

Request for Qualifications – Construction Management

Project: Fire Station #2 Remodel/Addition
Client: City of Bentonville
Qualifications Due: Friday, February 17th, 2012, 2:00 PM

Notice

Notice is hereby given that the City of Bentonville is seeking Statements of Qualifications and letters of interest from qualified Construction Management firms to help guide, manage construction, and ensure quality control for the remodel & addition to Bentonville Fire Station #2.

Scope of Work

The work will generally consist of the following:

- 1) Assist in bid evaluation and sub-contractors award.
- 2) Assist in providing and submitting all necessary permit applications and obtain necessary approvals.
- 3) Help minimize downed response time by planning project phasing.
- 4) Provide other construction management services as required.

Submittal Requirements

The response to the Request for Qualifications (RFQ) should be brief but comprehensive and shall include experiences related to the team's ability to achieve the City's project goals. The responding firm is requested to include the following information:

- *Contact Information.* Name, address, phone number and e-mail address of primary contact person of firm.
- *Form of Organization.* Indicate whether the firm is a partnership, corporation, or sole proprietorship, where it is organized, and the names of principals, officers, and directors of the firm.
- *Key Personnel.* The names of key personnel, their respective titles, experience, and periods of service with the firm.
- *Statement of Qualifications:* A narrative or other statement by the firm of its qualifications for the proposed project.
- *Availability.* A brief statement of the availability of key personnel of the firm to undertake the project.
- *Project List.* Provide a list of five (5) previous clients for similar services including a description of the project and contact names with telephone numbers.

Required Copies

Seven sets of the response including all items listed in Submittal Requirements above must be submitted.

Deadline

All responses must be received no later than 2:00 PM **Friday, February 17th, 2012**. Any responses received after this deadline will not be considered. After a review of all statements of qualifications, the selected firm will be furnished a complete scope of work and requested to submit a proposal for accomplishing the work.

Mail to:

Katherine N. Bertschy
Purchasing Agent
City of Bentonville
117 West Central Avenue
Bentonville, AR 72712

Contact

Questions regarding this RFQ may be directed to Katherine N. Bertschy in the Purchasing Department at (479)271-3115 or kbertschy@bentonvillear.com