



# Invitation To Bid (ITB)

**Bid Event: 2448**

Two Rivers Park Trail Rehab



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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	2448		
Product or Service	Two Rivers Park Trail Rehab		
Department	City of Little Rock Parks and Recreation		

Solicitation Issue Date	06/10/2024		
Response Due Date	07/08/2024	Time	02:00 PM

Pre-Bid Meeting	06/25/2024 02:00 PM		
Bid Opening WebEx:	<a href="https://littlerockgov.webex.com/littlerockgov/j.php?MTID=m16813dc25e38eb10db5ef4944b58c9ec">https://littlerockgov.webex.com/littlerockgov/j.php?MTID=m16813dc25e38eb10db5ef4944b58c9ec</a>		

Bids shall not be accepted after the designated response due date and time. It is the responsibility of vendors to submit responses at the designated location 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.

Bidder agrees that any additional terms or conditions submitted by Bidder that conflict with requirements in this bid solicitation, whether submitted intentionally or inadvertently, may cause the Bidder'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 Bidder's response shall be disqualified.

1. Brief Description/General Information

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 2024 Operating Budget revenues are \$333,387,921, including the General Fund revenue budget of \$257,510,221.

This document is an Invitation to Bid (ITB) issued by the City of Little Rock to vendors who are authorized to do business in the State of Arkansas and who are qualified to perform the work outlined within this bid solicitation.

2. 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. "Agreement" - Contract between the City and contractor regarding the project.
- C. "Addenda" - Written or graphic instruments issued prior to the time of opening the bids which modify or interpret the contract documents, drawings and specifications, by additions, deletions, clarifications, or corrections.
- D. "Bidder" means an entity responding to the ITB.

- E. "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.
- F. "Best Interests" used herein means practicing economical frugality, professionalism, and a firm commitment to the publicly stated goals of the City.
- G. "Bid" - The offer or proposal of the vendor submitted on the prescribed form setting forth the prices for the WORK to be performed.
- H. "Bonds" - Bid, Performance, and Payment Bonds, and other instruments of security, furnished by the contractor and their surety in accordance with the contract documents.
- I. "City" means the City of Little Rock, Arkansas.
- J. "Change Order" means a written order to the City authorizing an addition, deletion or revision of the work within the general scope of the contract documents or authorizing an adjustment in the contract price or contract time.
- K. "ITB" stands for Invitation to Bid, which is an invitation to contractors or equipment suppliers, through a bidding process, to submit a proposal on a specific project to be realized, or a product or service to be furnished.
- L. "Notice of Award" - The written notice of the acceptance of the bid from the City to the successful vendor.
- M. "Notice to Proceed" - Written communication issued by the City to the contractor authorizing them to proceed with the work and establishing the date of commencement of the work.
- N. "Responsive bid" means a bid submitted in response to this solicitation that conforms in all material respects to this ITB.
- O. "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.
- P. "Results Driven Contracting" are strategies to improve the quality and cost-effectiveness of contracted products and/or services and encourage better alignment of contracted spending with a government's needs and priorities.
- Q. "Specifications" - A part of the contract documents consisting of written descriptions of a technical nature of materials, equipment, construction systems, standards, and workmanship.
- R. "Supplementary Conditions" - Modifications to adapt the specific requirements of the project and that may be imposed by applicable federal, state, and local laws.
- S. "Vendor" means a person who sells or contracts to sell commodities and/or services, and, as applicable, the successful Bidder who is awarded the contract under this ITB.

- T. "Work" - All labor necessary to produce the construction required by the contract documents, and all materials and equipment incorporated or to be incorporated in the project. The contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials.
- U. "Written Notice" - Any notice to any party relative to any part of this Agreement shall be in writing and considered delivered and the service thereof completed, when posted by certified or registered mail to the said party or his authorized representative.

