

REQUEST FOR QUALIFICATIONS
CITY OF NORTH LITTLE ROCK, ARKANSAS

MARY BETH BOWMAN
DEPARTMENT OF COMMERCE
120 MAIN STREET - P.O. BOX 5757 (72119)
NORTH LITTLE ROCK, ARKANSAS 72114
501-975-8881

RFQ NO. 21- 3741 DATE ISSUED: Sunday, November 21, 2022

DATE & TIME OF RFQ OPENING: Friday, December 17, 2021 at 2:00 P.M. CT

RFQ NOTICE

THE CITY OF NORTH LITTLE ROCK IS REQUESTING STATEMENTS OF QUALIFICATIONS FROM QUALIFIED INDIVIDUALS/FIRMS FOR RETAIL ATTRACTION SERVICES AND WELL AS PROVIDING ECONOMIC DEVELOPMENT DATA.

Any questions regarding this RFQ should be directed in writing to:

Mary Beth Bowman Director
Department of Commerce
120 Main Street - North Little Rock, AR 72114

or

Email Mary Beth Bowman at: mbowman@nlr.ar.gov

Upon signing this request, the company/firm certifies that they have read and agree to the requirements set forth in this Request for Qualifications, including conditions set forth, pertinent information requests, Scope of Work and Addendums.

NAME OF FIRM: _____ PHONE NO.: _____

ARKANSAS TAX PERMIT NO.: _____

BUSINESS ADDRESS: _____

SIGNATURE OF AUTHORIZED PERSON: _____

TITLE: _____ DATE: _____

UNSIGNED REQUEST FOR QUALIFICATIONS WILL BE REJECTED

NORTH LITTLE ROCK, ARKANSAS



REQUEST FOR QUALIFICATIONS

Economic Development Retail Attraction and Data Services

For

The Department of Development, Mayor's Office

1. REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS AND GENERAL SCOPE OF SERVICES

1.1 Public Notice

The City of North Little Rock, Arkansas (the “City”) is soliciting Requests for Qualifications (RFQ) from professional retail attraction and economic development data firms/teams (Firms) to provide services (Services) for a planning, research for economic development as well as assisting with retail attraction.

The City is seeking firms whose combination of experience and expertise will provide data driven decisions on the best locations for new retail stores, grocery stores and targeting city owned property to the best use possible. The City of North Little Rock anticipates awarding a single contract for the services required.

Information related to this solicitation, including any addenda, will be posted to the City’s website at <http://www.nlr.gov> (Click on Business, Bids and Vendors and Current Bids). For questions related to the Scope of Services part of this solicitation, contact:

Robert Birch/Colleen Carr
North Little Rock Department of Development
100 Main Street
North Little Rock, AR 72114
Phone: 501-247-1852
E-mail: rbirch@nlr.ar.gov / ccarr@nlr.ar.gov

1.2 Project Overview

The City is looking to redefine our approach to business attraction as well as selling or acquiring property that will assist in creating pockets for retail, entertainment and industry.

In mid-2021, the City added personnel to its development team to boost retail attraction in the City. Along with adding personnel, the City is focusing on promoting the City of North Little Rock to a nationwide market.

Upon selection of the most qualified applicant, the City will provide a Draft Agreement, which, upon execution, will be included in the “Contract Documents”.

2. RFQ SUBMISSION REQUIREMENTS AND DUE DATE

Required Information

- Type of Firm (e.g., sole proprietorship, partnership, corporation, LLC). If joint venture, give details, including relationship of the parties.

- Names of principals involved in the project.
- Résumés of key team members.
- Total number of staff.
- Description of the firm's primary areas of expertise.
- Portfolio of the firm's experience with relevant government success in development strategies.
- Describe team member's proposed role and relevant experience with projects of similar nature and size and any experience in and familiarity with development in North Little Rock.
- Description of your understanding and approach to the Project.
- Description of how the firm will manage the Project and résumés of the key individuals proposed to coordinate and lead this Project both during design and implementation, including previous assignment information and positions held.
- List of all claims, disputes, arbitrations or litigation with which the firm has been involved in the past ten (5) years, with the status or outcome of the same, and including all pending claims or potential claims of which the firm is aware.
- Description of your experience in retail attraction and downtown development.
- Ability to plan and execute work effectively, meet deadlines, and interface professionally with the City of North Little Rock officials.
- Provide information on the types and amounts of insurance carried by the respondent, including general liability, workers compensation, and professional liability coverage.
- Additional information or comments for the Owner's consideration.
- Proposals must be received by 2:00 p.m., local time, on Friday, December 17, 2021.

Submit/Deliver to the following address:
Mary Beth Bowman
Director of Commerce
120 Main Street
North Little Rock, AR 72114

Proposals received after that time and date will not be considered. Proposals will be opened publicly and will be reviewed by staff at a later date.

