

**REQUEST FOR ANNUAL STATEMENT OF QUALIFICATIONS
ASQ 23-31
LAND MANAGEMENT SERVICES**

Mailing Date

September 14, 2023

Submittal Due Date

October 5, 2023, end of business day



TO

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Central Arkansas Water
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Little Rock, AR 72202
(501) 377.1266

CENTRAL ARKANSAS WATER
REQUEST FOR ANNUAL STATEMENT OF QUALIFICATIONS
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OBJECTIVE

Central Arkansas Water (“CAW”) is seeking Annual Statements of Qualifications from qualified firms interested in providing land management services within four (4) specific service categories to the utility.

The closing date for the receipt of Statements of Qualifications is **Thursday, October 5, 2023, 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 500,000 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 158,000 metered customers and 326 employees.

SERVICE OBJECTIVES – LAND MANAGEMENT SERVICES

CAW is seeking four (4) service categories: Statements should demonstrate the firm's competency in their expertise field as it pertains to any or all of the following services:

- A. Category 1: **Prescribed Burning Services:** For the purpose of this SOQ, prescribed burning services is defined as fire applied in a knowledgeable manner on a specific land area under selected weather conditions to accomplish predetermined, well-defined management objectives. Prescribed burn plans **must** be submitted according to a format designated by CAW. Each prescription **must** be approved by the agency prior to execution of the burn. Preparation of a prescribed burn may involve development of a new burn prescription or revision of an existing burn prescription.
- B. Category 2: **Ecological Restoration Services:** For the purpose of this SOQ, ecological restoration services shall consist of but not limited to the following: reforestation/afforestation (seedling plantings), site preparation (chemical and/or mechanical), chemical and/or mechanical removal of invasive species, excessive forestry or boundary undergrowth, and other forms of vegetation control or removal

around trails, roads, property boundaries, fencing, and other native plant habitat restorations.

- C. **Category 3: Property and Boundary Maintenance and Security Services:** For the purposes of this SOQ, property and boundary maintenance and security shall consist of but not limited to the following: consultation on best security measures for certain sites and facilities, boundary marking (paint or signage), roadside litter removal, site/trash dump cleanup, fencing and gates (repair and/or installation), lighting and camera installation.
- D. **Category 4: Forestry/Unpaved Roads and Recreational Trail Design, Construction, and Maintenance Services:** For the purpose of this SOQ, forestry/unpaved roads and recreational trail design, construction, and maintenance services may include, but are not limited to the following: cataloging and assessment of existing roads, rehabilitation and BMP installation along existing roads, permanently or temporarily closing out formerly used roads, heavy or seasonal trail maintenance along existing trails; rerouting, or BMP installation on existing trails; and the design and/or installation of trails to connect to new and existing trails and recreation areas, general maintenance and cleanup along existing roads.

All services to be performed and materials to be produced under the contract will be accomplished in consultation with CAW. All procedures developed and products provided under the contract will be subject to final approval by the CAW. All records and data pertaining to the contract will remain the property of CAW.

VENDOR MINIMUM QUALIFICATIONS

Vendors **must** meet the minimum qualifications for each service category being bid.

A. Category 1: Prescribed Burning Services:

1. Vendor **must** have five (5) years of experience providing prescribed burning services in Arkansas.

B. Category 2: Ecological Restoration Services

1. Vendor **must** be familiar with ecological restoration techniques commonly utilized in Arkansas.
2. Vendor **must** have an Arkansas Pesticide Applicator License through the Arkansas State Plant Board for any services that include herbicide application.
3. Vendor **must** have a level of familiarity with the flora of Arkansas that will allow the majority of invasive species to be identified in the field and be able to identify unknowns using available technical resources to conduct invasive species management.
4. Vendor **must** have five (5) years of experience providing ecological restoration services.

C. Category 3: Property and Boundary Maintenance and Security Services

1. Vendor **must** be familiar with property maintenance techniques utilized in Arkansas.
2. Vendor **must** have three (3) years of experience providing similar services.

D. Category 4: Forestry/Unpaved Roads and Recreational Trail Design, Construction, and Maintenance Services

1. Vendor **must** have five (5) years of experience providing similar services.
2. Vendor **must** have a level of familiarity with the Best Management Practices for Water Quality Protection published by the Arkansas Forest Commission.

3. Vendor must have five (5) years of experience providing trail design and maintenance services to conduct trail services.
4. Vendor must have a level of familiarity with the sustainable trail design and practices that limit accelerated erosion for various user groups to conduct trail services.

REVIEW PROCESS AND CRITERIA FOR STATEMENT OF QUALIFICATIONS

As needed, Watershed Protection Staff shall consider the Annual Statements of Qualifications that meet the enumerated requirements. Land Management 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:

- **General and Professional Reputation** – Indicate number of years in business, office location(s), current limits of general liability insurance, and resources of the firm(s) to perform the work.
- **Project Team and Qualifications** – Identify team structure and responsibilities. Provide qualifications of the key personnel.
- **Equipment**- List the appropriate firm-owned or leased equipment to be used on work specified in each qualifying category (above common hand tools).
- **Experience**– Illustrate a history of successful projects under each qualifying category, budget, and strategy as the project described in this solicitation by providing documentation of at least one project within the last five (5) years (can be CAW work). Also include the clients' names, and – for each client – the current contact telephone number of a client representative who is familiar with the project.
- **Unique Qualifications** Indicate any unique qualifications of your firm(s) and how the unique qualifications pertain to each qualifying category. Indicate current workload or available capacity (example - are their certain times of year you are too busy to conduct prescribed burning) relating to seasonality available for work (example - are burn crews available year-round or only during certain months).
- **Proximity and Familiarity with Geographical Area** – Indicate experience in working with state, city agencies and municipal utilities within the State of Arkansas, especially in similar forest types/ecoregion.

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 need 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

As a condition for doing business with Central Arkansas Water, the awarded contractor **shall not** discriminate on the basis of race, religion, national origin, gender, or the presence of any sensory, mental, or physical disability and **shall** require such compliance in agreements with subcontractors and sub-subcontractors.

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

One (1) copy of proposal shall be submitted **no later than close of business, Thursday, October 5, 2023**, to:

Delivery Address:

Central Arkansas Water
ATTN: Elizabeth Tuck-Rowan
Purchasing Manager
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.

Note: Vendor(s) are encouraged to provide submissions by mail with a delivery provider; however, vendors who choose to hand deliver a bid response, should contact the CAW Purchasing Section in advance to make delivery arrangements. Please call Bridgette Johnson at 501-377-1210 or David Hindman at 501-377-1315 before planned delivery at 221 East Capitol Avenue and someone will accept your bid.

To submit via email a Statement of Qualifications direct to submittal to procurement@carkw.com. In the subject line, please reference "ASQ 22-35 Legal Services". Once you have submitted your response, please contact Bridgette at 501-377-1210 to confirm receipt of your submittal.

Interested firms having questions or requiring clarification concerning this Request for Qualifications should direct their inquiries to Liz Tuck-Rowan, Purchasing Manager at (501) 377.1266 or via E-mail at liz.tuck-rowan@carkw.com.