### 3. Scope of Services

#### 3.1 Goal

The City of Little Rock Parks and Recreation Department is seeking a qualified vendor to provide professional rehabilitation of the existing trail located within the City of Little Rock "city limits" at Two Rivers Park, 6900 Two Rivers Road, Little Rock, Arkansas.

#### 3.2 Terms of Award

- A. This bid shall be awarded, on an all or none basis, to the lowest qualified bidder who meets all specified requirements, and who has the absolute capability to provide the required services. Responses to this bid solicitation will be used by Parks and Recreation Department to determine if the vendor has the appropriate experience, licensures, and qualifications to be considered for the project.
- B. The City has the right to award or not award a contract if it is in the best interest of the City to do so.
- C. The City of Little Rock - Parks and Recreation Department hereby notifies all bidders that this contract is subject to applicable labor laws, non-discrimination provisions, wage rate laws and other federal laws including the Fair Labor Standards Acts of 1938. The Work Hours Act of 1962 and Title VI of the Civil Rights Act of 1964 also apply.
- D. BUY AMERICA PROVISIONS apply to this contract. The Arkansas Department of Transportation Standard Specifications for Highway Construction, latest edition, Section 106 contains the requirements and restrictions for Buy America. 23 CFR §635.410 contains all federal requirements for Buy America.
- E. Arkansas Performance and Payment Bond
  - 1. Prior to contract award, the selected vendor shall submit an Arkansas Performance and Payment Bond. Bonds must be from an acceptable surety company. The list of acceptable companies can be found at <https://www.fiscal.treasury.gov/surety-bonds/list-certified-companies.html>
- F. Insurance

The vendor shall carry the following insurances throughout the term of the contract and any extension thereof. Prior to award of a resulting contract, the vendor must provide a Certificate of Insurance naming the City of Little Rock as additional insured.

  - 1. Workmen's Compensation (statutory requirements)
  - 2. Comprehensive General Liability - one million dollars (\$1,000,000)
  - 3. Personal Injury - one million dollars (\$1,000,000)
  - 4. Property Damage and other liabilities - one million dollars (\$1,000,000)
- G. A vendor's past performance with the City is used to determine if the vendor is "responsible". Responses submitted by vendors determined to be non-responsible shall be disqualified.

#### H. City of Little Rock Business License Requirements

1. The City of Little Rock Treasury Management Division will determine validity of all business licenses.
2. If a business has a physical location in Little Rock, they are required to have a business license for each location.
3. If a business is based in another city in Arkansas, that city has jurisdiction over the business. If that city requires a business license, the City of Little Rock will honor the license. If the other city where the business is based does not require a license and the business is coming into Little Rock to conduct business, the business will be required to obtain a license from the City of Little Rock unless the business will honor that license.
4. If the business is an out of state business and does not have a physical location anywhere in Arkansas, the business will be required to obtain a license from the City of Little Rock unless the business has already obtained a business license from another City in Arkansas, in which case the City of Little Rock will honor that license.
5. Business licenses provided must be for a classification comparable to the type of work the business will conduct in the City of Little Rock.
6. An out of state business does not need to obtain a business license if the business is bidding on a City of Little Rock purchasing proposal. If the out of state company wins a bid from the City, the business would only be required to obtain a business license from the City of Little Rock if the business establishes a permanent location within the City of Little Rock for the duration of the project.
7. A Non-Profit Organization is exempt from having to obtain a business license.

#### 3.3 Outcomes Desired

The desired outcome of this ITB is professional rehabilitation of the existing trail by milling and removal of deteriorated trail and installation of new asphaltic pavement located at the existing trail located at Two Rivers Park, 6900 Two Rivers Road, Little Rock, Arkansas as indicated within this solicitation and all other supplementary documentation included herein and/or provided by the Little Rock Parks and Recreation Department.

See “Event 2448 – Attachment B– Project Manual” for full details of this project.

