

ISSUE DATE: Sunday May 16, 2021

TO: Engineering Firms

FROM: Troy Ellis, Stormwater Superintendent  
City of Bryant

SUBJECT: Addendum No.1  
Request for Statements of Qualifications for Consulting Engineering Services:  
Comprehensive Drainage Master Plan and Drainage Fee Study

This addendum has been issued to modify the previously issued bid documents and/or given for Informational purposes, and is hereby made a part of the bid documents.

The City of Bryant is requesting a Statement of Qualifications (SOQ) from interested and qualified consulting engineering firms for Professional engineering services to provide the City with a new Comprehensive Drainage Master Plan and feasibility Drainage Fee Study. "Firms interested in the project can submit their SOQ for the Comprehensive Drainage Master Plan only or Drainage Utility Fee Study only or for both as defined in the scope of the project. The proposer shall designate their proposal as "Comprehensive Drainage Master Plan and Drainage Fee Study" or "Comprehensive Drainage Master Plan" or "Drainage Utility Fee" in the Title of the proposal. The proposer shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number and date in their Statement of Qualifications. The goal for the Comprehensive Drainage Plan is to address critical drainage problems, provide an effective tool to manage future development and produce a list of Capital Improvement Projects (CIP) for implementation to address/mitigate drainage issues. In addition, the Drainage Fee Study to be developed in support as a funding mechanism for implementation of the CIP projects as noted in the Drainage Master Plan as well provide funding for maintenance of storm infrastructure and waterways. The study will determine the need for an updated Drainage Utility Fee and if warranted the amount of the fee. Enclosed for your consideration is a Request for Statement of Qualifications (RFQ).

To be considered for this project, your firm must meet the qualifications and satisfy the requirements set forth in the RFQ. If you are interested in being considered, all RFQ's should be submitted to the attention of:

Troy Ellis  
Stormwater Superintendent  
City of Bryant - Water Billing Department  
210 SW Third Street  
Bryant, Arkansas 72022

The submission date for questions, clarifications, or requests for general information is July 2, 2021 at 3:00 p.m. There will be no responses provided for any requests received after this date and time. Note that all questions, clarifications, or request for general information are to be in writing via email to the City's Stormwater Superintendent Troy Ellis at [TEllis@CityofBryant.com](mailto:TEllis@CityofBryant.com).

All submittals must include five complete hard copies and one electronic copy of the proposal in a sealed envelope marked "RFQ FOR STORMWATER CONSULTING ENGINEERING SERVICES."

A committee consisting of City of Bryant staff will rate the SOQs using the evaluation criteria developed for this project. Said evaluation criteria are attached to this RFQ. The selection committee may interview one or more firms to further evaluate qualifications. "The committee will use said evaluation criteria in Exhibit A to evaluate each proposal separately with respect to the Comprehensive Drainage Master Plan and/or the Drainage Utility Fee Study. If a firm submits on both, two evaluation forms will be completed for that firm's proposal with respect to the Comprehensive Drainage Master Plan and the Drainage Utility Fee Study. The selection committee will in their best judgement make a recommendation and selection for the hiring of the consultant for this project. During the evaluation process, the City of Bryant reserves the right, where it may serve the City of Bryant's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions. The City reserves the right to award in whole or in part/phases as determined to be in the best interest of the City; and/or award separate firms for the Comprehensive Drainage Master Plan and Drainage Utility Fee Study or to award one firm the entire project."

Review of Proposals:

1. The committee will review the SOQ's at its earliest convenience after the submittal deadline date but no later than 14 days after the deadline.
2. The SOQ's will be reviewed and rated relative to the evaluation criteria established for this project. Said evaluation criteria are attached to the RFQ.
3. If necessary, the committee will invite one or more responsive firms to make a presentation before the committee.
4. After completing the evaluation process, the committee will recommend the firm deemed the most qualified for consultant selection.
5. Committee will consider the committee recommendation at its earliest convenience.
6. Following consultant selection, de-briefing meetings with City staff will be available only

Any questions and correspondence should be directed to:

Troy Ellis  
Stormwater Coordinator  
TEllis@CityofBryant.com  
City of Bryant  
(501) 943-0453  
Fax: (501) 943-0851

