

**SPECIFICATIONS
AND
REQUEST FOR PROPOSALS
FOR
TESTING SERVICES FOR CAPITAL IMPROVEMENT PROJECTS**

**CLR NO. C15007
CITY OF LITTLE ROCK, ARKANSAS**



OPENING DATE 07/01/15 @ 2:00 PM

**DEPARTMENT OF PUBLIC WORKS
CIVIL ENGINEERING DIVISION**

ADVERTISEMENT FOR PROPOSALS
BID # C15007

The City of Little Rock, Arkansas, is soliciting proposals and bids for **TESTING SERVICES FOR CAPITAL IMPROVEMENT PROJECTS**. Successful bidder is to perform services described in Specification for Testing Services at locations designated by City for the specified unit prices. **All category (#1, #2, & #3) numbers shall be considered part of one contract & will be awarded to a single bidder.** Reports for each project shall be submitted on separate forms. Invoices shall identify costs for each project separately with appropriate Job Name, Location, Etc. Items, Quantities, Descriptions, etc. for Category 1 Concrete Testing, Category 2 Asphalt Testing, and Category 3 Soils / Aggregate Testing, can be reviewed in Bid Schedule of Contract Documents.

Copies of Contract Documents may be obtained from Civil Engineering Division, Department of Public Works, 701 West Markham, Little Rock, AR.

City reserves right to reject any or all bids or to waive any informalities in bidding. Bids may be held by City for a period not to exceed sixty (60) days from date of opening of bids for purpose of reviewing bids and investigating qualifications of bidders prior to awarding of contract.

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 owned businesses to partner with them.

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.

SUBMISSION REQUIREMENTS

General. The submission procedure will be a two (2)-step process. Submissions must be submitted in two (2) parts placed in a sealed package, with each part to be in a separate sealed envelope. One sealed envelope is to contain testing services qualifications as detailed below and the second envelope is to contain the amount bid for a one-year contract.

It is the intent of the City to receive proposal submittals that are specific and thorough, yet concise and to the point, with a minimal amount of marketing material or “boilerplate” language. 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/or all applications.

Contents. Each Proposal submission must be organized as follows:

Part 1: A sealed envelope labeled “**BID C15007 – Testing Services for Capital Improvement Projects**” is to contain **an original and 6 copies** of the following:

- a) Identification of the city project and bid number.
- b) Signature of the official who is authorized to sign contracts on behalf of the bidder.
UNSIGNED PROPOSAL SUBMISSIONS WILL NOT BE CONSIDERED.
- c) The address and phone number of the office that will perform the work, if different.
- d) Experience:
 - List all disciplines represented on staff and the number of persons in each discipline.
 - Provide brief resumes of key personnel.
 - Provide a narrative of any additional information that supports the company’s qualifications.

NOTE: Bidders who include any financial information in the envelope for Part 1 – Qualifications, including costs or fees for previous work or costs or fees proposed for this Work, shall be disqualified from consideration. The bid amount financial information is to be provided only in the envelope for Part 2.

Part 2 shall be the signed bid placed in a sealed envelope labeled “**BID # C15007 – Testing Services for Capital Improvement Projects**”, which shall be written on the attached Part 2 Addendum, showing the amount bid for the contract. It shall be signed and dated by a representative of the bidding company.

Parts 1 and 2 (the two separately sealed and labeled envelopes) shall be placed in a sealed package labeled “**BID # C15007 – Testing Services for Capital Improvement Projects**” and delivered to the Purchasing Agent at the address listed below by the bid deadline, which is no later than 2:00 p.m. Local Time on July 1st, 2015.

Submission of Proposals: The address for the submission of proposals is as follows:

Mr. Abdoul Kabaou
Purchasing Manager
City of Little Rock
500 West Markham, Room 300
Little Rock, Arkansas 72201

Failure to follow instructions in this RFP will be cause to reject the bid.

