



# Request for Qualifications (RFQ)

**Bid Event: 1935**

Downtown Master Plan



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The capital city of Arkansas is also the state's largest municipality, with over 202,000 people calling it home. The City of Little Rock employs over 2,500 employees in 14 departments. It is our mission to ensure our city is a safe, secure, and prospering place to live, work, and play.

Mayor Frank Scott Jr

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This bid solicitation was issued by the City of Little Rock Procurement Division.

Bid Number	1935		
Product or Service	Downtown Master Plan		
Department	Planning and Development		

Solicitation Issue Date	1/3/2022 – 5:00PM		
Response Due Date	2/3/2022	Time	12:00 PM

Pre-Bid Meeting	Wednesday January 18 <sup>th</sup> , 2022 – 12:30PM		
Pre-Bid Meeting Link	<a href="https://littlerockgov.webex.com/littlerockgov/j.php?MTID=mdd399c8e7ce4d5beb46ad98bec252f9c">https://littlerockgov.webex.com/littlerockgov/j.php?MTID=mdd399c8e7ce4d5beb46ad98bec252f9c</a>		
Bid Opening WebEx:	<a href="https://littlerockgov.webex.com/littlerockgov/j.php?MTID=m73ef9e05aadfbbc5b44f6cc281402eb9">https://littlerockgov.webex.com/littlerockgov/j.php?MTID=m73ef9e05aadfbbc5b44f6cc281402eb9</a>		

Bids **shall** not be accepted after the designated response due date and time. It is the responsibility of vendors to submit responses online at <https://www.littlerock.gov/lrprocure> on or before the due date and time. Responses received after the designated due date and time **shall** be considered late and **shall** be returned to the vendor without further review.

Vendor agrees that any additional terms or conditions submitted by vendor that conflict with requirements in this bid solicitation, whether submitted intentionally or inadvertently, may cause the vendor’s response to be rejected. If the City, in the City’s sole discretion, determines that such a conflict applies to a material term of this solicitation, then the vendor’s response **shall** be disqualified.

**Brief Description**

Little Rock is the State Capital and the largest city in Arkansas. It was chartered in 1835 and is located in the central part of the state, approximately 135 miles west of Memphis, Tennessee. The city has a population of 202,591 according to the 2020 census certified by the Arkansas State Treasurer. The 2022 adopted operating budget revenues as approved by Ordinance No. 22079 (December 21, 2021), are \$288,913,693, including the General Fund revenue budget of \$222,166,164.

This document is a Request for Qualifications (RFQ) issued by the City of Little Rock and funded with Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) funds to contract with vendors who are authorized to do business in the State of Arkansas and are qualified to provide the requested service(s) outlined within this bid document.

SLFRF funds are intended to provide support to State, local, and Tribal governments (together, recipients) in responding to the impact of COVID-19 and in their efforts to contain COVID-19 on their communities, residents, and businesses. SLFRF-funded projects should advance shared interests and promote equitable delivery of government benefits and opportunities to underserved communities, as outlined in [Executive Order 13985, On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#); and Transparency and public accountability for SLFRF award funds and use of such funds are critical to upholding

program integrity and trust in all levels of government, and managed consistent with Administration guidance per [Memorandum M-21-20](#) and [Memorandum M-20-21](#).

This is a Request for Qualifications to firms with extensive experience in comprehensive master planning that guides how the City of Little Rock's downtown area should adapt, respond, improve, maintain, and transform for inclusive growth, sustainable development, and equitable prosperity over the next ten (10) years.

The last decade has brought significant changes in how downtown looks and feels. While the residential rental market has remained strong, there are significant vacancies in the commercial sector. Little Rock is still experiencing the impact of the urban renewal policies of the 1950's with the loss of physical fabric significant to the city's unique identities in exchange for with a plethora of surface parking lots in our urban core. Though clusters of density and activity prevailed and revived in the intermediary of compensatory urban policies, gaps persist in our city's urban fabric. These gaps contribute to issues of connectivity, access, density, cohesion, and inclusion. For example, there is no comprehensive network of bicycle paths connecting our historic and unique downtown neighborhoods to incredible resources like the Arkansas River trail.

