

**ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY  
REQUEST FOR QUALIFICATIONS (RFQ)  
DESIGN PROFESSIONAL SERVICES  
CLOSURE OF INACTIVE N.A.B.O.R.S. LANDFILLS**

**I. INTRODUCTION**

A. General

The Arkansas Department of Environmental Quality (ADEQ) is a cabinet-level agency headed by a director and staffed by a number of full-time personnel responsible for administering environmental programs under the jurisdiction of the Arkansas Pollution Control and Ecology Commission. The Department is responsible for the day-to-day administration of the Commission's regulations for a variety of environmental programs. The Department's regulatory programs, including the divisions of Water Pollution Control, Air Pollution Control, Solid Waste Disposal, Surface Mining, Hazardous Waste Disposal, and Regulated Storage Tanks, monitor ambient environmental conditions, issue permits for various regulated activities, monitor and inspect permitted activities and other activities related to the Department's programs. The Department also takes enforcement action for violations of state law, regulations, or permit conditions. The Department's regulatory divisions have been delegated or approved, by the US Environmental Protection Agency (EPA) and other Federal agencies, with authority to administer many federal environmental programs within Arkansas.

The Solid Waste Management Division (SWMD) is responsible for regulating the handling, processing, recycling, marketing of recycled materials, and disposal of non-hazardous solid waste. The Solid Waste Management Division is organized into three (3) branches: The Enforcement Branch, The Programs Branch, and the Technical Branch.

B. Objective/RFQ Availability

The Arkansas Department of Environmental Quality is seeking responses from qualified environmental engineering consultants interested in performing environmental engineering related consulting services associated with closure of the North Arkansas Board of Regional Sanitation (NABORS) solid waste landfill facilities located at 1305 Rossi Road, Mountain Home, Arkansas. Responses received associated with this RFQ will be used to screen prospective Consultants and select finalists. Selected finalists will be required to conduct oral presentations and to answer questions concerning technical performance and capabilities. ADEQ will select a Consultant considered the best qualified and capable of performing the work. The Consultant must have and maintain current registration with the Arkansas Board of Professional Engineers and Land Surveyors. The initial term of the contract will be for one year, and may be, if determined to be in the best interest of the State and mutually agreed to by the Consultant, extended annually for an additional six (6) one year periods.

An official complete RFQ package (hardcopy or electronic) must be obtained by each prospective Consultant from Ms. Tommi West or Mr. Clark McWilliams of the Solid Waste Management Division - ADEQ. Ms. West can be contacted at (501)682-0587, or [westt@adeq.state.ar.us](mailto:westt@adeq.state.ar.us); Mr. McWilliams can be contacted at (501) 682-0510, or [mwilliamsc@adeq.state.ar.us](mailto:mwilliamsc@adeq.state.ar.us). In order to submit a Statement of Qualification

(SOQ) each prospective Consultant must have received a complete RFQ package from one of the two contact personnel. Failure to receive an official RFQ package will result in no addenda notification to the prospective Consultant, should the need for addenda arise during the advertised period. Not receiving addenda may affect the results of the consultant selection process.

## II. SCOPE OF WORK

The ADEQ plans on officially closing inactive NABORS landfills located on the approximately 700 acres property north of Mountain Home in Baxter County, Arkansas. ADEQ will require, as part of the work, that the current conditions of the landfills and facility be assessed along with review of historical information related to future closure. After this assessment and review, the work will involve the preparation of plans, specifications and contractual documents for the closure. Oversight engineering, construction management, and administration activities associated with the implementation of landfill closure will also be required.

Some site specific performance issues currently known include waste overfill in permitted disposal cells, landfill gas migration, inadequate vegetative cover, excessive leachate levels in cell sumps and collection tanks, landfill erosion and lack of sideslope stabilization, and landfill leachate outbreaks. This professional service work will included, but not be limited to, design of disposal cells, design of waste removal and waste placement, design of a gas mitigation system, design of landfill(s) covers, groundwater monitoring, and daily construction quality assurance of the site construction activities.

