

**REQUEST FOR ANNUAL STATEMENT OF QUALIFICATIONS
ASQ 21-08
EASEMENT ACQUISITION & APPRAISAL SERVICES**

Mailing Date

July 1, 2021

Submittal Due Date

July 15, 2021, end of business day



TO

Andrew Pownall, P.E., Senior Engineer
Engineering Department
Central Arkansas Water
221 East Capitol Avenue, Third Floor
Little Rock, AR 72202
(501) 377.1342

CENTRAL ARKANSAS WATER
REQUEST FOR ANNUAL STATEMENT OF QUALIFICATIONS
ASQ 21-08
EASEMENT ACQUISITION & APPRAISAL SERVICES

OBJECTIVE

Central Arkansas Water (“CAW”) is seeking Annual Statements of Qualifications from qualified firms interested in providing easement acquisition and appraisal services to the utility.

The closing date for the receipt of Statements of Qualifications is **Thursday, July 15, 2021, end of business day.**

BACKGROUND

CAW is a consolidated waterworks entity organized and existing under the Consolidated Waterworks Authorization Act, codified at Ark. Code Ann. §§ 25-20-301 et seq. CAW serves a retail and wholesale consumer population of approximately 450,000 in seventeen cities and communities in the Little Rock-North Little Rock metropolitan area. As such, the utility has an essential role in quality of life, public health, and economic development for one in every seven Arkansans. The utility has a national reputation for quality service at an affordable price and is an industry leader in water quality, source-water protection, regulatory compliance, financial management, planning and system integrity, automation, and customer service. As the largest water utility in the state of Arkansas, CAW has over 136,000 metered customers and 326 employees.

SCOPE OF SERVICES – EASEMENT ACQUISITION & APPRAISAL SERVICES

It is the intent of CAW to solicit Qualification Statements from Respondents that have expertise in easement acquisition and appraisal services. CAW is specifically interested in retaining firm(s) that:

- 1) Receives description of property and/or easements from Utility for easement acquisition and appraisal purposes.
- 2) Appraises property value and prepares appraisal reports, as requested and required.
- 3) Coordinate with landowner to acquire easement.
- 4) During the course of performing the above scope of responsibilities, undertakes any reasonable request, within capabilities, that is in the best interest of CAW.

Firm’s Requirements:

- 1) The firm's appraiser(s) must be licensed by the State of Arkansas as a certified general appraiser and must remain in good standing throughout the duration of any contract with CAW.
- 2) Firm should be independent and free of any conflict of interest in conducting easement acquisition and appraisal services for CAW. (The Utility understands that there may be times when a conflict may arise on specific individual matters. In these instances, CAW expects to be notified promptly so that an alternate professional may be engaged by the Utility on the particular matter).
- 3) Firm must provide three client references.

REVIEW PROCESS AND CRITERIA FOR STATEMENT OF QUALIFICATIONS

As needed, Engineering Staff shall consider the Annual Statements of Qualifications that meet the enumerated requirements. Easement Acquisition and Appraisal Services will be selected based on review of the submitted Annual Statements of Qualifications, and be based upon the criteria outlined below in order of importance:

- 1) Statement of Qualifications
- 2) Professional Capability
- 3) Experience with Easement Acquisition and Property Appraisal
- 4) Staff Capability/Workload
- 5) Familiarity with and proximity to the CAW service area
- 6) Firm must provide three client references.

Each Qualification Statement must satisfy the objectives and requirements detailed in this ASQ.

Successful Respondents shall be determined by an evaluation of the total content of the Qualification Statement submitted on a case-by-case basis for each issue or matter under consideration for services that arise and needs to be addressed by the utility.

FORMAT OF STATEMENT OF QUALIFICATIONS

The Request for Qualifications process is intended to offer interested firms the opportunity to demonstrate their ability to perform the required services. The utility does not intend for the development of a response to be expensive or extravagant; however, the response should be well-considered for simplicity and ease of understanding.

The Statement of Qualifications should include the:

The proposal should focus upon the qualifications of the firm, as considered pertinent by the proposer, and should demonstrate that the firm has the expertise and abilities to perform the services mentioned in this request.

PRELIMINARY PROCESS

Solicitation of this Request for Qualifications does not bind CAW to award any contract to any firm(s). CAW further reserves the discretion to select more than one firm to provide the different service requirements covered by this Request for Qualifications.

CAW reserves the right to request clarification of information submitted and to request additional information from respondents.

The firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written approval of CAW.

NOTES

CAW has a policy of non-discrimination and abides by all laws, rules, and executive orders governing equal employment opportunity. As employers, CAW contractors and service providers may not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation. CAW encourages its contractors and service providers to accept the goal of having a workforce that generally reflects the demographic composition of the community in which the contractors and service providers are located.

SUBMITTAL OF STATEMENT OF QUALIFICATIONS

Three (3) copies of proposal shall be submitted **no later than close of business, July 15, 2021**, to:

Delivery Address:

Central Arkansas Water
ATTN: Andrew Pownall, P.E.
Senior Engineer
221 East Capitol Avenue
Little Rock, AR 72202

Delivery providers USPS, UPS, and FedEx deliver mail to CAW's street address on a schedule determined by each individual provider. These providers will deliver to CAW based solely on the street address.

Interested firms having questions or requiring clarification concerning this Request for Qualifications should direct their inquiries to Andrew Pownall, P.E., Senior Engineer at (501) 377.1342 or via E-mail at Andrew.pownall@carkw.com