



**CITY OF LITTLE ROCK, ARKANSAS**

**REQUEST FOR QUALIFICATIONS**

**FOR**

**PLANNING CONSULTANT  
(AHTD PROPOSED 30 CROSSING PROJECT)**

**BID #15171**

**RFQ Issue Date:  
12/01/15**

**Responses Due By:  
3:00 p.m. on December 22<sup>nd</sup> 2015**

**Pre-Bid Meeting:  
None**

A Prospectus for Commissioning an Assessment, Evaluation and Recommendation(s) for a multi-modal solution to the transportation needs of the Central Core (Arkansas River south to Fourche Creek, Bond Avenue to Broadway) of the City.

### Project Intent:

The City of Little Rock seeks to commission a consultant to review the transportation needs of the Central Core of Little Rock – both local and regional to recommend solutions addressing all modes of transportation. Interested parties who desire consideration for this commission shall prepare and submit a single document containing qualifications of consulting firm/team. This request for qualifications, contained herein, shall be grounds for selection and recommendation to Little Rock Board of Directors.

### Criteria for Selection:

The consultants shall:

- \_ Demonstrate overall firm's capability for handling a project of similar type and complexity
- \_ Provide credentials and experience of professionals assigned to manage the project
- \_ Discuss philosophy and overall approach to the proposed work
- \_ Note firm's ability to complete project in required time frame and within budget

Desired services include preparing a plan that reflects the following:

1. Review Planning documents for the area (Imagine Central Arkansas- Blueprint for a Sustainable Region, Connection Arkansas Program (CAP) CA0602 (30 Crossing), City of Little Rock Master Street Plan, City of Little Rock Land Use Plan, East of Interstate 30 Study, Downtown Framework for the Future Plan, Downtown Neighborhood Plan, etc.)
2. Provide future goals, objectives, and direction for the City of Little Rock based on needs assessment, and input from meetings with citizens, the project team of community users, the Little Rock Planning and Public Works staffs, culminating in the a recommendation for a long range vision for the Central Core.
3. Provide recommendations for roads, paths, pedestrian, transit, motorized vehicles, and non-motorized vehicles, as well as street scape and recreational movement within and through the area.
4. Identify gap measures between the current status of existing Plans and ultimate strategies and recommendations of the Study. Strategies shall include but shall not be limited to recommendations to utilize partnerships with various groups such as: community organizations, companies, users, and volunteer groups.

## Eligibility

The project is open to all properly licensed and insured designers and planners, regardless of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

Consultant teams are eligible to apply, including teams of designers from multiple disciplines.

The City of Little Rock encourages participation of small, minority, and woman owned 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.

## Submission:

Consulting/Design firms interested in this project shall prepare and submit the following requests for qualifications:

1. **Firm.** List the name, address, and phone number of the primary firm submitting the proposal. State whether or not the proposal is a joint venture. List all other consulting firms that are a part of the proposal.
2. **Current Work.** Provide a list of all work currently under contract with the City of Little Rock by any member of the project team.
3. **Project Leader and Team.** List the name, title, telephone number, and primary qualifications of team leader. This person will be the primary contact person and shall be directly involved in all phases of the work. Provide resumes of all participants.
4. **Reference Projects.** Provide a brief synopsis for three similar studies or completed projects. Include scope of work, extent of involvement, cost of primary firm and/or project for each and describe similarities to requested work. Also include location of job, name of client, contact person, and phone numbers.
5. **Approach.** Outline the approach to be taken in the project. Discuss in outline format, the approach to be taken for providing services for the project. Discuss any additional concerns that occur in reviewing the existing conditions and project site.
6. **Schedule.** Develop a schedule for this project study from acceptance through completion. Include Owner review and approval time. Discuss your capacity to schedule this contract within your existing commitments.
7. **Additional Information.** Up to three selections of support materials such as reviews, news articles and other related information which you feel supports your firm's qualification for this project may be included. These shall be bound and contained within the prospectus.

**The successful firm(s) must be authorized to conduct business in Arkansas prior to entering a consultant contract with the City.**

Consulting firm interested in being considered for commission shall submit the noted materials before 3:00 pm, December 22, 2015 to:

Abdoul Kabaou, Purchasing Manager  
City of Little Rock  
500 West Markham, Room 300  
Little Rock, Arkansas 72201  
501-371-4560

To be considered, six copies of the prospectus shall be received by the date and time set and noted herein by the Purchasing Agent. It shall be packaged in such a manner that the sealed, opaque envelope clearly reflects the project name (see title of prospectus), bid number (see upper right corner of RFQ) and the applicant's name and address.