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## REQUEST FOR STATEMENT OF QUALIFICATIONS

### City of Bryant

#### Professional Services for Development of Comprehensive Drainage Master Plan and Feasibility Drainage Fee Study

##### I. INTRODUCTION

###### A. General Information

The City of Bryant is requesting SOQs from qualified consulting engineering firms capable of providing professional engineering services to provide the City with a new Comprehensive Drainage Master Plan and feasibility Drainage Fee Study. The goal for the Comprehensive Drainage Plan is to address critical drainage problems, provide an effective tool to manage future development and produce a list of capital improvement projects for implementation to address drainage issues. In addition, the Drainage Fee Study to be developed in support as a funding mechanism for implementation of the CIP projects as noted in the Drainage Master Plan as well provide funding for maintenance of stormwater infrastructure and waterways. The study will determine the need for an updated Drainage Utility Fee and if warranted the amount of the fee.

The successful consultant will be required to develop a master drainage plan and determine recommendations for development of needed capital projects to address existing and in advance of any future drainage issues. As well, the consultant will determine the feasibility of a fee to implement the capital projects and funding provided for other drainage utility needs. Consultants will be asked to explore avenue used by other cities in the creation of the plan and fee study to provide a professional recommendation for the City of Bryant to utilize.

There is no expressed or implied obligation for the City of Bryant to reimburse responding firms for any expenses incurred in the preparation of a SOQ in response to this request. In no event will the City or any of its respective agents, representative, consultants, directors, officers, or employees be liable for, or otherwise be obligated to reimburse, the costs incurred in preparation of any SOQ, or any other related costs. The prospective firms shall be fully responsible for all costs incurred in the preparation and/or presentation of the SOQ submittals.

The SOQ submittals will become the property of the City of Bryant upon submission and all proposals shall be subject to the Arkansas Freedom of Information Act unless the respondent clearly and prominently identifies a particular submittal item as proprietary and said item unequivocally qualifies for this exception under the Act as determined by the Arkansas Attorney General in accordance with the law. The City reserves the right to increase or decrease the scope of work related to this project as outlined in this Request for Qualifications (RFQ) after a firm is selected to accommodate changes in the needs of the City and serve the best interests of the City. The City further reserves the right to terminate this process and to cancel or modify this solicitation at any time.

The following information is offered as the overall scope of work. The intent of this RFQ is to provide information so that RESPONDENT can define the level of expertise, experience,

personnel and approach necessary to perform the required services in a timely, cost-effective and professional manner.

B. Submittal Requirements

To be considered, submittals must include five complete hard copies and one electronic copy of the proposal in a sealed envelope marked "RFQ FOR STORMWATER CONSULTING ENGINEERING SERVICES." must be received, as outlined in section IV of this RFQ, by July 16, 2021 at 3:00 p.m. The City of Bryant reserves the right to reject any or all RFQ's submitted.

C. Evaluation and Selection

SOQ's submitted will be evaluated by a committee consisting of City of Bryant staff and its designated representatives. During the evaluation process, the City of Bryant and/or its designated representatives reserve the right, where it may serve the City of Bryant's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions.

Review of Proposals:

1. The committee will review the SOQ's at its earliest convenience after the submittal deadline date.
2. The SOQ's will be reviewed and rated relative to the evaluation criteria established for this project. Said evaluation criteria are attached to this RFQ.
3. If necessary, the committee will invite one or more responsive firms to make a presentation before the committee.
4. After completing the evaluation process, the committee will deem the firm most qualified for consultant selection.
5. Following consultant selection, de-briefing meetings with City staff will be available only if time permits and will be by appointment with the Project Coordinator.
6. The City reserves the right to reject any or all SOQ. The highest ranked Respondent(s) may be invited to enter into Contract negotiations with the City. The standard Professional Services Agreement can be found in Exhibit "C". If an agreement cannot be reached with the highest ranked Respondent, the City shall notify the Respondent and terminate negotiations. The second highest respondent may be contacted for negotiations. The process may continue until successful negotiations are achieved. The City reserves the right to terminate negotiations with any and all Respondents should it be in the City's best interest.

