



REQUEST FOR PROPOSALS

and

SCOPE OF SERVICES

FOR

**ROADWAY DATA COLLECTION,
DATA MANAGEMENT,
FLEET MANAGEMENT SOFTWARE,
AND EQUIPMENT DEVICE PACKAGE - ASC**

HOT SPRINGS, ARKANSAS

MAY 2021

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REQUEST FOR PROPOSALS (RFP)

TERMS AND CONDITIONS OF BIDDING

I. INTRODUCTION

The City of Hot Springs, Arkansas, is seeking proposals for Roadway Data Collection, Data Management, Fleet Management Software, and Equipment Device Package. This Request for Proposals (RFP) contains all the information necessary to prepare and submit a proposal. Prospective proposers are advised to study this RFP completely and follow the instructions exactly.

II. DEFINITIONS

Throughout this request for proposals, the following definitions shall apply:

1. “RFP” means Request for Proposals.
2. “City” means the City of Hot Springs, Arkansas, a municipal corporation and its authorized agents. The terms owner or buyer are synonymous with City.
3. “Proposer” and “Entity” means the individual, firm, partnership, joint venture, or corporation which submits a proposal to the City in response to this RFP.
4. “Contractor” means the proposer chosen by the City to perform the services outlined in the RFP.
5. “Project” or “Plan” means providing service for Roadway Data Collection, Data Management, Fleet Management Software, and Equipment Device Package as an annual service contract, in accordance with the scope of services and specifications.

III. INSTRUCTIONS TO RESPONDENTS

1. All proposals must be received at the Office of Purchasing, City of Hot Springs, Arkansas, by 2:00 P.M CT, MONDAY, JUNE 1 2021 **regardless** of delivery method.
2. The envelope or container transmitting the proposals must be sealed, labeled, and addressed as follows:

PURCHASING OFFICE
CITY OF HOT SPRINGS
P O BOX 6300
324 Malvern Avenue, 2nd Floor, Room 206
HOT SPRINGS, AR 71902-6300
Roadway Data Collection, Data Management, Fleet Management Software,
and Equipment Device Package - ASC
TO BE OPENED: 2:00 P.M CT, MONDAY, JUNE 1, 2021

3. **ONE (1) original unbound** proposal must be submitted (for reproduction by the City Staff) and **ONE (1) PDF version**. Any proposal not submitted in compliance with the instructions contained in this section and/or not containing the information requested by Section VII may be declared "non-responsive" and may not be considered.
4. Any person, firm, or corporation able to meet the requirements of this RFP is invited to respond to this RFP. Proposals will be bound by the provisions contained in this RFP unless an amendment or deviation is formally approved and distributed by the City.
5. This RFP represents in writing to all proposers the most comprehensive and definite statement that the City is able to make as to the requirements, terms, and conditions for this proposal process and performance of the project. Information and understandings, verbal or written, which are not contained either in this RFP or in subsequent written addenda to this RFP will not be considered in evaluating proposals. Any conditions or expectations on the part of the proposer for performance by the City must be set forth in the proposal. The City is not obligated to consider the proposer's post submittal terms and conditions.
6. The scope of work and services listed is to be interpreted as meaning the minimum acceptable by the City.
7. Proposals must include all federal, state, and local taxes, as applicable.
8. As part of the public negotiation process leading to the selection of a contractor, the City may request additions or modifications to any proposal. It is the present intent of the City not to negotiate substantive portions of an applicant's proposal and to rely on the information submitted in these proposals in awarding a contract.
9. The City reserves the right to award the contract without further discussion on the proposals submitted. The City and its designees also reserve the right to reject and/or accept any and all proposals received or parts thereof. The City retains the right to waive any minor irregularities in any proposal submitted. The City may make such investigations it deems necessary to determine the ability of the proposer to provide/perform as sought by the City and the proposer shall provide relevant information as requested.
10. All proposals will become part of the official file on this matter without obligation to the City. In addition, respondents are hereby advised that proposals, once the City has made its selection, are subject to the Arkansas Freedom of Information Act and, therefore, available for viewing or copying by anyone upon request.
11. This solicitation does not commit the City to pay any costs incurred in preparing and submitting the proposal or to contract for the services specified.
12. Acceptance by the successful proposer of an award from this proposal indicates that the successful candidate is in no way currently indebted to the City, Garland County, or the State of Arkansas. Indebtedness to any of the above shall be the basis for non-award and/or cancellation of any award.

