



**REQUEST FOR QUALIFICATIONS
480-RFQ-2501OR**

**OWNER'S REPRESENTATIVE SERVICES
FOR NEW STATE CORRECTIONAL FACILITY**

**RELEASE DATE
June 25, 2024**

**SUBMITTAL DEADLINE
July 23, 2024**

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I. INTRODUCTION

A. General

In accordance with Ark. Code Ann. § 19-11-801 et. seq., §19-11-1001 et seq., Minimum Standards and Criteria (MSC) § 2-100, and the Department of Transformation & Shared Services (TSS) Office of State Procurement's Policies and Guidelines and the Division of Building Authority's (DBA) Policies and Guidelines, the **Arkansas Board of Corrections (BOC)**, and the **Arkansas Department of Corrections (DOC or Owner)**, herein after referred as the **Department**, is soliciting qualifications from qualified firms to provide **Owner's Representative Services**, herein after referred to as **Respondent, Firm and Consultant**, for a new correctional facility. The MSC is available for review and download at the following website link: https://www.transform.ar.gov/wp-content/uploads/DBA-Minimum-Standards-Criteria_October-2022.pdf

B. Objective

The Department is seeking a qualified firm to provide professional Owner's Representation for a new correctional facility. The project scope will involve supplementing the Department representing the Owner during the selection processes and the design, construction, and warranty-period occupancy of a new proposed correctional facility in the State of Arkansas. The project is to increase the number of bed space available to the Department with a new facility for maximum, medium and minimum-security inmates.

The Department intends to award this contract to a Consultant having the expertise to provide the required services in-house but may consider awarding the contract to a Consultant with outside sub-Consultants. The Department reserves the right to award one or more contracts under this solicitation if deemed in the best interest of the State.

Responses to this RFQ will be used by the Department solely to determine if the Respondent has the appropriate background, specific correctional facility experience, licenses, and qualifications to be considered for the project. The best qualified Respondent will be selected for negotiation of a Professional Services Contract with the Department. During the contract negotiation phase, the selected firm and the Department 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 MSC.

C. Contemplated Scope

The Scope is provided to illustrate the types of tasks and services the Consultant may be asked to perform and shall not be construed as a commitment of work under this contract.

II. SCOPE OF SERVICES REQUESTED

The Owner's Representative would be engaged to assist the Department with:

- **Project Management**

- Coordinate communication channels between the Department, BOC, Division of Building Authority (DBA), Arkansas Governor's Office, design team, contractor team, commissioning agent, site investigation and construction testing firms. Follow-up with respective parties on action items.
- Utilize industry knowledge of market lead times to assist in modifying the timeline based on decisions and project progress. Provide oversight to ensure approaching project milestones are being pursued by relevant team members with sufficient progress to maintain schedule.
- Manage Fixtures, Furnishings, and Equipment (FF&E) log and coordinate with plans, Guaranteed Maximum Price (GMP), and vendors (State approved sole source vendors, State contract holders, National Contract holders, or other vendors as procured per State approved methods).
- Organize and maintain project files in accordance with the Department's retention policy and filing guidelines.
- Assist with solicitation, evaluation, negotiation, and oversight of the project design professional(s) and the general contractor.
- Assist with the creation of the RFQ and RFP documents for the Department's selection and the BOC's approval of the Design Professionals and General Contractor.
- Assist in the encouragement of the participation of small, minority, and women's business enterprises.

- **Design Phase**

- Provide code compliance, criteria compliance, and constructability reviews of the project.
- Review GMP for DBA General Conditions compliance, insurance, and bond rates.
- Assist in best-cost analysis review for the life-cycle of the facility.
- Review bid scopes of work in coordination with plans and specifications to limit scope gaps.
- Assist in the project site selection and initial design programming.

