

CITY OF NORTH LITTLE ROCK, ARKANSAS
COMMERCE DEPARTMENT
Mary Beth Bowman, Director
Amy Smith, Assistant Director for Procurement
Crystal Willis, Assistant Purchasing Agent/Admin Sect.



120 Main Street, North Little Rock, AR 72114
P.O. Box 5757 North Little Rock, AR 72119
501-975-8881 Phone
501-975-8885 Fax

INVITATION TO BID

RFP Number: 19-3585 Date Issued: April 9, 2019

Date & Time Bid Opening: Tuesday, April 23, 2019 @ 10:00 am

RFP for Old Mill Cascading Waterfall Restoration Project

Specifications attached.

The Total Project Bid Price must be submitted in separate envelope.

For technical questions and/or comments, contact Jeff Caplinger, Project Coordinator at jcaplinger@nlr.ar.gov.

General Bidding questions should be directed to the Commerce Department at 501-975-8881.

If you are obtaining this bid from our website, please be reminded that addendums may occur. It is therefore advisable that you review our listings for attachments including any changes to the bid.

The City of North Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

EXECUTION OF BID

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this bid including conditions set forth and pertinent information requests.

Name of Firm: _____ Phone No.: _____

Tax Identification No.: _____

Business Address: _____

Signature of Authorized Person: _____

Title: _____ Date: _____

UNSIGNED BID COVER SHEET WILL BE REJECTED.

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Pricing Sheet

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Tax Identification No.: _____

Business Address: _____

Signature of Authorized Person: _____

Title: _____ Date: _____

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

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

REQUEST FOR PROPOSALS
OLD MILL CASCADING WATERFALL RESTORATION
PROJECT
North Little Rock, Arkansas
RFP NO. 19-3585



City of North Little Rock, Arkansas

Date Issued: April 9, 2019
Closing Date: April 23, 2019

Request for Proposals

Old Mill Cascading Waterfall Restoration Project North Little Rock, Arkansas

General Statement

The City of North Little Rock Parks and Recreation Department is seeking qualified parties to submit proposals to restore a cascading waterfall feature at the Old Mill (T.R. Pugh Memorial Park) located at 3800 Lakeshore Drive in North Little Rock, Arkansas.

Background / Description

The Old Mill was established in 1933 and is a copy of a grist mill. The Old Mill was used in the opening scene of *Gone With The Wind*. This is a very popular place for visitors to North Little Rock and is considered one of the most photographed places in Arkansas. The cascading waterfalls have not been functioning for a number of years. Getting the cascading waterfall operational will enhance the beauty and aesthetics of the park.

Project Location

The wall is approximately 15' high and 50' wide and is located at 3800 Lakeshore Drive, North Little Rock, AR 72116. See Attachment "A" for location maps

Site Conditions

The park property is listed on the National Register of Historical Places. A current cascading rock wall water feature is in place since 1933. See Attachment "B" for current photos of area.

Mandatory Site Visit

A required site visit at the project location is scheduled for Friday, April 12, 2019 at 10:00 a.m. at 3800 Lakeshore Drive, North Little Rock, Ar. Attachment "D" will be signed and given to each bidder at the completion of the site visit. On proposers who attend the mandatory site visit are eligible to submit a proposal for this project.

Before submitting a bid, the bidder shall examine the site of the work and ascertain for himself/herself all of the physical conditions in relation thereto. Failure to take this precaution will not release the successful bidder from entering into contracts nor excuse him/her from performing the work in strict accordance with the terms of the contract.

Scope of Services

Provide a design and installation of plumbing and rock work. Create a pleasing rock wall concept similar to current wall, maintain a water flow of 400gpm to highlight a cascading waterfall and achieve a pleasing visual and auditory result.

