

CITY OF TONTITOWN, ARKANSAS
REQUEST FOR QUALIFICATIONS (RFQ)

Professional Grant Administration Services

USDOT Better Utilizing Investments to Leverage Development (BUILD) Grant Program

1. Introduction

The City of Tontitown, Arkansas ("City"), is requesting Statements of Qualifications (SOQs) from qualified firms to provide professional grant administration services for a project funded through the United States Department of Transportation (USDOT) Better Utilizing Investments to Leverage Development (BUILD) Grant Program.

The selected consultant will assist the City in administering the grant in compliance with all applicable federal, state, and local laws, regulations, and grant requirements. The consultant will work closely with City staff throughout the implementation and closeout of the project to ensure timely completion, proper documentation, and compliance with USDOT requirements.

Compensation for these services shall be paid from eligible grant administration funds, subject to USDOT approval and funding availability.

2. Funding Source

This project is funded in whole or in part through a USDOT BUILD Grant.

The selected consultant shall comply with all applicable federal statutes, regulations, grant conditions, and procurement requirements, including but not limited to:

- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- Applicable USDOT BUILD requirements;
- All applicable federal, state, and local laws and regulations.

3. Scope of Services

The selected consultant will provide professional grant administration services, including, but not limited to, the following:

- Administration of the USDOT BUILD grant;
- Assistance with grant implementation and project management;

- Guidance regarding compliance with applicable USDOT regulations and federal requirements;
- Assistance with procurement activities in accordance with federal procurement standards;
- Coordination of required environmental review documentation, if applicable;
- Budget monitoring and financial management assistance;
- Preparation and submission of reimbursement requests;
- Preparation and submission of required USDOT reports;
- Maintenance of grant records and documentation;
- Coordination with City staff, engineers, contractors, USDOT representatives, and other stakeholders;
- Assistance with compliance related to labor standards, including Davis-Bacon requirements, if applicable;
- Assistance with Section 3, Equal Opportunity, and other federal compliance requirements, as applicable;
- Preparation for monitoring visits or audits;
- Grant closeout services; and
- Other grant administration services necessary for successful completion of the project.

The City reserves the right to modify the scope of services during contract negotiations.

4. Minimum Qualifications

Interested firms should demonstrate the following qualifications:

- Experience administering USDOT-funded grants;
- Knowledge of USDOT BUILD requirements or similar USDOT grant programs;
- Knowledge of federal grant compliance requirements;
- Experience with 2 CFR Part 200 procurement and grant administration requirements;
- Experience with environmental review requirements, where applicable;

- Experience with Davis-Bacon and related labor standards, where applicable;
- Successful administration of similar federally funded public projects;
- Availability of qualified personnel capable of providing the requested services.

5. Statement of Qualifications Requirements

Statements of Qualifications should include, at a minimum, the following information:

A. Firm Information

- Firm name
- Business address
- Primary contact person
- Telephone number
- Email address
- Website (if applicable)

B. Firm Qualifications

Provide a description of the firm's experience administering USDOT grants and other federally funded projects.

C. Relevant Project Experience

Provide descriptions of at least three (3) similar projects completed within the past five (5) years, including:

- Client name
- Grant program
- Project description
- Grant amount
- Services provided
- Current contact information for client references

D. Project Team

Identify the personnel who would be assigned to this project and include:

- Position

- Qualifications
- Relevant experience
- Certifications, if applicable

E. References

Provide at least three (3) professional references for projects of similar size and complexity.

F. Capacity

Describe the firm's current workload and its ability to provide timely services throughout the duration of the project.

6. Evaluation Criteria

Statements of Qualifications will be evaluated based upon the following criteria:

Evaluation Criteria	Maximum Points
Experience administering USDOT and federally funded grants	35
Experience with similar public infrastructure projects	25
Qualifications and experience of proposed personnel	20
Capacity to perform services	10
References	10
Total Possible Points	100

The City may interview one or more firms as part of the evaluation process.

The City reserves the right to negotiate a professional services agreement with the highest-ranked qualified firm.

7. Submission Requirements

Statements of Qualifications shall be submitted no later than:

Submission Deadline: _____

Submit one (1) original and ____ copies, or electronic submissions if permitted, to:

Mark Latham

Grant Administrator

City of Tontitown
235 E. Henri De Tonti Boulevard
Tontitown, AR 72770

Phone: (479) 361-2700

Email: mlatham@tontitownar.gov

Late submissions will not be considered.

8. Questions Regarding this RFQ

Questions concerning this Request for Qualifications shall be submitted in writing to:

Mark Latham

Grants Administrator
City of Tontitown
235 E. Henri De Tonti Boulevard
Tontitown, AR 72770

Phone: (479) 361-2700

Email: mlatham@tontitownar.gov

Questions should be submitted no later than _____.

The City reserves the right to issue written addenda to clarify or modify this solicitation.

9. Selection Process

This procurement is a Qualifications-Based Selection (QBS) process.

The City will evaluate Statements of Qualifications based solely upon the qualifications and experience of the responding firms. Cost proposals shall not be submitted with the Statement of Qualifications.

Following evaluation, the City may:

- Interview one or more firms;
- Request additional information;
- Rank responding firms based on qualifications;
- Negotiate a professional services agreement with the highest-ranked qualified firm;
or

- If negotiations are unsuccessful, terminate negotiations and begin negotiations with the next highest-ranked qualified firm.

Any resulting contract shall be subject to approval by the Tontitown City Council.

10. Reservation of Rights

The City of Tontitown reserves the right to:

- Reject any or all Statements of Qualifications;
- Waive any informalities or irregularities in the solicitation process;
- Request clarification or additional information from respondents;
- Conduct interviews;
- Negotiate the scope of work and compensation with the selected firm;
- Cancel or reissue this Request for Qualifications at any time; and
- Make an award that is determined to be in the best interest of the City.

11. Equal Opportunity Statement

The City of Tontitown is an Equal Opportunity Employer and encourages participation by all qualified firms. Minority-owned businesses, women-owned businesses, veteran-owned businesses, and Section 3 businesses are encouraged to submit Statements of Qualifications.

12. Contract Award

Selection of a consultant through this Request for Qualifications does not constitute a contract award.

A professional services agreement will be negotiated with the selected firm and shall become effective only upon approval by the Tontitown City Council and execution by all authorized parties.

The City reserves the right to negotiate final terms, conditions, and compensation with the selected firm in accordance with all applicable federal, state, and local procurement requirements.

Issued By:

City of Tontitown

235 E. Henri De Tonti Boulevard
Tontitown, AR 72770

Mark Latham

Grants Administrator

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