



Request for Proposals: City of West Memphis Stormwater Management Plan

Objectives and General Scope of Services

The City of West Memphis (City) is seeking competitive proposals from consulting firms to update the Stormwater Management Plan (SMP) for the City of West Memphis and affected surrounding areas. The successful Consultant will (1) review and gain an understanding of work previously completed by the City, including a general understanding of applicable codes and general plans provided by the City, (2) develop a Stormwater Management Plan with the sections detailing the program management, capital improvement program, operations and maintenance, public outreach and education, construction site best management plan program (to include one Industrial Stormwater Permit (ARR000000) from the Arkansas Department of Environmental Quality (ADEQ) along with a Stormwater pollution Prevention Plan (SWPPP), given proper investigation and pricing for one city-owned property campus (The City Shop at 511 E. Jackson Ave., West Memphis, AR 72301), and steps/priorities for the SMP strategy and implementation (Specifications for Construction, bidding and construction management)), (3) identify, define, and prepare a list of projects to implement in the Capital Improvement Projects (CIP) section of the Stormwater Management Plan by creating a two dimensional hydraulic model and prepare reporting for areas of severity given different year rain events, (4) identify property boundaries and ownership and compute the impervious area of properties by delineating whether the property is residential, commercial or city owned (5) create a budget to supplement the repairs needed in the city by proposing the utilization of a stormwater utility fee based on residential or commercial ownership and pervious versus impervious areas that can be utilized to repair and maintain the city's drainage infrastructure, and (6) prepare all reports updating the Project Manager of the Plan's progression and final completion.

The Stormwater Management Plan focuses its study within the City of West Memphis Municipal Boundary and those areas immediately adjacent to the City Boundary that may be affected. Previous reports regarding the stormwater system include some existing as-built drawings, the Ten Mile Bayou Slope Stabilization Study and flood reporting for various periods of time. These include a detailed analysis of erosion, storm drain infrastructure and flooding areas for selected areas. These reports, coupled with the GIS data describe the then-existing stormwater system condition and need for improvements. The updated Stormwater Management Plan will utilize this data to develop the following sections:

1. **Program Management:** This section provides an executive summary of the stormwater system, the capital improvement program, operations and maintenance, public outreach and education, Construction Site Best Management Plan (BMP) program, the responsibilities of the City of West



Memphis, private or public property owners and calculating the impervious areas properties, and identifying stormwater infrastructure failure through hydraulic modeling.

2. **Capital Improvement Program:** This section identifies and prioritizes a budget that will consist of construction of replacement infrastructure, rehabilitation of existing infrastructure, and recommendations on how new infrastructure should be determined for future city growth. This also includes the project descriptions, scope of work, phasing, implementation costs, creation of a stormwater utility fee, and life cycle. Grant proposals for initial immediate repairs will also be a priority for selection of proposals.
3. **Operation and Maintenance:** The section will develop an Annual Maintenance Program focused on scheduled, preventive, and corrective maintenance. The Operations and Maintenance Plan provides the parameters and limits, maintenance procedures and schedules, and documents the methods necessary to demonstrate appropriate operation and maintenance of the stormwater system. The Maintenance plan will (1) analyze the City of West Memphis' existing stormwater data and field studies; (2) detail applicable standards or codes subject to the Plan; (3) describe the type of activities or remedies to be performed to maintain compliance with applicable standards; (4) summarize procedures for data collection and field reviews including the frequency for each monitoring activity and evaluation of its effectiveness; (5) describe all tasks associated with operation and maintenance activities including a schedule, maintenance and replacement of equipment, and description of prescribed treatments; (6) detail possible operation and maintenance problems with a means to detect problems (such as periodic inspections) and possible repair methods; (7) Create a maintenance schedule (8) describe all records to be kept and required information for each document. The Plan will also include a GIS component with a comprehensive maintenance of the City's stormwater infrastructure to be attached as an Appendix.
4. **Public Outreach and Education:** This section details how information will be provided to the public and how the public will be asked to report stormwater system issues to the City. The reporting procedures, response times, proposed to-be-implemented City's policies, and reporting formats will be included. Consultants must comply with the Continuing Planning Process (CPP) and Antidegradation Implementation Methodology Public Participation Process as required by the Arkansas Department of Environmental Quality (ADEQ).
5. **Construction Site Best Management Plan (BMP) Program:** This section will describe how to use and implement the Arkansas Department of Environmental Quality (ADEQ) & the National Pollutant Discharge Elimination System (NPDES). Considerations for the Program should include a general site evaluation and assessment, floodplain administration considerations, erosion and sediment control BMPs (i.e. stabilize slopes, protect storm drain inlets), grounds keeping BMPs (i.e. material handling and waste management, proper staging areas, designated washout areas, spill prevention), postconstruction BMPs (i.e. infiltration basins, slope protection), inspection protocols, record keeping and final stabilization/project completion tasks. Postconstruction BMPs will include amending the current Stormwater Manual for Design Procedures in the City of West Memphis. For example, the city currently uses a 10-year storm for stormwater design, which could show to be not as an efficient of enough storm event, considering the change in weather patterns and Global Warming.



