

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



120 MAIN STREET - P.O. BOX 5757  
NORTH LITTLE ROCK, AR 72119  
501-975-8881 Telephone  
501-975-8885 Fax

## Solicitation for Bids

Bid Number: 18-3517 Date Issued: February 4, 2018  
Date & Time Bid Opening: Monday, March 19, 2018 at 10:00 a.m.

### To Lease Sections of Emerald Park and Big Rock Quarry Park for Ropes Adventure Course North Little Rock Parks Department

**Annual Lease Amount: \$** \_\_\_\_\_

General bidding questions direct to the Mary Beth Bowman, Commerce Department at 501-975-8880.

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.

NOTE: FAILURE TO FILL OUT AND SIGN THE INVITATION TO BID SHEET WILL RESULT IN REJECTION OF THE BID.

#### EXECUTION OF BID

Upon signing this Bid, the bidder certifies that they have read and agree to the requirements set forth in this bid, including specifications, conditions and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

NAME OF FIRM: \_\_\_\_\_ DATE: \_\_\_\_\_

TAX ID NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

SIGNATURE OF AUTHORIZED PERSON & TITLE: \_\_\_\_\_

**UNSIGNED BIDS WILL BE REJECTED**

# **Solicitation for Bids To Lease Sections of Emerald Park and Big Rock Quarry Park**

## **PURPOSE, GOALS AND OBJECTIVES, AND GENERAL REQUIREMENTS**

### **Purpose**

The City of North Little Rock, Arkansas (“City”) is soliciting bids for the lease of property in Emerald Park and the Big Rock Quarry Park for the construction and operation of a ropes adventure course in accordance with Ark. Code Ann. § 22-4-501, et. seq., and Resolution No. 9209 of the North Little Rock City Council (“City Council”). The purpose and intent of the Solicitation for Bids is to solicit sealed bids to establish a lease with a qualified experienced firm or individual to provide construction, installation, maintenance, and operation of activities associated with a ropes adventure course and zip line.

### **General Information**

This Solicitation for Bids is for the lease of property that is located in both Emerald Park and Big Rock Quarry Park. Maps of the area to be leased are attached as Attachment B. These parks overlook the Arkansas River, border Pulaski Technical College and Veteran’s Hospital, and are next to Burns Park, a nearly 1,600 acre urban park that has numerous active and passive uses and activities.

Bidders submitting a Response to this Solicitation for Bids must include evidence demonstrating experience and knowledge in the design, construction, and operation of a ropes adventure course.

## **NEGOTIATION FOR LEASE WITH SUCCESSFUL BIDDER**

The lease agreement will only authorize the installation and operation of an adventure ropes course for the lease term, and ancillary services as may be approved by the North Little Rock Parks and Recreation Commission (“Parks Commission”). The lease agreement will include reasonable terms to protect users, the City, and the Parks Commission. The final lease agreement must be approved by the Parks Commission and the City Council, either of which may reject the lease for any reason or no reason at all.

When determining the amount of the bid, Bidders should keep in mind that in order for the lease to be presented to the Parks Commission and City Council for approval, certain terms and conditions must be included in the lease, including, but not limited to:

1. Lessee will design, construct, operate, and maintain a ropes adventure course(s) that will include a zip line feature, high ropes course(s) and low ropes course(s).
2. The ropes adventure course must include, but not be limited to the following activities and facilities:
  - a. Ropes- Bridge(s)
  - b. Canopy Tour(s)
  - c. Ropes Assault and challenge course(s)
  - d. Climbing Structures and Boulders
  - e. Team Building
  - f. Self-Guided Course(s)

3. The Lessee shall be responsible for all costs associated with the construction, operation, and maintenance of the ropes adventure course and related facilities, including, but not limited to utilities installation and security of course, equipment and facilities.

4. The North Little Rock Parks and Recreation Department ("Department") will continue to maintain the trails and enforce park rules and regulations.

5. All aspects of the facilities and activities on the leased property must adhere to Land and Water Conservation Fund ("LWCF") guidelines, restrictions, and regulations. Pertinent manuals can be found at:

<https://www.nps.gov/subjects/lwcf/lwcf-manual.htm>

<https://www.outdoorgrants.com/infolinkresources>

Important restrictions include the requirement that all utility lines must be underground and all enclosed structures must directly support the operation of outdoor recreational activities.

6. Lessee will provide a headquarters (shed structure) to support the course. The structure may include an office, equipment storage, maintenance area, etc. in accordance with the aforementioned LWCF rules and regulations.

7. The ropes adventure course must be made available to the public at reasonable days of the week and hours of the day during most of the year.

8. The facility must include elements that are accessible to those with disabilities (including, but not limited to, mobility, sight, hearing, and intellectual).

9. Lessee's operation of the ropes adventure course must be conducted in such a manner that existing outdoor recreational activities, operations and facilities are not detrimentally affected.

10. The use of the leased property shall not conflict with the rules, regulations, policies, and ordinances of the Department or the City.

11. The Lessee will reimburse the City for any loss or damage to the leased premises, normal wear and tear excepted.

12. The Lessee shall carry insurance including:

- a. Liability or indemnity insurance from a reputable insurance company;
- b. Combined single limit for bodily injury and/or property damage of \$1,000,000 (one million dollars) in any one claim with respect to bodily injuries or death resulting from the operations of the Lessee;
- c. The City will be named as additional insured.

