

**REQUEST FOR QUALIFICATIONS**

**Professional Architectural Engineering Services for Outdoor Entertainment Venue**

The City of Bryant, Arkansas is seeking statements of qualifications for Professional Architectural Engineering Services for an Outdoor Entertainment Venue designed to accommodate approximately 5,000 to 9,000 attendees. The selected firm will provide comprehensive services, including design, permitting, bidding assistance, construction administration, and post-construction support. Qualified professional firms should submit statements of qualifications for the project described in Part L on or before October 23rd, 2024.

**Proposal Deliverables**

1. Qualifications for completion of an outdoor entertainment venue with experience background referencing similar project
2. Staffing predictions
3. Timeline of Project Deliverables referenced in Part L
4. Hydraulic Modeling/Analysis Report of the project area process of completion
5. **INTRODUCTION**

Statements of qualifications may be submitted to the City of Bryant no later than **2:00 PM CDT** on October 23rd, 2024**.** All statements of qualifications should conform to the format described in this Request for Qualifications and should be submitted to the attention of:

Ted Taylor

Director of Planning and Development

City of Bryant

210 S.W. 3rd Street

Bryant, AR 72022

All submittals should include four (4) complete hard copies and one (1) electronic copy of the statement of qualifications in a sealed envelope marked "RFQ FOR OUTDOOR ENTERTAINMENT VENUE."

Statements of qualifications will be opened and evaluated in private. From the qualifications submitted, the City will select firms for further consideration. Additional information may be requested from these firms, and the City may schedule interviews prior to making a final selection. The City reserves the right to reject any or all responses and waive any irregularities or formalities in responses received. The City reserves the right to negotiate with the apparent acceptable firm(s).

1. **PRESENTATION OF QUALIFICATIONS AND AWARD CONTRACT**

The City reserves the right to select a short list of consultants at its own discretion to present their qualifications, respond to questions, and supply supplemental information. The contract will be awarded to that consultant or consultants whose qualifications conforms most closely to the Request for Qualifications and which will be most advantageous to the City, taking relative experience working on similar projects and other factors into consideration.

1. **ADDENDA AND EXPLANATIONS**

Any consultant in doubt as to the meaning of any part of this Request for Qualifications may request an interpretation from the City. All such requests, or other inquiries regarding this RFQ, should be made to Ted Taylor, Director of Planning and Development, at 501-943-0309 or ttaylor@cityofbryant.com.

At the request of the consultant or in the event that the City deems the interpretation to be substantive, the interpretation will be made by written addendum issued by the City. In the event a written addendum is issued, either as a result of a request for interpretation or the result of a change in the requested statement of qualification specification initiated by the City, a copy of such addendum will be mailed to all prospective consultants. In all cases, it will be the consultants' responsibility to obtain all addenda issued.

1. **USE OF SUBCONTRACTORS AND/OR SUBCONSULTANTS**

In order that the City may be assured that only qualified and competent subcontractors and/or sub consultants will be employed on the proposed project, each consultant shall submit with their statement of qualifications a list of subcontractors and/or sub consultants who would be called upon to perform the work. The consultant must determine to their own satisfaction that a listed subcontractor and/or sub consultant has been successfully engaged in this particular type of work for a reasonable length of time and is qualified both technically and financially to perform that pertinent phase of the work for which they are listed.

No contract awarded by the City of Bryant may be assigned or any part subcontracted without written consent. In no case shall such consent relieve the consultant from his/her obligations or change the terms of the contract.

1. **COMPETENCY OF CONSULTANT**

No request for the statement of qualifications will be accepted from, or contract awarded to any person, firm or corporation that is in arrears or is in default upon any debt or contract. The consultant, if requested, must present evidence of ability and possession of necessary facilities, and financial resources to comply with the terms of the Scope of Services.

1. **CITY ORDINANCES**

The consultant will strictly comply with all applicable ordinances of the City of Bryant, laws of the State of Arkansas, and laws of the federal government.

1. **HOLD HARMLESS**

The consultant is responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of his/her work. Further, the consultant will indemnify and save harmless the City, its officers, agents and employees from all suits, claims, actions, or damages of any nature whatsoever resulting there from. These indemnities are not limited by the listing of any insurance coverage.