- Participate in and perform value engineering, performance analysis, and constructability reviews of the criteria documents.
- Analyze, update, and monitor the project master schedule.
- Assessment & coordination with local authorities for lay-down areas, street closure, staging, impact to adjacent uses/utilities/infrastructure/transportation and building.
- **Bidding Phase**
 - Review bids by providing comparison of prices, scope exclusions, and owner preferences.
- **Construction Phase**
 - Manage and administer construction, including mobilization, demobilization, coordination with the General Contractor and facility personnel, and other entities who are impacted by construction on the site.
 - Provide on-site construction representation, observation, meetings and meeting minutes and reporting.
 - Maintain a submittal register of documents associated with the project contracts.
 - Shop drawing review for Department preferences and selections.
 - Provide cost controls, including reviewing and negotiating change order requests, applications for payment and claims.
 - Review RFPs for scope and compliance with DBA General Conditions.
 - Track and distribute dispute resolution concerning acceptance of the work and interpretations of the contract documents.
 - Ensuring the preparation of time schedules which will serve as control standards for monitoring performance of the building project and delivering the project on time. Time is of the essence.
 - Assist with the verification of compliance with all sustainable design and energy efficiency requirements.
 - Assist in the procurement, delivery and installation of possible Department furnished furniture and equipment.
 - Monitor quality control/quality assurance, inspections, and commissioning activities.

- **Project Closeout**
 - Assist with punch list inspection meeting and verify completion.
 - Review agenda for Department training and coordinate completion.
 - Review O&M manual after design team approval for all approved shop drawings, product data, and maintenance requirements.
 - Coordination of submission and photo documentation log and map of critical elements (i.e. security measures, utility infrastructure, maintenance access points).
 - Review record drawings to ensure field changes are incorporated.
- **Warranty**
 - Coordinate warranty issues between the Department and the Contractor. Include the design team, commissioning agent, and DBA as applicable for warranty items that may arise.
 - Participate in 11-month warranty inspection and bring forward any items discovered during the warranty period.
 - Maintain an active participation and/or presence in facility operation and management by the Department throughout the commissioning and warranty period.

D. Term

The term of the contract will be annual with the option for extension or renewal for consecutive years (seven (7) years maximum) until all project phases are completed and accepted by the Department, with the goal of completing the project within three (3) years. The final contract executed by the parties will include the following Term language regarding Termination for Cause:

The Department may cancel this Contract for cause when:

- (a) The Consultant fails to perform its obligations under the Contract and such deficiencies are not corrected within fifteen (15) days upon written notice of the deficiencies;
- (b) The Consultant becomes insolvent or files for any form of bankruptcy; or
- (c) The Consultant fails to meet critical deadlines that cause significant harm to the Department and such delays are not corrected within a reasonable correction period of fifteen (15) days following written notification of the delay.

In any written notice of cancellation for cause, the Department will advise the Consultant in writing of the reasons why the Department is considering cancelling the Contract and may provide the Consultant with an opportunity with additional time to cure any deficiencies identified in the notice of cancellation for cause prior to the date of proposed cancellation. The parties may endeavor to agree to reasonable modifications in the Contract to accommodate the causes of the cancellation for cause and

avoid the cancellation, to the extent permitted by law, and at the discretion of each party individually.

E. Submittal of Statement of Qualifications

Responses to this Request for Qualifications (RFQ) shall be submitted to the RFQ Facilitator identified under item IV.A. of this RFQ on or before the date stipulated. Responses to this RFQ will be used by the Department solely to determine if the respondent has the appropriate background, experience, licenses, and qualifications to be considered for project or solicitation. The best qualified respondent will be selected for negotiation of a Professional Services contract. During the contract negotiation phase, the selected firm, the BOC, and the Department 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 July 8, 2024, 4:30 PM CST on the date shown under item IIIA of this RFQ.

G. Minority and Women’s Business & Local 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. In cases when the Respondent is not an Arkansas-based company, local partnering is strongly encouraged.

H. Vendor Performance Evaluations

In accordance with Ark. Code Ann. § 19-11-268 all vendors are subject to quarterly performance evaluations by the Department and BOC during the life of the contract. The Consultant 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 a Department’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 Department 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 Owner’s Representative.

Quarterly reports will be submitted by the Department to the Office of State Procurement (OSP) and will not be copied directly to the contractor by the Department. OSP will review the report and submit all “Below Standard” reports to the contractor.

III. PROPOSED SCHEDULE OF EVENTS

A. The following schedule of events is provided for preliminary planning and to convey that the Department understands the time critical events and proposed milestones for the development of this project only. This schedule may be reviewed and revised at each step of the process up to and including the negotiation of the Owner’s Representative contract with the intent to reduce the schedule and expedite project commencement.

