



BELLA VISTA
A place to call home

**COMMUNITY DEVELOPMENT
SERVICES DEPARTMENT**

616 W. Lancashire Blvd.
Bella Vista, Arkansas 72715
Phone: (479) 268-4980



DATE:	OCTOBER 28, 2016
REQUEST:	RFQ 17-01 , GENERAL DESIGN SERVICES
RECEIVING AGENT:	CHRISTOPHER SUNESON, PLA, AICP, DIRECTOR
DELIVERY	616 W. LANCASHIRE BLVD.
LOCATION:	BELLA VISTA, ARKANSAS 72715
DEADLINE:	NOVEMBER 21, 2016, 4:30 PM

REQUEST FOR QUALIFICATIONS

RFQ 17-01, GENERAL DESIGN SERVICES

No late proposals will be accepted. RFQ's shall be submitted in sealed envelopes labeled "RFQ 17-01, General Design Services" with the name and address of the responding entity.

All statements of qualification shall be submitted in accordance with the following City of Bella Vista specifications and bid documents attached. Each Proposer / Bidder is required to fill in every blank and shall supply all information requested. Failure to do as such may be used as a basis for rejection. Any bid, proposal, or statement of qualification will be rejected that violates or conflicts with state, local, or federal laws, ordinances, or policies.

The undersigned hereby offers to furnish and deliver the articles or services as specified, at the prices and terms stated herein, and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal unless upon mutual written agreement by the Proposer / Bidder and the City's Receiving Agent.

Name of Firm: _____

Contact Person: _____ **Title:** _____

E-mail: _____ **Phone:** _____

Business Address: _____

City: _____ **State:** _____ **Zip:** _____

Signature: _____ **Date:** _____

RFQ 17-01

CITY OF BELLA VISTA

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City of Bella Vista

RFQ 17-01, General Design Services

ADVERTISEMENT

The City of Bella Vista, Arkansas is requesting Statements of Qualifications from firms interested in providing architectural, engineering, and land surveying services for 2017-2018 projects. Statements of Qualifications will be evaluated on a project by project basis, as the need for requested services arise.

To be considered, statements of qualifications must be received at the Community Development Services office, 616 West Lancashire Blvd, Bella Vista, Arkansas before Monday, November 21, 2016 before 4:30 PM. Statements of qualifications will be accepted throughout the year, but to be assured of consideration for 2017 projects, statements must be received by the advertised deadline.

Forms and addendums can be downloaded from the City's website at <http://www.bellavistaar.gov/city-of-bella-vista-bids-rfps/>. All questions regarding the process should be directed to Christopher Suneson, PLA, AICP at csuneson@bellavistaar.gov or 479-268-4980.

Statements of qualification shall be qualified to do business and licensed in accordance with all applicable laws of the state and local governments where the project is located.

Pursuant to A.C.A. §22-9-203, the City of Bella Vista encourages all qualified small, minority, and women business enterprises to bid on and receive contracts for goods, services, and construction. Also, the City of Bella Vista encourages all general contractors to subcontract portions of their contract to qualified small, minority, and women business enterprises.

The City of Bella Vista reserves the right to reject any or all proposals and to waive irregularities therein, and all Proposers shall agree that such rejection shall be without liability on the part of the City of Bella Vista for any damage or claim brought by any Proposer because of such rejections, nor shall the Proposers seek any recourse of any kind against the City of Bella Vista because of such rejections. The filing of any Proposal in response to this invitation shall constitute an agreement of the Proposer to these conditions.

CITY OF BELLA VISTA

Advertise on: October 30, 2016

November 6, 2016

By: Christopher Suneson, PLA, AICP, Director of Community Development Services

GENERAL TERMS AND CONDITIONS

A. MODIFICATION TO ANNUAL SOLICITATION:

1. The City will not be issuing an RFQ annually for these services. In an effort to conserve resources for both the City and the Proposer(s), the City will issue an RFQ every other year, in even numbered years. However, firms and individuals are welcome to review or update their statement of qualifications as needed. Requests to review current statements of qualifications on file or updated a submitted statement of qualification can be made via email to the Purchasing Agent.
2. Responses to this RFQ shall be used for architectural, engineering, and land surveying selections for calendar years 2017 - 2018.
3. Selection and possible interviews of ranked firms will occur on a project by project basis, as the need for services arise.