All of this work will be performed as allowed by and detailed in A.C.A. 8-6-1001 et seq. In addition to the State statutes, although not intended to be exhaustive, general guidance and information relating to facility assessment, closure design, and oversight activities can be found in:

- "Arkansas Pollution Control and Ecology Regulation 22"
- "Arkansas Pollution Control and Ecology Regulation 11"
- "Generic Construction Quality Assurance Plan for the Lining and Cover Systems" GeoSyntec Consultants, September 1992
- Arkansas Building Authority (ABA) – "Standards and Criteria Manual"
- "Solid Waste Disposal Facility Criteria – Technical Manual", USEPA, November 1993"
- "(Draft) Technical guidance for RCRA/CERCLA Final Covers", USEPA, April 2004
- Seminar Publication, "Requirements for Hazardous Waste Landfill Design, Construction, and Closure", USEPA, August 1989

Major tasks to be performed by the Consultant for facility assessment and review, closure design and oversight activities are summarized below. Each of the four (4) tasks may or may not be required of the Consultant. ADEQ will define the assessment, review, closure and oversight tasks to be performed by the Consultant during the negotiations of the site specific Scope of Work and budget. Major tasks to be performed by the Consultant for closure design and oversight may be further refined by ADEQ based upon completed results of the assessment and review, and will be defined in a revised Scope of Work, if required. The details of these tasks are not all inclusive; some elements may be added and others deleted during the scoping of the work.

### Task 1 - Project Initiation and Planning

- a) Project Specific Scope of Work

Task 2 – Facility Assessment/Review

- a) Local and Regional Summary of Land Use and Control
- b) Site Reconnaissance
- c) History of Response Actions
- d) Analysis of Past Environmental Data and Assessment
- e) Define Suspected Nature and Extent of Problems Related to Closure
- f) Define Site Boundary Conditions
- g) Refine Specific Project Scope of Work, if needed
- h) Closure Assessment/Review Summary Letter Report
  - Introduction
  - Site Description and History
  - Environmental Setting
  - Summary of Review and Assessment Activities
  - Conclusions and Recommendations

Task 3 – Closure Design and Procurement

- a) Conceptual Design of Closure
- b) Estimate Closure Costs – refined as design develops
- c) Development of Specific Plans, Specifications, and Construction Bid Documents
- d) Accomplish Agencies’ Reviews
- e) Participate in Advertisement, Bidding and Procurement of Corrective Action Contractor

Task 4 – Closure Construction Management/Oversight

- a) Represent ADEQ in Management of Closure Construction as Related to Accomplishing the Closure as Designed
- b) Review and Manage Closure Contractors Submittals
- c) Continuous Closure Construction Observations
- d) Organize and Conduct Construction meetings
- e) Process Contractor’s Pay Requests, Develop and Manage Change Orders
- f) Execute and Participate in Contract Close Out Procedures
- g) Receive, Review and Transmit “Record” Documents

Project “record” documents include, but are not limited to: complete bid proposals of all bidders, substantive correspondence related to the project, complete contractor pay applications and Consultant’s inspection reports and photos, manuals and specifications books, all contractor warranty documents, inspection and permit documents issued by Federal and State entities, complete set of reproducible prints legibly and accurately drawn to indicate all changes from the contract drawings.

**III. SCHEDULE**

The anticipated schedule for completing the selection process to the award of the Landfill Closure Assessment, Closure Design and Oversight professional services contract are as follows:

Approx. Date	Procurement and Project Activities
June 1, 2014	ADEQ advertises RFQ

June 26, 2014	Deadline for consultants to submit written questions or written request for clarifications to ADEQ (If required, written addenda will be issued via e-mail before two (2) working days prior to SOQ due date. No addenda will be issued within two (2) days of the SOQ due date).
June 30, 2014	Statement of Qualifications (SOQs) due to ADEQ
July 9, 2014	ADEQ selects Consultants for oral presentation
July 17, 2014	Oral presentation complete and Consultant selected for negotiations
August 1, 2014	Negotiations complete, design professional consultant services contract signed and submitted to Arkansas State Procurement office
October 3, 2014	Contract approved by Arkansas Building Authority, State Legislative Council, and signed by the Department of Finance and Administration's Director of State Procurement

