



University of Arkansas at Little Rock
Procurement Services
University Services Building C100
2801 South University
Little Rock, Arkansas 72204

TECHNICAL PROPOSAL PACKET

FB-23-001

CAUTION TO VENDOR

Vendor's failure to submit required items and/or information as specified in the *Bid Solicitation Document* **shall** result in disqualification.



University of Arkansas at Little Rock
 Procurement Services
 University Services Building C100
 2801 South University
 Little Rock, Arkansas 72204

PROPOSAL SIGNATURE PAGE

RESPONDENT'S INFORMATION			
Company:			
Address:			
City:		State:	Zip Code:
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input type="checkbox"/> Nonprofit
Minority Designation: <i>See Minority Business Policy</i>	<input type="checkbox"/> Not Applicable <input type="checkbox"/> African American	<input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic American	<input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> Woman Owned
	AR Minority Certification #: _____	Service Disabled Veteran Certification #: _____	

VENDOR CONTACT INFORMATION			
<i>Provide contact information to be used for bid solicitation related matters.</i>			
Contact Person:		Title:	
Phone:		Alternate Phone:	
Email:			

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.
<p style="font-size: small;"><i>Note: If a redacted copy of the submission documents is not provided with vendor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), shall be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i></p>
ISRAEL BOYCOTT RESTRICTION AND ILLEGAL IMMIGRANT CONFIRMATION
<p style="font-size: small;">By signing and submitting a response to this <i>Bid Solicitation</i>, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract. A Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.</p>

An official authorized to bind the vendor to a resultant contract must sign below.

The signature below signifies agreement that either of the following **shall cause the vendor's proposal to be disqualified**:

- Additional terms or conditions submitted in their proposal, whether submitted intentionally or inadvertently.
- Any exception that conflicts with a Requirement of this *Bid Solicitation*.

Authorized Signature: _____ **Title:** _____

Printed/Typed Name: _____ **Date:** _____

EXCEPTIONS FORM

Prospective Contractor **shall** document all exceptions related to requirements in the RFP Solicitation and terms in the “Standard Commodities Contract or Standard Services Contract” and “Solicitation Terms and Conditions” located on the Procurement website.

ITEM #	REFERENCE (SECTION, PAGE, PARAGRAPH)	DESCRIPTION	PROPOSED LANGUAGE
1.			
2.			
3.			
4.			
5.			

INFORMATION FOR EVALUATION

- Provide a response to each item/question in this section. Prospective Contractor may expand the space under each item/question to provide a complete response.
- **Do not** include additional information if not pertinent to the itemized request.

	Maximum RAW Score Available
E.1 Experience, Past Performance, and Qualifications: Provide information that emphasizes your qualifications and expertise relating to the skill(s) identified in the Scope of Work. Specifically, provide the following:	
A. Provide a narrative describing the mission and history of your firm including the organizational structure.	5 points
B. Provide a list of all projects for the past five (5) years for references. Highlight any project similar to academic centers comparable to UA Little Rock or public institutions. Indicate if they are no longer a client and why. In describing each project include the address, size of project, deal structure (owned or leased), types of uses, and time to complete.	5 points
C. Provide a list of five (5) reference letters from similar project relationships. Provide current contact information for each reference, to include, name, email, phone number, and website.	5 points
D. Tell us about your experience in revitalizing urban communities and developing sustainable commercial projects. Demonstrate your successful experience in seeking out and managing a wide-range of retail and office tenants in line with UA Little Rock’s preferred concepts and mission goals. Demonstrate your experience working with public and regional organizations. Demonstrate your experience in managing developments under a unified concept, where uses are actively integrated to promote collaboration. Demonstrate experience in sustainable building practices. Demonstrate alignment with UA Little Rock’s mission and vision.	5 points
E. Demonstrate your working experience with governmental groups, resident groups, and community groups in conjunction with development activity. Demonstrate experience incorporating service providers and community building programs into the development activity. Demonstrate specific experience with community residents, businesses and Area Stakeholders already defined in this RFP and/or similar organizations and groups. Demonstrate ability and capacity to manage relationships.	5 points
F. Sustainability, Green, and Energy Efficiency: Demonstrate planning and development experience in using sustainable and “green” building practices. Examples include LEED, EarthCraft, or other types of nationally and regionally recognized energy saving and environmentally friendly systems.	5 points
G. Provide a listing of any actions taken by any regulatory agency or litigation involving the Respondent, team members, or related team members with respect to any past development projects of the past five (5) years detailing specifics of any active litigations.	5 points
E.2 Method and Approach: Proposals will be evaluated based on the vendor’s distinctive plan for performing the requirements of the RFP. The vendor should present a written narrative, which demonstrates the method or manner in which the vendor proposes to satisfy the requirements of the Scope of Service. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of proposed action. The vendor should specifically address the following:	
A. Provide a narrative summarizing the overarching concept of your University Plaza redevelopment vision. If there are relevant existing business models that demonstrate that concept, please provide descriptions of these and how they would match the development’s concept. State in your narrative	5 points

