CITY OF NORTH LITTLE ROCK, ARKANSAS
COMMERCE DEPARTMENT
Amy Smith, Purchasing Manager
Shelia Harper, Purchasing Agent

P.O. BOX 5757
NORTH LITTLE ROCK, AR 72119
501-975-8881 Phone
asmith@nlr.ar.gov

REQUEST FOR QUALIFICATIONS

Bid Number: 26-3944 Date Issued: November 12, 2026
Date & Time Bid Opening: Friday, December 11, 2026 @ 4:00 p.m.

RFQ NOTICE

THE CITY OF NORTH LITTLE ROCK IS REQUESTING QUALIFICATION STATEMENTS FROM APPRAISERS, ARCHITECTS, CONSTRUCTION MANAGERS, CONSULTANTS (AUDIO VISUAL, COMPUTER, ENVIRONMENTAL, FINANCIAL, ACCOUNTING SERVICES, HOUSING, INSURANCE, PLANNING, COMMERCIAL AND RESIDENTIAL REAL ESTATE, TRAINING AND OTHER CONSULTANT SERVICES THAT MAY OR MAY NOT BE IDENTIFIED), ENGINEERS, AND SURVEYORS FOR PROFESSIONAL SERVICES DURING THE 2027 CALENDAR YEAR (INCLUDES PROJECTS FOR THE NORTH LITTLE ROCK ELECTRIC DEPARTMENT) FOR THOSE INDIVIDUALS/FIRMS INTERESTED IN BEING CONSIDERED BY THE CITY FOR PROFESSIONAL SERVICES.

The City will maintain these qualifications and review them when services are needed by the City.

PLEASE SUBMIT ONE COPY.

QUALIFICATION STATEMENTS SHOULD INCLUDE:

1. HISTORY AND EXPERIENCE
2. STAFF CAPACITY AND QUALIFICATIONS
3. FIELD SUPERVISION CAPABILITY
4. PROJECT LIST AND REFERENCES

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

EXECUTION OF RFQ

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

Name of Firm:_____ Phone No.: _____

Arkansas Tax Permit No.:_____

Business Address: _____

Signature of Authorized Person: _____

Title:_____ Date: _____

UNSIGNED COVER SHEETS WILL BE REJECTED.

NOTICE TO RESPONDENTS
REQUEST FOR QUALIFICATIONS
RFQ-26-3944

The City of North Little Rock invites you to submit a statement of qualifications from Appraisers, Architects, Construction Managers, Consultants (Audio Visual, Computer, Environmental, Financial, Accounting Services, Housing, Insurance, Planning, Commercial and Residential Real Estate, Training and other consultant services that may or may not be identified), Engineers, and Surveyors for Professional Services during the 2027 Calendar Year (Includes projects for the North Little Rock Electric Department) For those individuals/firms interested in being considered by the City for professional services.

Qualification Responses will be received until **Friday, December 11, 2026 at 4:00 PM**, at 700 West 29th Street, North Little Rock, Arkansas 72114. All Responses must be in the City of North Little Rock's possession on or before the scheduled date and time (no late responses will be considered). **The City of North Little Rock's Commerce Division is not open for weekend or holiday deliveries.**

Respondents receiving a Request for Qualifications notice in the mail, or reading the announcement in the newspaper are advised that the documents are available at www.nlr.ar.gov.

The contract will be awarded to the most highly qualified provider of services on the basis of demonstrated competence and qualifications to the City of North Little Rock.

The City of North Little Rock reserves the right to refuse and reject any or all responses, waive any or all formalities or technicalities, accept the response or portions of the response determined to be the best value to the City of North Little Rock, and hold the responses for a period of 120 days without taking action. Respondents are required to hold their responses firm for the same period of time.

Hand-delivered & Courier Submissions:
Commerce Division
700 West 29th Street, 3rd Floor
North Little Rock, AR 72114

LABELING INSTRUCTIONS: Envelopes must be clearly marked:

CITY OF NORTH LITTLE ROCK
REQUEST FOR QUALIFICATIONS
RFQ #26-3944

RESERVATION OF RIGHTS

The City is issuing this RFQ in accordance with applicable laws that allow an agreement with a private entity that displays demonstrated competence and qualifications to perform the requested task.

The City reserves the right to terminate this process and to cancel or modify this solicitation process at any time. In no event will the City or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ, or any other related costs. The prospective firms shall be fully responsible for all costs incurred in the preparation or presentation of the RFQ submittals. The RFQ submittals will become the property of the City.

In connection with the RFQ, the City reserves all rights (which rights may be exercised by the City in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

1. Cancel this RFQ, in whole or in part at any time before the execution of a contract by the City, without incurring any cost, obligations or liabilities.