The anticipated schedule for completing the NABORS Landfill Closure assessment, design and procurement that encompasses the five (5) tasks listed above is as follows:

y	Site Scope of Work Prepared by ADEQ and Consultant
y + 1 to 2 wks	Scope of Work and Cost Refinement
y + 2 to 3 wks	Consultant initiates facility assessment (file review and any field activities), if needed
y + 5 wks	Consultant submits Closure Assessment/Review Summary Letter Report
y + 5 to 6 wks	Consultant submits 15% Draft Plans and Specifications
y + 10 to 14 wks	Consultant submits 50% Draft Plans and Specifications
y + 17 to 20 wks (est. 2/6/15)	Consultant submits final report with completed (100%) plans and specifications for landfills closure
During "y" period	Consultant submits monthly progress reports

#### **IV. WRITTEN QUALIFICATIONS SUBMISSION GUIDELINES**

##### **A. Submittal Information**

Five (5) printed copies and one (1) electronic copy of the Statement of Qualifications (SOQ) must be received at the following addresses before the deadline listed in the Request for Qualifications advertisement.

Mr. Bryan Leamons, Engineer Supervisor  
Solid Waste Management Division

Arkansas Department of Environmental Quality  
5301 Northshore Drive  
North Little Rock, AR 72118

Envelopes should state "Statement of Qualifications - Design Professional Services for Closure of Inactive NABORS Landfills and ABA RFQ #930-RFQ-1401 on the cover. Statements submitted in response to this request must address the items outlined herein. Any and all information submitted by an offeror in variance with these instructions may not be reviewed or evaluated except at the discretion of the ADEQ.

No information concerning the statement of qualification evaluations nor the identity of the evaluators will be released by ADEQ until all ratings have been summarized and approved by the Chief of the Solid Waste Management Division.

## B. Contents

The statement of qualifications should contain the following information. Please note the submittal page limitations (maximum) as applicable. A page shall consist of one typewritten or graphic representation of standard size 8-1/2 X 11 inch stationery. Double sided print on standard 8-1/2 X 11 inch paper will count as two pages. Maps on 8-1/2 X 11 inch paper may be used but will count the same as one typewritten page. Maps on 11 X 17 inch paper will count as two pages. Other paper sizes and blank filler pages are discouraged. It is not necessary to prepare your response to this solicitation using elaborate brochures and art work, expensive paper and bindings, or other expensive visual presentation aids.

### 1. Transmittal Letter (one page submittal)

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 alternate. This individual(s) should be available to be contacted by telephone or attend meetings as may be appropriate. A brief summary of the statement of qualifications may be provided within the body of the letter.

### 2. Technical Proficiency of the Consultant

This is to demonstrate technical competence of the Consultant based upon previous experience, technical approaches to several previous projects, and available facilities and equipment.

#### a. Project Examples and Case Histories (15 page submittal, maximum)

The Consultant shall list project examples completed or underway during the previous seven years. Examples shall include project name, location and description of activities involved in the project. Include description of your involvement in total project scheme if not 100%. The client name, address and phone number must be indicated such that ADEQ can confirm information accuracy. The cost of work of your participation, and total project cost must be provided. No more than twenty-five (25) projects may be listed. The most relative projects should be listed first. Include general case histories of the ten (10) most relevant projects listed describing the purpose and results of each with actual versus estimated consulting and construction costs (if applicable). Special problems encountered and how they were overcome may be illustrated together with unusual explanations for site specific data or phenomena. The explanations provided should demonstrate the Consultant's

comprehension of objectives, technical methods, and rationale for various or unique approaches which the Consultant has undertaken. Final outcomes must be listed for finished projects and most recent status must be listed for ongoing projects.

b. Facilities and Equipment (5 page submittal, maximum)

Provide a description of the support facilities available to your firm(s) to aid in assessment, review, design, and oversight activities. Describe the availability of the major pieces of equipment as owned or secured through subcontract. Specifically, describe equipment which your firm(s) has and uses such as:

- 1) Analytical Laboratory and Equipment
- 2) Subsurface Investigation Equipment
- 3) Gas Sampling Equipment
- 4) Computer Support Services-Surface Water Modeling, CAD systems, etc.
- 5) Waste Collection and Handling
- 6) Surveying Equipment

3. Personnel Capability (10 page submittal, maximum)

a. Qualifications

Provide a brief overall description of the qualifications and experiences of the key and other personnel of the firm(s) which will be specifically assigned to the project. Experience should demonstrate technical expertise in relevant areas of the individual's respective field. Project leader(s) should have a proven track record in managing similar types of projects. Each individual's expected work time ratio planned for this project must be included. Personnel background relative to the project examples and case histories stated previously should be also be provided.

