

REQUEST FOR QUALIFICATIONS (RFQ)
WASTEWATER MASTER PLAN
SUMMARY
The City of Siloam Springs is seeking Statement of Qualifications (SOQ) packages from qualified and experienced individuals or firms to complete all work associated with the completion of a Wastewater Master Plan. This study will include: a detailed analysis of the existing and future flows within city limits; development of a model of the City's existing wastewater collection facilities; analysis of the City's Wastewater Treatment Facility (WTF); identification of existing and future sanitary sewer deficiencies; and the development of a Capital Improvement Plan with cost estimates. The City will may decide to undertake the Wastewater Master Plan in phases through the selection of a single individual, firm, or team to complete all phases of the project. It is anticipated that the Master Plan will be complete in mid to late-2027 for use in developing the City's 2028 Fiscal Year Budget (approved and adopted in December 2027) and the City's Wastewater Capital Improvement Plan.

SOQ PACKAGES MUST BE RECEIVED BY THE CITY NO LATER THAN 2:00 P.M. LOCAL TIME (CST) ON FRIDAY, NOVEMBER 20, 2026.

The City of Siloam Springs reserves the right to accept or reject any or all statements of qualifications; waive any irregularities, informalities, or defects in any documents which shall be deemed in the best interests of the City; and negotiate a scope of work and fee proposal with any selected proponent.

PROCESS
The City of Siloam Springs will conduct the review, screening, and selection of a professional individual or firm to provide the services required based on the SOQ packages received. The individual or firm is strongly encouraged to suggest additions and/or modifications to the stated scope of the project that they believe will enhance the project outcome. The selected individual or firm will be invited to enter negotiations to develop the overall scope of the project. If initial negotiations are not successful, the City can select another individual or firm to enter negotiations at its sole discretion.

STATEMENT OF QUALIFICATIONS (SOQ) PACKAGE SUBMISSION
Only complete responses will be considered. A sealed envelope marked "City of Siloam Springs – Wastewater Master Plan SOQ" must be submitted and shall include five (5) printed and bound copies of the SOQ and one (1) digital PDF copy of the SOQ. All materials shall be delivered in person to Siloam Springs Public Works (1000 E Ashley St.) or by mail to:
ATTN: JOSH NAPIER
CITY OF SILOAM SPRINGS
PO BOX 80
SILOAM SPRINGS AR 72761
If further information is desired, please email Public Works Administrative Assistant Chelsey Martinez at cmartinez@siloamsprings.gov. All written questions must be submitted prior to close of business on Tuesday, November 10, 2026, with reasonable efforts made to provide written responses within three (3) business days and no later than the closing of business on Tuesday, November 17, 2026.

PROJECT BACKGROUND
The City of Siloam Springs owns, operates, and maintains the sanitary sewer collection and wastewater treatment systems within the incorporated city limits. The City is has approximately 150 miles of sanitary sewer piping, 1500 manholes and twentycm (20) lift stations and one (1) treatment facility discharging into Sager Creek. The WTF was upgraded in 2012 with a hydraulic capacity of 5.3 MGD, and is currently operating at approximately 80% capacity based on annual average flows in 2025. The City is in the process of constructing a new headworks facility that is scheduled to be complete in the summer of 2027.

In 2018, the City finalized the most recent Wastewater Master Plan and are currently finalizing a WTF 5-year Repair and Replacement Plan. New problem areas and worsening of the identified deficiencies are likely to have occurred.

SCOPE OF PROJECT
This project consists of evaluating the existing GIS data and performing field inspections to develop a hydraulic model of the wastewater conveyance elements and lift stations. Additionally, the project will: identify deficiencies within the sanitary sewer system for existing and future conditions; develop a wastewater capital improvement program, including a prioritized project list with cost estimates.

- Review the existing wastewater collection system through the City's current GIS mapping, noting the existing size, material, and age of the pipe network, and determining if additional detailed survey information is needed on all or parts of the wastewater collection system prior to future phases; all project work completed or additional information gathered will be done utilizing the City's survey control basis and will be incorporated into the City's current GIS mapping system
- Review the 2018 Wastewater Master Plan to understand deficiencies identified at that time, seasonal treatment volume changes, and recommended projects
- Review the 2025 WTF 5-year Repair and Replacement Plan to understand deficiencies, identify equipment upgrade needs, and treatment process improvements
- Work with City staff to develop a list of existing deficiencies and trouble areas within the wastewater collection system
- Compile and document historical WTF and lift station flows
- Develop hydraulic modeling of the wastewater collection system and lift stations
- Perform flow monitoring to calibrate the wastewater model
- Perform hydraulic analyses on existing and future conditions to identify sanitary sewer mains near or over capacity
- Identify existing and future WTF deficiencies that will impact the ability to meet system flow demand and comply with regulatory compliance requirements defined in the NPDES permit
- Develop a list of capital improvement projects for the collection system
- Develop a volumetric flow and process model of the WTF
- Analyze the volumetric flow capacity and contaminant removal effectiveness of the WTF
- Develop a WTF capital improvement plan to meet future ADEQ and EPA requirements
- Present information about the Master Plan findings to the City Board of Directors at public meeting, work sessions, and to the public through informational meetings, website pages, and surveys
- Conduct a technical evaluation of the four (4) regulated industries discharging to the wastewater system. The consultant shall analyze flow and analytical data (such as BOD, TSS, and Ammonia) to quantify each industry's specific hydraulic, organic, and pollutant impact on the collection system and the Wastewater Treatment capacity.
- Develop a tailored, defensible industrial permit and surcharge fee structure for each of the industries. The suggested fee framework must accurately account for program administration cost, inspection overhead, and specific cost-of-service required to treat each industry's distinct wastewater discharge