6. **Next Steps and Recommended Priorities for the SMP Strategy and Implementation:** This section provides recommendations on future planning efforts, strategies to upgrade and construct stormwater facilities, and recommended partnerships or outreach efforts. This may include new or enhanced City policies and development of new ordinances. This section will consist of (1) Stormwater Strategy and Funding Plan and (2) Framework for Commercial, Industrial, and Residential Retrofit Program.

The six sections described above serve to develop and implement outcomes consistent with chemical, biological and physical habitat evaluations and create a biennial “Integrated Water Quality Monitoring Assessment” or Arkansas’ 305(b) report, which monitor 303(d) list of impaired waterbodies, APC&EC Rule 2, and Total Maximum Daily Loads (TMDLs) as required under the Clean Water Act.

As part of this contract, the Consultant will be responsible for providing a monthly report on the Stormwater Management Plan’s updates and for writing the project completion report. The Plan will be reviewed by the City and for public comment prior to the Plan’s finalization.

Background Information:

The City of West Memphis, located in Crittenden County, Arkansas, was once considered a floodway for the Mississippi River. Farmers from Crittenden, Cross, Lee, Mississippi, Phillips, Poinsett and St. Francis Counties created what is now known as the St. Francis River Valley Levee District and is overseen by the Army Corps of Engineers. After the levee was constructed, many citizens have had to deal with intermittent flooding due to the flattened topography of land behind the levee, especially the City of West Memphis. There is a main outfall within the city, the Ten Mile Bayou, which collects the open and closed drainage throughout the city and moves it to the southwest area of the city via five stormwater lift stations controlled by gates and some gravity flow until it splits, where part of the water flows through gates under a lift station and onto the St. Francis River or it gravitationally flows towards a stormwater detention pond and then pumped over the levee, into the Mississippi River. When the Fifteen Mile Bayou, which is south of the Ten Mile Bayou, backs up and has water flowing northeast back into the city, the last lift station gates close and the pumps are then turned on to prevent flooding. If too many high frequency and high year events occur, the pumps at both the detention pond (which pumps into the Mississippi River) and the last lift station (which goes toward the Fifteen Mile Bayou and then onto the St. Francis River) are to utilized.

The stormwater system has worked for some time now, but the lack of maintenance has shown that the capacity and the ability to drain water from the Ten Mile Bayou has been impossible. The Environmental Protection Agency (EPA), along with ADEQ have deemed the waterway to be impaired because of dissolved oxygen, due to the degradation of the bank slopes.