13. It is the City's policy to encourage the involvement of Disadvantaged Business Enterprises (minority-owned and women-owned businesses) in contracts awarded. DBE's are particularly invited to submit proposals to perform work outlined in this RFP, either as a prime contractor, subcontractor, or as part of a joint venture. Non-DBE firms are encouraged to arrange subcontracts or joint ventures with DBE's prior to submission of their proposal.
14. Any questions concerning this RFP should be directed to Olivia Thomason, 324 Malvern, Hot Springs, AR 71901, or City of Hot Springs, Purchasing Office, PO box 6300, Hot Springs, AR 71902, (501) 321-6830, or emailed to othomason@cityhs.net.
15. Requests for clarification of any items, requirements, or specifications contained herein must be received by the City, **IN WRITING**, no later than the close of business on May 21, 2021. Upon receipt of a request for clarification, the City shall respond in writing no later than May 25, 2021, and shall furnish a copy of the said response to all prospective respondents who have obtained copies of the RFP at the time the City's response is mailed if the response materially changes the RFP or is deemed significant. The procedure outlined above shall be followed in order to ensure competitive fairness by providing all prospective respondents with the same information. Except when in the City's best interest, the names of prospective proposers will not be divulged.
16. Proposals must be signed by a corporate officer authorized to commit the submitting firm and shall remain in full force and effect for ninety (90) calendar days following the date of opening. Proposals may be withdrawn prior to opening only. Negligence on the part of the proposer shall not constitute a right to withdraw the proposal after it is opened.
17. Respondents should also be available for oral presentations if such presentations are deemed necessary to determine the most qualified firm. Any such oral presentation will be scheduled at a mutually convenient time.
18. Any contract resulting from this RFP may be terminated by either party to the contract upon thirty (30) days written notice.
19. The contracting party shall not discriminate based on race, sex, color, national origin, gender, sexual orientation, gender identity, or disability.

IV. PROTEST PROCEDURES

Protest of bidding procedures, specifications, or bid/contract awards shall be made in accordance with the following procedures. Such protests may only be initiated by an authorized representative of a person, firm, or corporation who has a direct economic interest in the particular procurement in question.

- 1.P **rotest Filing.** Any protest must be filed with the purchasing agent at the address specified in the bid specifications or quotation request for the receipt of bids or quotes. The protest must be in writing and describe in full detail the basis for the protest and the particular bid or quote in controversy. In order to meet the time frames enumerated hereinafter, a protest may be received in person, by U.S. mail, facsimile, or electronic means; provided, however, that facsimile or electronic filing shall be followed with documents bearing original signatures as soon as practical thereafter.