#### 3.4 Minimum Qualifications

##### A. Arkansas State Contractor License

1. Vendors must provide a current copy of their Arkansas State Contractor License prior to contract award.
2. *Note: Contractors and subcontractors shall be licensed and bonded.*

##### B. Bid Security

1. This bid solicitation requires a Bid Bond of 5% percent of the total bid submission. This requirement can be satisfied by cashier's check drawn upon a bank or trust company doing business in this state of Arkansas or by a corporate bid bond.
  - a. For cashier's check, it must be received by the closing date and time for this bid solicitation to the following address:

City of Little Rock

Attention: Procurement Division  
500 West Markham Street, Suite 300  
Little Rock, Arkansas 72201

- C. Bid Form w/ Bid Schedule
  - 1. With bid submission, Vendors must submit the Bid Form w/ Bid Schedule as found in the Project Manual.
- D. The Vendor must supply detailed descriptions of projects of similar nature and scope that demonstrate your understanding of the requirements of this project.
- E. The Vendor must provide a description of key personnel to be used on the team including the role each individual will play on the project.
- F. With the bid submission, Vendors must submit the following documents:
  - 1. ArDOT Affidavit – Anti-collusion and Debarment Certification
  - 2. ArDOT Restriction of Boycott of Israel Certification
  - 3. ArDOT Certification for Federal-Aid Contracts
  - 4. ArDOT Certification EEO
  - 5. ArDOT Bidders List
  - 6. ArDOT Certification To Submit DBE Participation
  - 7. ArDOT Disadvantaged Business Enterprise (DBE) Participation
  - 8. Payment Bond
  - 9. Business Relationship Affidavit
  - 10. Non-Collusion Affidavit
  - 11. Certificate of Owner’s Attorney
- G. All Vendors must attend the mandatory pre-bid meeting:
  - 1. Location: Two Rivers Park  
6900 Two Rivers Road  
Little Rock, Arkansas  
(initial meeting place is the Pulaski County parking lot off Two Rivers Park Road which is off County Farm Road, Little Rock, Arkansas)
  - 2. Date: Tuesday, June 25, 2024
  - 3. Time: 02:00 PM

### 3.5 Minimum Requirements

- A. Upon submission of their bid, vendors shall be in agreement with and qualified to perform the work as outlined with all information present, or provided thereafter, within the Bid and Contract Documents (Event 2448 - Two Rivers Park Trail Rehab) sections of this solicitation.
- B. The Vendor shall adhere to the Project Manual to perform work, see Attachment B.
- C. The Vendor shall comply with City, State and Federal regulations applicable to this project during the clearing and grubbing, milling, removal and installation of this trail at Two Rivers Park.
- D. The Vendor shall provide proof of a City of Little Rock Business License prior to contract assignment.

- E. The Vendor shall supply all labor and materials as required for the execution of the contract.
- F. The Vendor shall remove and dispose of all milled materials, and construction debris as noted in the contract documents.
- G. The Vendor shall use all proper precautions to protect persons from injury. The vendor shall be held responsible for all damages and injuries.
- H. The Vendor shall be responsible for all dumping fees.
- I. The Vendor shall provide reasonable access of the trail system to the public. The Vendor shall notify and coordinate with the City work schedules and notify the public of limited access to the trail system. All proper precautions to protect the public from injury shall be undertaken. The Vendor shall be held responsible for all damages and injuries.
- J. The Vendor shall not begin work until they have met with a City Official at the site to verify the site location and the description of the work to be performed.
- K. The Vendor shall contact the City Official upon completion for a final site inspection.

### 3.6 Payment Structure

The vendor shall submit all invoicing resulting from contract purchase order to The Little Rock Parks and Recreation Department.

- A. The contract price may be changed only by a Change Order. The value of any work covered by a Change Order or of any claim for increase or decrease in the contract price shall be determined by one or more of the following methods in the order of precedence listed below.
  - (A) Unit prices previously approved.
  - (B) An agreed lump sum.