Project Description and Information:

The proposed project and scope of work will include the following:

- Coordinate and discuss with supporting agencies and partners, including but not limited to Crittenden County, St. Francis Levee Drainage District, the City of West Memphis for known drainage issues and scheduled improvements
- Document all discussions, decisions, and notes from all working meetings with other agencies, organizations, and the City of West Memphis
- Provide monthly Progress Reports and invoice of work performed by the 1st of every month to the City of West Memphis. Submission will follow the detail and format specified
- Review the collected data and inventory of existing stormwater related facilities to track and develop a maintenance schedule for stormwater facilities
- Utilize the collected data to develop a comprehensive GIS-based maintenance plan for stormwater infrastructure and include as an appendix to the Stormwater Management Plan
 - Submit the shapefiles of the comprehensive maintenance plan at the project's completion for the data to be incorporated into the geospatial data base maintained by the West Memphis Metropolitan Planning Organization
- Develop the City of West Memphis Stormwater Management Plan with the following sections:
 - Program Management: The selected consultant will meet regularly, at least twice a month, with city representatives during the Project to review the Project scope, progress, ensure compliance with contract and any grants procured during project period, obtain documentation and information for required reports and to ensure the city has items needed to request payments from procured grants; and any other pertinent items related to the Project.
 - Identify Areas of Flooding:
 1. Gather and/or evaluate existing mapping, studies, models, reports, and other data related to the Project, including hydraulic studies, models, and reports. Data gathering may be necessary if additional hydraulic data is needed.
 2. Evaluate existing and identifying missing data in the city's stormwater drainage GIS database needed for this study. Perform necessary investigation and field work, including surveying where needed, to correct existing data or obtain missing data.
 - a. The Consultant will be responsible for contacting private citizens for access.
 - b. Data collection efforts for identifying and obtaining this missing data or correcting existing data must be provided as a separate line item in the Consultant's fee schedule.
 3. Identify any open channel and overland flow reaches, for the purpose of system modeling, which feed, drain, or connect drainage structures. Collect field data



- necessary for modeling these reaches. Provide a table listing these reaches and their respective modeling characteristics.
4. Prepare a base map of the Project Area that includes the structural and non-structural drainage facilities identified through investigation and field work, topography, existing roadways, and jurisdictional boundaries.
 5. Modeling: Analyze all drainage basins and system with sufficient detail to identify hydraulic constraints, predict pipe flow, predict channel and conduit overflows and quantify the effects of detention, surcharge storage and overflow flood storage.
 - a. The hydrology used in the analysis must be consistent.
 - b. The analysis must be performed with a publicly available model.
 - c. Provide justification for the model used for the analysis and describe why and how it fits with the Project objectives.
 6. In collaboration with city staff, establish criteria that will identify “trouble-spots” for the 2-, 5-, 10-, 25-, 50- and 100-yr, 24-hour rainfall events.
 7. Perform an analysis based on the existing and future build-out conditions for the 2-, 5-, 10-, 25-, 50- and 100-yr, 24-hour rainfall events.
- Capital Improvement Program
1. Develop and populate a database to assess the condition of the city’s surface water collection system. The database shall separate the city’s surface water collection system into components, such as detention facilities, retention facilities, bio-swales, pipes, catch basins, outlet structures and manholes. A rating system shall be developed to apply to the stormwater collection system components. The rating system would be used to rank each segment based on highest priority of replacement or repair. The rating system would be numerical points system based on items such as:
 - a. Need for increased capacity
 - b. Street maintenance program
 - c. Existing deficiencies (e.g., number of repairs, condition and years left in expected life cycle)
 - d. The database shall be designed to be clear and simple for city personnel to update on an annual basis and use to determine priority for capital infrastructure projects for each fiscal year.
 2. Aid the city in obtaining and Industrial Stormwater Permit from the Arkansas Department of Environmental Quality (ADEQ) at The City Shop, 511 E. Jackson, West Memphis, AR 72301. Include all consultant design specifications, bidding documentation and contracts, the bidding process and construction management along with ADEQ inclusion for obtaining an ISP.