B. SUBMISSION OF A STATEMENT OF QUALIFICATION (PROPOSAL):

1. A written narrative describing the method or manner in which the Proposer intends to satisfy the requirements of this RFQ in the most cost effective manner. The term "Proposer" shall be in reference to a firm or individual responding to this solicitation.
2. A description of the Proposer's experience in providing the same or similar services as outlined in the RFQ. This description should include the name of the person(s) who will provide the services, their qualifications, and the years of experience in performing this type of work. Also, include reference information requested in this RFQ.
3. Statement should be no more than twenty-five (25) pages; single sided, standard, readable, printed on standard 8.5" x 11" paper.
4. All Proposers shall submit one (1) paper copy of their proposal as well as one (1) electronic copy on a properly labeled CD. The electronic copy submitted should be contained in a single Adobe PDF document format file. Files contained on the CD shall not be restricted against saving or printing. The electronic copy shall be identical to the original paper copies submitted. Electronic copies shall not be submitted via e-mail to the Receiving Agent.
5. Proposals will be reviewed following the stated deadline as shown on the cover sheet of this document. The names of respondents only will be available after the deadline until a contract has been awarded by the Bella Vista City Council. All interested parties understand proposal documents will not be available until after a valid contract has been executed.
6. Proposers shall submit a proposal based on documentation published by the City of Bella Vista.
7. Proposals shall be enclosed in sealed envelopes or packages addressed to Christopher Suneson, PLA, AICP, 616 W Lancashire Blvd, Bella Vista, Arkansas 72715. The name and address of the Proposer as well as RFQ number shall be on the outside of the packaging as well as on any packages enclosed in shipping containers or boxes.
8. Proposals must follow the format of the RFQ. Proposers should structure their responses to follow the sequence of the RFQ.
9. Proposers shall have experience in work of the same or similar nature, and must provide references that will satisfy the City of Bella Vista. Proposers may furnish a reference list of clients for whom they have performed similar services and must provide information as requested in this document.
10. Proposers are advised that exceptions to any of the terms contained in this RFQ must be identified in their response to the RFQ. Failure to do so may lead the City to declare any such term non-negotiable. Proposers' desire to take exception to a non-negotiable term will not disqualify it from consideration for award.

11. Local time shall be defined as the time in Bella Vista, Arkansas on the due date of the deadline. Statements of Qualification shall be received before 4:30 pm as shown on the clock in the Community Development Services Department office.
12. The proposal format is intended to present interested Proposers the opportunity to demonstrate their ability to perform the required services. The proposal is limited to twenty-five (25) pages in length, excluding items indicated below that do not count toward the maximum page limit. The format is left to the discretion of the Proposer to allow creative and uniqueness of approach. Proposal submission is not intended to be expensive or extravagant, although presentation should be well considered for simplicity and ease of understanding.

The following must be addressed in each statement of qualifications (*Items do not count toward page limit):

- a. Cover sheet;
- b. *Vendor Summary Form;
- c. *Vendor References Form;
- d. *Disclosure Statement;
- e. *Authorized Negotiator Form;
- f. *Debarment Certification Form;
- g. *Addendum Acknowledgement Form;
- h. Executive Summary;
- i. Firm description and qualifications;
- j. Licensing, insurance coverage, and financial ability;
- k. Firm size and staffing levels; and
- l. Staff Resumes involved with the services offered.

C. WRITTEN REQUESTS FOR INTERPRETATIONS OR CLARIFICATIONS:

No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of work of this proposal must be sent in writing via email to the Receiving Agent. Response to questions may be handled as an addendum if the response would provide clarification to the requirements of the proposal. All such addenda shall become part of the contract documents. The City will not be responsible for any other explanation or interpretation of the proposed RFQ made or given prior to the award of the contract.