Date	Procurement Event or Project Activity
June 25, 2024	Listed on websites for DOC and TSS (OSP & DBA) - ongoing until deadline. Listed in electronic Trade Journal(s) - ongoing until deadline.
June 27, 2024	TSS advertises RFQ in the Arkansas Democrat Gazette (6 times spread evenly over a period of 2 weeks)
July 8, 2024	Deadline for submittal of written questions or clarifications to TSS.
July 12, 2024	TSS will issue responses to all requests for clarifications (All questions will be answered and provide to all prospective respondents).
July 23, 2024	Deadline for submittal of qualifications to the RFQ Facilitator.
August 6, 2024	RFQ Facilitator notifies all respondents of the Respondents selected for oral presentations and interviews.
August 27-28, 2024	Oral presentations and interviews to the Evaluation Committee held at time and location to be announced.
September 5, 2024	RFQ Facilitator notifies all interviewees of firm selected for negotiation.
September 23, 2024	Deadline for Final Contract by DOC with approval by BOC.
September 27, 2024	Deadline for submittal of Contract to TSS Office of State Procurement.
October 10, 2024	Contract reviewed and approved by the Board of Corrections.
October 15, 2024	Contract reviewed by Arkansas Legislative Council PEER/REVIEW Committee.
October 18, 2024	Contract reviewed by Arkansas Legislative Council.
October 22, 2024	Final approval of Contract by TSS Office of State Procurement.

- B. If the release of final funding is delayed, it is the intent of the Department to renew the Consultant 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 eight (8) copies of the Statement of Qualifications and one (1) in pdf file format on a thumb drive addressed to the RFQ Facilitator at:
TSS Division of Building Authority- RFQ Facilitator
501 Woodlane, Suite G-01
Little Rock, Arkansas 72201
501-682-5544
Nathan.Alderson@arkansas.gov
2. Submittals shall be received at the above address on or before **2:00 PM on July 23, 2024**. Failure to meet this requirement shall result in automatic disqualification for consideration under this RFQ.
3. Envelopes should state **“Statement of Qualifications for OWNER’S REPRESENTATIVE SERVICES for the Department of Corrections”**.
4. In accordance with the policies of the Department 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. Photographs and graphics should be inserted into the context of the document and not included as separate documents.
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 pages in another section.
7. A page shall consist of one typewritten, graphic, or photo representation on standard 8-1/2” x 11” paper. 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 Department until all ratings have been summarized and approved by the appropriate procurement official of the Office of State Procurement or the Department.

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 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. Construction Management Team Background (10-page maximum)

Provide project organizational chart of the project team. Also provide resumes of each team member including the following information:

- Name
- Office location
- Years of service with the Firm
- Education
- Professional Experience
- Pertinent Experience
- Anticipated Services to be provided

List any other Consultants that your firm anticipate having a role in this project.

3. Adult Correctional Facility Experience (25-page maximum)

Department seeks information concerning the experience of your firm and your proposed team with adult correctional facilities with a construction cost of \$400 million or more. List relevant projects completed by your firm, including the (3) most recent detention facilities, completed or under construction.

- Name and Location
- Total Square Footage
- Completion Date
- Originally Planned Completion Date
- Completion Construction Cost
- Construction Budget Prior to Design
- Scope of Project
 - Number of Beds
 - Program Space
 - Intake
 - Medical
 - Other
 - Scope of Project
- Change Order Contingency Budgeted and Percentage Used
- Special Features
- Sustainability Criteria
- Client, contact name, telephone, and email address
- Contractor name, telephone, and email address