3. New & Future Facilities should be identified as new capital improvement needs within a Project Area subbasin based on a 10-year timeframe and recommend projects based on five year increments. Include cost estimates for engineering, construction, contingency, operation and maintenance costs, projects schedule and priority ranking.
 - a. Propose improvement to be identified system deficiencies that result in the revealed “trouble-spots” and propose improvements to correct the deficiencies.
 - b. Identify locations for facilities that show potential strategic value as detention, water quality, debris flow catchment or controlled surcharge flood storage areas based on geography, ownership, capacity land value, development potential and comprehensive stormwater management system.
 - c. Assess the feasibility of using nonstructural controls, such as sustainable site design (i.e., better site design, low impact development) as a first step in the stormwater management process to minimize runoff volumes, entrainment of pollutants and sediment from debris flow events.
 - d. Assess the feasibility of using structural controls such as green infrastructure controls (e.g., rain gardens, bioswales, planter boxes, vegetated filter strips) and only if needed, conventional stormwater controls such as the second step in the design process.
 - e. Estimate future system supply, demand and available capacity at the end of the ten-year planning horizon and how to meet increased system demand based on growth and capacity improvements. (Future BMPs for post planning and construction)
 - f. Identify planning constraints and permitting requirements for proposed new and/or improved facilities.
 - g. Identified projects should take human, property and watershed risk factors into account.
 - h. Identify any specific individual basins or drainage ways that are recommended for further in-depth study and generate statements of scope and estimate costs for these studies.
 - i. Prepare a map of each basin showing the location, functional data (size, capacity, material, etc.) and estimated cost of the proposed improvements.
4. Regulatory Recommendations and Planning Coordination
 - a. Review and recommend updates to the City of West Memphis Stormwater Manual
 - b. Recommend Best Management Practices in order to ensure that new growth and its associated infrastructure best integrates into the existing system.
 - c. Recommend stormwater quality policies and standards for city adoption.



5. Stormwater Master Plan should consist of a series of basin evaluations combined into a single report. At minimum, the report shall include:
 - a. Executive Summary
 - b. Colored maps that are clear, easy to understand, and of professional quality of the city's stormwater system, and proposed improvements
 - c. Summary of existing stormwater system, including a system condition assessment.
 - d. Population projections, increased density zoning impact projections and stormwater demand summary, and floodplain evaluations.
 - e. Documentation of modeling methodologies and assumptions.
 - f. Technical information, analysis, and discussion of results for each task making use of charts, graphs, and figures of professional quality to clearly and efficiently convey the information, findings and conclusions.
 - g. Stormwater system capital improvements narrative, spreadsheet and cost estimate.
 - h. Recommendations for updates to the City of West Memphis Stormwater Manual.
 - i. Other supporting documentation.
6. All data inputs to the mapping protocols must be delivered in digital format. The format requirements are as follows:
 - a. All vector data must be delivered in an Esri File Geodatabase format.
 - b. The coordinate system for all data will be Arkansas State Plane Coordinates NAD83 North zone.
 - c. Each data layer must have a description information recorded within the Geodatabase in the Description tab. At minimum each layer must:
 1. Provide a simple summary of data in each layer
 2. Describe the data, how it was created, and/or the source of each data layer
 3. Provide dates of when/how/where the data was created or retrieved from
 4. Provide a level of accuracy of use for each data layer
 5. Explain all acronyms. Each layer should be thought of as stand-alone and provide a description of acronyms for each layer.
 6. All raster data must adhere to requirements 2 & 3 above. It may be delivered in other formats other than file geodatabases.
 7. Data outputs will be delivered in hard-copy format in the form of maps and tables. All data on hard copy formats must also be delivered in digital format adhering to the requirements above for data inputs.
7. The Consultant shall submit three (3) printed copies and one (1) digital copy in pdf format of a draft Master Stormwater Plan to the city for review and comment.



Consultant shall incorporate the city review and comments of the draft materials and resubmit for additional review until a final city approval of the draft materials are accepted. Re-submittal of complete document for secondary review is not required. Edited material may be submitted as replacement pages.