Design Specifications

North Little Rock Parks and Recreation will:

1. Remove majority of vegetation in the area
2. Deliver 400gpm of lake water, via 6" HDPE, to the top of the structure (pump is scheduled to be delivered and installed by June 1, 2019)

Contractor will:

1. Provide and install plumbing, masonry, and rock work
2. Must deliver full 400gpm into the bottom basin to achieve our desired downstream results
 - a. Work is inside the historical boundary of National Registry of Historical Places and will need review by History Commission before work is started
3. Design
 - a. Make water appear like magic from rocks (no visible outlets)
 - b. Keep rock work similar to existing design, but modifications and revisions may be proposed.
 - c. Create water cascade across as much of the wall as possible
 - d. Cascading water ultimately drains into holding basins
 - e. Must at least have outlets from the obvious drops
 - f. Must use the existing basin locations
4. Technical concepts
 - a. Low maintenance, 30-year lifespan
 - b. Individual hidden valve control for each outlet
 - c. Previous outlets were ¼" copper tubing, but replacements can be different material or size
 - d. One large-bore outlet directly into the top holding basin

Other Specifications

1. Water features to be in used during park's open hours (in general - daily from 7 a.m. until 30 minutes before sunset).
2. Work is inside the historical boundary of National Registry of Historical Places and will need review by History Commission before work is started

Project Schedule

Project will need to be completed by June 1, 2019.

References

A list of three (3) references of completed work must be submitted with a brief description of each project. Form is Attachment "C".

Proposal should include the following elements

1. RFP cover sheet
2. List of References - Attachment "C"
3. Signed Site Visit Form - Attachment "D"
4. Concept plan outlining the design specifications and how they will be implemented
5. Description of materials used (type of piping, type of valves, etc.)

6. Estimated time line to completion
7. Draft Maintenance Plan

Submission of Bids

Two copies of the Proposal must be submitted in a sealed envelope and clearly marked "Old Mill Cascading Waterfall" written on the outside to:

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

The Proposals are due into the Commerce Department at the above address no later than April 23, 2019 by 10:00 a.m. Late Proposals will not be opened.

Proposals must be signed by an individual authorized to bind the respondent to the provisions of the RFP and shall remain in full force and effect for ninety (90) days following the date of such opening. Respondent should also be available for a formal presentation, if respondent's proposal is selected as a finalist candidate. Any such formal presentation will be scheduled at a mutually convenient time at proposer's cost.

Ownership of all data, materials, and documentation originated and prepared for the City of North Little Rock pursuant to the RFP shall belong exclusively to the City and be subject to public inspection in accordance with Arkansas's Freedom of Information Act.

Questions and Inquiries

Questions and inquiries, both verbal and written, will be accepted from any and all proposers. The City is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other City staff regarding the RFP may result in the disqualification of the proposer. Material questions will be answered in writing with an Addendum provided, however, no questions will be taken after 10:00 a.m. on Wednesday, April 17, 2019. It is the responsibility of all proposers to ensure that they have received all Addendums. Addendums can be downloaded from www.nlr.ar.gov. (Click on Government, Commerce and Current Bids and Summaries.)

Questions should be directed to:

Jeff Caplinger, Project Coordinator
North Little Rock Parks and Recreation
jcaplinger@nlr.ar.gov

Selection Criteria

Selection will be based on the following criteria:

- 1. Previous completed projects 10%
- 2. Ability to meet project deadline 30%
- 3. Overall design concept 30%
- 4. Types of materials to be used 15%
- 5. Ease of Maintenance 15%

Please be advised that this is request for proposal process, not a straight bid or quote process. Project committee will take into account factors such as design, product specification, warranty information, and company history with NLR Parks and Recreation and other municipalities in regards to selection. It is our quest to get the best quality product.

The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents prior to decision making.

Authority to Bind Firm in Contract

Proposals MUST give full firm name and address of Respondent. Failure to manually sign RFP may disqualify it. Person signing RFP should show TITLE or AUTHORITY TO BIND THE FIRM IN AN AGREEMENT. Firm name and authorized signature must appear on cover page of bid.

Warranties

Contractor must provide a minimum one (1) year warranty on labor. All materials (except rock) must have a manufacturer’s warranty and a copy of the warranty give to the City at the time of completion.