The last decade has brought significant changes in how downtown looks, feels, and functions. Multiple districts within downtown have persisted, revived, or transformed. A restaurant-centric corridor on Main Street is proving successful, while South Main Street is re-emerging as a mixed-use neighborhood with its own identity complete with residential, restaurants, and retail establishments. The East Village—having once been an industrial center on the periphery—is seeing substantial investment with mixed-use development near the Clinton Library and a marina on the Arkansas River. The River Market led the way in the early 1990's in revitalization initiatives, but aspects need improvement for safety and sustainability. Opportunely, the open space created resulting from the 30 Crossing highway construction project creates a significant opportunity for appropriate reuse and/or redevelopment. Adding another park to the system may or may not be the best use of the land.

Tourism and convention business has seen a resurgence in a post covid era. Downtown condos have remained reasonably full, while commercial redevelopment of vacant towers has lost momentum. The Capitol Avenue corridor has been neglected and the vacant buildings and parking lots between Broadway and the State Capitol need to be rehabilitated, activated, or reimaged. The State of Arkansas is also vacating downtown office space in recent years, while the private sector opts to build in other areas of our city and major employers move away from downtown.

The City of Little Rock is looking for a consultant who will take these themes and dynamics and develop them into a master development and implementation plan that will address these opportunities while building on our current successes.

## 1. Definitions

The City has made every effort to use industry-accepted terminology in this solicitation and will further clarify any point or item in question as indicated in the Questions and Clarifications section.

- a) The words “**must**” and “**shall**” signify a requirement of this solicitation and that vendor's agreement to and compliance with that item is mandatory.
- b) “Prospective Vendor” means a person who submits a bid in response to this solicitation.
- c) “Vendor” means a person who sells or contracts to sell commodities and/or services.
- d) “Recipient” means an eligible entity identified in sections 602 and 603 of the Social Security Act as added by section 9901 of the American Rescue Plan Act of 2021 (the “SLFRF statue”) that receive an SLFRF award. In this instance, “recipient” means the City of Little Rock.

- e) “Subrecipient” means an eligible entity identified under the SLFRF program that receive a subaward from a Recipient to carry out the purposes (program or project) of the SLFRF award on behalf of the of the Recipient.
- f) “Responsive bid” means a bid submitted in response to this solicitation that conforms in all material respects to this RFQ.
- g) “Bid Submission Requirement” means a task a Prospective Vendor **must** complete when submitting a bid response. These requirements will be distinguished by using the term “**shall**” or “**must**” in the requirement.
- h) “Requirement” means a specification that a vendor’s product and/or service **must** perform during the term of the contract. These specifications will be distinguished by using the term “**shall**” or “**must**” in the requirement.
- i) “City” means the City of Little Rock, Arkansas. When the term “City” is used herein to reference any obligation of the City under a contract that results from this solicitation.
- j) “RFQ” means Request for Qualifications.
- k) “Best Interests” used herein means practicing economical frugality, professionalism, and a firm commitment to the publicly stated goals of the City.

## **2. Complementary Documentation**

- a. Bid 1935 – Attachment B – Greater Downtown Map
- b. Bid 1935 – Attachment C – Funding Language
- c. Bid 1935 – Attachment D – Pre-Bid Meeting Link
- d. Bid 1935 – Attachment E – Bid Opening Link

## **3. Scope of Services**

### **3.1 Goal**

- A. The City of Little Rock is seeking technical proposals and performance data from qualified consulting firms for planning services to create a Downtown Master Plan to guide future city growth through clear policies and implementation strategies.

### **3.2 Terms of Award**

- A. Recipients under the SLFRF program are the eligible entities identified in sections 602 and 603 of the Social Security Act as added by section 9901 of the American Rescue Plan Act of 2021 (the “SLFRF statute”) that receive a SLFRF award. Subrecipients under the SLFRF program are entities that receive a subaward from a recipient to carry out the purposes (program or project) of the SLFRF award on behalf of the recipient and are subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (the Uniform Guidance”). The subrecipient must sign the ARPA Subrecipient agreement before the project or program can be awarded.
- B. The Award Terms and Conditions of the SLFRF financial assistance agreement sets forth the compliance obligations for recipients pursuant to the SLFRF statute, the Uniform Guidance, and Treasury’s Interim Final Rule. Recipients should ensure they remain in compliance with all Award

Terms and Conditions. These obligations include the following items in addition to those described above:

- a. SAM.gov Requirements. All eligible recipients are also required to have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>). To ensure timely receipt of funding, Treasury has stated that Non-entitlement Units of Government (NEUs) who have not previously registered with SAM.gov may do so after receipt of the award, but before the submission of mandatory reporting.
- b. Recordkeeping Requirements. Generally, your organization must maintain records and financial documents for five years after all funds have been expended or returned to Treasury, as outlined in paragraph 4.c. of the Award Terms and Conditions. Treasury may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. Your organization must agree to provide or make available such records to Treasury upon request, and to any authorized oversight body, including but not limited to the Government Accountability Office (“GAO”), Treasury’s Office of Inspector General (“OIG”), and the Pandemic Relief Accountability Committee (“PRAC”).
- c. Single Audit Requirements. Recipients and subrecipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements.<sup>8</sup> Recipients and subrecipients may also refer to the Office of Management and Budget (OMB) Compliance Supplements for audits of federal funds and related guidance and the Federal Audit Clearinghouse to see examples and single audit submissions.
- d. Civil Rights Compliance. Recipients of Federal financial assistance from the Treasury are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving Federal financial assistance from the Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department’s implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department’s implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23.
  - i. To carry out its enforcement responsibilities under Title VI of the Civil Rights Act, Treasury will collect and review information from recipients to ascertain their compliance with the applicable requirements before and after providing financial assistance. Treasury’s implementing regulations, 31 CFR part 22, and the Department of Justice (DOJ) regulations, Coordination of Non-discrimination in Federally Assisted Programs, 28 CFR part 42, provide for the collection of data and information from recipients (see 28 CFR 42.406). Treasury may request that recipients submit data for post-award compliance reviews, including information such as a narrative describing their Title VI compliance status.
  - ii. See flexibility provided in [https://www.whitehouse.gov/wp-content/uploads/2021/03/M\\_21\\_20.pdf](https://www.whitehouse.gov/wp-content/uploads/2021/03/M_21_20.pdf).
  - iii. For-profit entities that receive SLFRF subawards are not subject to Single Audit requirements. However, they are subject to other audits as deemed necessary by authorized governmental entities, including Treasury, the GAO, the PRAC and the Treasury’s OIG.

- C. The terms of this award will be for one (1) year.
- D. This solicitation **shall** be awarded, on an all or none basis, to the highest qualified vendor who meets all specified requirements, and who has the absolute capability to provide the required services. Responses to this solicitation will be used by Little Rock's Human Resources Department to determine if the vendor has the appropriate experience, licensures, and qualifications to be considered for the project.
- E. The vendor **shall** provide proof of having a valid City of Little Rock Business License prior to any award or contract.
- F. This contract is subject to fiscal appropriation, the approval of the Little Rock Board of Directors, and successful contract negotiation.

### 3.3 **Outcomes Desired**

- A. The work will generally consist of developing strategies for underutilized and vacant buildings, a proposed mixture of uses and alternative uses within buildings, increasing multimodal connectivity, reducing parking lot development, increasing sustainable parking solutions, guidance on the implementation of any proposals, prioritization of recommendations, and strategies for an increase in density.
- B. Develop an interactive web-based version of the final plan with an executive summary and a guide for implementation.
- C. Key concepts addressed should be:
  - 1. Underused/Vacant Buildings & Adaptive Reuse
  - 2. Increase Downtown Density
  - 3. Incentive Programs
  - 4. Development Strategies
  - 5. Study of Existing Building and parking stock and the city's growth needs
  - 6. Multi-model corridors and traffic study
  - 7. Parks
  - 8. Implementation Plan
  - 9. Public engagement strategies

### 3.4 **Minimum Qualifications**

- A. Vendor must prove they are a consulting firm duly licensed to perform planning consulting work.
- B. Vendor must display that they have specialized experience relating to preparation of Downtown Master Plans for a minimum of two (2) other municipalities or governing bodies.
- C. Vendor must submit a company brochure with general information on the firm and a resume of key personnel.

### 3.5 **Minimum Requirements**

- A. A technical proposal and performance data showing specialized experience and technical competence in similar work.
- B. The capacity and capability of the firm to perform the work within a time frame set forth once the consultant is officially selected, and contract is finalized.

- C. Past record of performance of the firm with respect to factors such as cost controls, work quality, ability to meet deadlines. **Vendors shall not include pricing information in their technical proposal regarding this solicitation; cost control factors must represent past performance only.**
- D. The firm’s proximity to and familiarity with the area in which the project is located will be used to evaluate qualifications.

