



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Agenda Public Works Council Committee

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Tuesday, April 2, 2019

5:00 PM

Municipal Center

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### 1. Call To Order

### 2. Roll Call by City Clerk Donna Jackson

### 3. Approval of minutes

[MIN-19:024](#) MINUTES FOR THE PUBLIC WORKS COMMITTEE MEETING ON MARCH 5, 2019

**Attachments:** [Public Works Minutes 03052019.pdf](#)

### 4. New Business

#### *RESOLUTIONS TO BE INTRODUCED*

[RES-19:023](#) A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR AND CITY CLERK TO PURCHASE PROPERTY LOCATED AT 5713 EAST NETTLETON AVENUE, JONESBORO, ARKANSAS FOR THE PURPOSE OF FLOOD MITIGATION

**Sponsors:** Engineering

**Attachments:** [Offer Package 5713 E. Nettleton](#)

[RES-19:026](#) A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE LOWEST RESPONSIVE BID AND ENTER INTO A CONTRACT WITH MEADOWS CONTRACTORS, LLC FOR THE PATRICK STREET SIDEWALK IMPROVEMENTS - PHASE 1

**Sponsors:** Engineering

**Attachments:** [Contract Documents 2019 05](#)

[Bid Tab](#)

[RES-19:028](#) A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE LOW BID AND ENTER INTO A CONTRACT WITH GILLIS, INC. FOR THE SOUTHSIDE SOFTBALL COMPLEX PARKING LOT (2019:06)

**Sponsors:** Engineering and Parks & Recreation

**Attachments:** [Bid Tab](#)

[Contract Documents 2019 06](#)

**RES-19:030** AN ORDINANCE ADOPTING BY REFERENCE THE GUIDELINES FOR THE SELECTION OF PROFESSIONAL SERVICE PROVIDERS FOR THE CITY OF JONESBORO

**Sponsors:** Mayor's Office

**Attachments:** [Prof serv, Const. \\$2 mil+2-15-19.docx](#)  
[Prof serv, Const. under \\$2 mil 2-14-19.docx](#)  
[Prof serv, Financial, other 2-14-19.docx](#)  
[Prof serv, Legal services 2-14-19.docx](#)

**RES-19:031** A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE LOW BID AND ENTER INTO A CONTRACT WITH SUGG CONSTRUCTION, INC. FOR JONESBORO THE SHOOTING SPORTS COMPLEX SITE PACKAGE PHASE 1B (2019:13)

**Sponsors:** Engineering

**Attachments:** [Agreement](#)  
[Bid Tab](#)  
[General Conditions](#)

**RES-19:032** A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO AN AGREEMENT WITH FISHER ARNOLD TO PROVIDE ENGINEERING SERVICES FOR THE JONESBORO DOWNTOWN TO ASU CONNECTION PROJECT (JOB 100971)

**Sponsors:** Engineering and Parks & Recreation

**Attachments:** [Summary - SOQ](#)  
[Proposal - 100971](#)

## **5. Pending Items**

## **6. Other Business**

## **7. Public Comments**

## **8. Adjournment**



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Legislation Details (With Text)

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**File #:** MIN-19:024    **Version:** 1    **Name:** MINUTES FOR THE PUBLIC WORKS COMMITTEE MEETING ON MARCH 5, 2019

**Type:** Minutes    **Status:** To Be Introduced

**File created:** 3/7/2019    **In control:** Public Works Council Committee

**On agenda:**    **Final action:**

**Title:** MINUTES FOR THE PUBLIC WORKS COMMITTEE MEETING ON MARCH 5, 2019

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Public Works Minutes 03052019.pdf](#)

Date	Ver.	Action By	Action	Result
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MINUTES FOR THE PUBLIC WORKS COMMITTEE MEETING ON MARCH 5, 2019



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Public Works Council Committee

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Tuesday, March 5, 2019

5:00 PM

Municipal Center

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### 1. Call To Order

### 2. Roll Call by City Clerk Donna Jackson

*Mayor Harold Perrin was in attendance.*

**Present** 6 - Gene Vance; Mitch Johnson; John Street; Charles Coleman; LJ Bryant and Ann Williams

**Absent** 1 - Chris Moore

### 3. Approval of minutes

[MIN-19:011](#)

Minutes for the Public Works Committee meeting on February 5, 2019

**Attachments:** [Minutes](#)

**A motion was made by Councilperson Charles Coleman, seconded by Councilperson Mitch Johnson, that this matter be Passed . The motion PASSED with the following vote.**

**Aye:** 5 - Gene Vance; Mitch Johnson; Charles Coleman; LJ Bryant and Ann Williams

**Absent:** 1 - Chris Moore

### 4. New Business

#### *ORDINANCES TO BE INTRODUCED*

[ORD-19:008](#)

AN ORDINANCE AMENDING THE JONESBORO CODE OF ORDINANCES, SECTION 117-139(E) (6), FOR THE PURPOSE OF PROVIDING MINIMUM STANDARDS FOR MAXIMUM HEIGHT WITHIN THE CITY OF JONESBORO, ARKANSAS WITH THE INTENT TO CLARIFY MAXIMUM HEIGHT FOR THE GENERAL HEALTH SAFETY AND WELFARE OF THE COMMUNITY.

**Attachments:** [building height.pdf](#)

**A motion was made by Councilperson Mitch Johnson, seconded by Councilperson Charles Coleman, that this matter be Recommended to Council . The motion PASSED with the following vote.**

**Aye:** 5 - Gene Vance; Mitch Johnson; Charles Coleman; LJ Bryant and Ann Williams



**Absent:** 1 - Chris Moore

[ORD-19:009](#)

AN ORDINANCE TO AMEND CHAPTER 50 PARKS AND RECREATION, ARTICLE II OF THE CODE OF ORDINANCES AND ADD 50-26 ENTITLED "SMOKING AND USE OF TOBACCO PRODUCTS" WHICH SHALL PROHIBIT SMOKING AND TOBACCO USE IN ALL CITY PARKS, FACILITIES, AND TRAILS

**A motion was made by Councilperson Ann Williams, seconded by Councilperson Charles Coleman, that this matter be Recommended to Council . The motion PASSED with the following vote.**

**Aye:** 5 - Gene Vance;Mitch Johnson;Charles Coleman;LJ Bryant and Ann Williams

**Absent:** 1 - Chris Moore

[ORD-19:011](#)

AN ORDINANCE TO AMEND CHAPTER 42, ARTICLE VI OF THE CITY OF JONESBORO CODE OF ORDINANCES AND CHAPTER 117-138 OF THE ZONING USE TABLES REGULATING SHORT-TERM RESIDENTIAL RENTALS

*Mayor Harold Perrin said, in Section One, you will see per rental. There has not been a fee established on that. In your packet, I think you will see that it has a proposed rental which we will take that to the Revenue Enhancement Committee and come back on that. So, just a comment. We cleaned it up here by taking the two things out on the per-rental. This is a suggested deal that we have been working with the Finance Department on which compares with other cities. City Attorney Carol Duncan said, I think you will actually see two more things. You will see one on the privilege license fee and then you will see the one back on the tax for the A&P tax. Mayor Perrin said, that is correct. You are right. I left out the A&P. There should be two. Chairman John Street said, thank you Mayor. Mayor Perrin said, that will go to Revenue Enhancement.*

**A motion was made by Councilperson Mitch Johnson, seconded by Councilperson Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.**

**Aye:** 4 - Mitch Johnson;Charles Coleman;LJ Bryant and Ann Williams

**Nay:** 1 - Gene Vance

**Absent:** 1 - Chris Moore

*RESOLUTIONS TO BE INTRODUCED*

[RES-19:011](#)

A RESOLUTION TO THE CITY OF JONESBORO TO ENTER INTO AN INDEMNIFICATION AGREEMENT WITH WINTERS, LLC

**Attachments:**     [Indmnification Agreement](#)

**A motion was made by Councilperson Mitch Johnson, seconded by Councilperson LJ Bryant, that this matter be Recommended to Council . The motion PASSED with the following vote.**

**Aye:** 5 - Gene Vance;Mitch Johnson;Charles Coleman;LJ Bryant and Ann Williams

**Absent:** 1 - Chris Moore

[RES-19:021](#)

A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO AN AGREEMENT WITH COOPER MIXON ARCHITECTS, PLLC TO PROVIDE

## ARCHITECTURAL SERVICES FOR THE VETERANS' VILLAGE PROJECT

**Attachments:**     [Agreement](#)  
                              [Summary - SOQ.pdf](#)

*Councilmember Gene Vance said, I have a question for the Mayor. Is this what we will expect to see in the future based on your new way or method of doing this? Mayor Harold Perrin said, this is what we have set up now. I think the City Attorney is working on a new ordinance to go by. But, we had about nine contracts that we need to get out on this. You can see behind that, as I had told you all before, is that committee set that up. A committee was set up on this. There were four people on there. There were four sheets on there. They were very, very close on this, 148 to 140. This is what we will do until we can bring that back. I was hoping to have it this time. We had too many things going on, particularly with the ADFA grant. Hopefully, by the next council meeting, we will have the ordinance ready for professional services. City Attorney Carol Duncan said, there is something circulating right now.*

*Councilmember Vance said, this is very uninformative in relationship to what the original ordinance that was defeated was intended to do. I, personally, don't think that this method and information is enough for us to look over after the fact. That is an opinion and I am one of twelve. Chairman Street said, thank you sir.*

**A motion was made by Councilperson Mitch Johnson, seconded by Councilperson Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.**

**Aye:** 5 - Gene Vance; Mitch Johnson; Charles Coleman; LJ Bryant and Ann Williams

**Absent:** 1 - Chris Moore

**5. Pending Items**

*Chairman John Street asked, Mayor is there any change in status on the Citizens Bank Building or any update on that? Mayor Harold Perrin said, I would say, probably in two weeks, we are trying to set up a meeting with the people that we have been dealing with from Little Rock to go to Little Rock which would be myself and Mike Downing from the Chamber. They have been out of the country and they delayed their trip coming back. I leave this Saturday to go to Washington, D.C. for the National League of Cities Board meeting and will be back next Wednesday. We are trying to get it not for next week, but the following week to go to Little Rock.*

**6. Other Business****7. Public Comments****8. Adjournment**

**A motion was made by Councilperson Mitch Johnson, seconded by Councilperson LJ Bryant, that this matter be Adjourned . The motion PASSED with the following vote.**

**Aye:** 5 - Gene Vance; Mitch Johnson; Charles Coleman; LJ Bryant and Ann Williams

**Absent:** 1 - Chris Moore



## Legislation Details (With Text)

<b>File #:</b>	RES-19:023	<b>Version:</b>	1	<b>Name:</b>	PURCHASE PROPERTY LOCATED AT 5713 EAST NETTLETON AVENUE, JONESBORO, ARKANSAS FOR THE PURPOSE OF FLOOD MITIGATION
<b>Type:</b>	Resolution	<b>Status:</b>		<b>Status:</b>	To Be Introduced
<b>File created:</b>	3/11/2019	<b>In control:</b>		<b>In control:</b>	Public Works Council Committee
<b>On agenda:</b>		<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR AND CITY CLERK TO PURCHASE PROPERTY LOCATED AT 5713 EAST NETTLETON AVENUE, JONESBORO, ARKANSAS FOR THE PURPOSE OF FLOOD MITIGATION				
<b>Sponsors:</b>	Engineering				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Offer Package 5713 E. Nettleton</a>				

Date	Ver.	Action By	Action	Result
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A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR AND CITY CLERK TO PURCHASE PROPERTY LOCATED AT 5713 EAST NETTLETON AVENUE, JONESBORO, ARKANSAS FOR THE PURPOSE OF FLOOD MITIGATION

WHEREAS, the City of Jonesboro, Arkansas desires to purchase the property located at 5713 East Nettleton Avenue, Jonesboro, Arkansas for the purpose of flood mitigation

WHEREAS, an Offer has been made and accepted by Keith and Amanda Arnoult dated February 26, 2019 agreeing to sell their property located at 5713 East Nettleton Avenue, Jonesboro, Arkansas.