D. City Background

Bryant is a home-rule city with an incorporated 2020 population of approximately 20,231. The City encompasses 20.58 square miles and contains 58 acres of water, Bryant is located in Saline County. Bryant has experienced rapid growth over the past five years and is steadily continuing to see rapid growth forecasted to go for years in the future. This growth is a combination of residential and commercial development, which has resulted in a significant increase in drainage infrastructure that the City operates and maintains. Residents with the

city enjoy great schools, great parks, excellent public safety, recreational trails and facilities.

Bryant has been among other cities as the fastest growing in the state of Arkansas largely attributed to its proximity in Central Arkansas and proximity to Interstate 30, State Highway 5 and State Highway 183 corridors. Bryant has also experienced significant flooding over the past 15 years, most current major events occurring in 2008, 2017 and 2019. There were a number of structures flooded throughout the City in varying degrees. Several major roads and other infrastructure were also flooded. Over many years Bryant has also experience dilapidated, faulty and over capacitated stormwater infrastructure and waterways that may have been a contributing factor to the flooding. In moderate rain events it is not uncommon to see a smaller amount of flash flooding over roadways and in some infrastructure areas. The City has been burdened by outdated and dilapidated infrastructure causing sinkholes, culvert collapses, inlet collapses, road collapses and heavy sedimentation and erosion in waterways. Vast development that has occurred over the years has certainly caused Bryant to outgrow its current infrastructure.

## II. SCOPE OF SERVICES

The purpose of this project is two-fold to develop a new drainage master plan for the City of Bryant and an updated drainage utility feasibility study in support to fund the capital projects as noted in the drainage plan.

### A. Comprehensive Drainage Master Plan

The goal of the master plan is to provide a comprehensive evaluation of existing drainage conditions throughout the City and the Extra-Territorial Jurisdiction (ETJ) by developing an accurate and current understanding of the City's drainage infrastructure and potential solutions to problems, both now and in the future. This understanding should include a comprehensive inventory, accurate simulation, problem area identification and problem source/cause, and a comprehensive list of Capital Improvement Projects, including costs and funding mechanisms designed to address system deficiencies. The Drainage Master Plan Scope of Services would include:

1. Evaluation of existing data;
2. Evaluation of the City's existing Drainage System;
3. Verify the existing City model and prepare new model runs for proposed conditions based on drainage scenarios;
4. Development of a Digital drainage inventory and field surveys;
5. Development of a Comprehensive Drainage Plan for the City's primary Watersheds;
6. Utilize Floodplain data for development of the drainage plan and capital improvement projects;
7. Review of applicable local, state, and federal regulations related to drainage and recommended changes to local ordinances if need;
8. Data collection including limited survey, as required, to verify existing conditions;
9. Detailed analysis of known and potential flooding/drainage issues;
10. Preparation of an overall drainage area map for the City and ETJ;

11. Preparation of a drainage Capital Improvement Plan program that includes budget estimates for proposed improvements;
12. Recommended prioritization of CIP projects;
13. Best Management Practice (BMP) for maintenance of current and future infrastructure;
14. Funding mechanisms for CIP projects including review and recommendations related to the City drainage utility fund;
15. Public Education, Outreach, Public Forums, Council Meetings and Workshops;

The completed Comprehensive Drainage Master Plan shall be consistent with the various adopted City Plans and meets the state, federal and local regulations for water quality. The drainage master plan should also address the notable storm drainage system problems as reported by the public and City staff, which includes:

1. Extended periods of standing water;
2. High water for extended period(s);
3. Inadequate drainage along streets;
4. Stormwater deficiencies in un-annexed portions of the City or ETJ;
5. Water flows or flooding over roadways;
6. General concerns regarding stormwater impacts on new development;
7. Stormwater quantity and quality on conveyance systems and facilities;
8. Over capacitated areas of stormwater infrastructure;
9. Flooding of homes and structures in commercial and residential areas;

