

## REQUEST FOR QUALIFICATIONS

### SEBASTIAN COUNTY ARKANSAS REQUEST FOR QUALIFICATIONS (RFQ) FOR HAZARD MITIGATION PLAN

In accordance with §19-11-801, *et seq.*, of the Arkansas Code of 1998 Annotated, notice is hereby given that the Sebastian County Judge requests Statements of Qualifications of a firm to update the Hazard Mitigation Plan for Sebastian County.

Any interested parties are invited to secure an RFQ package from Charity Gregory at the Sebastian County Judge's Office, 35 South Sixth Street; Room 106, Fort Smith, AR 72901, 479-784-1502. Additional information can be obtained by contacting the Sebastian County Purchasing Department in writing via email at [purchasing@co.sebastian.ar.us](mailto:purchasing@co.sebastian.ar.us), by mail at Purchasing Department, 35 South 6<sup>th</sup> Street, Room 106, Fort Smith, Arkansas 72901, or by visiting the County website at [www.sebastiancountyar.gov](http://www.sebastiancountyar.gov).

Responses are to be submitted no later than 9:00 a.m., Friday, April 29, 2016 to Sebastian County Judge, David Hudson, C/O Sebastian County, Arkansas, 35 South 6<sup>th</sup> Street, Room 106, Fort Smith, AR 72901. Submit questions to Charity Gregory at [purchasing@co.sebastian.ar.us](mailto:purchasing@co.sebastian.ar.us) or fax (479) 784-1550.

Sebastian County reserves the right to reject any or all responses and waive any irregularities or formalities in responses received. The County reserves the right to negotiate with the apparent acceptable firm(s). Contracts will be based on those considerations that are in the best interest of Sebastian County and will be made to the responsive, responsible offerer(s) whose response is judged to be the most effective for the purpose intended, according to the requirements stated in the Request for Qualifications. This RFQ does not commit Sebastian County to award or contract, nor pay any costs incurred, in the preparation and submission of proposals in anticipation of a contract.

Charity Gregory, Facilities and Purchasing Administrator  
Sebastian County Arkansas

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For the Times Record:

Legal notice. Publish on Friday 15th April and Friday 22nd April, 2016.



## David Hudson

Sebastian County Judge  
County Court House  
35 South 6th Street, Room 106  
Fort Smith, Arkansas 72901  
(479) 783-6139  
FAX (479) 784-1550

### REQUEST FOR QUALIFICATIONS FOR MITIGATION PLANNING SERVICES (RFQ)

RE: RFQ for Mitigation Planning

This is a Request for Qualifications (RFQ) to provide Mitigation Planning services for Sebastian County.

Sebastian County has received Flood Mitigation Assistance Program (FMA) funding from FEMA to update its mitigation plan.

You are invited to submit your response to the RFQ no later than 9:00a.m. on April 29, 2016 to the **Sebastian County Judge's Office, 35 South Sixth Street; Room 106, Fort Smith, AR 72901**. A selection committee will be appointed to conduct an evaluation of all qualifications submitted in response to the RFQ. All proposals will be evaluated on the criterion identified in the attached form of this package. Attached are also detailed instructions of how the offeror must respond to the RFQ.

The RFQ receiving the highest total points in the qualification evaluation process will be selected as the County's consultant. The County will notify all unsuccessful offerors of the selected consultant once negotiations have been completed.

Questions concerning the RFQ package may be addressed to Charity Gregory at the Sebastian County Judge's Office at 35 South Sixth Street; Room 106, Fort Smith, AR 72901 or (479) 479-783-6139.

Sebastian County is an Equal Opportunity/Affirmative Action Employer.

Sincerely,

A handwritten signature in blue ink that reads "David Hudson".

David Hudson  
County Judge

Enclosure

**Form 10 - I**  
**Instructions for Responding to the RFQ**  
**(Mitigation Planning Services)**

**A. Specialized Experience and Technical Competence**

1. **Experience with Mitigation Planning and Public Involvement**
2. **Knowledge and Experience with State and Federal Requirements**

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

**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
- Title of staff assigned
- Task(s) to be performed by each staff person
- Resume for each staff person to be assigned

**2. Staff Experience to include**

- Prior staff prior experience with \_\_\_\_\_ 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
- Other project commitments requiring staff time of these same individuals listed above
- 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. Fee Based on the Scope of the Work Stated in Fixed Dollar Amount**

**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
5. Fee Based on the Scope of Work Stated in Fixed Dollar Amount