WHEREAS, the funding for the purchase of this property shall come from the FEMA Hazard Mitigation Grant Program funds.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

Section 1: The Mayor and City Clerk are hereby authorized to execute the documents necessary to complete this transaction to come from FEMA Hazard Mitigation Grant Program funds.



Engineering Department  
PO Box 1845  
300 South Church Street  
Jonesboro, AR 72401  
Phone: (870) 932-2438

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December 4, 2018

Mr. Keith Arnoult  
5713 East Nettleton Ave.  
Jonesboro, AR 72401

Dear Mr. Arnoult:

City of Jonesboro would like to enter into negotiations with you for the purchase of your property located at 5713 East Nettleton Ave. as part of City of Jonesboro's property acquisition project. If you choose to sell your property, title to your property will be transferred to the City of Jonesboro. The City of Jonesboro will purchase your property only if you voluntarily agree to the purchase.

Roger Gibson has been authorized to represent the City of Jonesboro in negotiations. He also will ensure you understand your rights and options under this acquisition program.

Please review the enclosed Statement of Determination of Fair Compensation, which estimates the fair market value of your property in accordance with established policies and procedures, and Offer to Sell Real Property, which is a legal offer from you to City of Jonesboro to sell your property. The following options are available to you:

1. Make an offer to sell your real property for the amount stated in the Statement of Determination of Fair Compensation. If you choose to sell your property for the amount stated in the Statement of Determination of Fair Compensation, sign and return the enclosed copies of the Offer to Sell Real Property as soon as possible, but no later than February 15, 2019 using the enclosed self-addressed, stamped envelope. Once all copies have been executed, an executed copy will be returned to you. Then, upon completion of a title examination, we will proceed with closing.
2. Reject this invitation to make an Offer to Sell Real Property. If you choose to reject this invitation and terminate negotiations, please notify Roger Gibson of your decision in writing as soon as possible, but no later than February 15, 2019. At which time, the City of Jonesboro will not pursue acquisition of your property any further for the purpose of this property acquisition project.
3. Contest the amount stated in the Statement of Determination of Fair Compensation. If you disagree with the amount stated in the Statement of Determination of Fair Compensation, but want to continue negotiations, you may retain, at your own expense, a qualified appraiser acceptable to City of Jonesboro to perform a second appraisal. If you choose to have a second appraisal conducted, please—
  - a) Notify Roger Gibson in writing as soon as possible, but not later than February 15, 2019.

- b) Forward the second appraisal once completed to Roger Gibson. Upon receipt of the second appraisal, the City of Jonesboro will accept, reject, or modify the estimated fair market value and Roger Gibson will notify you.

If applicable, Roger Gibson will revise the Statement of Determination of Fair Compensation and the Offer to Sell Real Property, and mail them to you. You then may choose to either execute one of the offers to sell real property (the original or amended) and return it to Roger Gibson, or terminate negotiations. If you terminate negotiations, the City of Jonesboro will not pursue acquisition of your property any further.

The City of Jonesboro knows you are facing an important, life-changing decision and will assist you in any way possible. If you have any concerns or questions, please call Roger Gibson at (870) 336-7111 during the hours of 8:00 AM and 5:00 PM Monday through Friday.

Sincerely,



Craig Light, PE  
Director of Engineering

Enclosures: Statement of Determination of Fair Compensation  
Offer to Sell Real Property  
Self-addressed, stamped return envelope

### SUMMARY OF SALIENT FEATURES

<b>SUBJECT INFORMATION</b>	Subject Address	5713 E NETTLETON AVE
	Legal Description	Lots 3 & 4 of Replat of Robertson Subdivision of SW 36-14-4
	City	JONESBORO
	County	Craighead
	State	AR
	Zip Code	72404
	Census Tract	0004.01
	Map Reference	27860
<b>SALES PRICE</b>	Sale Price	\$
	Date of Sale	
<b>CLIENT</b>	Borrower	N/A
	Lender/Client	Keith & Amanda Arnoult
<b>DESCRIPTION OF IMPROVEMENTS</b>	Size (Square Feet)	2,023
	Price per Square Foot	\$
	Location	Suburban
	Age	~34
	Condition	Avg
	Total Rooms	9
	Bedrooms	4
	Baths	2
<b>APPRAISER</b>	Appraiser	Bob Holloway
	Date of Appraised Value	01/22/2019
<b>VALUE</b>	Opinion of Value	\$ 115,000





Engineering Department  
 PO Box 1845  
 300 South Church Street  
 Jonesboro, AR 72401  
 Phone: (870) 932-2438

## Statement of Determination of Fair Compensation

Location of property: City of Jonesboro, Craighead County, Arkansas  
 Address of property: 5713 East Nettleton Avenue  
 Legal description: Replat Robertson Subdivision; Lot 3 & 4; Sec.36 Township 14 Range 04  
 Owner(s) of record: Keith & Amanda Arnoult

Type of residence:	<input checked="" type="checkbox"/> Single family	<input type="checkbox"/> Multiple family
Number of rooms:	<u>9</u> Total	<u>4</u> Bedroom(s) <u>2</u> Bath(s)
Exterior (check one):	<input checked="" type="checkbox"/> Brick	<input type="checkbox"/> Wood <input type="checkbox"/> Siding
	<input type="checkbox"/> Concrete	<input type="checkbox"/> Other: _____
Size of residence:	<u>2,023</u> square feet	
Size of lot:	<u>35,284</u> square feet	
Improvements:	None	

Interest to be acquired:  Fee simple  Conservation easement

Amount of compensation: \$ 115,000.00

This amount is based on an estimated total value of \$115,000.00, from which a total amount of \$0.00 has been deducted to avoid duplication of benefits. (See below.) This amount is believed to be fair compensation for the property, and no less than its fair market value. The following have been deducted from the estimated total value:

Flood insurance	\$ <u>0</u>	Disaster Housing	\$ <u>0</u>
State IFG	\$ <u>0</u>	Hazard Minimization	\$ <u>0</u>
SBA Loan	\$ <u>0</u>	Other:	\$ <u>0</u>

Appraisal approach: Sales Comparison

The amount of compensation disregards any possible increase of the fair market value, which might result from this property acquisition project. The fair market value of this property is estimated as of 01/22/2019, the date of the appraisal for this property acquisition project. In the determination of compensation, fair market value is defined as, "the amount for which, in all probability, the property would be sold by a knowledgeable owner willing but not obligated to sell to a knowledgeable purchaser who desired but is not obligated to pay." This property has been studied considering its tax roll value or highest and best use for its type.

ROGER GIBSON  
 Authorized Agent

2/22/19  
 Date



Engineering Department  
PO Box 1845  
300 South Church Street  
Jonesboro, AR 72401  
Phone: (870) 932-2438

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## Offer to Sell Real Property

THIS AGREEMENT is made and entered into this twenty second day of February 2019, by and between City of Jonesboro hereinafter referred to as "Sub-grantee," by its authorized agent, Roger Gibson, and Keith and Amanda Arnoult, hereinafter referred to as "Seller." The parties agree as follows:

1. Sub-grantee, acting under a sub-grant from Arkansas Natural Resources Commission, hereinafter referred to "Grantee," desires to purchase certain properties as a means of mitigating the risks of natural disasters.
2. Seller owns property located at 5713 East Nettleton Avenue, Jonesboro, Arkansas, hereinafter referred to as "Property," which is among properties Sub-grantee desires to purchase.
3. Seller represents—
  - a) Property has been damaged by natural disaster.
  - b) Seller qualifies for the assistance granted.
  - c) Seller understands *no obligation to sell the Property exists*.
  - d) Seller chooses to *voluntarily sell Property to Sub-grantee*.
4. Sub-grantee shall pay Seller the sum of One hundred fifteen thousand dollars and zero cents (\$115,000.00) for Property, payable at settlement after the acceptances of this agreement and preliminary approval of Seller's title, provided Seller can execute and deliver a good and sufficient general warranty deed conveying marketable title to said property in fee simple, clear of all liens and encumbrances.
5. The sum to be paid for Property is its pre-disaster fair market value of \$115,000.00, less deductions in the amount of \$0.00, per the Statement of Determination of Fair Compensation.
6. FEMA Hazard Mitigation Grant Program funds being used for the purchase of Property can not and will not duplicate benefits received from other sources of funds. Seller will return any disaster aid money received if any such money results in a duplication of benefits.
7. Proceeds from the sale of Property shall first be applied to all liens on Property, including any real estate taxes that are due and payable to the date of settlement.
8. Seller shall execute all necessary documents to transfer fee simple title to Property to Sub-grantee, and any and all documents, now and in the future, required by Sub-grantee, Grantee, or FEMA to complete this transaction and comply with local, State, or Federal regulation.



9. Seller shall not remove any property considered a portion of the real estate without first notifying Sub-grantee in writing and providing written appraisals of any such property. Final value of the property will be determined by Sub-grantee and negotiated prior to removal. The value, as finally determined, will be deducted from the purchase price or repaid by Seller within ten (10) days after removal, as appropriate.
  
10. Seller shall not remove any fixtures, materials, or improvements to the real estate from the premises, nor salvage any materials from the premises at the time of settlement or demolition. Any violation of this agreement may change the fair market value of the structure.

Seller acknowledges that it has reviewed this Agreement and has had an opportunity, at its discretion, to contact an attorney of its choice to review this Agreement. Seller also acknowledges that it enters into this Agreement fully understanding the nature thereof, and saves and holds harmless Sub-grantee as a result of this Agreement or anything incident to the sale of the referenced real property.

THIS AGREEMENT is binding on the heirs, executors, successors, and assigns of both parties.

<u>Low Jamal Gellie</u> Witness	<u>[Signature]</u> Seller	<u>2/26/19</u> Date
<u>Low Jamal Gellie</u> Witness	<u>Amanda Arnold</u> Seller	<u>2/26/19</u> Date
	<u>ROGER GYBSON</u> Sub-grantee Authorized Agent	<u>2/22/19</u> Date



## Legislation Details (With Text)

<b>File #:</b>	RES-19:026	<b>Version:</b>	1	<b>Name:</b>	ACCEPT THE LOWEST RESPONSIVE BID AND ENTER INTO A CONTRACT WITH MEADOWS CONTRACTORS, LLC FOR THE PATRICK STREET SIDEWALK IMPROVEMENTS - PHASE 1
<b>Type:</b>	Resolution	<b>Status:</b>			To Be Introduced
<b>File created:</b>	3/15/2019	<b>In control:</b>			Public Works Council Committee
<b>On agenda:</b>		<b>Final action:</b>			
<b>Title:</b>	A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE LOWEST RESPONSIVE BID AND ENTER INTO A CONTRACT WITH MEADOWS CONTRACTORS, LLC FOR THE PATRICK STREET SIDEWALK IMPROVEMENTS - PHASE 1				
<b>Sponsors:</b>	Engineering				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Contract Documents 2019 05</a> <a href="#">Bid Tab</a>				

Date	Ver.	Action By	Action	Result
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A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE LOWEST RESPONSIVE BID AND ENTER INTO A CONTRACT WITH MEADOWS CONTRACTORS, LLC FOR THE PATRICK STREET SIDEWALK IMPROVEMENTS - PHASE 1

WHEREAS, the City of Jonesboro has desires to accept the lowest responsive bid and enter into a contract for the Patrick Street Sidewalk Improvements - Phase 1;

WHEREAS, the responsive low bidder and the firm selected for Patrick Street Sidewalk Improvements - Phase 1 is Meadows Contractors, LLC;

WHEREAS, funding for the execution of the contract shall come from Community Development Block Grant for 2018 program year and the Capital Improvements budget and compensation shall be paid in accordance with the contract documents.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

Section 1: That the City of Jonesboro shall accept the lowest responsive bid and enter into a contract with Meadows Contractors, LLC for the Patrick Street Sidewalk Improvements - Phase 1.

Section 2. That funding for the execution of the contract shall come from Community Development Block Grant for 2018 program year and the Capital Improvement budget and compensation shall be paid in accordance with the contract documents.

Section 3. The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro

to execute all documents necessary to effectuate this agreement.