#### B. Drainage Utility Fee Study

The goal of the drainage utility fee study is to determine and update the feasibility of the City of Bryant's current stormwater utility fee (or other alternative funding systems) for use in equitably funding the City's efforts in managing the comprehensive drainage master plan. The City desires to utilize the drainage utility fee study information for determination of updating the current utility fund that will stand up to known legal challenges and can be implemented in order to create revenue sufficient to operate a significant portion of the City's drainage master plan capital improvement projects, stormwater maintenance, operation and environmental expenditure needs. The term utility shall be understood as being a system legally billing the public for the services provided. The plan, process, procedure, and workings of the completed and updated drainage fee study report must be conducted in compliance with all applicable laws and regulations of the State of Arkansas. The specific scope of services for the Drainage Utility Fee Study includes:

1. Evaluation of existing data;
2. Evaluation of the City of Bryant's current Stormwater Utility fee;
3. Conduct meetings with various officials and public;
4. Perform City Council, Departmental and Public presentations;
5. Research Drainage Utility Fee Studies and/or ordinances currently in place in other cities and use these as a guide;
6. Evaluation of other possible stormwater funding options;
7. Determine the extent that the current Drainage Utility Fee is needed to be updated. If

- an updated Fee is warranted, provide a proposed fee schedule based on evaluation;
- 8. Provide process of pervious and impervious area studies;
- 9. Provide process and determination of flat rate and tiered schedule of fees;
- 10. Provide a conceptual plan of the public awareness, education, and involvement process including groups that should be involved;
- 11. Describe consultant's rate modeling approach;
- 12. Prepare and present a final Drainage Utility Fee Report to City including recommendations to achieve the desired outcomes of study;

III. SCHEDULE

RFQ Release Date	May 16, 2021
Deadline for Questions	July 2, 2021
Responses to Questions Posted	July 12, 2021
SOQ Due Date	July 16, 2021
Respondent Selection	July 21, 2021
Contract Execution/Notice to Proceed	TBD by Committee
Completion and Deliverables	TBD by Committee

IV. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms or teams are invited to submit five complete hard copies and one electronic copy of materials that demonstrate their experience in performing a project of this scale and complexity. Provide a list of references from clients, funding agencies, governmental units or partners worked with. The SOQ shall be submitted by a lead firm but may contain services from sub consultants.

**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 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.

A. Item 1: City is interested in the experience of the Project Manager, Project Principal and the firm(s) similar project experience to the project described in this solicitation. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Arkansas at the time of submittal. List the location of the offices proposed to work on the project as well as contact information and who is to be the sole agent for contact with the City for this project.

B. Item 2: Prime firm and sub consultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to



competently and efficiently perform the work. Provide detail of the firm's qualifications as well as aspects of each firm that will benefit this project if selected. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how sub consultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.

C. Item 3: City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five projects for meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

D. Item 4: Areas of sub consulting which will be evaluated are identified in the project description. The City is interested in the proposed sub consultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per sub consultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.

E. Item 5: City is interested in team's (including sub consultants) relevant experience in previous years' work within Arkansas. Briefly describe experience in the following areas and reference projects relating to that experience:

- Comprehensive Drainage Master Plans and Studies
- Drainage Utility Fee
- Floodplain analysis and mitigation recommendations
- Equity Fees based on Impervious area
- Hydraulics and Hydrology in Central Arkansas
- Flat Rate Fees and Tier Systems with Credits
- Implementation of work in nearby cities
- Community Outreach
- Presentations to public figured and at council meetings

F. Item 6: City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Describe how the project will be formatted from Design to Completion, any firm specific tools that will be used in the project and describe any significant project issues with the team's approach in addressing those issues. Firm must provide full organizational chart.

#### V. ADDITIONAL MATERIALS

Any information or material provided beyond that requested in this RFQ may not be considered by the City.

#### VI. RESERVATION OF RIGHTS

In connection with the RFQ, the City of Bryant reserves all rights (which rights may be exercised by the City in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