### 3.7 Pricing

- A. Any cost not identified by the successful vendor but subsequently incurred in order to achieve successful operation shall be borne by the vendor.
- B. The Bidder agrees that this bid shall be good and may not be withdrawn for a period of 60 calendar days after the scheduled closing time for receiving bids. Upon receipt of written notice of the acceptance of this bid, Bidder will execute the formal contract attached within 60 days and deliver a surety bond or bonds as required by the General Conditions. The bid security attached is to become the property of the City in the event the contract and bond are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the City caused thereby.
- C. To allow time to evaluate responses, prices shall be valid for ninety (90) days following the bid opening.
- D. All bid pricing shall be in United States dollars and cents.

## 4. Instructions for Submitting Responses

- 4.1 All bid submissions must be submitted via LRPROCURE.

- 4.2 For any system-related questions, Bidders can email [lrpurchasing@littlerock.gov](mailto:lrpurchasing@littlerock.gov) (Subject Line: Bid 2448 – System Question) or call (501) 371-4560 for assistance. Bidders acknowledge that support may not be readily available the day of or the hours/minutes prior to a bid closing date/time.
- 4.3 For any reason, if LRPROCURE has a reported system outage, all bid closings will be rescheduled for the next business day at the same time.

Bid Opening Meeting link:

<https://littlerockgov.webex.com/littlerockgov/j.php?MID=m16813dc25e38eb10db5ef4944b58c9ec>

Meeting number:

2633 994 0649

Password:

pmVpa3ikj66

Join by video system

Dial 26339940649@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: 2633 994 0649

## 5. Questions and Clarifications

- 5.1 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 [lrpurchasing@littlerock.gov](mailto:lrpurchasing@littlerock.gov) (Subject Line: Bid 2448 – System Question) or call (501) 371-4560 for assistance. Bidders acknowledge that support may not be readily available the day of or the hours/minutes prior to a bid closing date/time.
- 5.2 It is the bidder’s responsibility to review LRPROCURE to obtain all available information and all updated requirements for this bid solicitation.

## 6. Results-Driven Contracting Requirements

- 1. Vendors shall be subject to evaluation for the City of Little Rock’s Results-Driven Contracting processes.
- 2. The following performance metrics shall be used by the City of Little Rock Parks and Recreation Department and the Procurement Division for evaluating the contractor’s total performance with this project.

Metric	Data Source	Data Frequency	Responsibility	Review Cadence
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1. How many days (within the required parameters of this bid) did the contractor take to complete the project?	Vendor Provided	Completion of Project	City of Little Rock Parks Department	Completion of Project
1. On a scale from 1 to 5, how responsive was the vendor to routine correspondence?	Department Recording	Completion of Project	City of Little Rock Parks Department	Completion of Project
2. On a scale from 1 to 5, how responsive was the vendor to emergency correspondence?	Department Recording	Completion of Project	City of Little Rock Parks Department	Completion of Project
3. On a scale from 1 to 5, how well did the vendor perform within the parameters of the solicitation?	Department Recording	Completion of Project	City of Little Rock Parks Department	Completion of Project
4. Vendor Performance Report	Vendor Performance Review Form	At Least Once Per Contract	City of Little Rock Procurement Division	Completion of Project
5. Vendor Performance Review	VPR Database (SSCM)	Annually	City of Little Rock Procurement Division	Annually

## 7. Contract

### 7.1 Joint Ventures

A joint proposal submitted by two or more vendors is acceptable.

- A. In the event of a joint venture, documentation must be submitted with the proposals identifying all participates business entities.
- B. Prior to award, a binding agreement between the participants must be provided.
- C. 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 women-owned businesses.

### 7.2 Payment

- A. Invoices must be submitted to the department soliciting the products and/or services. Resultant of contract type, at minimum, all invoicing shall have the following information: PO Number, Contract Number, and Vendor Number. If a PO was issued, the invoice must match exactly like the PO. If no PO was issued, please reach out to the applicable department for a Change Order request.