Budgeted Amount

Opened by  
Tabulated by

S A Kent  
T Cooper

Bid #: 2019:05  
Date: 3/6/2019

DIVISIONS/DEPARTEMENT: Engineering	Jackson's Construction	Meadows Contractors	RL Persons Construction	Shannon Kee Construction	Hessling Construction	
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NOTE: No award will be made at bid opening - all bids will be evaluated in the coming days.

Item	Quan	Description	Unit	Amount	Unit	Amount	Unit	Amount	Unit	Amount	Unit	Amount	Unit	Amount
Patrick Sidewalk Imp Phase 1														
1	0.66	Clearing & Grubbing	4,200.00	\$2,772.00	4,000.00	\$2,640.00	5,700.00	\$3,762.00	1,500.00	\$990.00	23,261.14	\$15,352.35	0.00	\$0.00
2	486.52	R&D Concrete	12.00	\$5,838.24	9.00	\$4,378.68	20.00	\$9,730.40	8.00	\$3,892.16	16.19	\$7,876.76	0.00	\$0.00
3	46	R&D Curb & Gutter	3.00	\$138.00	6.00	\$276.00	10.00	\$460.00	2.50	\$115.00	27.72	\$1,275.12	0.00	\$0.00
4	121.81	Unclassified Excavation	38.00	\$4,628.78	8.00	\$974.48	42.50	\$5,176.93	5.25	\$639.50	17.65	\$2,149.95	0.00	\$0.00
5	1346.74	Compacted Embankment	22.00	\$29,628.28	12.00	\$16,160.88	27.25	\$36,698.67	11.50	\$15,487.51	22.32	\$30,059.24	0.00	\$0.00
6	585	Class VII Aggregate Base	30.00	\$17,553.00	22.00	\$12,872.20	49.00	\$28,669.90	25.00	\$14,627.50	46.31	\$27,095.98	0.00	\$0.00
7	78	Portland Cement Concrete Sidewalk	42.00	\$3,289.44	405.00	\$31,719.60	445.00	\$34,852.40	45.00	\$3,524.40	308.06	\$24,127.26	0.00	\$0.00
8	625	Portland Cement Concrete Driveway	43.00	\$26,884.89	54.00	\$33,762.42	47.50	\$29,698.43	45.00	\$28,135.35	49.55	\$30,980.15	0.00	\$0.00
9	1	Mobilization	5,000.00	\$5,000.00	15,000.00	\$15,000.00	53,164.69	\$53,164.69	8,000.00	\$8,000.00	18,713.19	\$18,713.19	0.00	\$0.00
10	1	Maintenance of Traffic	1,950.00	\$1,950.00	25,000.00	\$25,000.00	14,000.00	\$14,000.00	4,500.00	\$4,500.00	9,697.57	\$9,697.57	0.00	\$0.00
11	192	Signs	8.00	\$1,536.00	20.00	\$3,840.00	7.00	\$1,344.00	14.50	\$2,784.00	28.17	\$5,408.64	0.00	\$0.00
12	34	12" RC Pipe Culvert	68.00	\$2,312.00	33.00	\$1,122.00	76.50	\$2,601.00	18.50	\$629.00	133.90	\$4,552.60	0.00	\$0.00
13	218	18" RC Pipe Culvert	56.00	\$12,208.00	36.00	\$7,848.00	53.65	\$11,695.70	21.30	\$4,643.40	71.42	\$15,569.56	0.00	\$0.00
14	138.5	24" RC Pipe Culvert	76.00	\$10,526.00	50.00	\$6,925.00	75.25	\$10,422.13	32.45	\$4,494.33	78.96	\$10,935.96	0.00	\$0.00
15	512.5	36" RC Pipe Culvert	82.00	\$42,025.00	84.00	\$43,050.00	101.00	\$51,762.50	68.00	\$34,850.00	95.99	\$49,194.88	0.00	\$0.00
16	48	42" RC Pipe Culvert	250.00	\$12,000.00	116.00	\$5,568.00	285.00	\$13,680.00	210.00	\$10,080.00	349.94	\$16,797.12	0.00	\$0.00
17	2	24" RCP Flared end section	750.00	\$1,500.00	609.00	\$1,218.00	650.00	\$1,300.00	575.00	\$1,150.00	2,022.43	\$4,044.86	0.00	\$0.00
18	1	36" RCP Flared end section	1,600.00	\$1,600.00	1,116.00	\$1,116.00	1,425.00	\$1,425.00	1,240.00	\$1,240.00	2,808.85	\$2,808.85	0.00	\$0.00
19	324	3' x 7' Concrete Box Culvert	60.00	\$19,440.00	409.00	\$132,516.00	440.00	\$142,560.00	455.00	\$147,420.00	450.03	\$145,809.72	0.00	\$0.00
20	2	10' x 10' Concrete Junction Box	2,600.00	\$5,200.00	9,271.00	\$18,542.00	12,500.00	\$25,000.00	10,800.00	\$21,600.00	11,966.80	\$23,933.60	0.00	\$0.00
21	5	5' x 5' Type C Inlet Box	2,900.00	\$14,500.00	3,037.00	\$15,185.00	5,100.00	\$25,500.00	2,800.00	\$14,000.00	5,957.36	\$29,786.80	0.00	\$0.00
22	41.31	Retaining Wall	33.00	\$1,363.23	240.00	\$9,914.40	395.00	\$16,317.45	25.00	\$1,032.75	137.14	\$5,665.25	0.00	\$0.00
23	0.66	Seeding	1,200.00	\$792.00	2,640.00	\$1,742.40	2,600.00	\$1,716.00	2,500.00	\$1,650.00	5,864.14	\$3,870.33	0.00	\$0.00
24	1.32	Lime	200.00	\$264.00	900.00	\$1,188.00	100.00	\$132.00	250.00	\$330.00	1,638.17	\$2,162.38	0.00	\$0.00
25	0.66	Mulch Cover	1,100.00	\$726.00	2,640.00	\$1,742.40	2,400.00	\$1,584.00	1,500.00	\$990.00	3,499.36	\$2,309.58	0.00	\$0.00
26	67.32	Water for Seeding	10.00	\$673.20	36.00	\$2,423.52	10.00	\$673.20	40.00	\$2,692.80	274.18	\$18,457.80	0.00	\$0.00
27	0.66	Temporary Seeding	1,100.00	\$726.00	2,640.00	\$1,742.40	1,540.00	\$1,016.40	750.00	\$495.00	2,194.71	\$1,448.51	0.00	\$0.00
28	0.66	Temporary Mulch Cover	1,300.00	\$858.00	2,640.00	\$1,742.40	2,400.00	\$1,584.00	1,400.00	\$924.00	2,184.08	\$1,441.49	0.00	\$0.00
29	6	Rock Ditch Checks	60.00	\$360.00	108.00	\$648.00	80.00	\$480.00	100.00	\$600.00	403.44	\$2,420.64	0.00	\$0.00
30	152	Silt Fencing	4.00	\$608.00	7.20	\$1,094.40	5.30	\$805.60	2.50	\$380.00	8.04	\$1,222.08	0.00	\$0.00
31	13.46	Water for Temporary Seeding	10.00	\$134.60	36.00	\$484.56	10.00	\$134.60	40.00	\$538.40	587.83	\$7,912.19	0.00	\$0.00
32	1276	Concrete Curb & Gutter	15.00	\$19,140.00	14.00	\$17,864.00	27.00	\$34,452.00	14.50	\$18,502.00	14.34	\$18,297.84	0.00	\$0.00

33	2 Curb Box Drain	1,000.00	\$2,000.00	1,250.00	\$2,500.00	1,800.00	\$3,600.00	400.00	\$800.00	7,527.19	\$15,054.38	0.00	\$0.00
	TOTAL		\$248,174.66		\$422,800.74		\$565,998.98		\$351,737.10		\$556,432.62		\$0.00
	Bid signed (Y or N)		Yes		Yes		Yes		Yes		Yes		
	Bid Bond (Y or N)		Yes		Yes		Yes		Yes		Yes		
	Suspension and Debarment		No		Yes		Yes		No		Yes		
			Rejected						Rejected				



## Legislation Details (With Text)

<b>File #:</b>	RES-19:028	<b>Version:</b>	1	<b>Name:</b>	ACCEPT THE LOW BID AND ENTER INTO A CONTRACT WITH GILLIS, INC. FOR THE SOUTHSIDE SOFTBALL COMPLEX PARKING LOT
<b>Type:</b>	Resolution	<b>Status:</b>			To Be Introduced
<b>File created:</b>	3/20/2019	<b>In control:</b>			Public Works Council Committee
<b>On agenda:</b>		<b>Final action:</b>			
<b>Title:</b>	A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE LOW BID AND ENTER INTO A CONTRACT WITH GILLIS, INC. FOR THE SOUTHSIDE SOFTBALL COMPLEX PARKING LOT (2019:06)				
<b>Sponsors:</b>	Engineering, Parks & Recreation				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Bid Tab</a> <a href="#">Contract Documents 2019 06</a>				

Date	Ver.	Action By	Action	Result
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A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE LOW BID AND ENTER INTO A CONTRACT WITH GILLIS, INC. FOR THE SOUTHSIDE SOFTBALL COMPLEX PARKING LOT (2019:06)

WHEREAS, , the City of Jonesboro has desires to accept the low bid and enter into a contract for the Southside Softball Complex Parking Lot; and

WHEREAS, the low bidder and the firm selected for the Southside Softball Complex Parking Lot is Gillis, Inc.; and

WHEREAS, funding for the execution of the contract shall come from the Capital Improvement budget and compensation shall be paid in accordance with the contract documents.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

Section 1. That the City of Jonesboro shall accept the low bid and enter into a contract with for the Southside Softball Complex Parking Lot with Gillis, Inc.

Section 2. That funding for the execution of the contract shall come from Capital Improvement budge and compensation shall be paid in accordance with the contract documents.

Section 3. The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to execute all documents necessary to effectuate this agreement.





**Specifications**

**For**

**Southside Softball Complex**

**Parking Lot**

**(Bid #2019:06)**

**Jonesboro, Arkansas**

**City of Jonesboro ■ Engineering Department**

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**P.O. Box 1845 ■ 300 South Church Street ■ Jonesboro, AR 72403 ■ 870.932.2438**



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## **I. ADVERTISEMENT FOR BIDS**

Sealed bids for the Southside Softball Complex Parking Lot will be received at the Purchasing Department, Room 421, of the City of Jonesboro City Hall, 300 South Church, Jonesboro, Arkansas until 2:00 P.M. (Local Time) on March 6, 2019 and then publicly opened and read in the Third Floor Conference Room for furnishing all labor, material, and equipment, and performing all work required to construct a parking lot at Southside Softball Complex. All Submissions shall be annotated on the outside of the envelope with the bid number 2019:06.

The project consists of constructing a 260' x 700' asphalt parking lot with curb and gutter at Southside Softball Complex, 5301 Stadium Blvd, Jonesboro, AR 72404.

Proposals shall be accompanied by a cashier's or certified check upon a national or state bank in an amount not less than five percent (5%) of the total maximum bid price payable without recourse to the City of Jonesboro or a bid bond in the same amount from a reliable surety company, as a guarantee that the Bidder will enter into a contract and execute performance and payment bonds within ten (10) days after notice of award of Contract to him. The notice of award of Contract shall be given by the Owner within sixty (60) days following the opening of bids.

The successful Bidder must furnish a performance and payment bond upon the form provided in the amount of one hundred percent (100%) of the contract price from an approved surety company holding a permit from the State of Arkansas to act as surety, or other surety or sureties acceptable to the Owner.

The attention of bidders is called to the fact that no contractor's license is required to submit a bid, but successful bidder must be licensed prior to entering into a contract with the City for the project.

Plans, specifications, proposal forms and other contract documents may be examined at City of Jonesboro Engineering Department, 300 South Church Street, Jonesboro, Arkansas 72401 and may be secured at the cost of \$25.00 Dollars per set from the City of Jonesboro, 300 South Church Street, Jonesboro, Arkansas 72401. No refunds will be made. Any addendum to this bid will be posted no later than 5 days before bid opening by clicking on "Purchasing" at [www.jonesboro.org](http://www.jonesboro.org).