- Role played by team members
 - Construction Delivery Method
 - Funding Source
4. Project Approach (10-page maximum)
Approach to the following activities:
- Project scheduling and cost estimating for phased approvals
 - Interaction with contracting parties and community partners
 - Integration with Department project directors' team for blended staff approach
 - Quality assurance of projects which are executed by the design professional and general contractor teams
 - Approach to Joint Venture if more than one construction management firm, if applicable
 - Organizational Chart
 - Coordination with Program Management staff
5. Equal Employment Opportunity Policy (EEO) (No page limit)
The firm should submit a copy of their EEO policy or statement if applicable. A respondent is not required to have a formal policy but is required to disclose whether they have one or not.
6. Unique Qualifications (3-page maximum)
- This section is respondent's opportunity to provide specific information that differentiates it from others in this RFQ process.
 - At respondent's option, respondent may provide any additional supporting documentation or information that would be helpful in evaluating respondent's qualifications and commitment.
7. Key Personnel of the Owner's Representation (10-page maximum)
Provide a description of the key personnel to be used on this contract if awarded, including Consultants. Provide a brief description of the qualifications including education and licenses. You may include an organizational chart. The descriptions should detail the role of each individual along with brief examples of similar projects 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.
8. Experience – General (10-page maximum)
Provide detailed descriptions of projects of similar nature and scope that demonstrate your understanding of the requirements of this contract. Examples should be as closely matched to this type of contract as possible. 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. Risk Management Plan (5-page maximum)
Provide a description of the 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 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 by RFQ Facilitator 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 Evaluation Committee.

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

The Evaluation Committee will be comprised of seven (7) representatives (an odd number is required) including the BOC Chairman or his delegate, BOC counsel, two (2) from the Department, one (1) from the Governor's Office, two (2) from the Department of Transformation and Shared Services. Voting members will have subject matter expertise in the areas of contracting, design, construction, operations and maintenance, or management of the programs in similar facilities.

B. Disqualification

- Submittals received after the closing date at time shown on the cover of this RFQ and in paragraph III.A. shall be disqualified from consideration under this RFQ solicitation.
- Submittals which exceed the maximum page limits in one or more areas shown below may be disqualified from consideration under this RFQ solicitation.
- Incomplete submittals may be disqualified from consideration under this RFQ solicitation.
- Submittals not organized in the order prescribed in this RFQ may 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, DFA/OSP, TSS/DBA, the BOC, or the Department 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 “V.C.” of this RFQ and “VII.B.” 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 five (5) points shall be assigned.*
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. Owner’s Representative Management Team Background: *A maximum of five (5) points shall be assigned.*
3. Adult Correctional Facility Experience: *A maximum of twenty-five (25) points shall be assigned.* 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.
4. Project Approach: *A maximum of fifteen (15) points shall be assigned.* The firm shall be evaluated on their direct experience and delivery approach for a project of this size and type. Primary consideration will be given for specific experience on similar projects.
5. EEO Policy: *A maximum of five (5) points shall be assigned.* 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 Department. A respondent is not required to have a formal policy but is required to disclose whether they have one or not.
6. Unique Qualifications: *A maximum of five (15) points shall be assigned.* Unique qualifications shall be evaluated on its relevance to this specific contract’s requirements. Qualifications can be of specialized expertise, capabilities, and technical competence as demonstrated by the team’s capabilities to meet the project requirements.
7. Key Personnel: *A maximum of five (5) points shall be assigned.* 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 designer 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 ten (10) 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 fifteen (15) points shall be assigned.* 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. Risk Management Plan: *A maximum of ten (10) points shall be assigned.* 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 these risks.

D. Scoring Summary for Written Statement of Qualifications

Category	Maximum Points
1. Transmittal Letter	5
2. Owner’s Representative Management Team	5
3. Adult Detention Facility	25
4. Project Approach	15
5. Equal Employment Opportunity Policy	5
6. Unique Qualifications	15
7. Key Personnel	5
8. Experience	15
9. <u>Risk Management Plan</u>	<u>10</u>
TOTAL	100

E. Notification of Results

In accordance with MSC § 2-106, within three (3) working days after the Evaluation Committee has completed this portion of the evaluation, the RFQ

Facilitator will notify all respondents of the results. Only the names of the Firms selected for interviews will be released at this time. The scoring results and the ranking order of the Firms 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) Firms/Consultants shall be identified as the most responsively qualified and shall be selected by the Evaluation Committee for the 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 ranking will be determined by alphabetical order of the Consultant's legal name and the Consultant will advance to the oral presentation and interview phase. In the event of a tie, the Facilitator will notify the affected Consultant(s).

