

**REQUEST FOR ANNUAL STATEMENT OF QUALIFICATIONS
ASQ 24-17
LEGAL COUNSEL SERVICES**

Release Date

September 5, 2024

Submittal Due Date

September 19, 2024, 4:00 PM CT



TO

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(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 law firms interested in providing general legal counsel services to the utility.

The closing date for the receipt of Statements of Qualifications is **Thursday, September 19, 2024, 4:00 PM CT.**

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.

SCOPE OF SERVICES – LEGAL COUNSEL

It is the intent of CAW to solicit Qualification Statements from Respondents that have expertise in the provision of legal counsel services to a governmental water utility as described below. Respondents must demonstrate that they will have the continuing capabilities to perform these services. The Chief Executive Officer, General Counsel, and the Board of Commissioners may seek legal support from one or more law firms with substantial experience in ***municipal law, water law, employment law, litigation, bond and public financing***, and other areas of the law.

REVIEW PROCESS AND CRITERIA FOR STATEMENT OF QUALIFICATIONS

As needed, General Counsel, or in his absence, the Chief Executive Officer, shall consider the Annual Statements of Qualifications that meet the enumerated requirements. Legal counsel 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. Identification of attorneys and other staff who would provide services to CAW, including their roles;
2. Statement of Qualifications of attorneys involved to address the specific issues under consideration by CAW;
3. Experience in the areas of law required for the specific assignment; and

4. Potential conflicts due to existing or past clients of the law firm(s).

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 outside legal services, which may include any legal matters 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, and the submitted should strive for simplicity and ease of understanding.

The Statement of Qualifications should include the:

Administrative Information Requirements

1. Firm's Background
2. Confirmation of the requirements contained herein.

Professional Information Requirements

1. Demonstrate an understanding of the various issues the firm desires to represent the utility on; a firm is not required to represent the utility on all issues, and specific specialization on certain issues, such as the ADA is appreciated. Respondent shall submit a description of its overall experience in providing legal services on the relevant topics.
2. Resumes of key attorneys who could be involved in representation, including address, email and telephone number, and at least one attorney the firm would like to designate as a primary contact for the utility.
3. Limits of Malpractice insurance coverage

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

Each firm that submits a Statement of Qualifications should disclose all relevant material facts regarding significant financial or influential interest with CAW employees and Commissioners and all contracts and/or transactions that might reasonably be construed to be averse to CAW's interests.

A Restriction of Boycott of Israel Certification document as required by Arkansas law and, a Restriction on Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott document as required by Arkansas law shall be included with your submittal and is included with this ASQ.

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, religion, national origin, gender, or the presence of any sensory, mental, or physical disability.

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

Delivery Address:

Central Arkansas Water
ATTN: Purchasing Section
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: For safety purposes, vendor(s) are encouraged to provide submissions electronically or mail with a delivery provider; however, vendors who choose to hand deliver a bid response, should contact Bridgette Johnson at 501-377-1210 or David Hindman at 501-377-1315 before planned delivery.

To submit a Statement of Qualifications via email, directly submit it to procurement@carkw.com. Please reference "ASQ 24-17 Legal Counsel Services" in the subject line. Once you have submitted your response, please get in touch with 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.