Proposals will be considered on the basis of cost, the bidder's financial responsibility, his equipment, and his past performance in completing similar work. The City of Jonesboro reserves the right to reject any or all bids, to waive any informalities, and to accept the proposal deemed to be for their best interest.

The City of Jonesboro encourages participation of small, minority, and woman owned business enterprises in the procurement of goods, services, and construction, either as a general contractor or subcontractor. It is further requested that whenever possible, majority contractors who require sub-contractors seek qualified small, minority, and women owned businesses to partner with them.

## **II. INSTRUCTION TO BIDDERS**

### **1. PREPARATION OF BID**

Each bid must be submitted on the prescribed form (Proposal) and Unit Price Schedule. All blank spaces must be filled in legibly with ink or typed. All blank spaces for bid prices on the Unit Price Schedule must be filled in with figures; the extended total for each item shall be entered. If the unit price and the extended total of any item are not in agreement, the unit price shall govern and the extended total be corrected to conform thereto. Erasures or other corrections on the Proposal form or Unit Price Schedule shall be initialed by the signer of the bid. All bids must be signed in ink by an individual authorized to bind the Bidder. All bids must be regular in every respect and no interlineations, excisions or special conditions shall be made or included in the Proposal by the Bidder. Total Base Bid will equal Invoice Price.

There must be a bid on all items which may appear on the Unit Price Schedule. No bid will be considered which covers only a part of the work. A conditional bid will not be considered.

The bid form and Unit Price Schedule shall not be detached, but shall be **submitted in the original binding** as furnished by the Engineer. Submission must be at the place, and at or prior to the time specified in the Advertisement for Bids.

Each bid must be submitted in a sealed envelope clearly marked on the outside that it contains a bid for the Southside Softball Complex Parking Lot, Bid Number 2018:06 and with the hour and date of bid opening shown thereon. The name and address of the Bidder shall appear in the upper left hand corner of the envelope. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope properly addressed as noted in the NOTICE TO CONTRACTORS.

A bid which obviously is unbalanced may be rejected.

### **2. INTERPRETATIONS AND ADDENDA**

No oral interpretation will be made to any Bidder as to the meaning of the Contract Documents or any part thereof. Every request for such an interpretation shall be made in writing to the City of Jonesboro Engineering Department. Any inquiry received up to seven (7) days prior to the opening of bids will be given consideration. Every interpretation made to a Bidder will be in the form of an Addendum to the contract Documents. All such Addenda shall become part of the Contract and all Bidders shall be bound by such Addenda, whether or not received by the Bidders.

### **3. INSPECTION OF SITE**

Each Bidder shall visit the site of the proposed work and fully acquaint himself with the existing conditions there relating to construction and labor, and shall fully inform himself as to the facilities involved, and the difficulties and restrictions attending the performance of the Contract. The Bidder shall thoroughly examine and familiarize himself with the Plans, Technical Specifications, and other Contract Documents. The Contractor by the execution of the Contract shall not be relieved of any

obligation under it due to his failure to receive or examine any form or legal instrument or to visit the site and acquaint himself with the conditions there existing. The Owner will be justified in rejecting any claim based on facts regarding which the contractor should have been on notice as a result thereof.

#### **4. BID GUARANTY**

The bids must be accompanied by a Bid Guaranty which shall not be less than five percent (5%) of the amount of the bid. At the option of the Bidder, the guaranty may be a certified check, or may be a bid bond (substantially in the form attached). No bid will be considered unless it is accompanied by the required guaranty. Certified check must be payable to the City of Jonesboro, Arkansas. Cash deposits will not be accepted. The Bid Guaranty shall insure the execution of the Contract and the furnishing of the surety bond or bonds by the successful Bidder, all as required by the Contract Documents.

Certified checks, or bid bonds, of unsuccessful Bidders, will be returned upon request as soon as feasible after the opening of the bids.

#### **5. COLLUSION; SUBCONTRACTS**

A Bidder submitting a Proposal to the Owner for the work contemplated by the Documents on which bidding is based shall not collude with any other person, firm, or corporation in regard to any bid submitted.

Before executing any subcontract, the successful Bidder shall submit the name of any proposed Subcontractor for prior approval of the Owner.

#### **6. STATEMENT OF BIDDER'S QUALIFICATIONS**

Each Bidder shall submit on the form furnished for that purpose (a copy of which is included in the Contract Documents), a statement of the Bidder's qualifications, his experience record in construction of work similar to that which here is involved, and his organization and equipment available for the work contemplated; and when specifically requested by the Owner, the Bidder shall provide a detailed financial statement. The Owner shall have the right to take such steps as it deems necessary to determine the ability of the Bidder to perform his obligations under the Contract, and the Bidder shall furnish the Owner all such information and data for this purpose as it may request. The right is reserved to reject any bid where an investigation of the available evidence or information does not satisfy the Owner that the Bidder is qualified to carry out properly the terms of the Contract.

#### **7. BALANCED BIDS; VARIATIONS IN QUANTITIES**

The lump sum price and unit price for each of the several items in the Proposal of each Bidder shall be balanced and shall include its pro rata share of overhead.

The Owner shall have the right to increase or decrease the extent of the work or to change the location, gradient, or the dimensions of any part of the work, provided that the length of the improvement is not increased or decreased in excess of 25% of the contract length, or that the

quantities of work to be done or the materials to be furnished are not increased or decreased in money value in excess of 25% of the total Contract. Such changes shall not be considered as a waiver of any conditions of the Contract nor invalidate any of the provisions thereof. The Contractor shall perform the work as increased or decreased within the qualifying limits named and no allowance will be made for anticipated profits on increases or decreases so incurred.

Increases or decreases in items of work, and the cost thereof, shall be done in accordance with the Section entitled, CHANGES IN THE WORK under GENERAL CONDITIONS.

#### **8. TIME FOR RECEIVING BIDS**

A bid received prior to the advertised time of opening will be kept securely, and will remain sealed until the time of opening. The officer whose duty it is to open them will decide when the specified time has arrived, and any bid received subsequent to that time will be returned unopened.

#### **9. OPENING OF BIDS**

At the time and place fixed for the opening of bids, the Owner first will cause the bid guarantees to be checked as stipulated above. The Owner then will cause the qualified bids to be opened and publicly read aloud, irrespective of any irregularities therein. Bidders and other persons properly interested may be present, in person or by representative.

#### **10. WITHDRAWAL OF BIDS**

Bids may be withdrawn on written request if the request is received prior to the time fixed for the opening of bids.

#### **11. AWARD OF CONTRACT; REJECTION OF BIDS**

The Contract will be awarded to the responsible Bidder submitting the lowest total bid complying with the conditions of the Notice to Contractors and other parts of these Contract Documents. The Bidder to whom the award is made will be notified at the earliest possible date. The Owner, however, reserves the right to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in its interests.

The Owner reserves the right to consider as unqualified to do the work any Bidder who does not habitually perform with his own forces the major portions of such work as is involved in construction of these improvements.

#### **12. EXECUTION OF AGREEMENT; PERFORMANCE AND PAYMENT BOND**

Subsequent to the award and within ten (10) days after the prescribed forms are presented for signature, the successful Bidder shall execute and deliver to the Owner a Contract in the form included in the Contract Documents in such number of copies as the Owner may require.

Having satisfied all conditions of award as set forth elsewhere in these Documents, the successful Bidder shall, within the period specified above, furnish a surety bond in a penal sum not less than the amount of the Contract as awarded, as security for the faithful performance of the Contract, and for the payment of all persons, firms or corporations to whom the Contractor may become legally indebted for labor, materials, tools, equipment, or services of any nature, including utility and transportation services employed or used by him in performing the work. Such bond shall be as included in the Contract Documents and shall bear the same date as, or a date subsequent to, that of the Contract. The current power of attorney for the person who signs for any surety company shall be attached to such bond.

The failure of the successful Bidder to execute such Contract and to supply the required bond or bonds within ten (10) days after the prescribed forms are presented for signature, or within such extended period as the Owner may grant, based upon reasons determined insufficient by the Owner, shall constitute a default, and the Owner may either award the Contract to the next lowest responsible Bidder or readvertise for bids.

### **13. BONDS AND INSURANCE**

Attention of Bidders is called to Act 82 of the 1935 Acts of the Arkansas General Assembly, which has certain requirements pertaining to performance bonds, labor bonds, employer's liability insurance, public liability insurance, workmen's collective insurance, and property damage insurance.

All companies furnishing bid bonds and performance bonds shall furnish evidence of being on the U.S. Treasury Department's most current list (Circular 570, as amended) and be authorized to transact business in the State of Arkansas.

### **14. LEGAL QUALIFICATIONS**

The successful Bidder, if a corporation created under the laws of a state other than the State of Arkansas, will be required to qualify, or to have qualified, with the Secretary of State of Arkansas to do business in the State of Arkansas.

### **15. MODIFICATION OF BID**

No modification of any bid already submitted will be considered unless such modification is received prior to the time set for opening of bids.

### **16. SURVEY CONSTRUCTION CONTROLS**

Will be the responsibility of the Contractor. No separate pay item and shall be considered subsidiary to the contract.

**III. PROPOSAL**

Place Jonesboro AR  
Date 3-6-19

Proposal of Gillis Inc

a corporation organized and existing under the laws of the State of Arkansas

or

Proposal of \_\_\_\_\_

a partnership consisting of \_\_\_\_\_

or

Proposal of \_\_\_\_\_

an individual doing business as \_\_\_\_\_

**TO: City of Jonesboro**

This bid results from your advertisement for bids for the Southside Softball Complex Parking Lot.

The undersigned Bidder, having visited the site of the work, having examined the Plans, Specifications, and other Contract Documents including all Addenda, and being familiar with all of the conditions relating to the construction of the proposed project, hereby agrees to comply with all other conditions or requirements set forth in the Plans, Specifications, and other Contract Documents, and further proposes to furnish all material, supplies, equipment, and appliances specified for incorporation into the project and to furnish all labor, tools, equipment, and incidentals to complete the work in accordance with the Plans, Specifications, and other Contract Documents at and for the lump sum and unit prices proposed in the attached Unit Price Schedule.

The undersigned Bidder agrees to begin work within ten (10) calendar days after the issuance by the Owner of a "Work Order" or "Notice to Proceed" and to complete the work within ninety (90) calendar days thereafter (except as modified in the GENERAL CONDITIONS of these Contract Documents). Should the work fail to be completed within the time herein stated, the Contractor shall pay to the Owner, as fixed and agreed liquidated damages, and not as a penalty, the sum, for each day of delay until the work is completed and accepted, as stipulated in the SPECIAL CONDITIONS of these Contract Documents. It is understood that additional time for the completion of the project is to be allowed only for delays as stipulated in the GENERAL CONDITIONS of these Contract Documents.

Bidder acknowledges receipt of the following addendum (addenda):

1 Dated 2-27-19  
2 Dated 3-1-19

The undersigned Bidder agrees that this bid shall be good and shall not be withdrawn for a period of sixty (60) calendar days after the opening thereof. If written notice of the acceptance of this Proposal is mailed, telegraphed, or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this Proposal is withdrawn, the undersigned agrees to execute and deliver a Contract in the prescribed form, and furnish the required Performance and Payment Bond, within ten (10) days after the Contract is presented to him for signature.

It is understood by the undersigned Bidder that the Owner reserves the right to reject any or all bids.

Accompanying this Proposal as bid security is certified check/bid bond (Strike One) in the amount of Five Percent Dollars (\$ 5%), being not less than five percent (5%) of the total of the bid. If the undersigned Bidder is the successful Bidder, but fails or refuses to execute the contract and furnish the required bond within the prescribed ten (10) days of the notification of award, then this bid security is to become the property of the Owner as liquidated damages for the delay and additional expense to the Owner caused by such failure or refusal.

Opake Bivens  
(Witness)

1335 E. Poetel

Jonesboro, AR 72401  
(Address)

Gillis Inc  
(Name of Bidder)

By Mitchell Fitts

Mitchell Fitts CFO  
(Print Name and Title)

1335 E. Poetel

Jonesboro, AR 72401  
(Office Address of Bidder)

NOTES: Sign in ink. Do not detach.  
Items must be bid upon as specified in the Unit Price Schedule.



