

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 Phone
501-975-8885 Fax

INVITATION TO BID

RFQ Number : 17-3463 Date Issued: April 20, 2017
Date & Time Bid Opening: Friday, May 12, 2017 at 4:00 p.m.

Request for Qualification Statements for Economic Development Consulting Services

SCOPE OF SERVICES

Direct any questions related to the request for qualifications to:

- Mary Beth Bowman at mbowman@nlr.ar.gov

Questions related to the bidding procedures and/or documents should be directed to:

- 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

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: _____

PHONE NUMBER: _____ AR TAX PERMIT NO. _____

BUSINESS ADDRESS: _____

SIGNATURE OF AUTHORIZED PERSON &
TITLE: _____

UNSIGNED BIDS WILL BE REJECTED

CITY OF NORTH LITTLE ROCK
RFQ #17-3463
Economic Development Consultant Services
Scope of Services

- a) Provide a full-time, professionally qualified senior manager and such staff as required to carry on the function described herein. The senior manager and staff will work at the direction of the City as needed for specific City projects from an office established in the City.
- b) Give such technical advice as may be necessary to effectuate the above purposes and shall further advise and counsel the City on areas of potential markets and marketing strategy for industrial and economic development as needed by the City.
- c) Devote substantial time, interests and energies to the performance of the duties and to faithfully, diligently and according to its best abilities in all respects, use its utmost endeavors to promote the interests of the City.
- d) Negotiate with business and industrial entities for the recruitment, expansion and retention of factories, industries, retail, commercial, or small businesses and to give other favorable grants and privileges for the purpose of recruiting, expanding or retaining businesses in or near the City as authorized by the City under this agreement by and through the City's authority under Ark. Code Ann. §14-43-602 and §14-54-107.
- e) Utilize a knowledgeable professional or professional staff with demonstrated expertise in the field of economic development that will work at the discretion of the City as needed for specific City projects.
- f) Seek, discover and endeavor to attract new and expanding industry, commercial, retail and small business within the City as requested by the City to create jobs and investment for the benefit of the residents of the City.
- g) Work with existing companies, as directed by the City, for problem solving, counseling and other services directly related to the expansion or retention of existing industry jobs for the benefit of the City.
- h) Serve as the first point of contact for economic development services.
- i) Work with the Arkansas Economic Development Commission (AEDC) on behalf of the City and provide updates and information from the AEDC to the City on economic development leads and opportunities as well as available grants, loans, funds, tax credits and other incentives from the AEDC.