Any proposals received other than as stated above or that are received after the above-stated time and date will not be considered. It shall be sole responsibility of the bidder to have the

proposal delivered to the Purchasing Office for receipt on or before the above-stated time and date. Materials included in the Proposal Packet must document that the bidder meets the minimum qualifications and should support the evaluation criteria attached to this RFP. The official who is authorized to sign contracts on behalf of the bidder must sign the Proposal Submission in ink. **UNSIGNED PROPOSAL SUBMISSIONS WILL NOT BE CONSIDERED.**

Selection Process

As approved by the City Manager, a selection committee will review all applicable submissions and will select the firms deemed to be qualified for the type services needed. The committee may elect to conduct reference interviews and structured personal interviews with the qualified firms in order to make its final selection.

Those firms deemed qualified by the Part 1 review by the selection committee will be considered qualified and only qualified firms are eligible to have their Part 2 financial information considered. The lowest priced qualified proposal will then be chosen 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, please call T.L. Jumper, Civil Engineer III- Construction, at 501-371-4823 or email tjumper@littlerock.org

Amendments. This RFP and the City’s Standard Terms and conditions for Invitations to Bid shall not be changed except by official written addendum issued by the City of Little Rock Purchasing Agent and posted on the City’s website at www.littlerock.org. **IT IS THE BIDDER’S RESPONSIBILITY TO REVIEW THE CITY OF LITTLE ROCK BID INFORMATION ONLINE TO ENSURE THAT THEY HAVE RECEIVED AND RESPONDED TO ALL AMENDMENTS TO THE RFP.**

Questions. All questions regarding this RFP must be submitted in writing to T.L. Jumper, City of Little Rock Civil Engineer III, at tjumper@littlerock.org. Questions must be submitted no later than **6/19/15**. Any clarification of this RFP will be published on the City’s website www.littlerock.org. The City will respond to all questions no later than **6/24/12**.

Reservation. The City of Little Rock reserves the right to reject any and all Proposal submissions and to waive minor deviations and informalities. Publication of this RFP does not commit the City of Little Rock to contract for services. The City will not be responsible for any costs incurred by the bidder in preparing or submitting its Proposal Packet.

BID

Place _____

Date _____

Project No. _____

Proposal of _____ (hereinafter called "Bidder") a corporation, organized and existing under the laws of the State of _____,* a partnership, or an individual doing business as _____. To the City of Little Rock, City Hall, Little Rock, Arkansas (hereinafter called "Owner").

Bidder:

The Bidder, in compliance with your invitation for bids for the

TESTING SERVICES FOR CAPITAL IMPROVEMENT PROJECTS

having examined bidding and contract specifications documents, and being familiar with general conditions surrounding construction sites is able to perform services in accordance with contract documents, within time set forth therein, and at prices stated below. These prices are to cover all expenses incurred in performing work required under contract documents, of which this proposal is a part.

Bidder acknowledges receipt of the following addendum:

No. _____	Date _____	No. _____	Date _____
No. _____	Date _____	No. _____	Date _____
No. _____	Date _____	No. _____	Date _____

Bidder agrees to perform all testing or inspection work described in specifications for following unit and lump sum prices:

*Insert corporation, partnership or individual as applicable.

BASE BID UNIT PRICE SCHEDULE

Bidder agrees Bid to perform described work for Testing Services at locations designated by City for following unit prices. **All category numbers and items (#1, 2,& 3) shall be considered part of one contract & will be awarded as a single contract.** Reports shall be submitted on separate forms. Invoices for services shall identify costs for each project separately with appropriate Job Name, Location, Etc., as detailed in Specifications.

Dated this ____ day of _____, _____.

(Name of Bidder)

By: _____

Title: _____

State of _____

County of _____

_____ being duly sworn deposes and says that he/she is
_____ of _____

(Name of organization)

And answers to foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this ____ day of _____, _____.

Notary Public: _____

My Commission Expires _____, _____

PART 2

BID FOR TESTING SERVICES FOR CAPITAL IMPROVEMENT PROJECTS

CATEGORY 1 – POTLAND CEMENT CONCRETE ITEMS

Item 1A **DESCRIPTION:**
Lump Sum item for Portland cement concrete compression tests including site visit – include the following items in the lump sum price: Mobilization to site, sample and perform slump, temperature, and air content tests, mold three (3) cylinders and compression test cylinders at following intervals: one (1) at seven days, two (2) at twenty-eight days for average.