Revised 03/01/2019 (Addendum No. 2)

**IV. UNIT PRICE SCHEDULE**

<u>Item No</u>	<u>Description</u>	<u>AHTD Ref</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Cost</u>
1	R&D Trees	201	Each	3	\$ 500.00	\$ 1500.00
2	R&D Pipe Culverts	201	LF	66	\$ 10.00	\$ 660.00
3	Compacted Embankment	210	CY	1,400	\$ 10.40	\$ 14,560.00
4	Aggr. Base Course (Class 7)	303	Ton	1,832	\$ 23.00	\$ 42,136.00
5	Asphalt Surface (PG 64-22) Course (3" Thickness)	406	Ton	3,140	\$ 75.00	\$ 235,500.00
6	Mobilization	601	LS	1	\$ 8000.00	\$ 8000.00
7	18" R.C. Pipe Culverts (CL. 3)	606	LF	684	\$ 31.00	\$ 21,204.00
8	24" R.C. Pipe Culverts (CL. 3)	606	LF	229	\$ 45.00	\$ 10,305.00
9	30" R.C. Pipe Culverts (CL. 3)	606	LF	323	\$ 62.00	\$ 20,026.00
10	29"x45" H.E.R.C. Pipe Culverts (CL. 3)	606	LF	219	\$ 115.00	\$ 25,185.00
11	Drop Inlet (Type C)	606	Each	16	\$ 2750.00	\$ 44,000.00
12	Concrete Walks	633	SY	624	\$ 36.00	\$ 22,464.00
13	CC Curb & Gutter -A (1'-6")	634	LF	5,421	\$ 14.00	\$ 75,894.00
14	Refl. Paint Pvmt. Mrk. WH (4")	718	LF	10,127	\$ 0.50	\$ 5063.50
15	Refl. Paint Pvmt. Mrk. WH (Symbol)	718	Each	9	\$ 100.00	\$ 900.00
16	Washed Gravel	SP	Ton	472	\$ 28.00	\$ 13,216.00
17	Handicap Sign	SP	Each	8	\$ 250.00	\$ 2000.00
18	Undercut	SP	CY	250	\$ 19.50	\$ 4875.00

TOTAL BASE BID

\$ 547,488.50

WRITTEN IN WORDS:

FIVE HUNDRED FORTY-SEVEN THOUSAND, FOUR HUNDRED

EIGHTY-EIGHT DOLLARS AND FIFTY CENTS

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

**Bid Bond**

Bond No.: 345759

KNOW ALL MEN BY THESE PRESENTS, that we Gillis Incorporated

1335 E Parker Rd, Jonesboro, AR 72404  
as Principal, hereinafter call the Principal, and Merchants Bonding Company (Mutual)  
P.O. Box 14498, Des Moines, Iowa 50306-3498

a corporation duly organized under the laws of the State of Iowa  
as Surety, hereinafter called the Surety, are held and firmly bound unto City of Jonesboro

as Obligee, hereinafter called the Obligee, in the sum of Five Percent of Bid Amount

Dollars (\$ 5 % ),  
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind  
ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these  
presents.

WHEREAS, the Principal has submitted a bid for Southside Softball Complex Parking Lot

NOW THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with  
the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding  
or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt  
payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter  
such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the  
penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith  
contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise  
to remain in full force and effect.

Signed and sealed this 4th day of March 2019 XXX

Gillis Incorporated

*Jackie Bowen*  
(Witness)

*Mitchell Gitt*  
(Principal) (Seal)  
CEO  
(Title)

*Brad Abernathy*  
(Witness)

Merchants Bonding Company (Mutual)  
(Surety) (Seal)  
*John David Pollock*  
(Title)  
John David Pollock Attorney-in-Fact

**MERCHANTS**  
**BONDING COMPANY**  
**POWER OF ATTORNEY**

Bond #: 345759

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

**John David Pollock**

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc. on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 4th day of March, 2019.

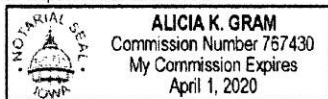


MERCHANTS BONDING COMPANY (MUTUAL)  
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*  
President

STATE OF IOWA  
COUNTY OF DALLAS ss.

On this 4th day of March, 2019, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



*Alicia K. Gram*  
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 4th day of March, 2019.



*William Warner Jr.*  
Secretary

POA 0018 (3/17)

**ANSWERS TO**  
**STATEMENT OF BIDDER'S QUALIFICATIONS**  
**CITY OF JONESBORO**  
**SOUTHSIDE SOFTBALL COMPLEX-PARKING LOT**  
**BID #2019:06**

1. GILLIS, INC.

2. 1335 E PARKER RD., JONESBORO, AR 72404

3. 1979

4. ARKANSAS

5. SINCE 1996. 20 YEARS.

6. B WINTERS-SAGE MEADOWS	07/01/18	\$ 486,000
BRENDAR VILLAGE	06/01/18	\$ 225,000
PECAN ACRES-AGGIE	08/01/17	\$ 414,075

7. SITEWORK, UTILITIES, SUBDIVISIONS, DRAINAGE PROJECTS

8. NO

9. NO

10. NO

11. CVS PHARMACY	\$592,900	10/16
CENTRAL FORD/TRUMANN	2,300,000	02/17
JONESBORO HEADSTART	243,000	12/16
HEALTHSOUTH/JONESBORO	300,000	12/16
NEWKS EATERY	217,000	01/17

12. CAT 325 EXC  
INGSOLL RAND SD 100 ROLLER  
CAT D6K  
140G ROAD GRADER

13. 20 YEARS CONSTRUCTION WORK INCLUDING SIMILAR JOBS SUCH AS:

CENTRAL BAPTIST CHURCH – SITEWORK, BUILT DETENTION POND,  
MOVED APRX 170,000 CY DIRT.

CORP OF ENGINEERS – REBUILD LEVEE AT TULOT ARKANSAS

BARRINGTON PARK – BUILT DETENTION POND, CUT LOTS AND  
BUILT STREETS

MARKED TREE RAILROAD – BUILT 1 ½ MILES OF RAILROAD SPUR

14. JIM GILLIS, PRES – 33 YEARS IN BUSINESS. OPERATING/COORDINATING 3 CORPORATIONS  
SIMUTANEOUSLY

MITCHELL FITTS, VICE PRES – BUSINESS MANAGEMENT, DAY TO DAY AFFAIRS AS  
WELL AS THE FINANCES AND BUSINESS OPERATIONS FOR GILLIS INC.

JEANNIE GILLIS, SEC – RETIRED FROM ARK DEPT OF HEALTH (30+ YEARS), OVERSEES ALL  
TRAINING AND SAFETY ASPECTS OF BUSINESSES—QUALITY CONTROL AND OFFICE  
STAFF

JASON BRANCH, PROJECT COORDINATION - PROFESSIONAL SURVEYOR, GPS MACHINE  
CONTROL, 3-D MODELING, CONSTRUCTION LAYOUT AND QUALITY CONTROL

15. \$600,000.00

16. INTEGRITY FIRST BANK. STACI BLANKENSHIP.

17. YES

18. SEE ORIGINAL INSERT PAGE FOR SIGNATURES.

## **VI. STATEMENT OF BIDDER'S QUALIFICATIONS**

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information he desires.

1. Name of Bidder.
2. Permanent main office address.
3. When organized.
4. If a corporation, where incorporated.
5. How many years have been engaged in the contracting business under your present firm or trade name?
6. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion).
7. General character of work performed by your company.
8. Have you ever failed to complete any work awarded to you?
9. Have you ever defaulted on a Contract?  
If so, where and why?
10. Have you ever been fined or had your license suspended by a Contractor's Licensing Board?  
If so, where and why?
11. List the more important projects recently completed by your company, stating the approximate cost for each, and the month and year completed.
12. List your major equipment available for this Contract.
13. Experience in construction work similar in importance to this project.
14. Background and experience of the principal members of your organization, including the officers.
15. Credit available: \$ \_\_\_\_\_.
16. Give Bank reference: \_\_\_\_\_.

17. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner?
18. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner, in verification of the recitals comprising this statement of Bidder's Qualifications.

Dated at Jonesboro AR this 6<sup>th</sup>  
 day of March, 2019.

Gillis Inc  
 (Name of Bidder)

By Mitchell Fitts

Title CFO

STATE OF Arkansas )  
 ) SS.  
 COUNTY OF Craighead )

Mitchell Fitts being duly sworn deposes and says that  
 he is CFO of Gillis Inc  
 (Name of Organization)

and that the answers to the foregoing questions and all statements therein contained are true and correct.

SUBSCRIBED AND SWORN TO BEFORE ME this 6 day of March, 2019.

Jackie Bivens  
 (Notary Public)

My Commission Expires:  
3925

Jackie Bivens  
 Notary Public - Arkansas  
 Craighead County  
 Commission # 12403583  
 My Commission Expires  
 March 9, 2025

**VII. CONTRACT**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and  
between Gillis, Inc.  
(a Corporation organized and existing under the laws of the State of Arkansas)  
Hereinafter called the "Contractor" and the City of Jonesboro, Arkansas, hereinafter called the "Owner".

**WITNESSETH:**

That the Contractor and the Owner for the consideration stated herein mutually agree as follows:

ARTICLE 1. Statement of Work. The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment, incidentals and services, including utility and transportation services and perform and complete all work required for the Southside Softball Complex Parking Lot, in strict accordance with the Contract Documents, including all Addenda thereto

Addendum 1 dated February 27, 2019

Addendum 2 dated March 1, 2019

\_\_\_\_\_ dated \_\_\_\_\_

as prepared by the Engineer.

ARTICLE 2. The Contract Price. The Owner will pay the Contractor, because of his performance of the Contract, for the total quantities of work performed at the lump sum and unit prices stipulated in the Proposal, subject to additions and deductions as provided in the Section entitled "CHANGES IN THE WORK" under the GENERAL CONDITIONS.

ARTICLE 3. Contract Time. The Contractor agrees to begin work within ten (10) calendar days after issuance by the Owner of a "Work Order" or "Notice to Proceed" and to complete the work within ninety (90) calendar days thereafter (except as modified in the GENERAL CONDITIONS of these Contract Documents). If the Contractor shall fail to complete the work within the time specified, he and his Surety shall be liable for payment to the Owner, as liquidated damages ascertained and agreed, and not in the nature of a penalty, the amount specified in the SPECIAL CONDITIONS of these Contract Documents for each day of delay. To the extent sufficient in amount, liquidated damages shall be deducted from the payments to be made under this Contract.



ARTICLE 4. Contract. The executed Contract Documents shall consist of the following:

- a. This Agreement (Contract)
- b. Addenda
- c. Advertisement for Bids
- d. Instructions to Bidders
- e. Proposal
- f. General Conditions
- g. Supplemental General Conditions
- h. Special Conditions
- i. Technical Specifications including  
Special Provisions
- j. Drawings (Plans)
- k. Performance-Payment Bond

This Contract, together with other Documents enumerated in this Article 4, which said other Documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract between the parties hereto. In the event that any provisions in any component part of this Contract conflicts with any provision of any other component part, the conflict shall be resolved by the Engineer whose decision shall be final.

ARTICLE 5. Surety. The Surety on the Performance-Payment Bond shall be a surety company of financial resources satisfactory to the Owner, authorized to do business in the State of Arkansas, and shall comply with applicable Arkansas laws.

IN WITNESS WHEREOF, the parties hereto have caused this CONTRACT to be executed in four (4) counterparts, each of which shall be considered an original on the day and year first above written.

ATTEST:

\_\_\_\_\_  
(Contractor)

\_\_\_\_\_  
By \_\_\_\_\_

\_\_\_\_\_  
Title \_\_\_\_\_

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
City of Jonesboro  
(Owner)

\_\_\_\_\_  
By \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VIII. ARKANSAS PERFORMANCE-PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS:

THAT WE, \_\_\_\_\_

as Principal, hereinafter called Principal, and \_\_\_\_\_

of \_\_\_\_\_ State of \_\_\_\_\_, as Surety, hereinafter called the Surety, are held and firmly bound unto the City of Jonesboro as Obligee, hereinafter called Owner, in the amount \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) in lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly, severally, and firmly by these presents.