Consultants should note that this contract will require that key personnel must have the necessary certifications, registrations and qualifications to indicate top proficiency status in each respective field of expertise. Registration as a Professional Engineer in the State of Arkansas (RPE) is required by at least one person who will be involved in the work from beginning to end. Evidence of such registration shall be provided. The person shall have the necessary qualifications to indicate his/her value and responsibility to the project. Registration as a Professional Geologist in the State of Arkansas (RPG) shall also be required for at least one person who will be involved in the work from beginning to end. All plans and reports which require specialized disciplines shall be certified by the appropriate licensed personnel.

b. Staffing Pattern

The number of personnel assigned must be adequate in all areas (i.e., managerial, technical, support labor). Location and availability of personnel should allow for timely response to various irregular events at any project site (where applicable and necessary) for data collection, observation and recommendations. Home offices of all personnel should be defined.

4. Administration and Management (5 page submittal, maximum)

This portion of the proposal must demonstrate capability to meet various

requirements in an effective manner.

a. Project Management

The Consultant must demonstrate an ability to acquire and disseminate a vast amount of information expeditiously. Regularity of communication through daily logs, and weekly or monthly progress reports reflects management control. Management control will also be defined through identification of work groups or work tasks. Management effectiveness will be reflected by well coordinated short response time frames. Overall coordination of the project should not entail burdensome management schemes. The ability and commitment of the Consultant to follow the above schedule should be shown.

b. EEO, WBE, MBE, SBE

The SOQ must demonstrate that the Consultant conforms with all applicable State and Federal civil rights, equal employment opportunity and labor law requirements.

In compliance with Act 2157 of 2005, the Office of State Procurement is required to have a copy of the submitter's Equal Opportunity Policy prior to issuing a contract award. EO Policies may be submitted in electronic format to the following email address: [eeopolicy.osp@dfa.state.ar.us](mailto:eeopolicy.osp@dfa.state.ar.us). and a hard copy accompanying the submitter's response. The Office of State Procurement will maintain a file of all vendor EO policies submitted in response to solicitations issued by this office or any state agency. The submission is a one time requirement but vendors are responsible for providing updates or changes to their respective policies and of supplying EO policies upon request to other state agencies that must also comply with this statute. Vendors that do not have an established EO policy will not be prohibited from receiving a contract award, but are required to submit a written statement to that effect.

c. Illegal Immigrant Disclosure Statement, Proof of Insurance and Proof of Engineer/Geology Licenses

The Consultant must illustrate that no illegal immigrants are employed or contracted. The Arkansas Department of Finance Administration provides an on-line certification at:

<https://www.ark.org/dfa/immigrant/index.php/disclosure/submit>

One (1) copy of the completed form shall be submitted with the SOQ.

The Consultant must also present proof of insurance coverage as specified in Section VIII. – Special Conditions of this RFQ and in accordance with the Arkansas Building Authority (ABA), Minimum Standards & Criteria, Sections 2-312 and 2-313.

In addition, the Consultant must provide a copy of the individual licenses for professional engineers and geologists licensed in the State of Arkansas for the primary responsible individuals. Company professional licenses should also be presented.

d. QA/QC and Safety

Quality Assurance/Quality Control and Safety Procedures should be briefly summarized, particularly within the context of the Consultant's ability to implement these often detailed procedures. Training in these areas is also required. Prior use of these systems or the ability to implement them must be demonstrated.

5. Technical Approach (15 page submittal, maximum)

The technical approach should demonstrate the Consultant's comprehension of the project by presenting the major considerations involved in proposed work activities. Possible and probable problem areas should be discussed.

A detailed technical approach should outline at a minimum:

- a. Goals and objectives of the proposed work;
- b. Major proposed project considerations including the scope of appropriate studies/investigations/reviews/analysis/designs/oversight services;
- c. Project organization and approach; and,
- d. Scheduling.

