



INVITATION TO QUALIFY

DUE: 5:00 PM – October 1, 2024

Request for Qualifications (“RFQ”) – Architectural Services for Alma Police Department Facility

General Specifications: The City of Alma, Arkansas, seeks responses from qualified architects and architectural firms for architectural services related to the design and construction of a new law enforcement facility/police station for the city.

Requirements: Respondents failing to comply with any of the following criteria will not be considered for the evaluation and award process:

At a minimum, Statements of Qualification shall include the appropriate licensure information as well as experience related to the intended project.

Name of Firm: _____

Contact Person: _____ Title: _____

Email: _____ Phone: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

1.0 PURPOSE & INTRODUCTION

The city of Alma is in need of a new Law Enforcement Facility. The selected site is at 814 East Cherry Street, Alma, Arkansas 72921.

The Architect shall, upon being selected and the execution of a contract, provided, among other items:

- state in their proposal how they will control construction costs during the design phase of the project.
- provide a proposed timeline for the design of this project from the start to completion of bid documents.

Statements of Qualification shall be delivered to the Alma Police Department in sealed envelopes with the name and address of the responding firm as well the project solicitation name: “New Alma Police Department Facility – Architecture Statement of Qualifications”

Responses shall be sent to the following address:

Attention: Chief of Police Pointer
Alma Police Department
804 Fayetteville Avenue
Alma, AR 72921

The city welcomes any questions regarding this solicitation. Questions should be addressed in writing to jpointer@almapolice.org.

Responses must be received no later than 5:00 p.m. on October 1, 2024.

LATE QUALIFICATIONS WILL NOT BE ACCEPTED.

SECTION I - TRANSMITTAL LETTER

Include a short (one to three pages) Transmittal Letter that shall include:

1. A Summary of why the Respondent believes itself to be the most qualified.
2. A statement indicating that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate.
3. A statement granting the city and its representatives authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance

SECTION II - FIRM/INDIVIDUAL EXPERIENCE

1. Internal resources (i.e. staff, support staff)
2. Location of home and branch offices;
3. Names of the principal officers of the firm;
4. Type of organization: Individual or sole proprietorship, professional corporation, partnership, joint venture, etc.; and
5. Key Professionals: Identify the key members of your team who would be involved in the project and describe their area of expertise and what role they will perform.
6. Resumes: Provide resumes of any person identified as a key professional. The resumes should contain the following:
 - A. Name
 - B. Professional registrations
 - C. Educational background.
 - D. Employment history.
 - E. Proposed role in the Project.
 - F. Other information you believe to be relevant.
7. Respondent Contact Information: Provide the following information about the person who is designated to be the Respondent's key contact with the City:
 - A. Name
 - B. Title
 - C. Office phone number
 - D. E-Mail address
8. Describe the firm's experience and proposed method for performing the work.

SECTION III - PAST PROJECT EXPERIENCE

Please provide information regarding the three most similar past projects relevant to this RFQ.

2.0 RFQ TERMS & CONDITIONS

1. It shall be clearly understood that any costs incurred by the Respondent in responding to this request is at the Respondent's own risk and expense as a cost of doing business, and the City of Alma is not liable for reimbursement to the Respondent for any expense so incurred, regardless of whether or not the proposal is accepted.
2. Any inquiries or requests for explanation regarding the City of Alma's requirements should be made promptly to the above-listed number. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms that have indicated an interest or intention to submit qualification statements, but the names of any firms submitting any questions, clarifications, or requests will not be disclosed until after the deadline for submission.
3. Any conditions or expectations on the part of the Respondent for performance by the City must be outlined in the qualification statement. The City of Alma is not obligated to consider the Respondent's post-submittal terms and conditions.
4. At the discretion of the City of Alma, one or more firms may be asked for more detailed information before final selection, which may also include oral interviews. The City of Alma will not be responsible for misdirected qualification statements.