**THE CONDITION OF THIS OBLIGATION IS SUCH THAT:**

WHEREAS, The Principal entered into a Contract with the Owner by written Agreement dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a copy of which is attached hereto and made a part hereof, hereinafter referred to as the Contract, for the Southside Softball Complex Parking Lot.

NOW THEREFORE, if the Principal shall well and truly perform and complete in good, sufficient, and workmanlike manner all of the work required by said Contract and within the time called for thereby to the satisfaction of the Owner, and shall pay all persons for labor, materials, equipment, and supplies furnished by said Principal in accordance with said Contract (failing which such persons shall have a direct right to action against the Principal and Surety under this obligation, but subject to the Owner's priority) and shall hold and save harmless the Owner from any and all claims, loss, and expense of every kind and nature arising because of or resulting from the Principal's operation under said Contract, except payments to the Principal rightly due the Principal for work under said Contract, then this obligation shall be null and void; otherwise to remain in full force and effect.

Any alterations which may be made in the terms of the Contract, or in the work to be done under it, or the giving by the Owner of an extension of time for the performance of the Contract, or any other forbearance on the part either of the Owner or Principal to the other shall not release in any way the Principal and Surety, or either of them, their heirs, personal representatives, successors, or assigns from their liability hereunder, notice to the Surety of any alteration, extension, or forbearance hereby being waived.

In no event shall the aggregate liability of the Surety exceed the sum set herein.

No suit, action, or proceeding shall be brought on this bond outside the State of Arkansas. No suit, action, or proceeding shall be brought on this bond, except by the Owner, after six (6) months from the date on which final payment to the Contractor falls due. No suit, action, or proceeding shall be brought by the Owner after two (2) years from the date on which final payment to the Contractor falls due.

This bond is executed pursuant to the terms of Arkansas Code Ann. §§ 18-44-501 et. seq.

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Principal)

By \_\_\_\_\_

Title \_\_\_\_\_

SEAL

\_\_\_\_\_  
(Surety)

By \_\_\_\_\_  
(Attorney-in-Fact)

NOTES:

1. This bond form is mandatory. No other forms will be acceptable.
2. The date of the Bond must not be prior to the date of the Contract.
3. Any surety executing this Bond must appear on the U.S. Treasury Department's most current list (Circular 570, as amended) and be authorized to transact business in the State of Arkansas.
4. Attach Power of Attorney.

**IX. GENERAL CONDITIONS**  
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## **GC.1 DEFINITIONS**

Wherever used in any of the Contract Documents, the following meanings shall be given to the terms herein defined:

(1) The term "Addendum" means any change, revision, or clarification of the Contract Documents which has been duly issued by the Local Public Agency, or the Engineer, to prospective Bidders prior to the time of receiving bids.

(2) The term "Award" means the acceptance by the owner of the successful bidder's proposal.

(3) The term "Bidder" means any individual, partnership, firm, or corporation, acting directly or through a duly authorized representative, who submits a proposal for the work contemplated.

(4) The term "Calendar Day" means every day shown on the calendar.

(5) The term "Change Order" means a written order to the contractor covering changes in the plans, specifications, or proposal quantities and establishing the basis of payment and contract time adjustment, if any, for the scope of work affected by the change. The work covered by the change order shall be within the scope of the contract.

(6) The term "Contract" means the Contract executed by the Local Public Agency and the Contractor of which these GENERAL CONDITIONS form a part.

(7) The term "Contract Documents" means and shall include the following: Executed Contract, Addenda (if any), Advertisement For Bids, Instructions to Bidders, Proposal, Performance-Payment Bond, General Conditions, Supplemental General Conditions, Special Conditions, Supplemental Special Conditions, Technical Specifications, and Drawings.

(8) The term "Contractor" means the person, firm, or corporation entering into the Contract with the Local Public Agency to construct and install the improvements embraced in this project.

(9) The term "Engineer" means the City of Jonesboro Engineering Department, serving the Local Public Agency with engineering services, its successor, or any other person or persons employed by said Local Public Agency to furnish engineering services in connection with the construction embraced in the Contract.

(10) The term "Local Government" means the City of Jonesboro, Arkansas, within which the Project is situated.

(11) The term "Local Public Agency" or "Owner" means the City of Jonesboro, which is

authorized to undertake this Contract.

(12) The term "Plans" or "Drawings" means the official drawings or exact reproductions which show the location, character, and details of the work contemplated, and which are to be considered part of the contract, supplementary to the specifications.

(13) The term "Proposal" means the written offer of the Bidder (when submitted on the approved proposal form) to perform the contemplated work and furnish the necessary materials in accordance with the provisions of the Plans and Specifications.

(14) The term "Specifications" means a part of the contract containing the written directions and requirements for completing the contract work. Standards for specifying materials, or testing, which are cited in the specifications by reference shall have the same force and effect as if included in the contract physically.

(15) The term "Subcontractors" shall mean the individual, partnership or corporation entering into an agreement with the Contractor to perform any portion of the work covered by the Plans and Specifications.

(16) The term "Surety" shall mean any person, firm, or corporation that has executed, as Surety, the Contractor's Performance Bond securing the performance of the Contract.

(17) The term "Technical Specifications" means that part of the Contract documents which describes, outlines and stipulates the quality of the materials to be furnished; the quality of workmanship required; and the controlling requirements to be met in carrying out the construction work to be performed under this Contract. This also includes Special Provisions.

(18) The term "Work" shall mean the furnishing of all necessary labor, tools, equipment, appliances, supplies, and material other than materials furnished by the Owner as specified to complete the construction covered by the Plans and Specifications.

## **GC.2 SUPERINTENDENCE BY CONTRACTORS**

Except where the Contractor is an individual and gives his personal superintendence to the work, the Contractor shall provide a competent superintendent, satisfactory to the Local Public Agency and the Engineer, on the work at all times during working hours with full authority to supervise and direct the work and who shall be the Contractor's agent responsible for the faithful discharge of the Contractor's obligations under the Contract.

The Owner shall have the authority to require the Contractor to remove from the work any incompetent or insubordinate superintendent.

**GC.3 CONTRACTOR'S EMPLOYEES**

The Contractor shall employ only competent skillful workers and shall at all times enforce strict discipline and good order among the employees.

The Contractor shall neither permit nor suffer the introduction or use of alcoholic beverages or controlled substances upon or about the work embraced in this Contract.

The Owner may require the Contractor to dismiss from the work such employee or employees as the Owner or the Engineer may deem incompetent, or careless, or insubordinate.

**GC.4 SAFETY OF CONTRACTOR'S EMPLOYEES**

The Contractor shall be responsible for the safety of his employees during the progress of the work as well as the safety, efficiency, and adequacy of his plant, appliances, and methods, and for any damage which may result from their failure or their improper construction, maintenance or operation.

**GC.5 SUBCONTRACTS**

The Contractor is responsible to the Owner for the acts and omissions of his subcontractors and of persons either directly or indirectly employed by the subcontractors and is aware that nothing contained in the Contract Documents shall create any contractual relation between any subcontractor and the Owner.

**GC.6 OTHER CONTRACTS**

The Local Public Agency may award, or may have awarded other Contracts for additional work, and the Contractor shall cooperate fully with such other Contractors, by scheduling his own work with that to be performed under other Contracts as may be directed by the Local Public Agency. The Contractor shall not commit or permit any act which will interfere with the performance of work by any other Contractor as scheduled.

**GC.7 CONTRACTOR'S INSURANCE**

Before any work is commenced, the Contractor shall furnish an approved certificate of insurance addressed to the Owner, showing that he carries the following insurance which shall be maintained throughout the term of the Contract.

- (1) Workmen's Compensation - Statutory Limit
- (2) Employer's Liability for Hazardous Work - If Needed



(3) Public Liability (Bodily Injury and Property Damage)	- \$1,000,000/occurrence - \$2,000,000/aggregate
(4) Builder's Risk	- Insurable Portion

The Contractor shall carry or require that there be carried the insurance listed in (1) through (3) above for the protection of all his employees and those of his Subcontractors engaged in work under this Contract, and for the protection of the public.

If the work includes pipelines or other underground structures, the Property Damage Liability shall include explosion, collapse, and underground coverage.

The premiums for all insurance and the bond required herein shall be paid by the Contractor.

It shall be the obligation of the Contractor to complete and deliver to the Owner the structure required by these Contract Documents regardless of any loss, damage to, or destruction of the structure prior to delivery.

**GC.8 OWNER'S AND ENGINEER'S PROTECTIVE LIABILITY INSURANCE**

The Owner requires the Contractor to name the City of Jonesboro and the Engineer as an additional insured on their Protective Liability insurance, which shall be in force for the entire project period. Limits of liability shall be the following:

Bodily Injury Liability (Including Death) and Physical Damage Liability	- \$1,000,000/occurrence
(Damage to or Destruction of Property)	- \$2,000,000/aggregate

**GC.9 FITTING AND COORDINATION OF THE WORK**

The Contractor shall be responsible for the proper fitting of all work and for the coordination of the operations of all trades, Subcontractors, or material men engaged upon this Contract. He shall be prepared to guarantee to each of his Subcontractors the locations and measurements which they may require for the fitting of their work to all surrounding work.

**GC.10 MUTUAL RESPONSIBILITY OF CONTRACTORS**

If, through acts of neglect or through failure to comply with any applicable Government regulations by the Contractor, any other Contractor or any Subcontractor shall suffer loss or damage on the work, the Contractor shall settle with such other Contractor or Subcontractor by agreement or arbitration, if such other Contractor or Subcontractor will so settle. If such other Contractor or Subcontractor shall assert any claim against the Local Public Agency on account of any damage alleged to have been so sustained,

the Local Public Agency will notify this Contractor, who shall defend at his own expense any suit based upon such claim, and, if any judgments or claims against the Local Public Agency shall be allowed, the Contractor shall pay or satisfy such judgments or claim and pay all costs and expenses in connection therewith.

#### **GC.11 PAYMENT TO CONTRACTOR**

Payment may be made to the Contractor once a month in accordance with the Payment to Contractors Schedule provided at the end of this section. The Engineer will prepare (with the required assistance from the Contractor) the application for partial payment. If the bid contains lump sum prices, the Contractor shall furnish to the Engineer, upon request, a detailed cost breakdown of the several items of work involved in the lump sum prices. The Engineer will use this cost breakdown to determine the amount due the Contractor as progress payment.

The amount of the payment due to the Contractor shall be determined by the total value of work completed to date, deducting five percent (5%) for retainage, adding the value of submitted paid invoices covering construction materials, properly stored on the site, and deducting the amount of all previous payments. The total value of work completed to date shall be based on the estimated quantities of work completed and on the unit and lump sum prices contained in the Proposal. The value of materials properly stored on the site shall be based upon the estimated quantities of such materials and the invoice prices. Copies of paid invoices, covering construction materials for which material payments are made, shall be furnished to the Engineer before such material payments are made.

NOTE: It has been the policy of the Owner to make payments for properly stored materials/equipment based upon invoice price and allow the Contractor to submit paid invoices within 30 days (or the next partial payment period). If paid invoices are not provided within the time allowed, then the materials/equipment so paid for will be removed from the next partial payment.

Monthly or partial payments made by the Owner to the Contractor are monies advanced for the purpose of assisting the Contractor to expedite the work of construction. All material and complete work covered by such monthly or partial payments shall remain the property of the Contractor, and he shall be responsible for the care and protection of all materials and work upon which payments have been made. Such payments shall not constitute a waiver of the right of the Owner to require the fulfillment of all terms of the Contract and the delivery of all improvements embraced in this Contract complete and satisfactory to the Owner in all details.