The Consultant's concepts, methodologies and techniques toward achieving the objectives of the proposed project work, within the allotted time frame, should be described.

C. Evaluation Criteria

1. Transmittal Letter

No points will be awarded for the transmittal letter; however, its omission will be grounds for rejection of the SOQ.

2. Technical Proficiency of the Consultant

Project examples will be considered for the number and type of projects and the dollar volume of projects. Judgment will be made on the technical proficiency and approach, uniqueness of solutions to unusual problems, innovative and practical methods, or other similar factors, as described in the case histories. A maximum of twenty-five (25) projects may be listed, and a maximum of twenty (20) points may be awarded.

b. Facilities and Equipment

While it is not necessary that the Consultant possess facilities and equipment necessary for all the activities, possession of said equipment and facilities does indicate a working knowledge of the elements, details and constraints related to assessments, designs and oversight services. A maximum of five (5) points will be assigned in this category.

3. Personnel Capability

a. Qualifications and Experience

Resumes of key personnel should include previous experience in applicable projects. A maximum of fifteen (15) points will be assigned in this category. ADEQ will generally assign points as follows:

- 1) All personnel experienced in their respective areas. Management experience proven with previous direct experience on applicable projects, ten (11) to fifteen (15) points.
- 2) Most personnel experienced in their areas. Key personnel lack direct experience in some applicable projects, five (6) to ten (10) points.
- 3) Few personnel experienced in their areas. Key personnel lack experience in most areas of applicable projects, zero (0) to five (5) points.

b. Staffing Pattern

ADEQ will assign up to ten (10) points based upon the appropriateness, composition, availability, and definition of the staffing pattern.

ADEQ will consider the mix of talent, appropriateness of expertise of the staff.

4. Administration and Management

a. Project Management

Up to five (5) points will be awarded based upon ADEQ perception of the Consultant's management, communication, control, effectiveness, and coordination.

b. EEO, WBE, MBE, SBE

No points will be assigned to this category, however, its omission or the unsatisfactory demonstration of conformance will cause immediate rejection of the proposal.

c. Illegal Immigrant Disclosure Statement, Proof of Insurance and Proof of Engineer/Geology Licenses

Up to ten (10) points will be awarded to this category based up Consultant's thoroughness and accuracy in completing the illegal immigrant, insurance and licensing. Current status of licensing will also be considered.

d. QA/QC and Safety

Up to five (5) points will be awarded based upon ADEQ perception of the Consultant's ability or experience in these areas.

5. Technical Approach

a. Comprehension of Objectives

ADEQ will assign up to thirty (30) points based upon the Consultant's

presentation of the major goals, tasks and objectives. Special experience and technical competence of environmental design and construction administration should be emphasized.

SUMMARY OF SOQ PAGE LIMIT AND SCORING

	<u>Maximum Points</u>	<u>Page Limit</u>
1. Transmittal Letter	0	1
2. Technical Proficiency of the Consultant		
a. Project Examples & Case Histories	20	15
b. Facilities & Equipment	5	5
3. Personnel Capability		10
a. Qualifications & Experience	15	
b. Staffing Pattern	10	
4. Administration & Management		5
a. Project Management	5	
b. EEO, WBE, SBE, MBE	0	
c. Illegal Immigrant Disclosure Statement, Proof of Insurance and Proof of Engineer/Geology Licenses	10	
c. QA/QC and Safety	5	
5. Technical Approach		15
a. Comprehension of Objectives	30	
TOTALS	100	51

**SPECIAL NOTE:**

All point awards information regarding the RFQ will be held as confidential information until a negotiated contract is signed with the awarded Consultant(s).

**V. SELECTED CONSULTANTS FOR ORAL PRESENTATIONS**

A minimum of three (3) and a maximum of five (5) Consultants will be identified as the most responsively qualified and will be selected as finalists. Each Consultant that submitted an SOQ will be notified in writing by ADEQ concerning the outcome of the review of the statements of qualifications. The selected finalists will be scheduled for oral presentations at ADEQ.