D. RESERVED RIGHTS OF THE CITY OF BELLA VISTA IN REQUEST FOR PROPOSAL PROCESS:

In addition to all other rights of the City of Bella Vista under state law, the City of Bella Vista specifically reserves the following:

1. The right to rank firms and negotiate with the highest ranking firm. Negotiation with an individual Proposer does not require negotiation with others;
2. The right to select the proposal that it believes will serve the best interest of the City;
3. The right to accept or reject any or all proposals;
4. The right to cancel the entire request for proposals;
5. The right to remedy or waive technical or immaterial errors in the request for qualifications or in statements submitted;
6. The right to request any necessary clarifications, additional information, or proposal data without changing the terms of the proposal; and
7. The right to make selection of the Proposer to perform the services required on the basis of the original proposals without negotiation.

E. EVALUATION CRITERIA:

The evaluation criteria define the factors that will be used by the selection committee to evaluate and score responsive, responsible, and qualified proposals. Proposers shall include sufficient information to allow the selection committee to thoroughly evaluate and score proposals. Each proposal shall be evaluated and ranked by a selection committee. The contract will be awarded to the most qualified Proposer, per the evaluation criteria listed in this RFQ and subsequent oral presentations / interviews. Proposers are not guaranteed to be ranked.

F. COSTS INCURRED BY PROPOSERS:

All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith, shall be borne solely by the Proposer(s). No payment will be made for any responses received, or for any other effort required of, or made by, the Proposer(s) prior to contract commencement.

G. ORAL PRESENTATION:

An oral presentation and / or interview may be requested of the top three (3) ranked Proposers for any individual project, as the need for services arises.

H. CONFLICT OF INTEREST:

The Proposer(s) shall promptly notify the City's Receiving Agent, in writing, of all potential conflicts of interest for any prospective business association, interest, or other circumstance which may influence or appear to influence the Proposer's judgment or quality of services being provided. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of which the Proposer may undertake and request an opinion of the City as to whether the association, interest, or circumstance would, in the opinion of the City, constitute a conflict of interest if entered into by the Proposer. The City agrees to communicate with the Proposer its opinion via e-mail or first-class mail within thirty days of receipt of notification.

I. WITHDRAWAL OF PROPOSAL:

A proposal may be withdrawn at any time.

J. LATE PROPOSALS OR MODIFICATIONS:

1. Proposals and modifications received after the time set for the proposal submittal shall not be considered. Modifications in writing received prior to the deadline will be accepted. The City will not be responsible for misdirected proposals. Proposers should call the Receiving Agent at 479-268-4980 to insure receipt of their submittal documents prior to opening time and date listed.
2. The time set for the deadline shall be local time for Bella Vista, Arkansas on the date listed. All proposals shall be received in the City Administrative Office BEFORE the deadline stated. The official clock to determine local time shall be the clock in the City Administrative Offices, 406 Town Center Northeast, Bella Vista, Arkansas.

K. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS:

1. The laws of the State of Arkansas apply to any purchase made under this request for proposal. Proposers shall comply with all local, state, and federal directives, orders, and laws as applicable to this proposal and subsequent contract(s) including but not limited to Equal Employment Opportunity (EEO), Disadvantaged Business Enterprises (DBE), and Occupational Safety and Health (OSHA) as applicable to this contract.

2. Pursuant to Arkansas Code Annotated §22-9-203, the City of Bella Vista encourages all qualified small, minority, and women business enterprises to bid on and receive contracts for goods, services, and construction. Also, the City of Bella Vista encourages all general contractors to subcontract portions of their contract to qualified small, minority, and women business enterprises.

L. COLLUSION:

The Proposer, by affixing his or her signature to this proposal, agreed to the following: "Proposer certifies that this proposal is made without previous understanding, agreement, or connection with any person, firm, or corporation making a proposal for the same item(s) and / or services and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action."

M. RIGHT TO AUDIT, FOIA, AND JURISDICTION:

1. The City of Bella Vista reserves the privilege of auditing a vendor's records as such records relate to purchases between the City and said vendor.
2. Freedom of Information Act: City contracts and documents prepared while performing City contractual work are subject to the Arkansas Freedom of Information Act. If a Freedom of Information Act request is presented to the City, the Contractor will do everything possible to provide the documents in a prompt and timely manner as prescribed by the Arkansas Freedom of Information Act (A.C.A. §25-19-101 *et. seq.*). Only legally authorized photocopying pursuant to the FOIA may be assessed for this compliance.
3. Legal jurisdiction to resolve any disputes shall be Arkansas with Arkansas law applying to the case.