<p>how your project plans to achieve each of UA Little Rock’s development objectives. The response should provide answers to the following questions:</p> <ol style="list-style-type: none"> 1. Do the individual tenants create a greater whole of complementary uses? 2. What can this project achieve for the local community? How will it serve their interests? 3. How will the project draw in a broad-core of customers, partnerships, or tenants that extend beyond the neighborhood’s boundaries? How will this core interact with and complement the interests of local residents? Respondents should offer a conception on how parking can be managed so as to not disrupt the main campus. 	
<p>B. Proposed Development Program: Proposed uses, public amenities, square footage breakdown to include but not limited to:</p> <ol style="list-style-type: none"> 1. Create a table detailing the specific square footage totals for each individual building tenant and use. If the Respondent is partnering with potential lessees, please note where they fall under the program 2. Provide details on the total number of parking spaces required by local zoning, the total number of parking spaces provided, the plan on how to utilize local street parking, and a site plan detailing the construction of new off-street parking. Please note if there are opportunities for a reduction in the provided parking due to complementary uses. 3. Provide details on any changes required to the existing zoning as well as anticipated special use permits and/or variances. Explain why the changes are required and provide a plan to accomplish the approval. Include the entitlement approval timeline in the overall schedule. 	5 points
<p>C. Conceptual Building Schematic: Provide a detailed building schematic that demonstrates the planned location and use of space of tenants within the building, any architectural additions that you propose to add (such as rooftop amenities), interior flow, and the use of shared building amenities. Provide an illustrated elevation of the façades of the building(s), as well as how the development will blend or merge with the main campus and housing on the north and south sides.</p>	5 points
<p>D. Identify roles and responsibilities for the primary contractor for all phases of the process. Include the level of involvement expected or required from UA Little Rock to perform services, from initiation to operation (end-to-end).</p>	5 points
<p>E. Leasing Strategy: Provide a narrative stating the overall leasing strategy, mentioning any collaborating tenants as partners and a short summary of their business plans. Describe how the tenant mix would create agglomeration efficiencies through collaboration and complementary uses. Describe any prospective tenants, relationship with tenant, proposed services. Provide a letter of interest from tenants, if available.</p>	5 points
<p>F. Marketing Strategy: Provide a realistic commercial and retail tenant marketing strategy for space based on market data. Describe tenant mix and identify potential leases.</p>	5 points
<p>G. Operations Strategy: Describe a realistic management plan for retail and commercial operations.</p>	5 points
<p>H. Sustainability, Green, and Energy Efficiency: Provide a description of the construction quality, green rehabilitation techniques utilized, and any energy efficiencies anticipated to be produced, and the quality of the proposed certification(s) to be attained.</p>	5 points
<p>I. Economic, fiscal, and social impact projections: Please provide impact projections based on the expected extra-financial return of your project, detailing any potential social benefits, fiscal benefits, or economic benefits that may occur to the campus, Little Rock, the surrounding community, or other area stakeholders</p>	5 points