2. Issue addenda, supplements, and modifications to this RFQ.

3. Revise and modify, at any time before the RFQ submittal due date, the factors or weights of factors the City will consider in evaluating RFQ submittals and to otherwise revise or expand its evaluation methodology as set forth herein.

4. Extend the RFQ submittal due date.

5. Investigate the qualifications of any firm under consideration and require confirmation of information furnished by a firm.

6. Require additional information from a firm concerning contents of its RFQ submittal and/or require additional evidence of qualifications.

7. Waive or permit corrections to data submitted with any response to this RFQ until such time as the City declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.

8. Reject at any time, any or all submittals, responses and RFQ submittals received.

9. Terminate, at any time, evaluations of responses received.

10. Appoint an evaluation committee to review RFQ submittals or responses, make recommendations and seek the assistance of outside experts and consultants in RFQ submittal evaluation.

11. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.

12. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.

13. Disclose information contained in an RFQ submittal to the public as required under the Arkansas Freedom of Information Act.

14. Authorize firms to substitute key personnel until the City declares, in writing, that a particular stage or phase of its review has been completed and closed.

15. Waive deficiencies in an RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.

16. Disqualify any firm that changes its RFQ submittal without the City of North Little Rock's authorization.

17. Exercise any other right reserved or afforded to the City under this RFQ. The City reserves the right to modify the process, in its sole discretion, to address applicable law and/or the best interest of the City.

City may, at its discretion, and with agreement of Professional, extend the Contract under all of the terms and conditions contained in the Contract for two (2) additional one (1) year periods ("Extension Term"). City shall give Professional written notice of City's intention to extend the Contract term not less than sixty (60) days prior to the end of the Contract term then in effect.

The City shall not, under any circumstances, be bound by or be liable for any obligations with respect to any services until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the City have been executed and authorized by the City, and then only to the extent of such agreements.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

COMPANY NAME: _____

ADDRESS: _____

COUNTY/STATE/ZIP: _____

GENERAL TERMS AND CONDITIONS FOR THE CITY OF NORTH LITTLE ROCK, AR

1. **REJECTION**

   A. The City reserves the right to reject any or all RFQ's, to waive any minor informality or irregularity in any RFQ, to negotiate changes and/or modifications with the lowest responsible Respondent and to make award to the response deemed to be the most advantageous to the City. Respondents shall be required to comply with all applicable federal, state and local laws.

   B. The City reserves the right to cancel RFQ's without penalty with it is in the best interest of the City. Notice of Cancellation shall be inserted on the City's website (www.nlr.ar.gov).

   C. Any RFQ not conforming to the specifications or requirements set forth by the City in this request may be rejected.

   D. RFQ's may be also rejected if they are made by a Respondent that is deemed un-responsible due to lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.

   E. The City of North Little Rock reserves the right to reject any and all RFQ's, to accept in whole or in part, to waive any Informalities in RFQ's received.

2. Quality, time and probability of performance may be factors in making an award.

3. RFQ's submitted will remain firm for 120 calendar days from RFQ opening date.

4. Respondent must submit a completed signed copy of the front page of the RFQ and must submit any other information required in the RFQ.

5. In the event a contract is entered into pursuant to the RFQ, the Respondent shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The Respondent must include in any and all subcontracts a provision similar to the above.

6. RFQ's will not be considered if they are:

   1. Submitted after the RFQ's opening time.
   2. Submitted electronically or faxed (unless authorized by Purchasing Manager).

7. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the Respondent with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.

8. The RFQ 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.

9. The City of North Little Rock will follow procedures to check Respondent's eligibility through the federal System for Award Management (S.A.M.) as outlined in 2 C.F.R. § 200. This will be completed prior to the award of any contract in which federal grant funds will be expended.

10. Respondents acknowledge and understand that upon award of the winning RFQ, the Respondent will be required to review and sign a contract with the City of North Little Rock, which will contain additional terms and conditions, prior to providing any services to the City. In the event of any discrepancy or contradiction between the RFQ documents, Terms and Conditions or other such documents, the provisions in the contract shall take precedence.

11. Additional information or bid forms may be obtained from:

    COMMERCE DEPARTMENT, 700 West 29th Street, P.O. Box 5757 (72119), North Little Rock, Arkansas 72114 (501) 975-8881 www.nlr.ar.gov

Documents must be submitted on or before the RFQ's opening date and time. Unless noted, RFQ's must be sealed and mailed or delivered to:

Amy Smith, Purchasing Manager
Commerce Department
700 W. 29th Street, 3rd Floor
North Little Rock, AR 72114

The City of North Little Rock is committed to fair and equal opportunity in employment and service delivery regardless of race, color religion, gender, age, disability, sexual orientation, gender identity or expression, genetic information, marital status, national origin, or veteran status. This policy statement reinforces and communicates that commitment to employees.