N. CITY INDEMNIFICATION:

The successful Proposer(s) agrees to indemnify the City and hold it harmless from and against all claims, liability, loss, damage, or expense, including but not limited to counsel fees, arising from or by reason of any actual or claimed trademark, patent, or copyright infringement or litigation based thereon, with respect to the services or any part thereof covered by this order, and such obligation shall survive acceptance of the services and payment thereof by the City.

O. VARIANCE FROM STANDARD TERMS AND CONDITIONS:

All standard terms and conditions stated in this request for proposal apply to this contract except as specifically stated in the subsequent sections of this document, which take precedence, and should be fully understood by Proposers prior to submitting a proposal on this requirement.

P. PAYMENT AND INVOICING:

The Proposer must specify in their proposal the exact company name and address which must be the same as invoices submitted for payment as a result of award of this RFQ. Further, the successful Proposer is responsible for immediately notifying the Receiving Agent of any company name change, which would cause invoicing to change from the name used at the time of the original RFQ. Payment will be made within thirty (30) days of invoice received. The City of Bella Vista is very credit worthy and will not pay any interest or penalty for untimely payments. The City will not agree to any nonrefundable deposit or retainer that would remain the property of the Proposer even if the hourly work actually performed by the Proposer would not justify such fee. The City will not agree to allow any increase in hourly rates by the contract without PRIOR Bella Vista City Council approval.

Q. CANCELLATION:

1. The City reserves the right to cancel this contract without cause by giving thirty (30) days prior notice to the Contractor in writing of the intention to cancel or with cause if at any time the Contractor fails to fulfill or abide by any terms or conditions specified.
2. Failure of the Contractor to comply with any provisions of the contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of the City of Bella Vista.
3. In addition to all other legal remedies available to the City of Bella Vista, the City reserves the right to cancel and obtain from another source, any items and / or services which have not been delivered within the period of time from the date of order as determined by the City of Bella Vista.
4. In the event sufficient budgeted funds are not available for a new fiscal period, the City shall notify the vendor of such occurrence and contract shall terminate on the last day of the current fiscal period without penalty or expense to the City.

R. ASSIGNMENT, SUBCONTRACTING, CORPORATE ACQUISITION AND / OR MERGERS:

1. The Contractor shall perform this contract. No assignment of subcontracting shall be allowed without prior written consent of the City. If a Proposer intends to subcontract a portion of this work, the Proposer shall disclose such intent in the proposal as a result of this RFQ.
2. In the event of a corporate acquisition and / or merger, the Contractor shall provide written notice to the City within thirty (30) calendar days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this contract, which shall not be unreasonably exercised by the City, shall include, but not be limited to, instance in which a corporate acquisition and / or merger represent a conflict of interest or are contrary to any local, state, or federal laws. Action by the City awarding a proposal to a firm that has disclosed its intent to assign or subcontract in its response to the RFQ, without exception shall constitute approval for purpose of this Agreement.

S. NON-EXCLUSIVE CONTRACT:

Award of a contract from this RFQ shall impose no obligation on the City to utilize the vendor for all work of this type, which may develop during the contract period. This is not an exclusive contract. The City specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the City's best interest. In the case of multiple term contracts, this provision shall apply separately to each item. The City intends to select and contract with who it believes is the best engineering consultant(s) or firm(s) for this work so that at least one of the selected consultants will be available for assistance.

T. ADDITIONAL REQUIREMENTS:

The City reserves the right to request additional services relating to this RFQ from the Proposer. When approved by the City as an amendment to the contract and authorized in writing prior to work, the Contractor shall provide such additional requirements as may be necessary.

U. SERVICES AGREEMENT:

A written agreement incorporating the RFQ and the successful proposal will be prepared by the City, signed by the successful Proposer, and presented to the City of Bella Vista for approval and signature of the Mayor and Clerk.