J. Describe your proposal from concept to implementation. Include the project timeline, milestones, and desired results.	5 points
K. Schedule: Provide the Development timetable demonstrating the anticipated start of construction. Demonstrate that this schedule is consistent with the scope and scale of what is being proposed in the RFP or could be more aggressive. <ol style="list-style-type: none"> 1. Provide a timeline and milestones for pre development/planning, design, and entitlement approvals 2. Provide a timeline and milestones through project completion. 3. Provide a timeline and milestones for lease-up and project stabilization. 	5 points
L. Discuss any challenges or impediments to achieving the proposed financial feasibility or schedule.	5 points
E.3 Key Personnel and Staff	
A. Please include a list of team members and their respective roles.	5 points
B. Please include each team member's resume that demonstrates their experience and applicable qualifications.	5 points
C. Please include the experience for similar projects and years of experience for each team member.	5 points
D. Please identify the team leaders and primary point of contacts for UA Little Rock	5 points
E.4 Financial Capacity: The Respondent will be evaluated based on information in the response and evidencing the capacity and resources to support the project planning, financing, guarantees, implementation and operation.	
A. Please provide evidence of your firm's financial standing and a profile of your firm <ol style="list-style-type: none"> 1. Evidence of bonding capacity 2. Last three years audited financial statements 3. Include any financial or lending relationships that will be part of this project 	5 points



SUPPLIER APPLICATION

Instructions: Please complete and return the Supplier Application along with a signed W-9. Supplier Application and W-9 should be returned by email to procurement@ualr.edu or mailed to Attn: Procurement Services, 2801 S. University Ave., Little Rock, AR 72204.

- New Supplier
- Existing Supplier – Update Record

Supplier's Name: _____

DBA (If applicable): _____

Federal Taxpayer Identification (TIN): _____

Email Address to Receive Purchase Orders: _____

Short Description of Your Goods or Services: _____

Supplier's Address (mailing address for warrant check and must be reflected on the billing invoice):

Street: _____

City: _____ State: _____ Zip Code: _____

Country (if outside US): _____

Physical Address (if different than above address):

Street: _____

City: _____ State: _____ Zip Code: _____

Country (if outside US): _____

Supplier's Contact Information:

Name: _____ Title: _____

Phone: _____ Fax: _____ Website: _____

Email: _____

Direct Deposit: A copy of a voided check and a completed [Authorization for Supplier Direct Deposit form](#) is required to activate direct deposit payments.

- Yes (see instructions above)
- No (Warrant check will be issued)

Arkansas Minority Indicator (check only one):

- Hispanic American
- Asian American
- Pacific Islander
- Service-Disabled Veteran

Legal Status (check only one):

- African American
- Corporation
- Individual/Sole Proprietor
- Native American

- Partnership
- Non- or Not-for-Profit
- Woman-Owned
- Foreign Corporation

Arkansas Minority/Service Disabled Veteran Certificate Number: _____

Certification: I certify that: (i) my company is not currently engaged in a boycott of Israel, and (ii) my company will not engage in such a boycott for the duration of the contract with UA Little Rock.

- Yes
- No

Under penalties of perjury, I certify that the information provided above is true, correct, and complete.

Signature _____ **Title** _____

Printed Name _____ **Date** _____

Contract and Grant Disclosure and Certification Form

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

IS THIS FOR:

TAXPAYER ID NAME: **Goods?** **Services ?** **Both ?**

YOUR LAST NAME: _____ FIRST NAME: _____
M.I.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SUBCONTRACTOR: _____ SUBCONTRACTOR NAME: _____
 Yes **No**

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS*

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse *is* a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/ commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and how are they related to you? <small>[i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]</small>	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>					
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>					
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>					
State Employee	<input type="checkbox"/>	<input type="checkbox"/>					

None of the above applies

FOR A SUPPLIER (BUSINESS)*

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>						
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>						
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>						
State Employee	<input type="checkbox"/>	<input type="checkbox"/>						

None of the above applies

Rev. 08/20/07

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:
Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature _____ Title _____ Date _____

Vendor Contact Person _____ Title _____ Phone No. _____

Agency use only

Agency	Agency	Agency	Contact	
Contract				
Number _____	Name _____	Contact Person _____	Phone No. _____	or Grant
No. _____				