2. **Bid Specifications (Pre-Award).** Protest of bid specifications or bidding procedures must be received by the purchasing office no later than five (5) business days prior to the scheduled bid opening or quotation closure period. Protests received on the day of bid opening or quotation closure will not be considered.
3. **Award.** Protests of procurement decisions shall be filed by the protestant within five (5) business days of the award decision. Upon a determination of vendor selection from the bid process, a “Notice of Intent to Award” will be posted on the City’s bid website. The purchasing agent, in consultation with the City Attorney and City Manager, shall have the authority to settle and resolve the protest. If the protest is not resolved by mutual agreement, the City Manager or his designee shall issue a decision in writing to the protestant within ten (10) business days after receipt of the protest stating the reasons for the action taken.
4. **Post-award protests and protest timelines.** All post-award protests shall be referred to the City Manager for action. Furthermore, the City Manager, at his discretion, may extend the protest timelines.
5. **Stay of procurement award.** In the event of a timely protest pursuant to this section, the city shall not proceed with the solicitation or procurement until the protest is resolved by mutual agreement, the City Manager or his designee issues a final decision, the board of directors approves the procurement in controversy or a court decision is rendered if the controversy is filed in court. Provided, however, that the city may proceed with procurement in controversy if a written determination is made by the purchasing agent, in consultation with the city attorney, that the items to be purchased are urgently required, the delivery or performance will be unduly delayed by failure to make the award promptly, or failure to make award will otherwise cause undue harm to the city.
6. **Award notification.** Notification of procurement decisions shall be available as soon as such decisions are final. Bid or contract award recommendations to be considered by the board of directors shall whenever possible, also be available in the office of the city clerk seven (7) calendar days prior to the board of directors meeting at which the bid or contract award is scheduled for consideration. It is the responsibility of all bidders to make inquiries of the purchasing office regarding procurement decisions for rendering protests.
7. **Federal grants.** Protest of any procurement funded in whole or in part with federal grant funds may also be filed subsequently with the funding agency. The Department with primary oversight is responsible for a particular federal grant shall ensure that federal agency bid protest procedures, if any, are made available and shall provide assistance in the administration of such agency protest procedures.

V. PROJECT BACKGROUND

The City is seeking proposals for a comprehensive software, equipment device package that would encompass the collection of Roadway Data, Work Order system, Inventory control system, and Vehicle Tracking. The system would allow the City Public Works division to passively collect, view, and analyze road network quality information utilizing city-owned vehicles. The system shall also include a work

order management system, and inventory control system to be utilized by the City Water/Sewer division. Software must also contain Fleet Management (live vehicle tracking) ability for no less than 125 vehicles.

VI. SCOPE OF SERVICES

Roadway Data Collection:

1. Must be capable of collecting real-time data on roadway quality/conditions using City-owned vehicles for a preservation-based proactive roadway management maintenance program
2. Data must be able to be accessed from computers and internet-connected devices in the field
3. Data must be transferred passively. In no case shall the City have to move data by physical means such as hard drive, flash drive, SD Card, or other physical medium storage from a collection system to another computer or server

Work Order Management:

1. Must allow for creation and management of custom work orders to assist with maintenance of water and sewer mains
2. Assignment to crews for work order dispatching
3. Viewable on a user-friendly map
4. Data must be stored indefinitely
5. Mobile-friendly that can be accessed from computers and internet-connected devices in the field

Inventory Management:

1. Must provide real-time tracking of over 1500 various items ranging from the pipe, to fittings, to fire hydrants in multiple storerooms
2. Shall allow for use of bar codes to be assigned to each item in inventory.
3. Must be compatible with wireless bar code scanning devices

Fleet Management:

1. Shall include 24/7 monitoring on all devices. Real-time and historic tracking, fuel monitoring, unsafe driving alerts, and automated notifications for speeding, idling, after-hours use, and needed vehicle maintenance

Standard Software Features:

1. A map-based platform that displays collected road data; water & sewer mains, valves, meters, hydrants, etc
2. Mobile-friendly accessible by internet-connected devices in the field
3. Electronic document attaching that includes PDF attachments from personal computers and other electronic devices and scanning from a desktop
4. Secure user logins
5. Ability to export work order management, asset management, and road detail information to Excel and/or CSV
6. Role-based permission for all users
7. Must be compatible with Windows Servers, Microsoft SQL 2016; and Windows 10

Proposer must provide the equipment necessary to operate the software including collection devices, and barcode scanning equipment. Equipment must be of the newest version offered on market.

The proposer will be responsible for the installation of software, conversion of current City Works work orders and inventory system into new software, and customizations needed for a program to function incapacity needed by the City.

Proposer must provide on-site training to verify end-user comprehension of all modules.