V. INTEGRITY OF REQUEST FOR QUALIFICATION DOCUMENTS:

Proposers shall use the original RFQ form(s) provided herein and enter information only in the spaces where a response is requested. Proposers may use an attachment as an addendum to the RFQ form(s) if

sufficient space is not available on the original form for the Proposer to enter a complete response. *Any modifications or alterations to the original RFQ documents by the Proposer, whether intentional or otherwise, will constitute grounds for rejection of such RFQ response.* Any such modifications or alterations a Proposer wishes to propose shall be clearly stated in the Proposer's RFQ response and presented in the form of an addendum to the original RFQ documents.

W. DEBARRED ENTITIES:

All proposers shall complete and return the enclosed "Debarment Certification Form" with their proposal. The City of Bella Vista shall not award a contract to any proposer that is debarred, suspended, or proposed for debarment by the federal government.

X. OTHER GENERAL CONDITIONS:

1. Proposers must provide the city with their proposals signed by an employee having legal authority to submit proposals on behalf of the Proposer. The entire cost of preparing and providing response shall be borne by the Proposer.
2. The City reserves the right to request any additional information it deems necessary from any or all Proposers after the submission deadline.
3. The Request for Qualification is not to be construed as an offer, a contract, or a commitment of any kind; nor does it commit the City to pay costs incurred by the Proposer in preparation. It shall be clearly understood that any costs incurred by the Proposer to this Request for Qualification is at the Proposer's own risk and expense as a cost of doing business. The City of Bella Vista shall not be liable for reimbursement to the Proposer for any expense so incurred, regardless of whether or not the proposal is accepted.
4. If products, components, or services other than those described in this Request for Qualification are proposed, the Proposer must include complete descriptive literature for each. All requests for additional information must be received within five (5) working days following the request.
5. Any uncertainties shall be brought to the attention of Christopher Suneson, PLA, AICP immediately via telephone (479-268-4980) or e-mail (csuneson@bellavistaar.gov). It is the intent and goal of the City of Bella Vista to provide documents giving clear and accurate understanding of the scope of work to be completed and / or goods to be provided. We encourage all parties to ask questions to enable all bidders to be on equal bidding terms.
6. Any inquiries or requests for explanation in regard to the City's requirements should be made promptly to Christopher Suneson, PLA, AICP - Receiving Agent via e-mail at csuneson@bellavistaar.gov or telephone at 479-268-4980. No oral interpretations or clarifications will be given as to the meaning of any part of this request for proposal. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms via written addendum. Names of firms submitting any questions, clarifications, or requests will not be disclosed until after a contract is in place.
7. At the discretion of the City, one or more firms may be asked for more detailed information before final ranking of the firms, which may also include oral interviews. NOTE: Each Proposer shall submit an "Authorized Negotiator Form" containing the signature of a duly authorized officer or agent of the Proposer's company empowered with the right to bind and negotiate on behalf of the Proposer for the amounts and terms proposed.
8. Any information provided herein is intended to assist the Proposer in the preparation of proposals necessary to properly respond to this RFQ. The RFQ is designed to provide qualified Proposers with sufficient basic information to submit proposals meeting minimum specifications and/or test requirements, but is not intended to limit a RFQ's content or to exclude any relevant or essential data.

9. Proposers irrevocably consent that any legal action or proceeding against it under, arising out of or in any manner relating to this Contract shall be controlled by Arkansas law. Proposer hereby expressly and irrevocably waives any claim or defense in any said action or proceeding based on any alleged lack of jurisdiction or improper venue or any similar basis.
10. The successful Proposer shall not assign the whole or any part of this Contract or any monies due or to become due hereunder without written consent of City of Bella Vista. In case the successful Proposer assigns all or any part of any monies due or to become due under this Contract, the Instrument of Assignment shall contain a clause substantially to the effect that is agreed that the right of the assignee in and to any monies due or to become due to the successful Proposer shall be subject to prior liens of all persons, firms, and corporations for services rendered or materials supplied for the performance of the services called for in this contract.
11. The successful Proposer's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the services shall apply to the contract throughout, and they will be deemed to be included in the contract as though written out in full herein. The successful Proposer shall keep himself / herself fully informed of all laws, ordinances and regulations of the Federal, State, and municipal governments or authorities in any manner affecting those engaged or employed in providing these services or in any way affecting the conduct of the services and of all orders and decrees of bodies or tribunals having any jurisdiction or authority over same. If any discrepancy or inconsistency should be discovered in these Contract Documents or in the specifications herein referred to, in relation to any such law, ordinance, regulation, order or decree, s/he shall herewith report the same in writing to City of Bella Vista.

