

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

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 Consulting Services

The City of North Little Rock, Arkansas invites qualified firms for submittals for assistance to the City of North Little Rock for economic development consulting services. Such firm shall serve as the first point of contact for economic development.

To be considered, proposals must be received at the City Administration Building, Commerce Department- 120 Main Street, North Little Rock, Arkansas before Friday, May 12, 2017 at 4:00p.m., Central Standard Time. No late proposals shall be accepted.

Submittal forms may be downloaded from the City's web site at <http://www.nlr.ar.gov>. All questions regarding the RFQ process must be made in writing and directed to Mary-Beth Bowman at mbowman@nlr.ar.gov.

Submitters shall be qualified to do business and licensed in accordance with all applicable laws of the state and local governments where the project is located.

Pursuant to Ark. Code Annotated 22-9-203, the City of North Little Rock encourages all qualified small, minority and women business enterprises to receive contracts for goods, services, and construction. Also, City of North Little Rock encourages all prospective Submitters to subcontract portions of their contract to qualified small, minority, and women business enterprises.

The City of North Little Rock reserves the right to reject any or all proposals and to waive irregularities therein, and all Submitters shall agree that such rejection shall be without liability on the part of the City of North Little Rock for any damage or claim brought by any Submitters because of such rejections, nor shall the Submitter seek any recourse of any kind against the City of North Little Rock because of rejections. The filing of any Submittal in response to this invitation shall constitute an agreement of the Submitter to these conditions.

Standard Terms & Conditions

1. All Submitters shall be in compliance with all Federal, State and Local requirements and regulations.
2. All contract amendments and modifications shall be made in writing and properly approved by the City of North Little Rock's Mayor and City Council.
3. Submittals shall be received at the address listed below and are due by Friday, May 12, 2017 before 4:00p.m. Central Daylight Time:

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

4. It is the responsibility of the Submitter to have a sealed submittal at the Commerce Department prior to the date and time of opening. No late submittals will be accepted. Submittals received after the scheduled proposal deadline will remain unopened and will not be considered.
5. The City of North Little Rock reserves the right to reject any or all submittals, waive formalities and make the award based on the best interest of the City.
6. It shall be clearly understood that any costs incurred by the Submitter in responding to this Request For Qualifications is at the Submitters own risk and expense as a cost of doing business. The City of North Little Rock shall not be liable for reimbursement to the Submitter for any expenses so incurred, regardless of whether or not the submittal is accepted.
7. Any inquiries or requests for explanation in regard to the City's requirements should be made promptly to Mary Beth Bowman, Director via email at mbowman@nlr.ar.gov. No oral interpretation or clarifications will be given as to the meaning of any part of this Request For Qualifications. All questions, clarifications, and requests, together with answers, if any will provided to all firms via written addendum. Names of firms submitting any questions, clarifications or requests will not be disclosed until after a contract is in place.
8. Any conditions or expectation on the part of the Submitter for performance by the City must be set forth in the submittal. The City is not obligated to consider the Submitter's post submittal terms and conditions.
9. At the discretion of the City, one or more firms may be asked for more detailed information before final ranking of the firms, which may also include oral interviews. NOTE: Each Submitter shall submit to the City a primary contact name, email address and phone number (preferably a cell phone number) where the City selection committee can call for clarifications or interview via telephone. THIS INFORMATION SHALL BE PROVIDED ON THE ATTACHED FORM TITLED "PRIMARY CONTACT INFORMATION."
10. The City will not be responsible for misdirected submittals. Submitters should call the Commerce Department at 501-975-8881 to ensure receipt of their documents prior to opening time and date listed above.

11. Any information provided herein is intended to assist the Submitter in the preparation of submittals necessary to properly respond to this RFQ. The RFQ designed to provide qualified Submitters with sufficient basic information to submit submittals meeting minimum specifications and test requirements, but is not intended to limit a RFQ's content or to exclude any relevant or essential data.
12. The RFQ and any addenda issued may be obtained at www.nlr.ar.gov and clicking "Business, then Bids and Vendors, and finally Current Bids and Bid Summaries." Submitters are at liberty and are encouraged to expand upon the details, qualifications and proposals to give additional evidence of their ability to perform and provide a system as described in this RFQ. All updates and changes to the RFQ will be posted on the website and Submitters are encouraged to check daily for new information or updates. Each Submitter is required before submission to be thoroughly familiar with the requirements and specifications listed in this RFQ. Additional allowances will not be made due to Submitters lack of knowledge relating to the terms, conditions and specifications contained within this RFQ. It is the responsibility of the Submitter to determine if any component(s) of this specification do not meet the required standards of applicable federal, local, state law or specifications.
13. The submittal must contain the signature of a duly authorized officer or agent of the company empowered with the right to bind and negotiate on behalf of the Submitter for the terms proposed.
14. All Submitters shall submit one (1) original and two (2) copies of its proposal. An electronic copy of all submitted documents shall be submitted on a properly labeled CD. The use of documents formatted for Adobe (PDF) is highly recommended. All electronic copies shall be compatible with Adobe and Microsoft Windows applications.
15. It is intended all documents pertaining to this Request For Qualifications shall define and describe the complete services to which they relate.
16. The Submitter is advised to examine all documents and current parameters of the services in becoming fully informed as to their conditions. This includes the conformity with specific standards and the character, quality and quantity of the reports and services required. Failure to examine these areas will not relieve the successful Submitter of his obligation to furnish all deliverables and services necessary to carry out the provisions of the contract.
17. The City of North Little Rock will consider the degree to which each Submitter has a complete proposal without irregularities, excisions, special conditions or alternatives for any item unless specifically requested in the RFQ.
18. Submitter irrevocably consents that any legal action or proceeding against it under, arising out of or in any manner relating to this Contract shall be prevailed by Arkansas law. Submitter hereby expressly and irrevocably waives any claim or defense in any said action or proceeding based on any alleged lack of jurisdiction or improper venue or any similar basis.