8. Upon final city approval of the draft materials, the Consultant shall produce a final report and submit (3) three printed copies and (1) digital copy in pdf format. Consultant shall provide a final electronic copy of any models, databases and maps to the city with the final report.

- Grant Proposals and Submissions

- 1. Can be provided by sole consultant or can be sub-consulted, the city would prefer grants that are diverse, unique, equitable and aid in reestablishing watersheds along with stormwater protection measures.

- Stormwater Utility Fee Establishment

- 1. The selected Consultant will assist the city with investigating the establishment of a stormwater utility to fund the city's stormwater management program. Services to be provided include, but are not limited to current program needs assessment, program administration, revenue source evaluation, revenue collection system, public education and outreach, and a future needs analysis.

- 2. Prepare a feasibility report reviewing the basis and rationale of a stormwater utility. Review current city billing process and stormwater management costs forecast. Suggest a utility rate that meets anticipated costs and that could be reasonably supported by the community.

- 3. Develop a stormwater management cost forecast including infrastructure design and construction, operations, maintenance, and capital costs. Summarize the staffing needs for the management of the design and construction of the stormwater capital improvement projects. Identify the staffing, materials, and equipment needs for the operation and maintenance of the stormwater improvements.

- 4. Identify what, if any, changes are needed to the existing billing software to accommodate the new rate structure.

- 5. Suggest rate structure that matches the needs of the stormwater cost forecast.

- 6. Generate estimated utility revenues.

- 7. Develop and administration and operations design and plan for the proposed utility.

- 8. Identify policies to be considered with respect to a stormwater utility fee.

- 9. Create a draft of the stormwater utility ordinance for review by the City Attorney, including credit/appeal processes.

- 10. Prepare a description of the remaining steps and proposed timeline to create/implement a stormwater utility fee.



11. Final study report and recommendation: compile a final feasibility report including all technical memoranda, summaries, and detailed supporting data.
 - Operations and Maintenance
 - Public Outreach and Education
 1. The Consultant will work with city staff to develop a plan to create a public relations and outreach program. The city desires an early buy-in from stakeholders as a high priority, and critical to the success in the creation of a Master Stormwater Plan.
 2. Public outreach may include, but is not limited to:
 - a. At least one (1) public meeting and at least one (1) presentation to the West Memphis City Council.
 - b. Providing information for web updates on the city website and social media pages including, but not limited to: brief description of the project, public meeting schedules, notices and project progress schedules.
 3. Conduct a public involvement process that allows interest groups/individuals to understand the city's approach to master stormwater planning and provide comments during the development of the plan.
 - Construction Site Best Management Plan Program
 - Next Steps and Recommended Priorities for the SMP Strategy and Implementation
- Develop a schedule for the City of West Memphis review process and adoption of the stormwater plan into the municipal code
- Review previous relevant regional planning documents to extract relevant planning information for the Crittenden County region that is yet to be incorporated in the Stormwater Management Plan
- Coordinate reviews of the draft Stormwater Management Plan by other agencies such as the EPA and ADEQ and other local and regional water resources. Include a review period of thirty (30) days prior to implementation of recommended changes to the Plan
- Include a 15-day (minimum) public comment period for the Stormwater Management Plan for the IRWVG and others to provide feedback on the plan. Incorporate applicable and reasonable revisions to the Stormwater Management Plan
- Submit the final Stormwater Management Plan to commissions and County Boards within the region. The Consultant will follow-up with each agency for their comments, recommendations, or concerns during the review period Present the final Stormwater Management Plan to the City Council for acceptance
- Detail the direction from City Council to pursue adoption of the Plan and proceed with the City of West Memphis process and provide a proposed adoption schedule in a memo addressed to the City