The term of the contract will be for one (1) year with the option of four (4) twelve (12) months extensions upon mutual agreement with the contractor and the City.

VII. PROPOSAL REQUIREMENTS/EVALUATION

Proposers must submit proposals that include the categories enumerated hereinafter. Proposals will be evaluated in accordance with the City's evaluation criteria (Section VIII) based solely upon the proposal contents; therefore, respondents should carefully address each of the following proposal content categories.

A. QUALIFICATION/EXPERIENCE/REFERENCES

Qualifications - describe and provide detail of the firm's qualifications and experience to perform this work (include expertise, training, certifications, licenses, etc.). Include a list of references with company name, contact information, and address.

B. CAPACITY/AVAILABILITY FOR SERVICE

Describe staffing levels, equipment availability, and resources for assisting the City with issues related to the software and equipment to be provided.

C. METHOD OF ACCOMPLISHING THE PROJECT

Describe how the scope of work will be performed. Include the proposed method of performing the work and any exceptions or alternative methods.

D. COST

Describe in detail the total cost the proposer will charge the city for a software license, annual maintenance, equipment, materials, installation, support, delivery, labor, training, etc. **Complete attachment B "Cost Element" pages of the RFP.**

E. DBE/WBE

Proposers who are **certified** disadvantaged business enterprises (DBE) or women-owned business enterprises (WBE) or minority-owned business enterprises (MBE) may qualify for five (5) points as a DBE/WBE/MBE. To claim these points, proposers must include a copy of a current DEB/WBE/MBE certification issued by a governmental agency with their proposal.

VIII. EVALUATION CRITERIA

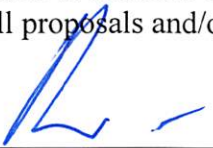
The City's purpose in soliciting proposals is to determine and select the best-qualified firm with which to award an agreement at the best possible price. In order to accomplish this objective, the following evaluation criteria and procedure will be used:

	<u>Criteria</u>	<u>Max. Points</u>
A.	Qualifications/Experience/Competence	25
B.	Capability/Availability	25
C.	Method of Accomplishing Project	20
D.	Cost	25
E.	DBE/WBE/MBE	5
Total Points Possible		<u>100</u>

Proposals will be reviewed by a selection committee using the above criteria. Each reviewer will evaluate the five sections of each proposal based on the proposal's content. Reviewers will then assign a point score between zero and the criteria's maximum possible points for each section. Points for each proposal will then be totaled and proposals ranked from the highest to the lowest total point score. The City reserves the right to invite two or more of the highest-rated firms to make oral presentations (shortlist). Firms invited to make oral presentations will be re-evaluated using the above criteria based on their oral presentation. The firm selected for a bid award will be expected to incorporate, in the agreement their assurances, offers, or guarantees made in their oral presentation. Negotiations will be conducted initially with the firm adjudged to be the best-qualified firm following the ranking and rating process. If a mutually satisfactory contract cannot be negotiated with the selected firm, the firm will be requested to submit a best and final offer in writing, and, if not approved, negotiations with that firm will be terminated. Negotiations will then be initiated with the subsequently qualified firm, and this procedure will be continued until a mutually satisfactory contract has been negotiated. The objective of negotiations will be to reach an agreement on the plans for the services to be provided and an acceptable cost proposal that outlines the cost for each task and final product.

IX. AWARD OF CONTRACT

The City Manager or his designee will review the selection committee's recommendation and make the final decision regarding recommending the bid award to the Board of Directors. The City reserves the right to request the modification of any and all proposals and/or to reject all proposals. The detailed provisions of the contract may be prepared by the City Attorney. Any significant work alterations or additions during the term of the contract shall be renegotiated by the City and the selected respondent. The selected respondent may be required to obtain a City business license. The City reserves the right to request the modification of any and all proposals and/or to reject all proposals.