Y. LICENSING:

To be eligible for this RFQ, Proposers must have and maintain throughout the duration of any contract with the City of Bella Vista the following licensing:

1. Individual Proposers must be registered and / or licensed in the State of Arkansas as Professional Engineer as determined by the Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors.
2. Proposers that are firms must also maintain a Certificate of Authority issued by the Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors as necessary for their scope of professional practice.

Z. INSURANCE:

Proposers must have and maintain throughout the duration of any contract with the City of Bella Vista the following minimum insurance requirements:

1. General Liability - \$1,000,000;
2. Errors and Omissions - \$1,000,000; and
3. Workman's Compensation as required by the State of Arkansas.

AA.SELECTION PROCESS:

1. As the need for services arises, Statements of Qualifications will be evaluated by a selection committee consisting of three (3) representatives from the City of Bella Vista.
2. The selection committee will evaluate and score responsive, responsible and qualified proposals. The different evaluation factors are as follows:

Rating Criteria	Rating (0-10)	Weight
General and professional reputation; technical experience with respect to types of services offered.		30%
Staff experience / work load		20%
Past record of performance with similar services		20%
Familiarity with and proximity to Bella Vista		30%

3. The Proposers with the top three (3) scored proposals will provide an oral presentation / interview. The selected Proposer will be notified of the date and time of the oral presentation / interview. The oral presentation / interview will be limited to a maximum of 45 minutes and will be separated into the following parts:
 - a. Set up time 5 minutes
 - b. Proposer presentation 20 minutes
 - c. Questions and answers 20 minutes
4. After completion of oral presentations / interviews, the City will enter into negotiations with the most qualified firm, based on the recommendation of the selection committee.

VENDOR SUMMARY FORM

This form must be completed and returned with your Statement of Qualification.

Firm Name: _____ Phone: _____

Address: _____ Fax: _____

Contact Person: _____ Title: _____

E-mail: _____

Proposer must provide summary information in this table by checking the areas of expertise based on experience and qualification.

Summary of Services

- | | |
|--|---|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Master Planning: Streets |
| <input type="checkbox"/> Bridges | <input type="checkbox"/> Stormwater Management |
| <input type="checkbox"/> Civil / Structural Design | <input type="checkbox"/> Street Intersection Improvement/Design |
| <input type="checkbox"/> Construction Management | <input type="checkbox"/> Structural Design |
| <input type="checkbox"/> Drainage Design, Analysis, & Planning | <input type="checkbox"/> Structural Design: Emph in Fire Stations |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Surveying |
| <input type="checkbox"/> Environmental Analysis, Remediation | <input type="checkbox"/> Testing Services: Materials |
| <input type="checkbox"/> Floodplain Services | <input type="checkbox"/> Testing Services: Soil |
| <input type="checkbox"/> GIS Mapping | <input type="checkbox"/> Traffic Studies |
| <input type="checkbox"/> Geotechnical Engineering | <input type="checkbox"/> Value Engineering |
| <input type="checkbox"/> Hydraulics | <input type="checkbox"/> Wetlands |
| <input type="checkbox"/> Hydrology | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Landscape Architecture | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Master Planning: City / Government | <input type="checkbox"/> Other: _____ |

Certification

I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein is accurate and true.

Signature

Printed Name

Title

Date

VENDOR REFERENCES FORM

This form must be completed and returned with your Statement of Qualification.

Firm Name: _____

Business Address: _____

Number of Years in Business: _____ Time in Present Location: _____

Total Full Time Employees: _____ Total Part Time Employees: _____

Number of Employees to Service this Contract: _____ Full Time: _____ Part Time: _____

Please provide five (5) local commercial and / or governmental references that you have previously performed similar contract services for within the past five (5) years. All fields must be completed.