SPECIFICATIONS FOR PROPOSAL
The respondent shall submit five (5) copies of the SOQ package and one (1) USB flash drive with a complete PDF copy of the SOQ package with all of the information outlined below. All document sheets shall be 8.5" x 11" size (standard letter), contain a minimum 11-point font size, and shall be bound as a single booklet. All materials shall be submitted in a single envelope, clearly labeled "City of Siloam Springs – Wastewater Master Plan SOQ." To simplify the evaluation process, the City is requesting SOQ Package contain the following seven (7) items within a maximum of fourteen (14) pages:

1. Cover Letter
 - a. Include the name, address and telephone number of the individual, company, and/or team of companies
 - b. Include the name and email address of the direct contact person for project and proposal
2. Company and/or Team Overview
 - a. A brief description of the qualifications and experience of the firm(s), including overall qualifications, experience, and availability
 - b. Names and qualifications of outside individuals or sub-consultants that will be part of the project team
3. Project Approach and Methodology
 - a. Describe the approach and methodology for completing the tasks identified in the Scope of Project section
 - b. Discuss proposed additions or modifications to the stated Scope of Project, and how these will lead to better outcomes for the project
4. Past Projects and Relevant Experience
 - a. Current and past project experience within the last ten (10) years as it relates to the scope of this request for qualifications (RFQ)
 - b. Specific references and staff contact information of other municipalities, public agencies, or organizations that your firm has prepared or assisted in preparation of work similar to that involved with this RFQ
 - c. Preference will be given to respondents who document specific experience with wastewater master plans, wastewater modeling, and wastewater utility capital planning
5. Key Project Personnel
 - a. Identify key staff members comprising the project team, including what specific role each will take in completing the project, what specific experience they have on similar projects, and the working location of the staff
6. Project Tasks and Schedule
 - a. Develop a detailed summary of tasks based on the phases identified in the Scope of Project section and provide an estimated project schedule and completion date based on a Kickoff Meeting occurring the week of February 1, 2027. The individual or firm shall also demonstrate the ability to commit the required time and resources to this project relative to their project backlog and other commitments
7. Assistance required from the City
 - a. To the greatest extent possible, identify the types of information, data and assistance expected from the City to complete this project

EVALUATION CRITERIA
City Staff will evaluate the qualifications of each respondent and may make the selection based on their review of the SOQ Package materials only. Each SOQ Package will be evaluated based on the following criteria

- Project Approach and Methodology (20%) – demonstration of the firm or team's knowledge and approach regarding the details of successful project completion
- Past Projects and Relevant Experience (30%) – evaluation of past projects successfully completed of a similar scope and magnitude
- Key Project Personnel (30%) – evaluation of staff experience level, work on similar projects, and location of office where staff will be working from
- Project Tasks and Schedule (10%) – evaluation of the proposed scope breakdown and tasks, and proposed schedule to complete the entire project by or before July 30, 2027
- Past experience with City of Siloam Springs and other clients (10%) – previous work experience with the City of Siloam Springs on other projects, and quality of references contacted

At the sole discretion of the City, a maximum of three (3) respondents may be invited for an interview. In this case the proposals and oral interview results shall be the basis of selection.

SCHEDULE FOR EVALUATION AND SELECTION
The anticipated schedule for the evaluation, selection, and negotiation process is as follows:
November 20, 2026
SOQ Proposals received by City
December 4, 2026
City Staff Evaluation Complete, #1 invited to enter negotiations
January 8, 2027
Wastewater Master Plan Work and Fee Negotiations Complete
January 19, 2027
Professional Services Agreement approved at City Board Meeting
Week of February 1, 2027
Project Kickoff Meeting

GENERAL NOTES
This RFQ does not constitute a contract or an offer of employment. The cost of preparation of the SOQ documents shall be the sole obligation of the consultant. All SOQ documents, whether accepted or rejected, shall become the property of the City. In all cases where an electronic spreadsheet, document, or database has been created to develop the study, the individual or firm shall provide a copy of such spreadsheet in native electronic form. The City presently uses Microsoft Excel and Word and requires spreadsheets and documents to be created in or able to be translated into those formats. All documents will be furnished on paper and in an electronic PDF format.

All completed work including system models, draft reports, related documents, analytical reports, and the final report - whether in written, video, or electronic formats - becomes the property of the City of Siloam Springs at the end of the project and will be turned over to the City.

The City of Siloam Springs reserves the right to accept or reject any or all proposals, to waive any irregularities, informalities or defects in the proposal, to accept any proposal in whole or in part which it shall deem to be in the best interest of the City. The City assumes no responsibility for "late proposals." It is the sole responsibility of the individual or firm to ensure that the proposal is received at the City prior to the deadline.

ASSIGNMENT
The selected individual or firm shall not assign the contract or subcontract any portion of the work without the written consent of the City of Siloam Springs, nor shall the individual or firm assign any monies due or to become due to the hereunder without previous consent of the City.

CANCELLATION OF RFQ
This RFQ may be canceled. Any/all proposals may be rejected in whole or in part. SOQs that do not comply with the criteria set forth in this RFQ are subject to disqualification. October 18, 2026 629164