GC.11.1 Withholding Payments: The Local Public Agency may withhold from any payment otherwise due the Contractor so much as may be necessary to protect the Local Public Agency and if it so elects may also withhold any amounts due from the Contractor to any Subcontractors or material dealers, for work performed or material furnished by them. The foregoing provisions shall be construed solely for the benefit of the Local Public Agency and will not require the Local Public Agency to determine or adjust any claims or disputes between the Contractor and his Subcontractors or material dealers, or to

withhold any monies for their protection unless the Local Public Agency elects to do so. The failure or refusal of the Local Public Agency to withhold any monies from the Contractor shall not impair the obligations of any Surety or Sureties under any bond or bonds furnished under this Contract. Such withholding may also occur as a result of the Contractor's failure or refusal to prosecute the work with such diligence as will insure its completion within the time specified in these Contract Documents, or as modified as provided in these Contract Documents, or if the Contractor fails to comply with any applicable regulations promulgated by the U.S. Government or any other Government agencies.

GC.11.2 Final Payment: After final inspection and acceptance by the Local Public Agency of all work under the Contract, the application for final payment shall be prepared which shall be based upon the carefully measured or computed quantity of each item of work at the applicable unit and lump sum prices stipulated in the Unit Price Schedule. The total number of the final payment due the Contractor under this Contract shall be the amount computed as described above less all previous payments. All prior payments shall be subject to correction in the final payment. Final payment to the Contractor shall be made subject to his furnishing the Local Public Agency with a release in satisfactory form of all claims against the Local Public Agency arising under and by virtue of his Contract, other than such claims, if any, as may be specifically excepted by the Contractor from the operation and the release as provided under the section entitled DISPUTES under GENERAL CONDITIONS.

The Local Public Agency, before paying the final estimate, may require the Contractor to furnish releases or receipts from all Subcontractors having performed any work and all persons having supplied materials, equipment (installed on the Project), and services to the Contractor, if the Local Public Agency deems the same necessary in order to protect its interest. The Local Public Agency, however, may, if it deems such action advisable, make payment in part or in full to the Contractor without requiring the furnishing of such releases or receipts and any payments so made shall not impair the obligations of any Surety or Sureties furnished under this Contract.

Withholding of any amount due the Local Public Agency under the section entitled LIQUIDATED DAMAGES FOR DELAY under SPECIAL CONDITIONS, shall be deducted from the payments due the Contractor.

All equipment warranties and general guarantee and maintenance bond provisions shall become effective for one year upon date of final acceptance of the completed, project by the Local Public Agency.

GC.11.3 Payments Subject to Submission of Certificates: Each payment to the Contractor by the Local Public Agency shall be made subject to submission by the Contractor of all written certifications required of him.

<b>PAYMENT TO CONTRACTORS</b>	
<b>2019 SCHEDULE - CONTRACTED PROJECTS</b>	
<b>City of Jonesboro Payment Schedule</b>	<b>Deadline for Invoice Submittal to Engineering</b>
Tuesday, January 08, 2019	Friday, December 28, 2018
Friday, February 08, 2019	Tuesday, January 29, 2019
Friday, March 08, 2019	Tuesday, February 26, 2019
Monday, April 08, 2019	Friday, March 29, 2019
Wednesday, May 08, 2019	Friday, April 26, 2019
Monday, June 10, 2019	Friday, May 31, 2019
Monday, July 08, 2019	Friday, June 28, 2019
Thursday, August 08, 2019	Monday, July 29, 2019
Monday, September 09, 2019	Friday, August 30, 2019
Tuesday, October 08, 2019	Friday, September 27, 2019
Friday, November 08, 2019	Tuesday, October 29, 2019
Friday, December 06, 2019	Tuesday, November 26, 2019
Wednesday, January 08, 2020	Friday, December 27, 2019

**GC.12 USE OF COMPLETED PORTIONS**

The Owner shall have the right to use any completed or partially completed portion of the work and such use shall not be considered as an acceptance of any work.

**GC.13 CHANGES IN THE WORK**

The Local Public Agency may make changes in the scope of the work required to be performed by the Contractor under the Contract or make additions thereto, or omit work therefrom without invalidating the Contract, and without relieving or releasing the Contractor from any of his obligations under the Contract or any guarantee given by him pursuant to the Contract provisions, and without affecting the validity of the Guaranty Bonds, and without relieving or releasing the Surety or Sureties of said bonds. All such work shall be executed under the terms of the original Contract unless it is expressly provided otherwise.

Except for the purpose of affording protection against any emergency endangering life or property, the Contractor shall make no change in the materials used or in the specified manner of constructing and/or installing the improvements, or supply additional labor, services or materials beyond that actually required for the execution of the Contract, unless in pursuance of a written order from the Local Public Agency authorizing the Contractor to proceed with the change. No claim for an adjustment of the Contract price will be valid unless so ordered.

After the work is complete, a final change order may be prepared to be accepted by the Owner and Contractor to adjust final payment as required to cover the actual units of work acceptably completed.

If the applicable unit prices are contained in the Proposal (established as a result of either a unit price or a Supplemental Schedule of Unit Prices) the Local Public Agency may order the Contractor to proceed with desired changes in the work, the value of such changes to be determined by the measured quantities involved and the applicable unit and lump sum prices specified in the Contract; provided that in case of a unit price Contract the net value of all changes does not increase or decrease the original total amount shown in the Agreement by more than twenty-five (25) percent in accordance with the section entitled BALANCED BID; VARIATION IN QUANTITIES under INSTRUCTIONS TO BIDDERS.

If applicable unit prices are not contained in the Unit Price Schedule as described above or if the total net change increases or decreases the total Contract price more than twenty-five (25) percent, the Local Public Agency shall, before ordering the Contractor to proceed with a desired change, request an itemized Proposal from him covering the work involved in the change after which the procedure shall be as follows:

- (1) If the Proposal is acceptable the Local Public Agency will prepare the Change Order in accordance therewith for acceptance by the Contractor and
- (2) If the Proposal is not acceptable and prompt agreement between the two (2) parties cannot be reached, the Local Public Agency may order the Contractor to proceed with the work on a Force Account basis, under which the net cost shall be the sum of the actual costs that follow:
  - (A) Labor, including foremen;
  - (B) Materials entering permanently into the work;
  - (C) The ownership or rental cost of construction plant and equipment during the time of use on the extra work;
  - (D) Power and consumable supplies for the operation of power equipment;
  - (E) Insurance;
  - (F) Social Security and old age and unemployment contributions.

To the net cost shall be added a fixed fee agreed upon, but not to exceed fifteen (15) percent of the net cost, to cover supervision, overhead, bond, and any other general expense, and profit.

Each Change Order shall include in its final form:

- (1) A detailed description of the change in the work.

- (2) The Contractor's Proposal (if any) or a conformed copy thereof.
- (3) A definite statement as to the resulting change in the Contract price and/or time.
- (4) The statement that all work involved in the change shall be performed in accordance with Contract requirements except as modified by the Change Order.

#### **GC.14 CLAIMS FOR EXTRA COST**

If the Contractor claims that any instructions by Drawings or otherwise involve extra cost or extension of time, he shall, within ten (10) days after the receipt of such instructions, and in any event before proceeding to execute the work, submit his protest thereto in writing to the Local Public Agency, stating clearly and in detail the basis of his objections. No such claim will be considered unless so made.

Claims for additional compensation for extra work, due to alleged errors in ground elevations, contour lines, or bench marks, will not be recognized unless accompanied by certified survey data made prior to the time the original ground was disturbed, clearly showing that errors exist which resulted or would result in handling more material, or performing more work, than would be reasonably estimated from the Drawings and maps issued.

Any discrepancies which may be discovered between actual conditions and those represented by the Drawings and maps shall at once be reported to the Local Public Agency, and work shall not proceed except at the Contractor's risk, until written instructions have been received by him from the Local Public Agency.

If, on the basis of the available evidence, the Local Public Agency determines that an adjustment of the Contract Price and/or Time is justifiable, the procedure shall then be as provided in the Section entitled CHANGES IN THE WORK under GENERAL CONDITIONS.

#### **GC.15 OWNER'S RIGHT TO TERMINATE CONTRACT**

##### Termination for Cause

If the Contractor shall be adjudged as bankrupt or shall file a petition for an arrangement or reorganization under the Bankruptcy Act, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should persistently or repeatedly refuse or should fail, except under conditions where extension of time is approved, to supply adequate workmen, equipment and material, or disregard laws, ordinances, or the instructions of the Engineer, or otherwise be guilty of a violation of any provisions of the Contract; provided further that if the Contractor at any time fails to comply with any applicable Federal or State regulation which prevents either the Local Public Agency or the Contractor from fulfilling its obligations under these Contract Documents, then the Owner upon certification of the Engineer that sufficient

cause exists to justify such action may, without prejudice to any other right or remedy, and after giving the Contractor ten (10) days' written notice, terminate the employment of the Contractor.

At the expiration of the said ten (10) days, the Owner may immediately serve notice upon the Surety to complete the work.

In the case the Surety fails to comply with the notice within thirty (30) days after service of such notice, the Owner may complete the work and charge the expense of the completion, including labor, materials, tools, implements, machinery, or apparatus, to said Contractor; and the expense so charged shall be deducted and paid by the Owner out of such monies as may be due, or that may thereafter at any time become due to the Contractor under and by virtue of this Contract. And in case such expense is less than the sum which would have been payable under this Contract if the same had been completed by the Contractor, then said Contractor shall be entitled to receive the difference. And in case such expense is greater than the sum which would have been payable under this Contract if the same had been completed by said Contractor, then the Contractor and his Surety shall pay the amount of such excess to the Owner, on demand from said Owner or Engineer of the amount so due.

#### Termination for Convenience

The City of Jonesboro may, by written notice to the Contractor, terminate this contract without cause. The City must give notice of termination to the Contractor at least ten (10) days prior to the effective date of termination.

Upon receipt of written notice from the Owner of such termination for the Owner's convenience, the Contractor shall:

- (1) cease operations as directed by the Owner in the notice;
- (2) take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and
- (3) except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing Subcontracts and purchase orders and enter into no further Subcontracts and purchase orders.

In case of such termination for the Owner's convenience, the Contractor shall be entitled to receive payment for Work executed, and actual costs incurred directly as a result of such termination, and there will be no compensation for overhead and profit on work not executed.

#### **GC.16 SUSPENSION OF WORK**

Should contingencies arise to make such action necessary, the Owner shall have the right to suspend the whole or any part of the work for a period not to exceed sixty (60) days by giving the Contractor notice in writing three (3) days prior to the suspension.

The Contractor after written notice to resume work shall begin within ten (10) days from the date of such notice.

If the work or any part thereof shall be stopped by the Owner's notice and the Owner fails to notify the Contractor to resume work within sixty (60) days, the Contractor may abandon that portion of the work so suspended and the Contractor shall be paid for all work performed on the portion so suspended at unit prices quoted in the Unit Price Schedule for completed work involved, at agreed prices on any extra work involved, and at a fair and equitable price for partially completed work involved.

The Engineer may suspend work pending the settlement of any controversy. The Contractor shall not be entitled to any claim for loss or damage by reason of such delay, nor shall he be entitled to any extension of time; but an extension may be granted by the Owner at his discretion.

#### **GC.17 DELAYS - EXTENSION OF TIME - LIQUIDATED DAMAGES**

If the Contractor is delayed at any time in the progress of the work by any act or neglect of the Owner, the Owner's Engineer or employees, or by any separate contractor employed by the Owner, or by changes ordered in the work, or by strikes, lock-outs, fire, unusual delay in transportation, unavoidable casualty, or any other cause beyond the Contractor's control, then the time of completion shall be extended for such reasonable time as the Owner may decide; provided, however, said time of completion shall be extended upon the following conditions and no other.

- 1) Requests for extension of time shall be in writing. No extension of time shall be granted automatically.
- 2) The Contractor claiming an extension of time because of any of the contingencies hereinabove mentioned, shall, within ten (10) days of the occurrence of the contingency which justifies the delay, notify the Owner in writing of his claim and the reasons therefore.
- 3) In event of a continuing cause of delay, only one claim is necessary.

GC.17.1 Excusable Delays: The right of the Contractor to proceed shall not be terminated nor shall the Contractor be charged with liquidated damages for any delays in the completion of the work due:

- (1) To any acts of the Government, including controls or restrictions upon requisitioning of materials, equipment, tools, or labor by reason of war, National Defense, or any other national emergency;
- (2) To any acts of the Owner;
- (3) To causes not reasonable foreseeable by the parties of this Contract which are beyond



the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, acts of another Contractor in the performance of some other Contract with the Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and weather of unusual severity such as hurricanes, tornadoes, cyclones, and other extreme weather conditions.