Company Name: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____
Email: _____

Company Name: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____
Email: _____

Company Name: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____
Email: _____

Company Name: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____
Email: _____

Company Name: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____
Email: _____

DISCLOSURE STATEMENT

City of Bella Vista

RFQ 17-01, General Design Services

This form must be completed and returned with your Statement of Qualification.

Firm Name: _____

Business Address: _____

The Proposer must disclose any possible conflict of interest with the City of Bella Vista, including, but not limited to, any relationship with any City of Bella Vista employee or elected / appointed official. Your response must disclose if a known relationship exists between any principal or employee of your firm and any City of Bella Vista employee or elected / appointed official. If, to your knowledge, no relationship exists, this should also be stated in your response on this form. Failure to disclose such a relationship may result in cancellation of a purchase and / or contract as a result of your response. This form must be completed and returned in order for your bid / proposal to be eligible for consideration.

Please check one of the following options, as it appropriately applies to your firm:

- No known relationship exists.
 Relationship exists (Please explain):

Certification

I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein is accurate and true; and

My organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.

Signature

Printed Name

Title

Date

AUTHORIZED NEGOTIATOR FORM

This form must be completed and returned with your Statement of Qualification.

At the discretion of the City, one or more Proposer may be asked for more detailed information before final ranking of firms. In addition, oral presentations / interviews will be scheduled with the top three (3) ranked firms. Each Proposer shall submit to the City a primary contact name, e-mail address, and phone number where the City selection committee can call for clarification or interview via telephone.

Primary Contact Information

Company Name: _____
Primary Contact Person: _____
Title: _____
Phone: _____ Phone 2: _____
Email: _____

Contact for Legally Binding Contracts

Is the primary contact above able to legally bind contracts?

- Yes
No

If the primary contact is not able to legally bind contracts on behalf of the firm, please list below a contact that is:

Contact Contact Person: _____
Title: _____
Phone: _____ Phone 2: _____
Email: _____

Certification

I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided above is accurate and true.

Signature

Printed Name

Title

Date

DEBARMENT CERTIFICATION FORM

This form must be completed and returned with your Statement of Qualification.

As A BIDDER on this project, you are required to provide debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

Debarment:

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

NAME: _____

COMPANY: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

SIGNATURE: _____

DATE: _____

NOTICE:

CAUSE: Debarment by an agency pursuant to FAR 9.406-2, GPO Instructions 110.11A, or PS Publication 41, for one or more of the following causes (a) conviction of or civil judgment for fraud violation of antitrust laws, embezzlement, theft, forgery, bribery, false statements, or other offenses indicating a lack of business integrity; (b) violation of the terms of a Government contract, such as a willful failure to perform in accordance with its terms or a history of failure to perform; or (c) any other cause of a serious and compelling nature affecting responsibility. (See Code N- Debarment pursuant to FAR 9.406 2(b)(2) Drug Free Workplace Act of 1988.)

TREATMENT: Contractors are excluded from receiving contracts, and agencies shall not solicit offers from, award contracts to renew or otherwise extend the duration of current contracts, or consent to subcontracts with these contractors, unless the City determines that there is a compelling reason for such action. Government prime contractors, when required by the terms of their contract, shall not enter into any subcontract equal to or in excess of \$25,000 with a contractor that is debarred, suspended, or proposed for debarment, unless there is a compelling reason to do so. Debarments are for a specified term as determined by the debarring agency and as indicated in the listing.

ADDENDUM ACKNOWLEDGEMENT FORM

This form must be completed and returned with your Statement of Qualification.

Proposers are required to acknowledge receipt of any addenda for this invitation to bid or request for proposal by signing and dating below. All addendums are hereby made a part of the bid or RFQ documents to the same extent as though it were originally included therein. Proposers / Bidders should indicate their receipt of same in the appropriate blank listed herein. Failure to do so may subject the Proposer / Bidder to disqualification.

Addendum #	Signature and Printed Name	Date Acknowledged

Note: Prior to submitting the response to this solicitation, it is the responsibility of the firm submitting a response to confirm if any addenda have been issued. If such document(s) has been issued, acknowledge receipt by signature and date in the section above. Failure to do so may result in being considered non-responsive.

Information regarding addenda issued is available on the City of Bella Vista website at www.bellavistaar.gov.