**4. Results Driven Contracting Requirements**

The City seeks to actively and regularly collaborate with the vendor and other stakeholders to enhance accountability and contract management, improve results, and adjust the delivery of products and/or services based upon learning what works. In part of this effort, the City **shall** require all the following principles be followed

- a) Defined Performance Objectives state the data fields to be collected, outcome, and indicator metrics to be reported, and trends to be monitored.
- b) Reliable Data Collection and Reporting state the data frequency between the City and the vendor to ensure that key stakeholders operate with a common understanding of performance and trends.
- c) Consistent and Collaborative Meetings to Review and Improve Performance state that the City and the vendor will employ real-time information to track performance, identify good practice, and swiftly, collaboratively, and effectively address any challenges.

<b>Metric</b>	<b>Data Source</b>	<b>Data Frequency</b>	<b>Responsibility</b>	<b>Review Cadence</b>
1. On a linear scale from 1 to 5, please rate the vendor’s overall performance and quality of work regarding the final Downtown Master Plan.	Department Records	Completion of Contract	Planning and Development	Completion of Contract
2. On a linear scale from 1 to 5, please rate the vendor’s ability to address the 10 key concepts as referenced in 3.3-C.	Department Records	Completion of Contract	Planning and Development	Completion of Contract
3. On a linear scale from 1 to 5, please rate the vendor’s ability to meet deadlines and time for project completion.	Department Records	Monthly	Planning and Development	Completion of Contract
4. On a linear scale from 1 to 5, please rate the vendor’s interactive web version of the final plan.	Department Records	Completion of Contract	Planning and Development	Completion of Contract
5. Vendor Performance Report (Ad-hoc)	Vendor Performance Review Form	As Needed – At Least Once Per Contract	City of Little Rock Procurement Division	Completion of Contract

6. Vendor Performance Review	VPR Database (SSCM)	Annually	City of Little Rock Procurement Division	Annually
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**5. Contract Management**

5.1 Communication Plan

- A. To manage this contract and the goals outlined in sections herein, the City will collect performance data and regularly discuss with the selected vendors the performance metrics.

**6. Selection of Vendor**

6.1 All responses will be scored on qualifications. Pricing information **shall not** be included in the technical proposals.

- A. When responding to an RFQ in the online bidding platform, please note that the line item(s) under the “Lines” tab are only meant to be recognized by the bidder. Entering a line price of 1 suffices and does not count as a pricing component in the RFQ, nor does it disqualify the bidder.

6.2 Procurement Selection Team

- A. All responses will be scored by the selection committee appointed by the Mayor and City Manager. The scoring will be based on the overall responsiveness to the RFQ requirements, and the reference accounts provided.
- B. Pursuant to Arkansas Code § 19-11-802, qualifications and performance data for vendors who meet the City’s minimum qualifications for this professional service will be kept on file for one (1) year and evaluated to select the most qualified vendor for a particular project, as City projects are initiated.
- C. The City **shall** have the right, in its sole discretion, to determine what constitutes a minor deviation or informality and to waive minor deviations and informalities.

6.3 Technical Proposal Elements

- A. The Technical Proposal outlines the bidder’s qualifications and proposed plan for addressing the requested item(s) or service(s).
- B. Proposals **shall** be in English.
- C. Technical Proposals should specifically address each of the elements listed under the Categories section below.
  1. In each category, items and questions have been assigned a maximum point value of five (5) points. The total point value for each category is reflected in the table below as the Maximum Raw Score Possible.
  2. The City has assigned Weighted Percentages to each category according to its significance.

Category	Maximum Raw Points Possible	Sub-Section's Weighted Percentage	* Maximum Weighted Score Possible
1. Qualifications of the Vendor	5	10%	100
2. Capability of the Vendor	15	40%	400
3. Past Performance	10	45%	450
4. Proximity and Familiarity	5	5%	50
<b>Totals</b>	<b>35</b>	<b>100.0%</b>	<b>1000</b>

- D. The proposer's weighted score for each category will be determined using the following formula:  
 $(A/B) * C = D$  A=Actual Raw Points received for sub-section in evaluation  
B=Maximum Raw Points possible for sub-section  
C=Maximum Weighted Score possible for sub-section  
D=Weighted Score received for sub-section
- E. The proposer's weighted scores for categories will be added to determine the Total Technical Score for the Proposal.
- a. Responses that do not receive a minimum weighted score/subtotal of **700** may not move forward in the solicitation process.
- F. Proposers should present their proposal in the same sequence and with the same numbering scheme and headings shown in this section.
- G. If the proposer believes that a subject has been adequately addressed in another part of the Technical Proposal, then a cross-reference to the appropriate part of the narrative **shall** be provided.
1. **Pricing information shall not be included in the Technical Proposal.**
    - a. **Pricing information is defined as statements including, but not limited to the following:**
      - "At no additional cost"
      - "Free of charge"
      - "For an additional fee"
  2. **Pricing information includes any information by which the cost is set out, may be computed, or may be compared to another vendor.**
  3. **Failure to follow this guideline in any manner shall result in disqualification of the proposal.**

