

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

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RFQ NO. 16-3402 DATE ISSUED: August 21, 2016

DATE & TIME OF RFQ OPENING: THURSDAY, SEPTEMBER 22, 2016 @ 3:00 P.M.

**RFQ NOTICE**

THE CITY OF NORTH LITTLE ROCK IS REQUESTING STATEMENTS OF QUALIFICATIONS FROM QUALIFIED INDIVIDUALS/FIRMS FOR ARCHITECTURAL SERVICES FOR THE DESIGN OF A DOWNTOWN PLAZA.

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](mailto:mbowman@nlr.ar.gov)

Upon signing this request, the organization 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**

**Architectural Services  
for  
Design of Downtown Plaza**

August 21, 2016

## INTRODUCTION

The City of North Little Rock, Arkansas (the “City”) is soliciting Requests for Qualifications (RFQ) from interested, experienced and qualified architectural firms for professional architectural and construction administration services. The City of North Little Rock anticipates awarding a single contract for the services required.

The City is seeking production of specific plans for the development of the Site into a signature public plaza designed as the centerpiece of downtown North Little Rock.

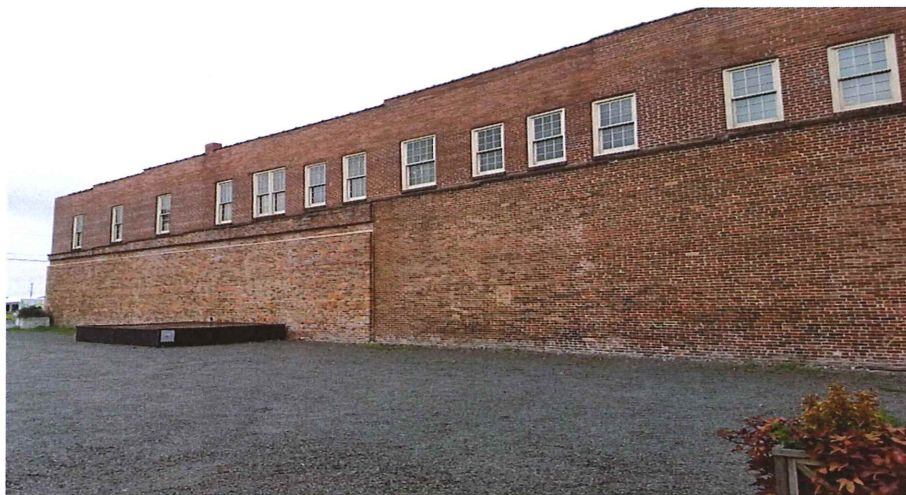
North Little Rock enjoys an authentic downtown, and a thriving arts and cultural scene. The downtown area of North Little Rock is called “Argenta” and the third Friday of every month, the City has Argenta Art Walk on Main Street. During the summer months each Saturday, we have a Certified Arkansas Farmers Market along with the artisan market. Farmer’s Markets every Saturday during the summer months and Art Walks on the third Friday of each month bring many people to shop, dine and recreate downtown. Within one to two blocks of Main Street, we have the Verizon Arena and the Dickey-Stephens Ballpark.





The City of North Little Rock owns the property located next to the Heritage Center at 506 Main Street approximately 150 feet north and then east 175 feet (approximately 150' X 175'). The 26,250 square foot property is land only. The City envisions a Downtown Plaza to be constructed at this location. Currently, the property for the Downtown Plaza is adjacent to the Heritage Center on the south. There will be two additional buildings constructed in the future so the Downtown Plaza will eventually be surrounded by three buildings with the open area of the Plaza facing Main Street. The architectural services include working with City officials to perform design and construction administration services to build a Downtown Plaza.

The building in the photo is the Heritage Center and the vacant lot next to the Heritage Center is the site of the Downtown Plaza. The photo is looking toward Main Street. The trolley car tracks run in front of this lot along Main Street.



This is the Heritage Center building that the Downtown Plaza is adjacent to and the other two structures mentioned in this RFQ have not been constructed.

## **PURPOSE**

The purpose of this Request for Qualifications is to obtain information about Architectural firms interested in providing expert professional design and construction administration services at the discretion of the City of North Little Rock for the construction of a Downtown Plaza. The information obtained will be utilized by the City of North Little Rock to evaluate each interested firm by utilizing the criteria outlined in this RFQ.

## **QUALIFICATIONS TO COMPETE**

### Desired Firm Characteristics

- Any interested architectural firm with experience in place-making, designing urban public open space and downtown plazas.
- Knowledge of, and experience with local development projects or issues in or near the project area, while not required, is helpful.
- Knowledge of, and experience with, integrating green infrastructure and/or sustainable water features into development projects and public spaces.
- Knowledge of designing small (temporary and/or permanent) performing stage with cover and technical equipment.
- Knowledge of creative lighting effects including imaging.
- Knowledge of outdoor sound system engineering.