- Submit ambient water quality monitoring data including chemical, physical, or biological data collected for this project to the State with a narrative description of data submittal activities included in project reports.
- Attachments Include:
 - Draft and Final Capital Improvement Program for stormwater facilities or updates
 - Draft and Final Operations and Maintenance Plan, including a general maintenance schedule and checklist
 - GIS based maintenance plan for the City stormwater infrastructure
 - Draft and Final Monitoring, Assessment and Reporting Plan
 - Draft and final Storm Water Finance Strategy and Funding Plan
 - Draft and Final Framework for Commercial, Industrial, and Residential Retrofit Program
- An Action Plan and schedule for review process and adoption of Stormwater Management Plan into the municipal code.
- Review previous relevant planning documents to extract relevant planning information of the region that is not yet incorporated in the Stormwater Management Plan and the IRWM plan updates
- Detailed notes from all working meetings with other agencies and organizations, including the City of West Memphis
- Provide a monthly Progress Report and Project Completion Report, following the “Report Format Requirements” seen in Exhibit A
- Submit the final Stormwater Management Plan to the commissions, County Boards within the region. The Consultant will follow-up with each agency for their comments, recommendations, or concerns during the review period
- Present the final Stormwater Management Plan to City Council for acceptance

Statement of Qualifications and Content Requirements:

Proposals submitted in response to the RFP that will be considered should incorporate the following elements:

1. Cover Letter – Introduction.
 - a. Provide a summary of proposal and demonstrate understanding of the project, including general approach responding to the City's requirements. Include an introduction to your firm as well as the name of a designated contact person.
2. Technical Approach and Scope of Work
 - a. Provide a detailed work plan and assumptions for the project Include progress meetings with City staff, specific output to be generated at various steps, and major milestones. Provide a detailed Scope of Services to be included as Attachment “A” to the City’s standard contract. The scope should include all data collection, analysis, coordination



meetings, and the preparation and writing of the Stormwater Management Plan, monthly reports, and the Project Completion Report.

3. Relevant Project Experience
 - a. Provide a summary of firm qualifications and experience with similar projects. Include names of clients, duration, and description of assignments. Include names, e-mail addresses and telephone numbers of contact persons of at least three (3) clients to which you have provided similar services in the past 5 years.
4. Project Staff
 - a. Identify the individuals who would be primarily responsible for project completion, if other than the firm's principals. Provide resumes and/or a statement of qualifications for each individual that demonstrates the background and experience of the individuals who would actually perform the services.

Selection Criteria and Process:

This Agreement will be awarded on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required at a fair and reasonable price to the City. There may be an interview of the top firms. Proposals will be reviewed by City staff or authorized City Representatives. The City will score each of the following criteria on a scale of 1-5 which will be multiplied by the weighted values. City Staff will rate proposals as shown in the following table:



Criteria	Weight Factor	Rating (1-5)	Weighted Rating
A. Overall Project Understanding	10%		
B. Responsiveness to this Request for Proposals	10%		
C. Appropriateness and acceptability of approach and work plan	20%		
D. Demonstrated ability to complete the scope of the project within the time requirements	10%		
E. Qualifications of the firm, consultant, and assigned staff	10%		
F. Knowledge of and experience with similar projects	20%		
G. Financial responsibility	10%		
H. Rating and ranking of interview (if one is conducted)	10%		
Total Score:			
Comments:			

Consultant selection will be based on the Proposal submitted, including the statement of qualifications and relevant experience. If interviews are conducted, they will be scheduled within one week following proposal submittal. If negotiations with the top-ranked firm are unsuccessful, the City may proceed with negotiations with the next most qualified consultant. This selection process will continue in this fashion until a Consultant is awarded the Contract. The City will return all sealed envelopes to the consultants not awarded the Contract.

Issuance of this RFP and receipt of proposals does not commit the City to execution of a Contract. The City reserves the right to postpone proposal review for its own convenience, to accept or reject all proposals received in response to this RFP, to negotiate with other than the initially selected top ranked Consultant should negotiations with the selected Consultant be unsuccessful or to cancel all or part of this RFP.



Submittal Requirements:

Submit two (2) signed hard copies of your proposal, plus one copy on a thumb drive in a sealed envelope labeled "RFP – Stormwater Management Plan". Proposals should be submitted to the City of West Memphis, at the following address, no later than 4:00 p.m. Central Time, October 7, 2022.