**VI. ORAL PRESENTATIONS**

**A. General Oral Presentation Information**

Each selected Consultant will be scheduled for an oral presentation and should be prepared to answer questions concerning their qualifications and capabilities. The presentation should be well prepared and concise, and shall be no longer than thirty (30) minutes (20 minute presentation and 10 minutes reserved for questions). The presentation will be scored basis upon technical content and management

capabilities. It is not necessary to prepare and use elaborate exhibits or displays during the presentations. Should the department receive only one response to this RFQ, the Department, in accordance with ABA MSC § 6-106(A)(2) and with the approval of Arkansas Building Authority, may waive the oral presentation and proceed directly to contract negotiation with the single submitter.

## B. Content of the Oral Presentation

### 1. Office Size and Location

This required presentation topic serves to demonstrate that the Consultant has existing office facilities capable of accomplishing the proposed work, and to demonstrate that the office location(s) are adequate to service the needs and requirements of any project located around the State.

This portion of the presentation should summarize the office size (physical building and total staff numbers) and the location of the Consultant's personnel. The ability to perform the required work (general staff educational disciplines and experience) should be explained.

### 2. Key Personnel

This topic shall present the specific key personnel which will be assigned to the projects. The Consultant shall explain the experience and qualification of the personnel. Other personnel which will be involved in the project shall also be presented. The general work-time ratio planned for the projects shall be presented for each key individual expected to be assigned this project. The project leader shall have a proven record in managing similar types of projects. Project technical staff shall exhibit a record of thorough experience with the project needs and requirements.

The Consultant should present the current office work load and explain how the Consultant's facilities and location will be impacted by the proposed work. In addition, the ability to meet project scheduled objectives should be explained, and the ability to regain lost time and accelerate the personnel performance to meet the scheduled objectives should be discussed.

It should be noted and exhibited that each individual shall have the required certifications, registration, and documented qualifications to provide proficiency in their respective fields of expertise. It should also be noted that all plans or reports which required specialized disciplines shall be certified by the appropriate licensed personnel.

### 3. Consultant's Experience

The Consultant shall present past or current projects which illustrate his/her capabilities and expertise in performing the proposed work. The range and types of projects shall be outlined. The project size and scope of services provided shall be explained. The scope and services provided to these projects shall be presented and thoroughly explained.

Special problems encountered and how they were overcome should be presented. Unusual explanations for site specific data or phenomena should also be presented.

### 4. Consultant's Management Plan

The Consultant shall present the organization of personnel to be involved in the proposed work and the responsibilities of each person. The individual's workload and experience shall also be presented. A client contact shall be established and be specifically designated to have overall responsibility of the proposed work. In addition, project controls to curb cost and provide effective and efficient use of time and resources shall be explained by the Consultant.

The Consultant must demonstrate an ability to acquire and disseminate a vast amount of information. Regularity of communication through daily logs, and weekly or monthly progress reports reflect management control. Management control is also illustrated through identification of work groups or work tasks. Management effectiveness may be illustrated by well coordinated short response time frames. Overall coordination of the project should not entail burdensome management schemes. The ability and commitment of the Consultant to follow the project schedule should be presented.

#### 5. Schedule

The Consultant shall present the ability to meet schedules. Examples of experience in meeting scheduled projects should be outlined. The Consultant shall also present details of regaining lost time when a project falls behind schedule.

The Consultant shall explain the responsibility of conducting and achieving schedule control and how schedule control impacts work loads for specific project personnel.

#### 6. Cost Control

The Consultant shall discuss the cost estimating procedures that his/her firm utilizes when analyzing different site assessments/reviews/designs/oversight services. 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 that the Consultant is competent in accomplishing cost estimates.

The Consultant shall also discuss the cost control procedures utilized to monitor and maintain a project budget. Accounting rules and mechanisms should be specified and an explanation of the internal project budget checks and balances should be included. The frequency of State, federal, and/or private audits should be presented along with procedures to correct deficiencies and irregularities. should be explained.

#### 7. Project Close-Out

The Consultant shall present his/her typical project close-out practices and procedures. The close-out should include, at a minimum, completion of all final documents, completion of any outstanding tasks, and procedures for invoicing after completing all work activities.