### Specific Goals in the Future Design Process

- Create a showcase downtown plaza that connects the existing civic assets to increase the vitality of the downtown area of the City of North Little Rock.
- Provide a welcoming, accessible gateway for a diverse group of visitors.
- Integrate landscape design with surrounding downtown development and future development.
- Promote environmental sustainability.
- Create a public gathering area and permeable hardscape.
- Create a versatile public space that can be transformed easily for multiple uses.

## Submission Format and Requirements

Each respondent shall provide the following information:

1. Cover letter providing a summary of the respondent's basic qualifications, experience, past projects of similar nature and size, and reasons for interest in this opportunity. The letter signed by a principal or authorized officer who may make legally binding commitments for the entity.
2. Identify members of design team. Provide a brief description of each team member's role including the following:
  - Principles involved in the project
  - Résumés of key team members
  - 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
  - Identify the lead contact for the team
3. Description of qualifications, including:
  - a. The respondent's relevant design experience with project for public space place-making and civic plazas.
  - b. A one page resume for each member of the design team who will be working on the project. Provide information on how long the members of the firm have been working together and a list of similar projects the design firm or individuals have each worked on.
  - c. The respondent's demonstrated expertise in:
    - 1) Ability to integrate various elements in the design of a project: functionality, ease of maintenance, sustainability, and durability.
    - 2) Ability to plan and execute work effectively, meet deadlines, and interface professionally with the City of North Little Rock officials.
    - 3) Provide information on the types and amounts of insurance carried by the respondent, including general liability, workers compensation, and professional liability coverage.

4. Provide a list of similar projects completed within the last five (5) years. Provide color images showcasing relevant examples of similar work.
5. Provide the name, address, email address and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.
6. Include any other information you believe to be relevant to the selection of your firm for this project.

Provide the original and five (5) copies of your submission along with a cover letter indicating interest; project understanding; composition of design team; and list of similar projects, color images, table of contents and dividers. Incomplete submissions will not be considered.

Mail or deliver no later than 3:00 p.m. on Thursday, September 22, 2016 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 this RFQ shall be submitted in writing and directed to:

Mary Beth Bowman, Director of Commerce at [mbowman@nlr.ar.gov](mailto:mbowman@nlr.ar.gov)

Questions must be received by Wednesday, September 14, 2016 no later than 4:00 p.m. CST. Questions initiated after September 14, 2016 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 September 16, 2016, and be posted at the following website: [nlr.ar.gov](http://nlr.ar.gov)

Click on Government, then click on Commerce under the Department List and go to Current Bids and Bid Summaries 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.

Proposal to be clearly marked: **Architectural Services for Design of Downtown Plaza RFQ**

## SELECTION PROCESS

All submitted Respondents will be screened by a selection committee composed of staff from the City of North Little Rock and local stakeholders. The selection committee will evaluate all responses based on qualifications and background. The selection committee shall screen and rank all of the responses that are submitted.

Criteria to be used in screening and ranking of the RFQ and selection of the successful firm are as follows:

- **Qualifications of the Firm, including Firm Personnel** – Preference shall be given to those firms and personnel with experience and training in design and construction administration for similar projects, as outline in this RFQ. Demonstrated experience with completed urban landscape projects. Demonstrated ability to generate creative, high quality design ideas and technical solutions.
- **Overall Qualifications of the Project Manager and Project Team** – Qualifications of the Project Manager and those personnel that will be assigned to the project, including the location of their office, will be considered. Preference shall be given to project teams with specific experience in similar projects and any familiarity with the region and proposed projects, as outline in this RFQ.
- **Response Capability / Project Understanding** – Preference shall be afforded to those firms, who in the opinion of the City of North Little Rock are able to adequately respond to requests for consultation meetings, meet project administration requirements, and understand detailed project requirements.

## CONTRACT

After all of the proposals have been reviewed, the firm selected will be invited to negotiate a contract with the City of North Little Rock for architectural and construction administration services for the Downtown Plaza.



## **GENERAL COMMENTS**

1. Any cost incurred by respondents in preparing or submitting a proposal, participating in onsite interview shall be the respondents' sole responsibility.
2. All responses, inquiries or correspondence relating to this RFQ will become the property of the City.
3. 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 Architectural Firm.
4. The City may or may not conduct interviews. 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 North Little Rock City Hall located at 300 Main Street.

## REQUEST FOR QUALIFICATIONS

### ARCHITECTURAL SERVICES FOR DOWNTOWN PLAZA

NORTH LITTLE ROCK, ARKANSAS

### ACKNOWLEDGEMENT OF RECEIPT

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:

Mary Beth Bowman  
Commerce Director  
120 Main Street  
North Little Rock, AR 72114  
Telephone: 501-975-8880  
Fax: 501-975-8885

[mbowman@nlr.ar.gov](mailto:mbowman@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**