If all required information is not provided, a proposal may be considered nonresponsive and rejected without full evaluation. Late submittals, submittals to the wrong location, or submittals with inadequate copies are considered nonresponsive and may be rejected.

Proposals submitted by US Mail should be sent to the following address:

City of West Memphis
Metropolitan Planning Organization
P.O. Box 1728
West Memphis, AR 72303

Proposal submitted by UPS, FedEx, Courier, etc. should be sent to the following address

City of West Memphis
Metropolitan Planning Organization
203 S. Avalon
West Memphis, AR 72303

In Person:

Amanda Hicks
Metropolitan Planning Organization
203 S. Avalon
West Memphis, AR 72303

Information and Inquiries:

Should a Consultant require clarifications to this RFP, the Consultant shall notify the City Staff listed below in writing. Should it be found that the point in question is not clearly and fully set forth in the RFP, the City may issue a written addendum clarifying the matter.

Substantive changes to the requirements will be made by written addendum to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The City shall not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instruction.



For further information, please contact:

City of West Memphis
Amanda Hicks
MPO Director/City Engineer
(870) 702-5109
ahicks@westmemphisar.gov

General Conditions:

Any clarifications or modifications to the RFP or the selection process will be made in writing and provided to all recipients of the RFP and posted on the City's website.

1. The City has the right to:
 - a. Waive minor irregularities
 - b. Modify or cancel the selection process or schedule at any time
 - c. Reject any and all proposals, and to seek new proposals when it is in the best interest of the City to do so
 - d. Seek any clarification or additional information from the Proposer as is deemed necessary to the evaluation of a response
 - e. Judge the veracity, substance, and relevance of the Proposers' written or oral representations; including seeking and reevaluating independent information on any of the Proposers' worked cited as relevant experience
 - f. Contract with separate entities for various components of the services, including substitution of members of a Proposer's proposed sub-consultant team or technical specialists(s)
2. All expenses related to any Proposer's response to the RFP, or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that Proposer. The City will not, directly or indirectly, assume responsibility for such costs except as otherwise provided by written agreement. Pre-contractual expenses are defined as expenses incurred by the Proposer in:
 - a. Preparing its proposal in response to this RFP;
 - b. Submitting the proposal to City;
 - c. Negotiating with City on any matter related to the proposal; or
 - d. Any other expenses incurred by the Consultant prior to date of award, if any, of the contract.



3. The City will negotiate a final scope of services, terms of compensation, and contract for services with the Consultant following the Proposer's selection. As such, Proposers should expect their statement of qualifications to constitute a point of departure for such negotiations rather than fixed offers to be accepted or rejected.
4. Any contract for the performance of materials sampling and testing services will provide that: (i) the consultant will perform its services at the direction of the City in a manner consistent with State law and City policies; and (ii) the Consultant will be subject to the State law and the City's conflict of interest policies. Further, the City expressly reserves the right, at its sole discretion, not to utilize the selected consultant(s) on a particular project, if the City believes that there is a potential public perception of a conflict of interest that could undermine the credibility of the work to be performed, or based on other particular circumstances or criteria relevant to the project.
5. By submitting a proposal, Consultant represents that it has thoroughly examined and become familiar with the work required under this RFP and is capable of performing quality work to achieve the City's objectives.
6. All proposals shall remain in effect for a minimum of 60 calendar days after the submission deadline or until a final contract is executed with the successful Proposer, whichever is earlier.
7. By submitting a proposal, Consultant warrants that any and all licenses and/or certifications required by law, statute, code or ordinance in performing under the scope and specifications of this RFP are currently held by Consultant, and are valid and in full force and effect. All consultants for the City of West Memphis must have or obtain a current business tax certificate from the City of West Memphis.

Thank you for your time and interest in this Request for Proposals. We look forward to reviewing your proposals and qualifications.

