

CITY OF TONTITOWN, ARKANSAS
REQUEST FOR QUALIFICATIONS (RFQ)
Professional Engineering Services

1. Introduction:

The City of Tontitown, Arkansas (“City”) is soliciting Statements of Qualifications from qualified professional engineering firms to provide engineering services for municipal projects. The City intends to select one or more firms to provide services on an as-needed basis.

Firms must be licensed to practice engineering in the State of Arkansas.

Scope of Services:

The selected firm(s) may be asked to provide professional services including, but not limited to:

- Preliminary engineering and feasibility studies
- Design and preparation of plans and specifications
- Cost estimates and bidding assistance
- Construction administration and inspection
- Grant application support and funding compliance
- Water and wastewater system improvements
- Street and drainage improvements
- Stormwater management
- Capital improvement planning
- Other related municipal engineering services as requested

The City reserves the right to negotiate specific scopes of work for individual projects.

Submission Requirements:

Firms submitting qualifications shall include the following:

1. Cover Letter

- Firm name, address, contact person, phone number, and email
- Statement of interest
- Signature of authorized representative

2. Firm Overview

- History and background of the firm
- Office location(s)
- Years in business
- Description of municipal experience

3. **Project Experience**

- Description of similar municipal projects completed within the last five (5) years
- Include project name, location, scope, and client reference

4. **Key Personnel**

- Resumes of key personnel proposed for City projects
- Identification of Project Manager
- Professional licenses and certifications

5. **Capacity & Availability**

- Current workload
- Ability to meet project timelines

6. **References**

- At least three (3) municipal references
- Contact name, title, phone number, and email

7. **Statement Regarding Litigation**

- Disclosure of any pending or recent litigation involving the firm

Selection Criteria:

Qualifications will be evaluated based on:

- Experience with municipal projects
- Familiarity with Arkansas laws and regulations
- Qualifications of key personnel
- Past performance and references
- Ability to meet schedules
- Overall responsiveness to this RFQ

The City may conduct interviews with selected firms.

Submission Deadline:

Please submit four (4) bound copies and one PDF copy of your Statements of Qualifications no later than: March 31, 2026 at 4:30 p.m.

Submissions shall be delivered to:

City of Tontitown
Attn: James Clark
235 E Henri De Tonti BLVD
Tontitown, AR 72770

Electronic submissions may be sent to:

pwdirector@tontitownar.gov

Late submissions will not be accepted.

General Conditions:

- This is a qualifications-based selection process. Fees will be negotiated after selection.
- The City reserves the right to reject any or all submissions.
- The City is not responsible for costs incurred in preparing submissions.
- All submissions become property of the City.
- The City complies with all applicable state procurement laws.

Questions:

Questions regarding this RFQ must be submitted in writing to:

James Clark

Public Works Director

pwdirector@tontitownar.gov

479-361-2700