by coin toss elimination. The coin toss shall be conducted by the evaluation committee chair and witnessed by the facilitator. The consultant winning the coin toss shall be placed in the ranking above the loser of the toss. The consultant having the highest total score (ranking) shall be selected for negotiations. When ranking is to be decided by coin toss, the facilitator shall notify the affected consultant’s and extend an offer for the consultant to witness the coin toss decision. If the consultant declines to attend it shall be so noted in the meeting minutes.

- B. All consultants interviewed shall be notified in writing of the rankings and the name of the consultant initially selected for negotiation.
- C. The consultant selected for negotiation will be instructed to submit a proposed scope of basic services to be provided for this contract along with a copy of all proposed attachments to the contract. Include a schedule of the proposed fees and anticipated reimbursable expenses. If services above and beyond the customary basic services are anticipated, submit a description of the proposed services and the proposed fees. Basic services, allowable reimbursable expenses and additional services shall be as defined in the MSC. The Agency will schedule a meeting as soon as possible with the selected consultant to discuss the details and requirements of the full scope of services and contract budget. All contracts shall be on the forms approved by the Office of State Procurement and DBA. Attachments to this form are permissible and necessary to fully define the terms and conditions of the proposed contract. All attachments shall be edited as required to be in compliance with Arkansas law, MSC, Office of State Procurement rules and guidelines governing professional service contracts and DBA's policies.
- D. In the event that the Agency cannot successfully negotiate a contract with the first consultant selected, the Agency may terminate the negotiation process and undertake negotiations with the second highest ranked consultant. If the second negotiation is unsuccessful, the Agency may terminate negotiation and move to the third ranked and so forth. If it is unable to successfully negotiate a contract with any of the consultants interviewed, the selection process shall be terminated. The Agency may re-evaluate the scope of services required under this solicitation and begin the RFQ selection process over or may cancel this solicitation. Under no circumstances shall the Agency undertake negotiations with any of the consultants not selected for the in person oral presentation and interview phase of this solicitation.
- E. The State of Arkansas nor any of its entities shall be financially obligated for any consultants' expenses associated with the negotiation process whether successful or not. Nothing within this document shall be construed to waive the sovereign immunity of the State of Arkansas or any of its entities.

END