- Any cost incurred by respondents in preparing or submitting a proposal, participating in an onsite interview shall be the respondents' sole responsibility.
- All responses, inquiries or correspondence relating to this RFQ will become the property of the City.
- The City reserves the right to reject any or all proposals received or to request additional information as may be needed to determine qualifications. It is the intention of the City to negotiate a contract for services at fair and reasonable prices with what it determines to be the best qualified Firm.
- Proposals shall be enclosed in a sealed envelope or package and addressed to the City of North Little. The name and address of the firm, and the RFQ Title, shall be noted on the outside of the package. All items required for a responsive RFQ shall be included. It is the sole responsibility of the firm to ensure that the RFQ package is received no later than the established due date and time at the proper location. RFQs received after the due date and time will not be considered. RFQs submitted by facsimile or other electronic means will not be accepted. **Do not submit any price or fee information at this time. Firms providing such information as part of their response to this RFQ will be disqualified.**

3. SUBMISSION FORMAT AND REQUIREMENTS

Proposals should be formatted to 8.5" X 11" pages and contents bound in 3-ring loose-leaf binders. Minimum 10-point font. Submissions shall be sealed and clearly marked: **Economic Development Retail Attraction and Data Services**

Proposals should include but not be limited to the following information:

- **TAB 1 – COVER LETTER**

Provide a cover letter indicating your firm's understanding of the requirements relating to this proposal. The letter must be brief and from the proposer that provides information regarding the firm's interest in and ability to perform the

requirements of this RFQ. A person who is authorized by the organization to enter into an agreement with the City of North Little Rock will sign the letter. Please include all contact information.

- **TAB 2 – COMPANY BACKGROUND**

1. Years of business under present name.
2. Name and address of each office location.
3. Ownership Structure (Corporation/Partnership).
4. Names and titles of officers in the company.
5. Company trade organizations/associations/affiliations.

- **TAB 3 – TEAM QUALIFICATIONS**

1. Describe the firm’s qualifications and experience.
2. Provide resumes for key firm personnel that will be assigned to this project.
3. Provide a diagram of proposed organizational structure.

- **TAB 4 – PROJECT EXPERIENCE**

Demonstrate the firm’s qualifications and experience with relevant government economic development projects.

- **TAB 5 – PROJECT APPROACH**

Discuss the proposed project approach to fulfill the scope of services listed within this RFQ.

- **TAB 6 – REFERENCES**

Include a minimum of five (5) references of governmental entities of similar requirements and scope of work completed within the last ten years. Indicate contact information for the person knowledgeable of the services provided by your firm.

- **TAB 7 – SUPPLEMENTAL INFORMATION**

Provide any other information you feel is appropriate to assist the review committee in selecting your firm for the services stated in this RFQ.

Provide the original and four (4) copies of your submission along with a cover letter.

Mail or deliver no later than 2:00 p.m. Central Time on Friday, December 17, 2021 to the address below. Late submissions will not be accepted.

Mary Beth Bowman
Director of Commerce
120 Main Street
North Little Rock, AR 72114

All questions regarding the Scope of Services outlined in this RFQ shall be submitted in writing and directed to:

Colleen Carr/Robert Birch
North Little Rock Development Department
E-mail: ccarr@nlr.ar.gov / rbirch@nlr.ar.gov

Questions must be received by Thursday, December 10, 2021 no later than 3:00 p.m. CST. Questions initiated after December 10, 2021 will not be considered. Any additional information and/or clarification regarding this RFQ will be issued in the form of an addendum to this RFQ no later than December 11, 2021, and be posted at the following website: nlr.ar.gov

Click on Business, Bids and Vendors and then Current Bids for addendums.

Respondents will be responsible for keeping abreast of the addenda as they are posted. All such addenda shall become a part of the RFQ and all Respondents shall be bound by such, whether or not received by the Respondent.

In order that the selection process is as objective as possible, please do not contact North Little Rock staff or officials other than as noted above.

4. Evaluation Criteria and Process

- Qualifications of the Firm;
- Relevant Past Project Experience of the Firm;
- Relevant Past Project Experience of Key Team Members;
- Resumes of Key Individuals;
- Familiarity with Local Conditions, Codes and Practices;
- Approach to strategies that will boost engagement of retail firms; and,
- Proposal Completeness.

The City will appoint an evaluation committee whose responsibilities will include performing technical evaluations of each SOQ and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each SOQ. Interviews are not anticipated, but may be held at the discretion of the evaluation committee. The City reserves the right to obtain clarification or additional information from any firm regarding its proposal. The City reserves the sole right to select the most qualified firm(s) on the basis of best overall proposal(s) that is most advantageous to the City. Firms that submit SOQs will be notified of the selection results. Final approval of any selected firm is subject to the approval of City Council and/or City officials. RFQ's should be prepared simply and economically, providing a clear and concise description of the Firm's capabilities to satisfy the requirements of the request.

5. Scope of Services

The City of North Little Rock, AR will be redeveloping its strategies in attracting businesses to the City. In this project, we need the best data, marketing and assistance from a team that is used to working with municipalities.

The City is looking to build separate strategies for Downtown Development, Urban Development and Suburban Development. Each market has its own unique feel and needs.