Sincerely,

Amanda Hicks
MPO Director/City Engineer
City of West Memphis
203 South Avalon
West Memphis, AR 72301
ahicks@westmemphisar.gov



EXHIBIT A

Report Format and Requirements

The following reporting formats should be utilized. Please obtain State approval prior to submitting a report in an alternative format.

1. **PROGRESS REPORTS**

Progress Reports shall generally use the following format.

PROJECT STATUS

Describe the work performed during the time period covered by the report including:

PROJECT INFORMATION

- Legal matters;
- Engineering evaluations;
- Environmental matters;
- Status of permits, easement, rights-of-way, rights of entry and approvals as may be required by other State, federal, and/or local agencies;
- Major accomplishments during the reporting period (i.e. tasks completed, milestones met, meetings held or attended, press releases, etc.);
- Issues/concerns that have, will, or could affect the scope, schedule, or budget, with a recommendation on how to correct the matter, including identifying possible future agreement amendment needs;
- Describe differences between the work performed and the work outlines in the Overall Work Plan, including change orders. Also include an estimate of the percentage of project work completed to date; and
- Identify issues not captured in above items that need to be resolved for successful completion of the grant.

COST INFORMATION

- A discussion on how the actual budget is progressing in comparison to the project budget included in the Overall Work Plan, including the budget percentage spent to date;



- A list of any changes approved to the budget in accordance with Grant Agreement and a revised budget, by line item, if changed from the latest budget in the Overall Work Plan; and
- A discussion of whether there have been any changes to the Grantee's finance plan for payment of the Grantee's share of Eligible Project Costs.

SCHEDULE INFORMATION

- A schedule showing actual progress versus planned progress;
- A discussion on how the actual schedule is progressing in comparison to the original or last reported schedule; and
- A list of any changes approved to the Schedule in accordance with Grant Agreement and a revised schedule, by task, if changed from latest report schedule.

2. PROJECT COMPLETION REPORT

Project Completion Report shall generally use the following format.

EXECUTIVE SUMMARY

The Executive Summary consists of a maximum of one-half page summarizing the project. The Executive Summary should include the following:

- Brief description of work proposed to be done in the original application; and
- Description of the actual work completed and any deviations from the work plan identified in the Grant Agreement.

COST AND DISPOSITION OF FUNDS

- A summary Table of all invoices showing: The date each invoice was submitted to State;
 - The amount of the invoice; Accounting of the cost share and grant share expenditures;
 - The date the check from DWR was received; o The amount the check from DMR was received; and,
 - The amount of the check. (If a check has not yet been received for the final or retention invoice(s), then state so in this section.)
- Final Budget (after all amendments and costs showing grant and cost share are spent).

ADDITIONAL PROJECT INFORMATION

Summary of work completed during the course of the grant and any elaboration on information provided in the executive summary, including:

- A final project schedule showing actual progress versus planned progress. - Discussion of problems that occurred during the work and how those problems were resolved.
- Discussion of factors that positively or negatively affected the project cost.



- Anticipated benefit from the project as implemented vs. the anticipated benefits claimed at the time of the application.

REPORTS AND/OR PRODUCTS

Provide a summary of major deliverables (including data deliverables) or products provided under the grant including:

- Name of deliverable/product;
- When the deliverable was delivered to DWR or appropriate agency; and
- A sentence or two about what the deliverable/product contains or does.

Equal Opportunity Employer

The Project Team, along with the City of West Memphis is/are an Equal Opportunity Employer(s) and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in any phase of employment for this Project.

Small Business, Minority and Women Enterprises

The Consultant shall make an effort to use small, minority, and women business enterprises whenever possible. The following steps are required for federally funded projects:

1. Place qualified small, minority, and women business enterprises on solicitation lists
2. Assure that small, minority, and women business enterprises are solicited whenever they are potential sources.
3. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation.
4. Establish delivery schedules, where the requirement permits, which encourage participation by these businesses.
5. Use the services of the Small Business Administration and the Minority Business Development Agency.
6. Require contractors to take affirmative steps when procuring subcontractors.