

RESOLUTION NO. 2026-03-126TR

CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

**A RESOLUTION AUTHORIZING THE SOLICITATION OF QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES FOR THE CITY OF TONTITOWN, ARKANSAS.**

**WHEREAS**, the City of Tontitown requires professional engineering services to support municipal infrastructure projects, planning, design, regulatory compliance, and other public works and utility-related needs; and

**WHEREAS**, the City has not issued a Request for Qualifications (RFQ) for professional engineering services in several years; and

**WHEREAS**, state procurement laws provide that professional services shall be procured through a qualifications-based selection process rather than competitive bidding; and

**WHEREAS**, the City Council finds it to be in the best interest of the City to solicit Statements of Qualifications from qualified engineering firms to provide professional engineering services to the City.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Tontitown, Arkansas as follows:

**Section 1.** The Public Works Director is hereby authorized and directed to prepare and issue a Request for Qualifications (RFQ) for professional engineering services on behalf of the City of Tontitown.

**Section 2.** Upon receipt and review of qualifications, the City Council may select and authorize negotiation of a contract with the firm determined to be the most qualified and in the best interest of the City.

**PASSED AND APPROVED** on this 17<sup>th</sup> day of March 2026

**APPROVED:**

  
Angela Russell, Mayor



**ATTEST:**

Rhonda Ardemagni

Rhonda Ardemagni, City Clerk-Treasurer  
(SEAL)

**SPONSORSHIP AND LEGISLATIVE HISTORY**

Sponsor (Initiated By): Draela Russell

Motion to Introduce Made By: Misty PIAZZA

Seconded By: MIKE WASHKOWIAK

Adopted / Passed: \_\_\_\_\_

Vote: Ayes 1 Nays \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

This requirement is in addition to, and does not supersede, any authentication, attestations, or signature requirements imposed by state law or other provisions of the Tontitown Municipal Code.



**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:

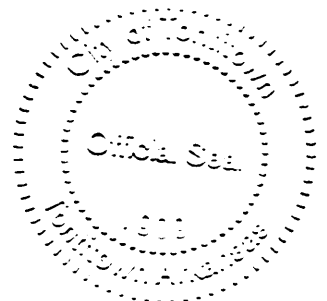
- Preliminary engineering and feasibility studies
- Design and preparation of plans and specifications
- Cost estimates and bidding assistance
- Construction administration and inspection
- Grant application support and funding compliance
- Water and wastewater system improvements
- Street and drainage 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: April 30, 2026 at 4:30 p.m.

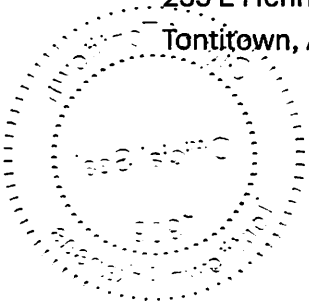
Submissions shall be delivered to:

City of Tontitown

Attn: James Clark

235 E Henri De Tonti BLVD

Tontitown, AR 72770



Electronic submissions may be sent to:

[pwdirector@tontitownar.gov](mailto: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](mailto:pwdirector@tontitownar.gov)

479-361-2700