All materials submitted become the property of the City of Little Rock and will not be returned unless a self-addressed and stamped envelope, with sufficient postage, is provided. The City of Little Rock will make every effort to protect submitted materials; however, it will not be responsible for any loss or damage. The City of Little Rock reserves the right to reject any and all applications.

### Selection Process:

As approved by the City Manager, a consultant selection committee will review all applicable submissions and select designers to be interviewed and recommended in accordance with provisions of Little Rock Ordinance No. 15, 221 for competitive selection of professional service providers.

Committee members will score each proposal according to criteria for selection noted at the beginning of this prospectus and record their scores on a selection-rating sheet (see attached sample sheet). After scoring and ranking all proposals, the committee may elect to conduct interviews with the top ranked firms in order to make its final selection. Following a final committee ranking of proposals, a fee negotiation will begin with the top ranked firm. If a negotiation of a fee amount, schedule or contract is not successful within the limits set by the selection committee, other respondents will be contacted in order of their proposal ranking to secure a contract for recommendation to Little Rock Board of Directors.

## Additional Information

If you have any other questions or need any additional information, e-mail Tony Bozynski at [tbozynski@littlerock.org](mailto:tbozynski@littlerock.org).

### **Example of Selection Rating for Providers of Professional Services**

Firm's name submitting prospectus

#### **Criteria Weight Score Weighted Score**

1 low – 10 high

**Experience 30%** \_\_\_\_\_

Demonstrate overall firm's capability for handling a project of similar type and complexity

**Team 25%** \_\_\_\_\_

Provide credentials and experience of professionals assigned to manage the project

**Approach 25%** \_\_\_\_\_

Discuss philosophy and overall approach to the proposed work

**Schedule 20%** \_\_\_\_\_

Note firm's ability to complete project in required time frame

**Total 100%** \_\_\_\_\_

10.0 max

Score each criterion using a 10.0 to the top firm of your choice. Other firms shall then be scored 0.0 to 9.9 relative to top firm.

## TERMS AND STANDARD CONDITIONS

### CITY OF LITTLE ROCK, ARKANSAS

#### PLEASE READ CAREFULLY

1. When submitting an "Invitation to Bid," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Invitation to Bid."
2. Prices quoted are to be net prices, and when an error is made in extending total prices, the City may accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.
3. Discounts offered will be taken when the City qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.
4. When bidding other than the brand and/or model specified in the "Invitation to Bid," the brand and/or model number must be stated by the item in the "Invitation to Bid," and descriptive literature be submitted with the bid.
5. The City reserves the right to reject any and all bids.
6. The Purchasing office reserves the right to award items, all or none, or by line items (s).
7. Quality, time and probability of performance may be factors in making an award.
8. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the City Purchasing Division.
9. Bidder must submit a completed, signed copy of the front page of the "Invitation to Bid," and must submit any other information required in the "Invitation to Bid".
- 10. As a condition for doing business with the City of Little Rock, the contractor shall not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, or genetic information and shall require such compliance in agreements with subcontractors and sub-subcontractors.**
11. Sales or Use Tax is not to be included in the bid price, but is to be added by the vendor to the invoice billing to the City. Although Use Tax is not to be included in the bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
12. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated City facility in Little Rock. Charges may not be added after the bid is opened.
13. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between them at the discretion of the Purchasing Division.
14. Specifications furnished with this Invitation are intended to establish a desired quality or performance

level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price, other than designated brands and/or models approved as equal to designed products shall receive equal consideration.

15. Samples of items when required must be furnished free, and, if not called for within 30 days from date of bid opening, will become property of the City.
16. Bids received after stated time for opening will not be considered.
17. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.
18. CONSTRUCTION
  - A. When noted, the Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor; in no way will the City be responsible in case of accident.
  - B. When noted, a certified check or bid bond in the amount of 5% of total bid shall accompany bid.
  - C. A Performance Bond equaling the total amount of any bid exceeding \$20,000 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Act 351 or 1953 as amended by Act 539 of 1979).
19. Liquidated Damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on the bid form and/or provided for by the plans and specifications.
20. Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions and all conditions of bidding shall be construed in the light most favorable to the City.
21. The bid 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.
22. Attention is called to the fact that not less than the minimum prevailing salaries and wages as set forth in the contract documents must be paid on the project if applicable.
23. The City of 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.