<u>Quantity</u>	<u>Price Written in Words</u>	<u>Unit Price</u>
1	_____	\$ _____

Item 1B **DESCRIPTION:**
Lump sum item for each additional Portland cement concrete compression tests requested to be accomplished at the same time, same site visit in addition to item #1 – include the following items in the lump sum price; sample and perform slump, temperature, and air content tests, also mold three (3) cylinders and compression test cylinders at following intervals: one (1) at seven days, two (2) at twenty-eight days for average.

<u>Quantity</u>	<u>Price Written in Words</u>	<u>Unit Price</u>
1	_____	\$ _____

CATEGORY 2 – ASPHALT CONCRETE PAVEMENT ITEMS

Item 2A **DESCRIPTION:**
Lump sum item for testing asphalt concrete mixture (Marshall method) - core 4 inch sample including density, stability, flow, retained stability, air voids & voids in mineral aggregate including backfilling of core holes by bidder – price includes site visit.

<u>Quantity</u>	<u>Price Written in Words</u>	<u>Unit Price</u>
1	_____	\$ _____

Item 2B **DESCRIPTION:**
Lump sum item to accomplish each additional test at the same time & site, in addition to item 2a for asphalt concrete mixture (Marshall method) - core 4 inch sample including density, stability, flow, retained stability, air voids & voids in mineral aggregate including backfilling of core holes by bidder.

<u>Quantity</u>	<u>Price Written in Words</u>	<u>Unit Price</u>
1	_____	\$ _____

CATEGORY 3 – SOILS AND BASE CLASSIFICATION TEST

Item 3A DESCRIPTION:
Lump sum item to sample and perform each additional test classification test by AASHTO/ASTM method, include in report moisture/density, grain size and Atterburg limits – price includes site visit.

<u>Quantity</u>	<u>Price Written in Words</u>	<u>Unit Price</u>
1	_____	\$ _____

Item 3B DESCRIPTION:
Lump sum item for additional tests to sample and perform each additional test at the same time, same site visit, classification test by AASHTO/ASTM method, include in report moisture/density, grain size and Atterburg limits.

<u>Quantity</u>	<u>Price Written in Words</u>	<u>Unit Price</u>
1	_____	\$ _____

Item 3C DESCRIPTION:
Lump sum item for moisture & density testing of aggregate stone base course class 7 or soils. Price includes field determination of moisture with density at three (3) locations within limits of one project (density by nuclear method) – price includes site visit.

<u>Quantity</u>	<u>Price Written in Words</u>	<u>Unit Price</u>
1	_____	\$ _____

Item 3D DESCRIPTION:
Lump sum item for each additional test of moisture & density of aggregate stone base course class 7 or soils performed at the same time & site, in addition to item 3C – one (1) field determination of moisture with density within limits of one project (density by nuclear method).

<u>Quantity</u>	<u>Price Written in Words</u>	<u>Unit Price</u>
1	_____	\$ _____

<u>TOTAL LUMP SUM BID AMOUNT ALL CATEGORIES 1, 2, & 3</u> \$ _____ <u>TOTAL LUMP SUM BID AMOUNT (in words):</u> _____ <div style="text-align: center;">Dollars</div>

This agreement shall expire one year from the award date with an option to renew one additional year. Above category unit prices shall include all labor, materials, overhead, profit, insurance, etc., to cover finished work of the several kinds called for.

Bidder understands Owner reserves right to reject any or all bids and to waive any informalities in bidding.

Bidder agrees bid shall be good and may not be withdrawn for a period of 60 calendar days after scheduled closing time for receiving bids.

Upon receipt of written notice of acceptance of bid, Bidder will execute formal contract attached within 10 days and provide copy of insurance.

By _____ Bidder
(Seal- if bid is by a corporation) _____ Signature
Title _____

(Street Address)

(City, State, Zip)