Dorethea Yates,
Finance Director/Treasurer



Date

Bidder's Checklist of Required Items

CITY OF HOT SPRINGS HOT SPRINGS, ARKANSAS

ROADWAY DATA COLLECTION, DATA MANAGEMENT, AND FLEET MANAGEMENT SOFTWARE & EQUIPMENT DEVICE PACKAGE – ASC

This Bidder's Checklist is provided to ensure all required forms are completed, signed, and returned as part of the bid submission. All forms must be included as indicated for a bid to be considered a complete and responsive bid. Appropriate signatures and the date are required on each document. If an item is missing, the bid may be declared unresponsive and therefore rejected.

This sheet will serve as the cover sheet for the bid submission.

	Required	Submitted
Acknowledgement	X	
Statement of Insurance Requirements	X	
One (1) Original Unbound Proposal	X	
One (1) PDF Version of Original Proposal	X	
Signed and Completed Cost Element (Attachment B)	X	

Bidder's Signature

Date Signed

Bidder's Trade Name (Company, Individual, etc.)

ACKNOWLEDGMENT

ACKNOWLEDGMENT OF THIS INVITATION TO BID (ITB) / REQUEST FOR PROPOSALS (RFP) MUST BE RECEIVED BY THE CITY IN ORDER FOR YOU TO RECEIVE ADDENDA (e.g., updates or changes to the bid packet).

PLEASE COMPLETE BELOW AND FAX TO 501-321-6833 or email othomason@cityhs.net UPON RECEIPT OF THIS PACKET so you will receive any changes or updates that may occur. If we do not receive this form from you, the City is not responsible for any updates or changes that you do not receive.

ITEM/SERVICE SOUGHT BY THIS ITB/RFP: HVAC MAINTENANCE - ROADWAY DATA COLLECTION, DATA MANAGEMENT, AND FLEET MANAGEMENT SOFTWARE & EQUIPMENT DEVICE PACKAGE - ASC

DATE RECEIVED _____

RECIPIENT : _____ (NAME)

_____ (ADDRESS)

_____ (PHONE)

_____ (FAX)

_____ (EMAIL)

Printed Name

Signature

STATEMENT OF INSURANCE REQUIREMENTS

Certificates for those coverages *checked below* must be submitted by the Bidder with the bid forms. (If there are no checks in the left column, no insurance requirements apply.)

☒ General Liability (Minimum Amt. \$(500,000.00))
☐ Product Liability (Minimum Amt. \$(____))
☐ Vehicle Liability (Minimum Amt. per law)
☐ Workers Compensation
☐ Builders Risk (Minimum Amt. \$____)
☐ Personal Injury (Minimum Amt. \$____)

In addition to the above certification, the Bidders are hereby notified that the following additional items apply to this procurement as noted.

☐ This procurement is subject to an escalation clause.
☒ This procurement is **not** subject to an escalation clause.
☐ This procurement is subject to federally required certifications/contract clauses.
☒ This procurement is **not** subject to federally required certifications/contract clauses.
☒ AR City Business License: City _____ No _____

Bidder's Signature

Bidder's Trade Name (Company, Individual, etc.)

Date Signed

**ATTACHMENT B
COST ELEMENT
FOR
ROADWAY DATA COLLECTION, DATA MANAGEMENT,
FLEET MANAGEMENT SOFTWARE, AND
EQUIPMENT DEVICE PACKAGE. - ASC**

This is an example of the basic elements to be addressed in your response. Also, include any information you deem pertinent to your response that may not be listed below.

- A. Cost of Software
- B. Cost of Annual maintenance and license agreement
- C. Cost of equipment needed to operate software – provide a list of equipment including model numbers along with cost per item.
- D. Installation Cost for software and equipment
- E. Cost for assisting with the conversion of current City Works work orders and inventory system to new software.
- F. Cost related to Installation such as travel, etc.
- G. Cost of On-Site Training for Employees.
- H. Cost of 8/5 Technical Support and warranty on the equipment for 1 year after installation and future years.
- I. List any other costs related to the project that are not listed above.

COMPANY

AUTHORIZED SIGNATURE

DATE