

City of Osceola, Arkansas
Request for Statements of Qualifications
RFQ 2023 – Quality of Life Aquatic Center

The City of Osceola Arkansas is accepting statements of qualifications for **General Contractor** services for the design and construction of an indoor/outdoor aquatic center.

This project is expected to be a **Design-build Project** consisting of but not limited to the following features:

- Indoor pool with competitive lap lanes
- Outdoor Pool
- Lazy river
- Various water slides
- Kids waterplay zone

To be considered, sealed statements of qualifications must be received at the Osceola City Hall located at 303 W Hale Osceola AR 72370 By 10 a.m. CST December 21, 2023.

Forms & addendums can be gathered by contacting Cody Shreve at cshreve@osceolaar.gov or (870) 563-5245.

Statements of qualifications submitted shall be qualified to do business and licensed in accordance with applicable laws of the State of Arkansas where the project is located.

The City of Osceola 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 Osceola 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 Osceola because of such rejections. The filing of any Proposal in response to this invitation shall constitute an agreement of the Proposer to these conditions. The City of Osceola, Arkansas is an Equal Opportunity Employer.

Cody Shreve
cshreve@osceolaar.gov
Chief Operating Officer
City of Osceola

Form 10 - I
Instructions for Responding to the RFQ
(General Contractor Services)

A. Specialized Experience and Technical Competence

In responding to each area of experience, the offeror must provide the following information:

- The organization(s) for whom the work was performed
 - The approximate dates of the experience(s)
 - The name and telephone number of a contact person, or persons, to verify the experience
 - The type of tasks performed
 - Any other relevant information the offeror might provide for selection committee consideration
1. **Experience with Project Planning and Start-Up Services to include**
 - Selecting and recommending cost-effective alternatives
 - Completing preliminary drawings such as site plans and layouts
 - Preliminary mapping, surveying and establishment of benchmarks
 2. **Project Design to include**
 - Developing Plans and Specifications
 - Developing estimates of quantities and costs
 - Preparation of Contract Documents
 - Revision of contract documents and Plans and Specifications.
 - Issuing addenda
 3. **Knowledge and Experience with State and Federal Requirements to include**
 - State procurement laws
 - Tax secured bonds
 4. **Experience with Financial Management to include**
 - Review of contractors' estimates
 - Preparing requests for payment and other financial progress reports
 - Coordinating budgetary information with funding agencies

5. Experience with Contract Management to include

- Developing progress reports
- Implementing provisions of professional services contracts
- Developing and distributing change orders
- Revising contract documents and other documentation

6 Experience with Competitive Bidding Process to include

- Preparing Bid Package
- Corresponding with bidders
- Interpreting bid documents
- Analyzing bids
- Assisting with recommendation(s) to award contract(s)
- Participating in Pre-Construction Conference(s)
- Coordinating Notices to Proceed and construction start dates

7. Experience with Construction Management and Observation to include

- Coordinating all professional service field work
- Conducting field layout and resident observation of contractor(s), as applicable
- Reviewing and approving mill, shop and work drawings/documentation
- Preparing record drawings and as-built drawings
- Coordinating field inspections and monitoring reviews by funding and regulatory agencies

8. Experience with Project Closeout to include

- Conducting final inspections of completed work
- Issuing of Certificates of Substantial Completion
- Scheduling and attending warranty inspections

B. Performance

The selection committee will evaluate work performance in terms of ability to meet schedules and deadlines; control of costs; and quality of work. The basis of evaluation will be reference checks of the work experiences claimed in the preceding section.

1. Ability to Meet Schedules and Deadlines to include

- Returning calls promptly
- Completing contractual obligations in a timely manner
- Adhering to established schedules

2 Control of Costs to include

- Completing all contractual obligations within original budget
Avoiding the necessity of contract amendments to increase funding

3. **Quality of Work to include**
 - Performing work accurately
 - Being responsive to owner's needs
 - Being accessible to the owner
 - Maintaining general quality of work

C. Capacity and Capability of Firm to Perform Work

The selection committee will evaluate capacity to perform work in terms of staff to be assigned and staff time available.

1. **Staff To Be Assigned to include**
 - Name of each staff person to be assigned to engineering/architectural tasks
 - Title of staff assigned
 - Task(s) to be performed by each staff person
 - Resume for each staff person to be assigned to engineering/architectural tasks
2. **Staff Experience to include**
 - Prior staff prior experience with Municipal Aquatic Centers projects (*Types and total numbers of specific projects*)
 - Staff education
3. **Staff Time Available to include**
 - Average number of hours per day or week each staff person assigned tasks will be available
 - Average hours per day or week these commitments require of each staff person
 - Demonstration that other staff commitments will not interfere with the offeror's ability to meet the needs of the city/county

D. Proximity to and Familiarity with Project Area

The selection committee will evaluate proximity to and familiarity with the project area in accordance with the following criteria:

1. Respondent is located in convenient proximity to the project to facilitate sufficient contact
2. Respondent is familiar with the confines of the project area

E. Sample of Work

- Pictures of projects completed.
- Letters of references from project owners on work previously completed

F. Total Score

The offeror's total score is obtained by totaling the offeror's scores for

1. Specialized Experience and Technical Competence
2. Performance
3. Capacity and Capability to Perform Work
4. Proximity to and Familiarity with Project Area

G. Packaging Instructions

- **8 bound copies must be submitted answering all questions above**
- **Package must be sealed and addressed as follows:**

**City of Osceola
Attn: Cody Shreve
RFQ – “Insert RFQ Title”
303 W Hale
Osceola AR, 72370**

City of Osceola, Arkansas

Request for Statements of Qualifications

RFQ 2023 – Quality of Life – Golf Course/Nature Park

The City of Osceola Arkansas is accepting statements of qualifications for **General Contractor** services for the design, refurbishment, and construction of a Municipal Golf Course/Nature Park.