B. The order of the scheduled times for interviews shall be in alphabetical order by the Consultant's legal name.

C. Should there be only one response to this solicitation, the BOC may request the DBA to waive the interview phase and proceed directly to the negotiation of a contract with the single respondent, or the BOC may re-evaluate the services requested and re-advertise the solicitation. If the BOC elects to request the waiver, the Evaluation 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 oral presentations and interviews by the Evaluation Committee. Consultant shall be given no less than 14 calendar days to prepare for this meeting. Consultant shall be responsible for all costs of food, travel, lodging and other incidentals necessary for their attendance at the scheduled presentation and interview. At a minimum, the Consultant should have at least one member present who is prepared to answer questions concerning the qualifications and capabilities of their proposed team. The presentation should be well prepared and concise. The Consultant will be given approximately 90 minutes to discuss their unique qualifications and team structure and to present examples of their previous works. Approximately 30 minutes will be allocated for the Evaluation 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 they believe their firm/team is the best qualified for the 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/or make prior arrangements for the necessary equipment including laptop, projectors, stands or easels for their presentation.

3. The Consultant may elect to provide paper copies of photographs or visual aids to the Evaluation Committee for later review. Copies shall be presented to the facilitator and Evaluation Committee chairperson at the time of the interview. 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 Evaluation Committee and will be retained by the Evaluation Committee. It is not necessary to prepare elaborate exhibits, displays or presentations. No points shall be awarded or deducted for handout materials whether presented or not.

B. Evaluation of the Oral Presentation

1. Experience-Specific

The Consultant shall be evaluated by the Evaluation Committee on ability to provide the requested services for projects of this type and size. A maximum of twenty-five (25) points shall be assigned.

- a. The Consultant should present an overview of previous project experiences specific to this RFQ that illustrates the capabilities and expertise of the proposed teams. The range and types of project 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. Visual presentations of projects representing the Consultant's style and creativity 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 their demonstrated ability to meet time critical schedules for similar projects of the type, size, and complexity. A maximum of twenty (20) points shall be assigned.

The Consultant's current workload shall be evaluated to determine that the team has sufficient capacity to meet the Department's need. 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 control established project budgets. Consultant's understanding of both hard cost (construction contract items) and soft cost (items outside of the general construction contract)

shall be considered. A maximum of twenty-five (25) points shall be assigned.

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 discuss the firm's approach to checks and balances of estimates of probable construction costs for the construction phase of type normally seen under this type of contract. Include a discussion of the accuracy of the firm's ability to control estimates on all projects of similar size and complexity over the past 3-years and, if available, include a discussion of the factors affecting estimates that exceeded plus or minus (+/-) 10% of the 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 design team, the general contractor, and the Department. A maximum of twenty (20) points shall be assigned.

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 Department submittal and approval requirements.

- a. The Consultant should discuss the firm's use of key personnel during the project for design and construction observation. Describe the primary roles with regards to budget reviews, code research, attendance at design meetings with the Department or other consultants, review of others work in peer reviews, review of contractor submittals, review of construction 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 Department. 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 cost 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.

- a. The Consultant's use of the key members of the project 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 BOC, Department 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.

C. Summary of Oral Presentation Scoring

Category	Maximum Points
1. Experience-Specific	25
2. Schedules	20
3. Cost Controls	25
4. Management Plan	20
5. Construction Observation/Admin. <u>10</u>	
TOTAL	100

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.

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 #1 rank position and second highest the #2 position, etc.). In the event of a tie score(s), the Facilitator will notify the effected Consultants. The tie(s) shall be broken by a question-specific response from at least two of the Consultant’s listed references. The reference’s response will be rated and added to the average score and will determine the position ranking for contract negotiations. The Consultant having the highest total score (ranking) shall be selected for negotiations.

B. All Consultants interviewed shall be notified in writing of the name of the Consultant initially selected for negotiation.

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. The Department 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 comply with Arkansas law, MSC, Office of State Procurement rules and guidelines governing professional service contracts and DBA's policies.

C. If the Department cannot successfully negotiate a contract with the first Consultant selected, the Department may terminate the negotiation process and undertake negotiations with the second highest ranked Consultant. If the second negotiation is unsuccessful, the Department may terminate negotiation and move to the third ranked and so forth. If is unable to successfully negotiate a contract with any of the Consultants interviewed, the selection process shall be terminated. The Department 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 Department undertake negotiations with any of the Consultants not selected for the oral presentation and interview phase of this solicitation.

D. 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