1. **TERMINATION OF CONTRACT**

The City reserves the right to terminate the whole or any part of this contract, upon written notice to the consultant, in the event that sufficient funds to complete the contract are not appropriated by the City of Bryant.

The City further reserves the right to terminate the whole or any part of this contract, upon written notice to the consultant, in the event of default by the consultant. Default is defined as failure of the consultant to perform any of the contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the City will procure upon such terms and in such manner as may be deemed appropriate services similar to those so terminated. The consultant shall be liable for excess costs for such similar services unless acceptable evidence is submitted that failure to perform the contract was due to causes beyond the control and without the fault of negligence of the consultant.

1. **HEALTH AND SAFETY ACT**

All work under this contract shall comply with the Occupational Safety and Health Act (OSHA) of 1975 and revisions thereof, and all other applicable Federal, State, or local statutes, rules, or regulations affecting the work done under the contract.

1. **SURVIVAL**

The provisions of this Request for Qualifications shall survive and shall not merge with the contract awarded to the consultant selected, but shall be additional terms thereof and the submission of statement of qualifications shall be deemed as acceptance of these terms.

1. **MINORITY BUSINESS AND WOMEN BUSINESS ENTERPRISE REQUIREMENTS**

The City of Bryant in an effort to reaffirm its policy of nondiscrimination, encourages the efforts of consultants and subcontractors to take affirmative action in providing for Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job, or protected veterans' status.

1. **SCOPE OF SERVICES**

The successful consultant(s) will be responsible for all or part of the tasks listed below. The City reserves the right to modify this Scope of Services and to request a statement of qualification modifications any time during the consultant evaluation process.

* 1. **Project Assessment and Preliminary Design**
		1. Conduct a detailed site analysis, including environmental and geotechnical assessments.
		2. Review existing site conditions, utilities, and topography.
		3. Develop preliminary design concepts and layouts for the outdoor entertainment venue, incorporating the City’s vision and goals.
		4. Prepare initial cost estimates and project timelines based on the preliminary design.
	2. **Final Design and Engineering**
		1. Prepare final detailed engineering designs, drawings, and specifications for an outdoor entertainment venue, ensuring compliance with all applicable codes, regulations, and industry standards.
		2. Provide detailed designs for all structural, civil, mechanicals, electrical, and plumbing systems.
		3. Ensure compliance with applicable local, state, and federal regulations, including ADA requirements and safety standards.
		4. Provide updated cost estimates and collaborate with the City to ensure the design remains within budget.
		5. Prepare permit applications and assist with abstaining necessary approvals from regulatory agencies.
	3. **Bidding and Procurement Assistance**
		1. Assist in the preparation of bid documents, including detailed plans, specifications, and cost estimates.
		2. Participate in pre-bid meetings to clarify project requirements and address inquiries.
		3. Assist the City with issuing the bid and responding to bidder questions.
		4. Evaluate bids and recommend the selection of qualified contractors based on technical and financial criteria.
		5. Assist in contract negotiations as required.
	4. **Construction Administration**
		1. Provide on-site construction supervision to ensure the project is executed according to the approved designs and specifications.
		2. Review contractor submittals, change orders, and progress reports to ensure quality control and adherence to project timelines.
		3. Conduct regular site visits and inspections to monitor construction progress and address any issues that arise during implementation.
		4. Coordinate with the contractor and city representatives to facilitate smooth communication and problem-solving throughout the construction phase.
	5. **Post-Construction Services**
		1. Perform final inspections.
		2. Provide as-built drawings, maintenance manuals, and any necessary training for City personnel on venue systems or equipment.
		3. Assist with obtaining final approvals and certificate of occupancy as required.
		4. Conduct a post-occupancy evaluation to ensure the facility meets performance expectations.
		5. Assist with the resolution of any post-construction issues and provide ongoing support as needed.

**Project Deliverables**

1. Site analysis, design concepts, and cost estimates with timelines.
2. Final designs, compliance, update cost estimates, and permits.
3. Bid documents, including plans, specifications, and cost estimates.
4. Construction progress report and inspection records.
5. As-built drawings and final project documentation.

Thank you for your interest in the City of Bryant. We will look forward to receiving and reviewing your qualifications for this contract.