Cost of Preparing Proposal

Any costs incurred in the preparation of the proposals and formal presentation, if selected, are solely the responsibility of the respondents. The City of North Little Rock will provide no reimbursements for such costs. Any cost associated with any oral representatives to the City will be the responsibility of the respondent and may not be billed to the City.

Proposer’s Certification

By signature on the proposal, the respondent certifies that it complies with:

- The laws of the state of Arkansas.
- All applicable local, state, and federal laws, codes, and regulations.
- All terms, conditions, and requirements set forth in this RFP.
- A condition that the proposal submitted was independently arrived at without collusion.

If any Respondent fails to comply with the provisions stated in this paragraph, the City reserve the right to reject the proposal, terminate the contract, or consider the contractor in default.

City Business/Privilege License

Contractor must hold a current Business/Privilege License with the City of North Little Rock or with any City within the State of Arkansas and a copy of the business/privilege license must be provided with the bid.

Acknowledgement of Contract

Respondents 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 providing any services to the City.

No Contact Policy

Any contact with any City representatives, related officials, or representatives other than those outlined in the RFP is prohibited. Such unauthorized contact may disqualify the Contractor from this procurement.

Subcontracts

The Contractor is fully responsible for all work performed under this Contract. The Contractor may, with the consent of the City, enter into written subcontract(s) for performance of certain of its functions under the Contract. Subcontractors must be approved in writing by the City prior to the effective date of any subcontractor.

No subcontract, which the Contractor entered into with respect to performance under this Contract, shall in any way relieve the Contractor of any responsibility for performance of its duties.

Waiver

No covenant, condition, duty, obligation, or undertaking contained in or made a part of the Contract will be waived except by the written agreement of both parties, and forbearance or indulgence in any other form or manner by either party in any regard whatsoever shall not constitute a waiver of the covenant, condition, duty, obligation or undertaking to be kept, performed, or discharged by the part to which the same may apply; and, until complete performance or satisfaction of all such covenants, conditions, duties, obligations, and undertakings, any other party shall have the right to invoke any remedy available under law or equity, notwithstanding any such forbearance or indulgence.

Conflict of Interest

Respondent, by responding to this RFP, certifies that to the best of its knowledge or belief, no elected/appointed official or employee of the City is financially interested, directly or indirectly, in the services specified in this RFP.

The City reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the respondent's proposal. The City's determination regarding any questions of conflict of interest is final.

Public Records

Respondent understands that the proposal is a "public record", and the public shall have access to all documents and information pertaining the Response and the RFP, subject to the provisions of Arkansas' FOIA. The Respondent, by submitting a proposal, acknowledges that the City may provide public access to and/or copies of all documents subject to disclosure under applicable law.

Nondiscrimination

Respondent agrees that it shall not discriminate as to race, sex, color, age, religion, national origin, marital status, or disability in connection with its performance under this RFP. Furthermore, Respondent agrees that no otherwise qualified individual shall solely by reason of his/her race, sex, color, age, religion, national origin, marital status or disability be excluded from the participation in, be denied benefits of, or be subjected to, discrimination under any program or activity.

Location Map



Area Photos



REFERENCES

This solicitation requires references. Please provide a list of three references for completed projects. For each reference, list name of company/city, contact person, address, telephone number and email address of the contact person. Additionally, provide any other pertinent information to help the City of North Little Rock verify the quality of goods or services your firm provides.

Reference 1 = = = = =

Company/Municipality: _____

Address / City, State Zip: _____

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Project Description: _____

Reference 2 = = = = =

Company/Municipality: _____

Address / City, State Zip: _____

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Project Description: _____

Reference 3 = = = = =

Company/Municipality: _____

Address / City, State Zip: _____

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Project Description: _____

Site Visit Report
(Must be signed by either Jeff Caplinger and returned with proposal)

Person making the Site Visit for the Vendor: _____

Site Visit Location	Date	Contact Person
Old Mill 3800 Lakeshore Drive North Little Rock, AR 72116	_____	_____