13. At the conclusion of the lease period, the Lessee shall restore the leased premises to its previous condition.

## **BID PREPARATION AND SUBMISSION INSTRUCTIONS**

### **A. General Instructions**

Questions related to this Solicitation for Bids should be directed to:  
Jeff Caplinger  
Project Coordinator  
City of North Little Rock Parks and Recreation Department  
Telephone: 501-791-8540  
Email: jcaplinger@nlr.ar.gov

### **B. Specific Bid Instructions**

1. A sealed bid should reflect the annual lease payment to be made by the Bidder in exchange for the use of the leased property. The term of the lease shall be for five (5) to twenty-five (25) years, at the discretion of the successful bidder.
2. To be considered, the bid must include evidence demonstrating experience and knowledge in the design, construction, and operation of a ropes course.
3. Bids must be signed by the Chief Executive Officer or equivalent of the submitting firm and shall remain in full force and effect for ninety (90) calendar days following the date of opening.
4. A signed Site Visit Report Form, included as "Attachment A" to the Solicitation must be submitted with the bid. Contact Jeff Caplinger at 501-580-9226 (Mobile Phone) to schedule the required site visit.

### **C. Submission of Bid**

Three copies of the sealed bid must be submitted to:

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

## **EVALUATION AND AWARD CRITERIA**

The City will enter into negotiations to lease the property that is the subject of this Solicitation for Bids with the highest qualified bidder. Should these negotiations result in an impasse, the City may re-advertise the Solicitation for Bids.

## **NO CONTACT POLICY**

Any contact with any City representatives, related officials, or representatives other than those outlined in the Bid is prohibited. Such unauthorized contact may disqualify the Firm/Company from Bidding.

## **CONFLICT OF INTEREST**

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

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

## **COST OF PREPARING BID**

Any costs incurred in the preparation of the bids 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 representations to the City will be the responsibility of the respondent and may not be billed to the City.

## **LATE BIDS**

LATE bids will be UNOPENED and disposed of in a proper manner.

## **RIGHTS OF CITY**

The City reserves the right to accept or reject all or any part of any bid, waive informalities and award the Contract to the highest responsive and responsible bidder to best serve the interest of the City.

**Attachment A**

**SITE VISIT REPORT FORM**

A site visit is required as part of the Solicitation for Bids. This form must be signed by the City's representative and returned as part of the submission.

Bidder: \_\_\_\_\_

Bidder Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Location: \_\_\_\_\_ Date of Visit \_\_\_\_\_

Emerald Park, North Little Rock, AR \_\_\_\_\_

Big Rock Quarry Park, North Little Rock, AR \_\_\_\_\_

Signatures:

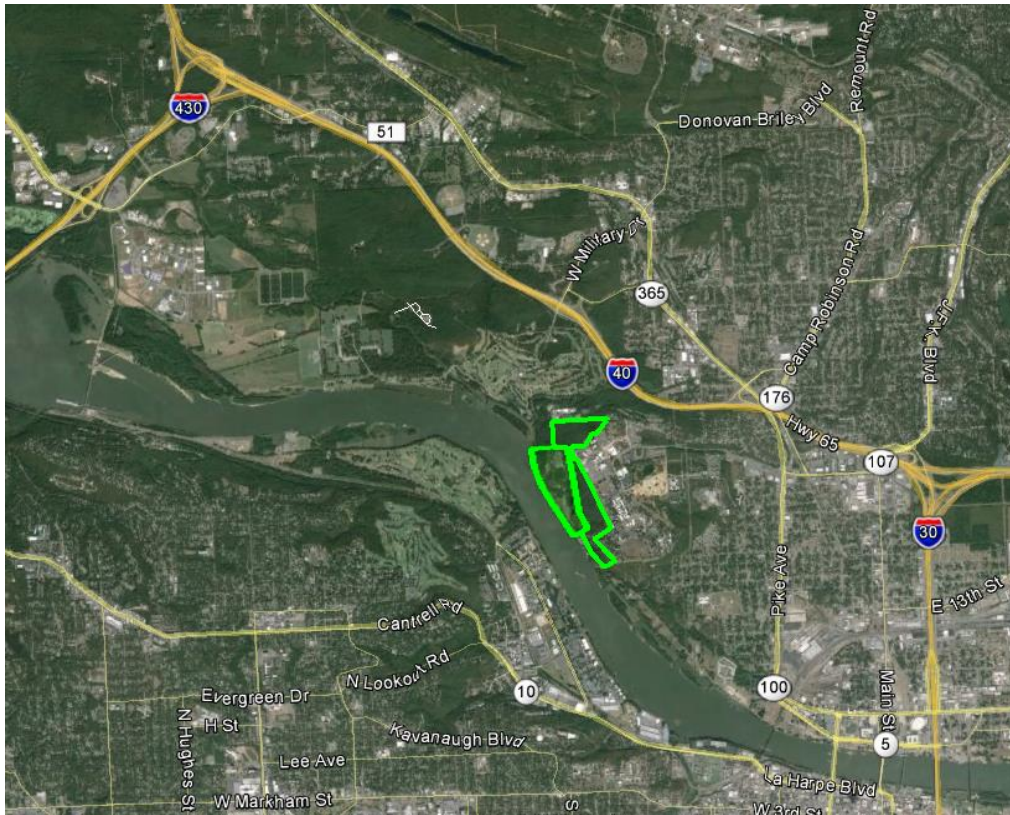
Bidder Representative: \_\_\_\_\_

City Representative: \_\_\_\_\_

Jeff Caplinger, CPRP  
Project Coordinator  
North Little Rock Parks and Recreation

**Attachment B**  
**Aerial View of Potential Park Property Use**

*Actual boundaries and use areas to be determined prior to signing of agreement.*



**Attachment B (cont.)**



Parks

- Burns Park
- Emerald Park
- Big Rock Quarry Park

Trails

- Highland Trail
- Emerald Park Trail
- Arkansas River Trail

Area A

- Proposed use area for high ropes adventure course and zip line
- Approximately 48 acres