19. The successful Submitter shall not assign the whole or any part of this Contract or any monies due or to become due hereunder without the written consent of the City of North Little Rock. In case the successful Submitter assigns all or any part of any monies due or to become due under this Contract, the Instrument of assignment shall contain a clause substantially to the effect that is agreed that the right of the assignee in and to any monies due or to become due to the successful Submitter shall be subject to prior liens of all persons, firms and corporations for services rendered or materials supplied for the performances of the services called for in this contract.

20. The successful Submitters attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the services shall apply to the contract throughout, and they will be deemed to be included in the contract as though written out in full herein. The successful Submitter shall keep himself/herself fully informed of all laws, ordinances and regulations of the Federal, State and municipal governments or authorities in any manner affecting those engaged or employed in providing these services or in any way affecting the conduct of the services and of all orders and decrees of bodies or tribunals having any jurisdiction or authority over same. If any discrepancy or inconsistency should be discovered in these Contract Documents or in the specifications herein referred to, in relation to any such law, ordinance, regulation order for decree, s/he shall herewith report the same in writing to the City of North Little Rock.

Evaluation Method

Each Submittal will be reviewed by an Evaluation Committee. The submittal review and evaluation will be subjective. However, judgments and rankings will be based on responses to the Evaluation Criteria set forth below.

1. History and Experience
2. Staff Capacity and Qualifications
3. Field Supervision Capability
4. Project List and References

NOTE: City of North Little Rock reserves the right to accept a proposal, as submitted and enter directly into a contractual agreement with that selected Submitter. Accordingly, it is imperative that all Submitters offer their best technical and fee proposal in their initial submission.

Negotiations

The Commerce Director and the Project Manager shall negotiate with the Submitter whose submittal is determined to yield the greatest value to the City of North Little Rock.

Contract Formation

If the negotiation produces mutual agreement, a draft contract shall be constructed and forwarded to the City of North Little Rock for approval. If negotiations with the highest ranking Submitter fail, negotiations shall be initiated with the next highest ranking Submitter until an agreement is reached. The City reserves the right to reject all offers and end the process without executing a contract.

Contract Administration

The Contract Administrator for this Request For Qualifications (RFQ) shall be the City of North Little Rock's assigned Project Manager. Project Manager shall provide the successful Submitter direction and monitor the results within the limits of the contract's terms and conditions. Project Manager will decide questions which may arise as the quality and acceptability of services performed. Project Manager shall judge as to the accuracy of quantities submitted by the successful Submitter in payment requests and the acceptability of the services which these quantities represent. Project Manager will be the point-of-contact for developing contract changes and amendments to be approved by the City of North Little Rock. The Project Manager shall act as the City of North Little Rock's Representative during the execution of any subsequent contract and related amendments. Any technical questions arising, subsequent to contract award, are to be addressed to the Commerce Department.

Other than the Project Manager, Chief of Staff or Mayor, the successful Submitter shall not take guidance or influence from any group or individual in relation to this project.

Primary Contact Information – *TO BE SUBMITTED WITH ALL RESPONSES*

At the discretion of the City, one or more firms may be asked for more detailed information before final ranking of the firms, which may also include oral interviews. NOTE: Each Submitter shall submit the City a primary contact name, email address and phone number (preferably a cell phone number) where the City selection committee can call for clarification or interview via telephone. THIS INFORMATION SHALL BE PROVIDED ON THIS FORM.

PART 1: Primary Contact Information:

Name of Firm: _____

Name of Primary Contact: _____

Title of Primary Contact: _____

Phone #1 (cell preferred): _____ Phone #2: _____

Email Address: _____

PART 2: Contact for Legally Binding Contracts:

Is the Primary contact (listed in Part 1) able to legally bind contracts? YES NO *(Circle one)*

If no, please list a contact that can legally bind a contract for the firm: _____

Name of Firm: _____

Name of Primary Contact: _____

Title of Primary Contact: _____

Phone #1 (cell preferred): _____ Phone #2: _____

Email Address: _____

Date: _____

Signed: _____