This project is expected to be a **Design-build Project** consisting of but not limited to the following features:

- Refurbishment of existing 9 holes
- Refurbishment of existing irrigation system
- Addition of 9 new holes, cart paths, and irrigation system
- Creation of large fishing ponds
- Creation of nature trails

To be considered, sealed statements of qualifications must be received at the Osceola City Hall located at 303 W Hale Osceola AR 72370 By 11 a.m. CST December 21, 2023.

Forms & addendums can be gathered by contacting Cody Shreve at cshreve@osceolaar.gov or (870) 563-5245.

Statements of qualifications submitted shall be qualified to do business and licensed in accordance with applicable laws of the State of Arkansas where the project is located.

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 - The approximate dates of the experience(s)
 - The name and telephone number of a contact person, or persons, to verify the experience
 - The type of tasks performed
 - Any other relevant information the offeror might provide for selection committee consideration
1. **Experience with Project Planning and Start-Up Services to include**
 - Selecting and recommending cost-effective alternatives
 - Completing preliminary drawings such as site plans and layouts
 - Preliminary mapping, surveying and establishment of benchmarks
 2. **Project Design to include**
 - Developing Plans and Specifications
 - Developing estimates of quantities and costs
 - Preparation of Contract Documents
 - Revision of contract documents and Plans and Specifications.
 - Issuing addenda
 3. **Knowledge and Experience with State and Federal Requirements to include**
 - State procurement laws
 - Tax secured bonds
 4. **Experience with Financial Management to include**
 - Review of contractors' estimates
 - Preparing requests for payment and other financial progress reports
 - Coordinating budgetary information with funding agencies

5. Experience with Contract Management to include

- Developing progress reports
- Implementing provisions of professional services contracts
- Developing and distributing change orders
- Revising contract documents and other documentation

6 Experience with Competitive Bidding Process to include

- Preparing Bid Package
- Corresponding with bidders
- Interpreting bid documents
- Analyzing bids
- Assisting with recommendation(s) to award contract(s)
- Participating in Pre-Construction Conference(s)
- Coordinating Notices to Proceed and construction start dates

7. Experience with Construction Management and Observation to include

- Coordinating all professional service field work
- Conducting field layout and resident observation of contractor(s), as applicable
- Reviewing and approving mill, shop and work drawings/documentation
- Preparing record drawings and as-built drawings
- Coordinating field inspections and monitoring reviews by funding and regulatory agencies

8. Experience with Project Closeout to include

- Conducting final inspections of completed work
- Issuing of Certificates of Substantial Completion
- Scheduling and attending warranty inspections

B. Performance

The selection committee will evaluate work performance in terms of ability to meet schedules and deadlines; control of costs; and quality of work. The basis of evaluation will be reference checks of the work experiences claimed in the preceding section.

1. Ability to Meet Schedules and Deadlines to include

- Returning calls promptly
- Completing contractual obligations in a timely manner
- Adhering to established schedules

2 Control of Costs to include

- Completing all contractual obligations within original budget
Avoiding the necessity of contract amendments to increase funding

3. **Quality of Work to include**
 - Performing work accurately
 - Being responsive to owner's needs
 - Being accessible to the owner
 - Maintaining general quality of work

C. Capacity and Capability of Firm to Perform Work

The selection committee will evaluate capacity to perform work in terms of staff to be assigned and staff time available.

1. **Staff To Be Assigned to include**
 - Name of each staff person to be assigned to engineering/architectural tasks
 - Title of staff assigned
 - Task(s) to be performed by each staff person
 - Resume for each staff person to be assigned to engineering/architectural tasks

2. **Staff Experience to include**
 - Prior staff prior experience with Municipal Owned Golf Course/park projects
(Types and total numbers of specific projects)
 - Staff education

3. **Staff Time Available to include**
 - Average number of hours per day or week each staff person assigned tasks will be available
 - Average hours per day or week these commitments require of each staff person
 - Demonstration that other staff commitments will not interfere with the offeror's ability to meet the needs of the city/county

D. Proximity to and Familiarity with Project Area

The selection committee will evaluate proximity to and familiarity with the project area in accordance with the following criteria:

1. Respondent is located in convenient proximity to the project to facilitate sufficient contact
2. Respondent is familiar with the confines of the project area

E. Sample of Work

- Pictures of projects completed.
- Letters of references from project owners on work previously completed

F. Total Score

The offeror's total score is obtained by totaling the offeror's scores for

1. Specialized Experience and Technical Competence
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City of Osceola, Arkansas
Request for Statements of Qualifications
RFQ 2023 – Quality of Life – OPAR Building and Rosenwald Center

The City of Osceola Arkansas is accepting statements of qualifications for **General Contractor** services for the refurbishment of two Municipal owned buildings.

This project is expected to be a remodel consisting of but not limited to the following task:

- OPAR Building
 - New Flooring/new paint
 - Kitchen Remodel
 - New Bathroom Fixtures/stalls in all bathrooms
 - New Windows
 - Replacement of all ceiling tiles
 - Installation of Elevator
 - Various Exterior Repairs
- Rosenwald Building
 - New Flooring/New Paint
 - New HVAC
 - New lighting
 - Exterior Cleaning of the building
 - Installation of exterior windows and doors
 - soffit, fascia replacement/repair and Installation of gutters

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