The Consultant shall present his/her capabilities and experiences with Arkansas Building Authority construction close-out procedures, including final inspection, substantial completion, final pay request, release of liens, consent of surety, and project "records". In addition, the Consultant shall present his/her typical project close-out practices and procedures. The close-out should include, at a minimum,

completion of all final documents, completion of any outstanding tasks, and procedures for invoicing after completing all work activities.

The Consultant shall also present his/her commitment to accomplishing all tasks required to complete the project work, and his/her responsibility to provide and report true and accurate information.

### C. EVALUATION OF ORAL PRESENTATIONS

Oral presentations will be scored, and a maximum of fifty (50) points can be awarded to a Consultant's presentation. Scoring will be based upon technical and management capabilities and the ability to perform the proposed work in an expeditious and scheduled time frame.

#### 1. Office size and Location

While it is not necessary that the Consultant possess all the facilities necessary to accomplish the proposed work activities, possession of facilities does indicate a working knowledge of the various project constraints. Adequate facilities will provide more efficient access to the project tasks and to the project staff. No points will be assigned in this area. However, this area is a requirement of the oral presentation, and it can impact the scoring in other related areas.

#### 2. Key Personnel

Consultant should demonstrate that key personnel have previous experience in all project categories.

A maximum of ten (10) points will be assigned in this area. ADEQ will generally assign points as follows:

- 1) All personnel experienced in their respective areas. Management experience proven with previous direct involvement in all categories listed above. Points assigned: five (5) to (10).
- 2) Most personnel experienced in their areas. Key personnel lack direct experience in some areas of project categories. Points assigned: zero (0) to five (5).

#### 3. Consultant Experience

Consultant's experience shall be one of the more significant evaluation factors in this selection process. Qualified Consultants which have accomplished a significant amount of similar projects to those proposed and should be able to illustrate such experience.

Judgments will be made on the technical proficiency and approach, uniqueness of solutions to unusual problems, innovative and practical methods, and other similar factors. A maximum of fifteen (15) points will be assigned to this area.

#### 4. Consultant Management Plan

The Consultant will be scored based upon technical proficiency in the development and implementation of effective management plans. Illustrations of staffing patterns, staff utilization, and staff productivity will be a part of the

evaluation. A maximum of ten (10) points will be assigned in this area.

5. Schedule

The Consultant should have adequate schedule controls to illustrate effective and efficient completion of the project tasks. In addition, adequate measures should be available to be implemented to accelerate the productivity when scheduled tasks are no met on time. A maximum of five (5) points will be assigned to this area.

6. Cost Control

The Consultant shall have and use costing procedures to estimate site assessment, design and oversight services expenses and the capabilities to evaluate all cost uncertainties and explain the impact of the uncertainties to the overall expenses. Also, the Consultant shall have and use industry accepted cost accounting procedures and present information about recent State, federal or private audits. A maximum of ten (10) points will be assigned to this area based upon ADEQ's perception of Consultant's ability to achieve quality cost estimates and budget controls.

7. Project Close-Out

The Consultant shall present his/her capabilities and experiences with Arkansas Building Authority construction close-out procedures, including final inspection, substantial completion, final pay request, release of liens, consent of surety, and project "records". In addition, the Consultant shall describe his/her close-out procedures typically used. A commitment to completing all proposed tasks shall be included. A maximum of twenty (20) points will be assigned this area based on Consultants experience and knowledge of contractual close-out procedures

SUMMARY OF ORAL PRESENTATION SCORING

	<u>Maximum Points</u>
1. Office Size and Location	0
2. Key Personnel	10
3. Consultant's Experience	15
4. Consultant's Management Plan	10
5. Schedule	5
6. Cost Control	10
7. Project Close-Out	20
TOTAL (max.)	<u>70</u>

SPECIAL NOTE:

All point awards information regarding the oral presentation will be held as confidential until a negotiated contract is signed with the awarded Consultant(s).

## **VII. SELECTED CONSULTANT FOR NEGOTIATIONS**

ADEQ shall determine the Consultant considered the best qualified and capable of performing the proposed work activities. After the oral presentations and scoring, ADEQ will combine the written and oral presentation scores. The Consultant with the highest average score will be selected for negotiations. ADEQ will notify the Consultants, in writing, of the results of the selection process.