Category 1.	<u>Qualifications of the Vendor</u>	Maximum Points Possible	5
1.1	List the name, address, and phone number of the primary firm or individual submitting the qualifications. State whether or not the proposal is a joint venture. List all other consulting firms that are part of the proposal.		5
•	<i>High scoring proposals will provide the above information in a clear and concise manner.</i>		

Category 2.	<u>Capability of the Vendor</u>	<b>Maximum Points Possible</b>	<b>15</b>
2.1	<p>Project Leader and Team. Provide an organizational chart showing key personnel by name. List the name, title, telephone number, and primary qualifications of the team leader. This person will be the primary contact person and shall be directly involved with all phases of the project. Provide resumes of all participants.</p>		5
	<p><i>High scoring proposals will include Principals or project managers who possess a graduate degree in planning or a very closely related field, who have extensive experience in municipal Plans.</i></p> <ul style="list-style-type: none"> <li>• <i>Consultants with an extensive record of achievement in municipal planning engagements, which involves the creation or updating of comprehensive plans, the primary or sole responsibility of providing the professional planning narrative, and presentation and facilitation skills.</i></li> <li>• <i>Consultants with experience and skill in designing professional-quality plan documents, including graphic design and web-based versions.</i></li> <li>• <i>Include any sub-consultants the firm anticipates utilizing, delineate their roles, and provide information regarding their qualifications and experience.</i></li> </ul>		
2.2	<p>Work Plan. Provide a detailed work plan, describing the approach to be taken in preparing the Downtown Master Plan along with all procedures and ordinances that may be needed. This is to help the city define areas of focus, timelines, build consensus, and establish tasks for realistic, strategic, and phased development of the downtown core.</p> <p>Describe an overall approach and the proposed substance of the plan.</p> <p>Describe how the firm will help the City build recognition and excitement about the plan.</p> <p>Public/Stakeholder engagement strategy. Firms shall describe how this planning process will engage meaningful dialogue in an innovative way.</p>		5
	<ul style="list-style-type: none"> <li>• <i>High scoring proposals will address downtown master planning efforts accepted across the region.</i></li> </ul>		
2.3	<p>Schedule. Provide a detailed schedule of the work to be performed.</p>		5
	<ul style="list-style-type: none"> <li>• <i>High scoring proposals will include estimated dates and deliverables to track progress.</i></li> </ul>		
Category 3.	<u>Past Performance</u>	<b>Maximum Points Possible</b>	<b>10</b>
3.1	<p>Reference Projects. Provide a brief synopsis for two similar projects completed, demonstrating the firm's capability to provide a clear and concise downtown master plan. Include the location of the job, name of the client, contact person, phone numbers, and web address to allow selection committee members access to review the reference manuals.</p> <p><b>Proposals must reference only work completed by the proposed project team members and must describe individual's members' contributions to referenced projects.</b></p>		5
	<ul style="list-style-type: none"> <li>• <i>High scoring proposals will be able to demonstrate experience with similar projects.</i></li> </ul>		
3.2	<p>Additional Information. Up to three selections of support materials may be included, such as reviews, news articles and other related information which you feel supports your firm's qualification for this project. These materials uploaded electronically and contained within the prospectus.</p>		5
	<ul style="list-style-type: none"> <li>• <i>High scoring proposals will be able to demonstrate experience with similar projects.</i></li> </ul>		

Category 4.	<u>Proximity &amp; Familiarity with Little Rock</u>	<b>Maximum Points Possible</b>	<b>5</b>
4.1	Provide information that shows a geographic proximity to Little Rock and a familiarity with the development of downtown master plans.		5
•	<i>High scoring proposals will provide the location of their offices and the distance from Little Rock in miles, provide either work experience of projects located in Little Rock, and a familiarity of modern stormwater drainage techniques.</i>		

#### 6.4 Vendor Selection

- A. The total score for each bidder will be used to determine the ranking of responses.
- B. All responses will be scored by the selection committee appointed by the Mayor and City Manager.
- C. The selection committee or its designee **shall** then negotiate a contract with the retained proposer ultimately selected in accordance with State statutes and City ordinances for the services to be rendered.

