

**REQUEST FOR STATEMENT OF QUALIFICATIONS  
RFQ 20-18  
REAL ESTATE APPRAISAL  
PROFESSIONAL SERVICES**

**Mailing Date**

August 27, 2020

**Submittal Due Date**

3:00 P.M. CT Tuesday, September 8, 2020



**TO**

Elizabeth Tuck-Rowan, CPPO, CPPB, C.P.M., A.P.P., CPSD  
Purchasing Manager  
Purchasing Office  
Central Arkansas Water  
221 East Capitol Avenue, Third Floor  
Little Rock, AR 72202  
(501) 377.1266

**CENTRAL ARKANSAS WATER  
REQUEST FOR STATEMENT OF QUALIFICATIONS  
RFQ 20-18  
REAL ESTATE APPRAISAL  
PROFESSIONAL SERVICES**

## **OBJECTIVE**

Central Arkansas Water (CAW) is soliciting statements of qualifications (“Qualifications”) from professional firms (“Respondents”) for selection of Real Estate Appraisal in accordance with the terms, provisions, specifications, and solicitation instructions set forth in this Request for Qualifications. This Request for Qualifications (“RFQ”) provides Respondents with the information necessary to prepare and submit Qualifications Statements for consideration by CAW.

## **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 450,000 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 136,000 metered customers and 306 employees.

## **SCOPE OF SERVICES AND DELIVERABLES**

Central Arkansas Water is contracting for services for a real estate appraisal. A uniform residential appraisal report to be provided within 7 (seven) working days from award of agreement.

## **REVIEW PROCESS AND CRITERIA FOR STATEMENT OF QUALIFICATIONS**

The Request for Qualifications (RFQ) format is intended to present interested firms the opportunity to demonstrate their ability to perform the required services. The format is left to the discretion of the responder to allow creativity and uniqueness of approach. Proposal submission is not intended to be expensive or extravagant, although the presentation should be considered for simplicity and ease of understanding.

Upon the review of qualified proposals, the Review Committee shall select the firm deemed best qualified and most responsive. The committee will determine whether in-person interviews will be required or whether a decision may be reached by reviewing the written proposals. The selected firm will be notified, and contract negotiations will commence. If Central Arkansas Water is unable to negotiate a contract, CAW shall cease negotiations and begin negotiations with the next most qualified and most responsive responder.

Evaluations will be based upon the capability of the firm and upon the abilities and accomplishments of the individual or individuals assigned to perform the services. In addition, any experience in working with governmental entities or clients on appraisal of water utility properties should be cited by the responder.

**Statements of Qualifications will be evaluated by a selection committee composed of representatives from the administrative and watershed staff based on the following:**

- **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.
- **Experience**–Provide documentation of at least five (5) property appraisals (with comps) that have been sold within the last ten (10) years, and the final purchase price compared to appraisal. Also include the clients' names, and – for each client – a current contact telephone number of a client representative who is familiar with the sale or purchase of the property.
- **Work Plan for This Project** – Describe the overall approach to this project. Indicate unique qualifications of your firm(s) and how the unique qualifications pertain to this project.
- **Proximity and Familiarity with Geographical Area** – Indicate experience in working with city agencies and municipal utilities within the State of Arkansas.

## 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 adverse to CAW's interests.

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, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation. 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

Questions concerning the Request for Qualifications for CAW may be directed to Raven Lawson via email [raven.lawson@carkw.com](mailto:raven.lawson@carkw.com).

Respondents must submit their Statement of Qualifications and must be in a sealed envelope bearing the following information:

RFQ TITLE: CAW REAL ESTATE APPRAISAL SERVICES RFQ 20-18

DUE DATE: September 8, 2020

DUE TIME: 3:00 P.M. CT

LOCATION: 221 East Capital Avenue, 3<sup>rd</sup> Floor, Purchasing, Little Rock, AR.

Each respondent assumes full responsibility for delivery and deposit of the completed Statement of Qualifications on or before the deadline for submission. Central Arkansas Water is not responsible for any loss or delay with respect to the delivery of the Statements of Qualifications. ANY STATEMENT OF QUALIFICATIONS RECEIVED AFTER THE DATE AND TIME SHALL NOT BE CONSIDERED.

**Please Note: An electronic copy must also be provided by USB, email or electronic file transfer to [liz.tuck-rowan@carkw.com](mailto:liz.tuck-rowan@carkw.com). Confirmation of receipt will be provided as soon as possible; however, it is the responsibility of the submitting firm to ensure receipt by the submission deadline. During the current Coronavirus Pandemic, please call Bridgette Johnson at 501-377-1210 or David Hindman at 501-377-1315 before planned delivery.**

Appendix I - Restriction of Boycott of Israel Certification must be signed and included in submittal.

## Appendix 1

**RESTRICTION OF BOYCOTT OF ISRAEL CERTIFICATION**

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity **shall not** enter into a contract valued at \$1,000 or greater with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

By signing below, the Contractor agrees and certifies that they do not boycott Israel and will not boycott Israel during the remaining aggregate term of the contract.

If a company does boycott Israel, see Arkansas Code Annotated § 25-1-503.

Bid Number/Contract Number	
Description of product or service	
Contractor name	

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature must be handwritten, in ink