If the score results in a tie between two or more Consultants, the selection will be determined by the toss of a coin. 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 will notify the affected Consultant's and extend an offer for the Consultant to witness the coin toss decision. The coin toss event will be performed within one (1) working day of the determination of a tie score.

The Consultant entering into negotiations with ADEQ shall submit proposed schedule of fees for their services. ADEQ shall review the proposed schedule of fees presented by the Consultant and negotiate design professional contractual details. Fee payments, entire or a portion thereof, shall be based on satisfactory performance of the work.

If the selected Consultant and ADEQ are unable to negotiate a satisfactory design professional contract, the negotiations with that Consultant shall be terminated. ADEQ will then undertake negotiations with the Consultant having the next highest average score. ADEQ will not be financially obligated for any Consultants' expenses associated with the negotiation procedures.

## **VIII. Special Conditions**

The ADEQ shall identify the qualified Consultant that, in the sole judgment of ADEQ, represented by the Director, exhibits the ability to perform successfully under the terms and conditions of the Request for Qualifications. To qualify as responsible, a party must meet and maintain the following minimum standards as they relate to the proposed project.

- A. Consultant must provide: 1) information on its status and the status of parent companies, subsidiaries, affiliates, and subcontractors as potential responsible parties of the site; 2) certification that, to the best of its knowledge and belief, it has disclosed such information or no such information exists; 3) a statement that it will immediately disclose any such information discovered after submission of SOQ, or after award. The State will evaluate such information and will exclude any Consultant who is a potential responsible party at the Site if the State determines the Consultant's conflict of interest is significant and cannot be avoided or otherwise resolved.
- B. Have adequate financial resources for performance, adequate liability insurance, experience, organization, technical qualifications, equipment, and facilities or a firm commitment, arrangement, or ability to obtain such (including proposed subagreements).
- C. Ability to comply with the proposed or future negotiated completion schedule for the project. Have a satisfactory record of integrity, judgment, and performance, including in particular, prior performance history in completing contracts within the specified costs and schedules. In evaluating qualifications and proposals submitted for consideration by prospective Consultants, ADEQ may consider past

- performance in determining the acceptability of Consultant and personnel to be employed under contract with ADEQ.
- D. Have an adequate financial management system and audit procedures which provide timely, efficient, and effective accountability and control of all property, funds, and assets.
  - E. Consultant shall be required to indemnify and hold harmless the State of Arkansas and the Arkansas Department of Environmental Quality, its employees and officers against any and all liability, loss or damage claimed by any party caused by Consultant's negligent conduct or intentional misconduct arising out of or incident to the Consultant's work performance. Proof of Worker's Compensation Insurance with waiver of subrogation to the State of Arkansas and ADEQ for all personnel and subcontractors must be provided as a condition of Closure of Inactive NABORS Landfill award. In addition, as a condition of Contract award, the Consultant shall provide general casualty insurance with personal injury and property damage amounting to a total annual aggregate of \$1,000,000 with individual occurrences equivalent to annual aggregate. The Consultant will provide a letter of assurance from the insurance carrier (or the Certificates of Proof of Insurance) that the necessary insurance is available to the Consultant upon request. Failure to fulfill this provision will cause immediate termination of negotiations.
  - F. The Consultant shall comply with all applicable State and Federal laws.
  - G. In submitting a document in accordance with this RFQ, the prospective Consultant agrees that, if awarded the contract for this work, he or she will, on his or her own time and at his or her own expense, procure all permits, licenses, and certificates that may be required by him or her (and his or her subcontractors) by law for the execution of the work. He or she shall certify compliance with all federal, state, and local laws, ordinances, rules, and regulations relating to the performance of the work. He or she shall be responsible for contacting utility companies and verifying existence of cables, gas mains, or other utilities, above ground and underground.
  - H. Submittals will be accepted only for the entire anticipated scope of work. Any partial work proposals will be rejected without consideration.
  - I. 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.
  - J. In submitting a SOQ for consideration under this request, Consultant agrees that the personnel resources presented in the SOQ will be available and committed to perform the work described herein and in the forthcoming Contract upon request by ADEQ