#### 6.5 Acceptance of Evaluation Technique

- A. Vendor **must** agree to all evaluation processes and procedures as defined in this solicitation.
- B. The submission of a Response signifies the vendor's understanding and agreement that subjective judgments will be made during the evaluation and scoring of the responses.

### 7. **Instructions for Submitting Responses:**

- 7.1 Responses must be submitted through the electronic bid system: [www.littlerock.gov/LRProcure](http://www.littlerock.gov/LRProcure) by the listed close date.
- 7.2 Our staff is available for assistance by phone at **(501) 371-4560**.
- 7.3 Proposal Response Format:
  - A. It is required that all technical proposals follow the same format. Respondents must adhere to the structure shown. The technical proposal **shall** address each section in the same order they are displayed in this bid solicitation.

NOTE: When the City is closed due to inclement weather or the online bidding system has an outage, the bid opening will be re-scheduled to the next business day at the same time as the original scheduled bid opening.

7.4 All responses will be open virtually on the following location & time:

**Meeting link:**

<https://littlerockgov.webex.com/littlerockgov/j.php?MTID=m73ef9e05aadfbbc5b46f6cc281402eb9>

**Meeting number:**

**2451 526 1742**

**Password:**

**pJwJy3fmC72**

**Join by video system**

**Dial 24515261742@littlerockgov.webex.com**

**You can also dial 173.243.2.68 and enter your meeting number.**

**Join by phone**

**+1-415-655-0003 US Toll**

**Access code: 2451 526 1742**

[Global call-in numbers](#) | [Toll-free calling restrictions](#)

8.

At the above-noted date and time, vendors that submitted proposals will have their names read aloud publicly during a virtual bid meeting and those names will become public information pursuant to the Arkansas Freedom of Information Act.

9.

**Contract**

9.1 Negotiations

- A. If the City so chooses, negotiations may be conducted with the highest-ranking prospective vendor. Negotiations are conducted at the sole discretion of the City.
- B. If negotiations fail to result in a contract, the City may begin the negotiation process with the next highest ranking prospective vendor. The negotiation process may be repeated until the anticipated successful vendor has been determined, or until such time the City decides not to move forward with an award.

9.2 Issuance of Contract.

- A. Any resultant contract of this bid solicitation is subject to City approval processes which may include board review.

9.3 Cooperative Use

- A. The City of Little Rock, as the issuing office for this solicitation, **shall** be the lead agency for this contract. Other governmental entities may participate in any contract resulting from this solicitation that fall under its scope of work throughout the life of the contract.
- B. Vendor **shall** agree to offer the same pricing, terms, and conditions to participating governmental entities as outlined in this solicitation.

- C. The City of Little Rock **shall** not assume liability or obligation on behalf of any other governmental entity that may use any contract resulting from this solicitation. All purchases and payment transactions **shall** be made directly between the vendor and the requesting entity.

#### 9.4 Reservation

- A. The City will not pay costs incurred in the preparation of a bid.

#### 9.5 Joint Ventures

- A. A joint proposal submitted by two or more vendors is acceptable.
  - 1. In the event of a joint venture, documentation must be submitted with the proposals identifying all participating business entities.
  - 2. Prior to award, a binding agreement between the participants must be provided. The City will recognize both companies as one entity.
  - 3. The City **shall** have a single point of operational contact with the entity that is formed pursuant to this provision.
  - 4. Two companies with the same physical address or with a single point of operational contact will be considered one entity.
  - 5. The City actively supports small, minority and women-owned businesses to promote growth and sustainability. In efforts to meet the mayor's initiative to increase spend, it is highly recommended that joint ventures include small, minority and/or women-owned businesses.

### 10. Questions and Clarifications

- 10.1 All requests for questions and clarifications to this bid solicitation issued by the City of Little Rock must be submitted via LRPROCURE under the "Q and A Forum" tab by the closing date/time posted. The City of Little Rock will do its best to answer all questions and clarifications within 48 hours of being submitted.
  - A. For any system-related questions, bidders can email [lrprocuring@littlerock.gov](mailto:lrprocuring@littlerock.gov) (Subject Line: Bid 1935 – System Question) or call (501) 371-4560 for assistance. Bidder acknowledges that support may not be readily available the day of or the hours/minutes prior to a bid closing date/time.
- 10.2 It is the bidder's responsibility to review LRPROCURE to obtain all available information and all updated requirements for this bid solicitation.