1. Cancel this RFQ, in whole or in part at any time before the execution of a contract by the City, without incurring any cost, obligations or liabilities.
2. Issue addenda, supplements, and modifications to this RFQ.
3. Revise and modify, at any time before the RFQ submittal due date, the factors and/or weights of factors the City will consider in evaluating RFQ submittals and to otherwise revise or expand its evaluation methodology as set forth herein.
4. Extend the RFQ submittal due date.
5. Investigate the qualifications of any firm under consideration and require confirmation of information furnished by a firm.
6. Require additional information from a firm concerning contents of its RFQ submittal and/or require additional evidence of qualifications.
7. Waive irregularities or permit corrections to data submitted with any response to this RFQ until such time as the City declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.
8. Reject at any time, any or all submittals, responses and RFQ submittals received.
9. Terminate, at any time, evaluations of responses received.
10. Appoint an evaluation committee to review RFQ submittals or responses, make recommendations and seek the assistance of outside technical experts and consultants in RFQ submittal evaluation.
11. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.
12. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.
13. Disclose information contained in an RFQ submittal to the public as required under the Arkansas Freedom of Information Act.
14. Authorize firms to substitute key personnel until the City declares, in writing, that a particular stage or phase of its review has been completed and closed.
15. Waive deficiencies in an RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.

16. Exercise any other right reserved or afforded to the City of Bryant under this RFQ or applicable law. The City reserves the right to modify the process, in its sole discretion, to address applicable law and/or the best interest of the City.
17. The City shall not, under any circumstances, be bound by or be liable for any obligations with respect to the project until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the City have been executed and authorized by the City, and then only to the extent of such agreements.

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



## **EXHIBIT A: PROFESSIONAL SERVICES CONSULTANT SELECTION EVALUATION CRITERIA**

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural services to the City of Bryant. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (plus 25 points for interviews, if conducted). Wherever used, "prime firm" denotes a single firm or a joint venture responding as the prime consultant. Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed 8-1/2 x 11-inch pages. The prime firm shall perform the largest share of the assignment (on an estimated percentage of total agreement basis). Responses failing to show the prime firm performing the plurality of the services shall be rejected as non-responsive.

**Limitations on volume of requested information apply equally to single firms and joint ventures regardless of the number of firms partnering in the joint venture. Responses with excess volume or which do not include information for the evaluation of all consideration items may not be thoroughly reviewed or may be rejected as non-responsive.**

### **Consideration Item 1: Experience of Project Manager and Project Principal (Past 10 Years) (Project Manager – 20 points; Project Principal – 10 points)**

City is interested in the experience of the Project Manager and Project Principal, on projects similar to the project described in this solicitation. Points will be awarded as indicated above. Only one individual per job responsibility should be designated. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Arkansas at the time of submittal. List no more than five (5) projects meeting these criteria which have been completed in the past ten (10) years for each individual.

\_\_\_\_\_ / 30 Points Maximum

**Consideration Item 2: Experience and Availability of Proposed Staff**

Prime firm and sub consultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Prime firm and sub consultants must commit that staff proposed in this submittal would be available for the proposed work. City may desire to visit team’s business addresses on a regular basis to follow progress of the work.

\_\_\_\_/ 15 Points

**Consideration Item 3: Prime Firm's Comparable Project Experience (past 5 years)** City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five projects meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

\_\_\_\_/ 15 points maximum if sub consultants are used, otherwise, 30 points

**Consideration Item 4: Sub consultant Firms' Comparable Project Experience (past 5 years)** Areas of sub consulting which will be evaluated are identified in the project description. The City is interested in the proposed sub consultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per sub consultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.

\_\_\_\_/ 15 points maximum if sub consultants are used, otherwise, 0 points

**Consideration Item 5: Team's Structure and Project Approach** City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how sub consultants will work within the management structure. Describe any significant project issues and the team’s approach in addressing those issues.

\_\_\_\_/ 25 Points Maximum

**Consideration Item 6: Interview (Optional)** The City may determine that it is necessary to interview short-listed firms prior to making a consideration. Generally, staff may interview the top firms based on the results of the Evaluation Committee.

\_\_\_\_/ 25 Points Maximum

**REFERENCES**

Please list three (3) references of current or recent past customers who can verify the quality of service your company provides. The City prefers customers of similar size and scope of work to this RFQ.

**THIS FORM MUST BE RETURNED WITH YOUR RFQ**

**REFERENCE ONE**

Government/Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Contract Period \_\_\_\_\_ Scope of Work \_\_\_\_\_

**REFERENCE TWO**

Government/Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Contract Period \_\_\_\_\_ Scope of Work \_\_\_\_\_

**REFERENCE THREE**

Government/Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Contract Period \_\_\_\_\_ Scope of Work \_\_\_\_\_