The City is looking to design a data driven approach in attracting the right fit for the City and is looking to bring new businesses to North Little Rock.

6. Interviews

After written proposals are received and initially evaluated, the Owner may require one or more of the Proposers to provide an oral presentation as a supplemental to their proposal. Any Candidate required to interview should be prepared to discuss and substantiate any area of their proposal. The Owner is under no obligation to grant interviews to any Candidate receiving a copy of this RFQ and/or submitting a written proposal in response to this RFQ. Any expenses incurred due to an interview will be the sole responsibility of the Proposer.

If the City does conduct interviews after narrowing the list of proposals, elaborate presentations and submittals during the interview process are not expected or requested. Each interview will last no more than three hours and will be conducted in the North Little Rock City Hall Conference Room located at 300 Main Street.

REQUEST FOR QUALIFICATIONS

**Economic Development Retail Attraction and Data Services
Department of Development-Mayor's Office City of North Little Rock
North Little Rock, Arkansas**

ACKNOWLEDGEMENT OF RECEIPT / INTENT TO SUBMIT

Please fill in the requested information below as acknowledgement that you have received the Request for Qualifications noted above. If your firm is interested in participating, this sheet must be completed and returned to:

Robert Birch
Director of Development
100 Main Street • North Little Rock, AR 72114
Telephone: 501-516-0839 • Fax: 501-975-8885
rbirch@nlr.ar.gov

Name of Firm: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

_____ YES Our company does have an interest in responding

_____ NO Our company does not have an interest in responding

Name (print): _____ Title: _____

Signature: _____ Date: _____

NOTICE TO RESPONDENTS
PLEASE RETURN THIS SECTION UPON RECEIPT IF YOU INTEND TO SUBMIT
FOR THIS RFQ

GENERAL TERMS AND CONDITIONS FOR THE CITY OF NORTH LITTLE ROCK, AR

1. When submitting an "Invitation to Bid," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition, bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Invitation to Bid."
2. Prices quoted are to be net process, and when an error is made in extending total prices, the City may accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.
3. Discounts offered will be taken when the City qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.
4. When bidding other than the brand and/or model specified in the "Invitation to Bid," the brand and/or model number must be stated by that item in the "Invitation to Bid," and descriptive literature be submitted with the bid.
5. The City reserves the right to reject any and all bids.
6. The Purchasing office reserves the right to award items, all or none, or by line item(s).
7. Quality, time and probability of performance may be factors in making an award.
8. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the Department of Commerce.
9. Bidder must submit a completed signed copy of the front page of the "Invitation to Bid" and must submit any other information required in the "Invitation to Bid."
10. In the event a contract is entered into pursuant to the "Invitation to Bid," the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
11. Sales or use tax is not to be included in the bid price, but is to be added by the vendor to the invoice billing to the City. Although use tax is not to be included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
12. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated facility in North Little Rock. Charges may not be added after the bid is opened.
13. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between them at the discretion of the Department of Commerce..
14. Specifications furnished with this Invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive an equal consideration.
15. Samples of items when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will become property of the City.
16. Bids will not be considered if they are:
 1. Submitted after the bid's opening time.
 2. Submitted electronically or faxed (unless authorized by Purchasing Agent).
17. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.

18. **CONSTRUCTION**

- A. Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor. In no way will the City be responsible in case of accident.
- B. When noted, a Certified check or bid bond in the amount of 5% of total bid shall accompany bid.
- C. A Performance Bond equaling the total amount of any bid exceeding \$35,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Arkansas Code Annotated Section 22-9-203).

19. **LIQUIDATED DAMAGES** - Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.

20. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.

21. The bid number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.

22. Whenever a bid is sought seeking a source of supply for a specified period of time for materials and services, the quantities of usage shown are estimated ONLY. No guarantee or warranty is given or implied by the participants as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for the bidders information ONLY and will be used for tabulation and presentation of bid and the participant reserves the right to increase or decrease quantities as required.

23. The City of North Little Rock reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the City of North Little Rock may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price.

24. Additional information or bid forms may be obtained from:

COMMERCE DEPARTMENT, 120 Main Street, P.O. Box 5757, North Little Rock, Arkansas 72119 (501)975-8881
www.nlr.ar.gov

BIDDERS ACKNOWLEDGE AND UNDERSTAND THAT UPON AWARD OF THE WINNING BID, THE SELECTED BIDDER WILL BE REQUIRED TO REVIEW AND SIGN A CONTRACT WITH THE CITY OF NORTH LITTLE ROCK PRIOR TO BEGINNING WORK.

Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, bids must be sealed and mailed or delivered to:

**Commerce Department
120 Main Street (P.O. Box 5757)
North Little Rock, AR 72119**

The City of North Little Rock is committed to fair and equal opportunity in employment and service delivery regardless of race, color religion, gender, age, disability, sexual orientation, gender identity or expression, genetic information, marital status, national origin, or veteran status. This policy statement reinforces and communicates that commitment to employees.