- (4) To any delay of any subcontractor occasioned by any of the causes specified in subparagraphs (1), (2), and (3) of this paragraph.

It is acknowledged between the parties to this Contract that the work to be performed by the Contractor will result in a benefit to the Owner and that a delay in completion of the work will be detrimental to the Owner. It is further acknowledged that, while work is in progress, the Owner shall incur an indeterminable amount of expense as a result of necessary supervision of the work and other overhead and administrative expenses.

It is, therefore, agreed that if there is a delay in the completion of the work beyond the period elsewhere herein specified which has not been authorized by the Owner as set forth above, then the Owner may deduct from the Contract price the amount stated in the Special Conditions, bound herewith, as liquidated damages.

#### **GC.18      DISPUTES**

All disputes arising under this Contract or its interpretation, whether involving law or fact or both, or extra work, and all claims for alleged breach of Contract shall within ten (10) days of commencement of the dispute be presented by the Contractor to the Local Public Agency for decision. All papers pertaining to claims shall be filed in quadruplicate. Such notice need not detail the amount of the claim, but shall state the facts surrounding the claim in sufficient detail to identify the claim, together with its character and scope. In the meantime, the Contractor shall proceed with the work as directed. Any claim not presented within the time limit specified within this paragraph shall be deemed to have been waived, except that if the claim is of a continuing character and notice of the claim is not given within ten (10) days of its commencement, the claim will be considered only for a period commencing ten (10) days prior to the receipt by the Local Public Agency of notice thereof.

The Contractor shall submit in detail his claim and his proof thereof. Each decision by the governing body of the Local Public Agency will be in writing and will be mailed to the Contractor by registered mail, with return of receipt requested.

If the Contractor does not agree with any decision of the Local Public Agency, he shall in no case allow the dispute to delay the work, but shall notify the Local Public Agency promptly that he is proceeding with the work under protest, and he may then except the matter in question from the final release.

#### **GC.19 ASSIGNMENT OR NOVATION**

The Contractor shall not assign or transfer, whether by an assignment or novation, any of its rights, duties, benefits, obligations, liabilities, or responsibilities under this Contract without the written consent of the local Public Agency; provided, however, that assignments to banks, trust companies, or other financial institutions may be made without the consent of the Local Public Agency. No assignment or novation of this Contract shall be valid unless the assignment or novation expressly provides that the assignment of any of the Contractor's rights or benefits under the Contract is subject to a prior lien for labor performed, services rendered, and materials, tools, and equipment, supplied for the performance of the work under this Contract in favor of all persons, firms, or corporations rendering such labor or services or supplying such materials, tools, or equipment.

#### **GC.20 TECHNICAL SPECIFICATIONS AND DRAWINGS**

The Drawings and this Specification are to be considered cooperative. All work necessary for the completion of the facility shown on the Drawings, but not described in this Specification, or described in this Specification but not shown on the Drawings, OR REASONABLY IMPLIED BY EITHER OR BOTH, shall be executed in the best manner, the same as if fully shown and specified. When no figures or memoranda are given, the Drawings shall be accurately followed, according to their scale, but in all cases of discrepancy in figures or details, the decision of the Engineer shall be obtained before proceeding with the Work. If the Contractor adjusts any such discrepancy without first having obtained the approval of the Engineer, it shall be at his own risk, and he shall bear any extra expense resulting therefrom.

#### **GC.21 SHOP DRAWINGS**

Shop Drawings shall be required for all equipment, materials, and as required by the Engineer. All Shop Drawings, Machinery Details, Layout Drawings, etc., shall be submitted to the Engineer in four (4) copies for review (unless otherwise specified) sufficiently in advance of requirements to afford ample time for checking, including time for correcting, resubmitting, and rechecking if necessary. The Contractor may proceed, only at his own risk, with manufacture or installation of any equipment or work covered by said Shop Drawings, etc. until they are reviewed, and approved; and no claim, by the Contractor, for extension of the Contract time will be granted by reason of his failure in this respect.

Any Drawings submitted without the Contractor's stamp of approval will not be considered and will be returned to him for proper resubmission. If any Drawings show variations from the requirements of the Contract because of standard shop practice or other reason, the Contractor shall make specific mention of such variation in his letter of transmittal in order that, if acceptable, suitable action may be taken for proper adjustment of Contract price and/or time; otherwise, the Contractor will not be relieved of the responsibility for executing the work in accordance with the Contract even though the Drawings have been reviewed.

The review of Shop Drawings by the Engineer shall be considered an accommodation to the Contractor

to assist him in the execution of the Contract. The Engineer's review of such Drawings shall not relieve the Contractor of his responsibility to perform the work in strict accordance with the Plans and Specifications, and approved changes.

If the Shop Drawing is in accordance with the Contract or involves only a minor adjustment in the interest of the Local Public Agency not involving a change in Contract price or time, the Engineer shall so stamp the Drawing and shall contain in substance the following:

"Corrections or comments made on the shop drawings during this review do not relieve contractor from compliance with requirements of the drawings and specifications. This check is only for review of general conformance with the design concept of the project and general compliance with the information given in the contract documents. The contractor is responsible for: confirming and correlating all quantities and dimensions; selecting fabrication processes and techniques of construction; coordinating his work with that of all other trades; and performing his work in a safe and satisfactory manner".

#### **GC.22      REQUESTS FOR SUPPLEMENTARY INFORMATION**

It shall be the responsibility of the Contractor to make timely requests of the Local Public Agency for any additional information not already in his possession which should be furnished by the Local Public Agency under the terms of this Contract, and which he will require in the planning and execution of the work. Such requests may be submitted from time to time as the need is approached, but each shall be filed in ample time to permit appropriate action to be taken by all parties involved so as to avoid delay. Each request shall be in writing, and shall list the various items and the latest date by which each will be required by the Contractor. The first list shall be submitted within two (2) weeks after the Contract award and shall be as complete as possible at that time. The Contractor shall, if requested, furnish promptly any assistance and information the Engineer may require in responding to these requests of the Contractor. The Contractor shall be fully responsible for any delay in his work or to others arising from his failure to comply fully with the provisions of this Section.

#### **GC.23      REFERENCE TO MANUFACTURER OR TRADE NAME - "OR EQUAL CLAUSE"**

If the Plans, Specifications, or Contract Documents, laws, ordinances or applicable rules and regulations permit the Contractor to furnish or use a substitute that is equal to any material or equipment specified, and if the Contractor wishes to furnish or use a proposed substitute, he shall make written application to the Engineer for approval of such a substitute certifying in writing that the proposed substitute will perform adequately the functions called for in the general design, be similar and of equal substance to that specified, and be suited to the same use and capable of performing the same functions as that specified; the use of such substitute will not require revisions of related work. No substitute shall be ordered or installed without the written approval of the Engineer who will be the judge of equality and may require the Contractor to furnish such other data regarding the proposed substitute as he considers pertinent. No substitute shall be ordered or installed without such performance guarantee and bonds

as the Owner may require which shall be furnished at Contractor's expense.

Where such substitutions alter the design or space requirements indicated on the Contract Drawings, detailed drawings shall be prepared and submitted by the Contractor delineating any changes in, or additions to, the work shown on the Contract Drawings, and such drawings and changes or additions to the work shall be made by the Contractor at no additional expense to the City. In all cases, the burden of proof that the material or equipment offered for substitution is equal in construction, efficiency, and service to that named on the Contract Drawings and in these Contract Documents shall rest on the Contractor, and unless the proof is satisfactory to the Engineer, the substitution will not be approved.

#### **GC.24 SAMPLES, CERTIFICATES, AND TESTS**

The Contractor shall submit all material, product, or equipment samples, descriptions, certificates, affidavits, etc., as called for in the Contract Documents or required by the Engineer, promptly after award of the Contract and acceptance of the Contractor's bond. No such material or equipment shall be manufactured or delivered to the site, except at the Contractor's own risk, until the required samples or certificates have been approved in writing by the Engineer. Any delay in the work caused by late or improper submission of samples or certificates for approval shall not be considered just cause for an extension of the Contract time. Submit four (4) copies of data for Engineer's review.

Each sample submitted by the Contractor shall carry a label giving the name of the Contractor, the project for which it is intended, and the name of the producer. The accompanying certificate or letter from the Contractor shall state that the sample complies with Contract requirements, shall give the name and brand of the product, its place of origin, the name and address of the producer, and all specifications or other detailed information which will assist the Engineer in passing upon the acceptability of the sample promptly. It shall also include the statement that all materials or equipment furnished for use in the project will comply with the samples and/or certified statements.

Approval of any materials shall be general only and shall not constitute a waiver of the Local Public Agency's right to demand full compliance with Contract requirements. After actual deliveries, the Engineer will have such check tests made as he deems necessary in each instance and may reject materials and equipment and accessories for cause, even though such materials and articles have been given general approval. If materials, equipment or accessories which fail to meet check tests have been incorporated in the work, the Engineer will have the right to cause their removal and replacement by proper materials or to demand and secure such reparation by the Contractor as is equitable, at the Contractor's expense.

Except as otherwise specifically stated in the Contract, the costs of sampling and testing will be divided as follows:

- (1) The Contractor shall furnish without extra cost, including packing and delivery charges, all samples required for testing purposes, except those samples taken on the project by

the Engineer;

- (2) The Contractor shall assume all costs of re-testing materials which fail to meet Contract requirements;
- (3) The Contractor shall assume all costs of testing materials offered in substitution for those found deficient; and
- (4) All Construction materials shall be tested in accordance with AHTD Specifications and at the contractor's expense.

#### **GC.25 PERMITS AND CODES**

The Contractor shall give all notices required by and comply with all applicable laws, ordinances, and codes of the Local Government. All construction work and/or utility installations shall comply with all applicable ordinances, and codes including all written waivers.

Should the Contractor fail to observe the foregoing provisions and proceed with the construction and/or install any utility at variance with any applicable ordinance or code, including any written waivers, the Contractor shall remove such work without cost to the Local Public Agency.

The Contractor shall at his own expense, secure and pay to the appropriate department of the Local Government the fees or charges for all permits for street pavements, sidewalks, sheds, removal of abandoned water taps, sealing of house connection drains, pavement cuts, building, electrical, plumbing, water, gas, and sewer permits required by the local regulatory body or any of its agencies.

The Contractor shall comply with applicable local laws and ordinances governing the disposal of surplus excavation, materials, debris, and rubbish on or off the site of the work, and commit no trespass on any public or private property in any operation due to or connected with the Improvements embraced in this Contract.

#### **GC.26 CARE OF WORK**

The Contractor alone shall be responsible for the safety, efficiency, and adequacy of his plant, appliances, and methods, and for any injury, including death, to any person, and for any damage to property which may result from their failure, or from their improper construction, maintenance, or operation. He shall indemnify and save harmless the Local Public Agency and the Engineer and their employees and agents, against any judgement with costs, which may be obtained as a result of such injury or property damage, because of the alleged liability of the Local Public Agency or of the Engineer.

The Contractor shall be responsible for the proper care and protection of all materials delivered and work performed until completion and final acceptance, whether or not the same has been covered in

whole or in part by payments made by the Local Public Agency.

The Contractor shall provide sufficient competent watchmen, as required to protect the work both day and night, including Saturdays, Sundays, and holidays, from the time the work is commenced until final completion and acceptance.

In an emergency affecting the safety of life or property, including adjoining property, the Contractor, without special instructions or authorization from the Local Public Agency, is authorized to act at his discretion to prevent such threatened loss or injury, and he shall so act. He shall likewise act if instructed to do so by the Local Public Agency. Any compensation claimed by the Contractor on account of such emergency work will be determined by the Local Public Agency as provided in the Section entitled CHANGES IN THE WORK under GENERAL CONDITIONS.

The Contractor shall avoid damage, as a result of his operations, to existing sidewalks, streets, curbs, pavements, utilities (except those which are to be replaced or removed), adjoining property, etc., and he shall at his own expense completely repair any damage thereto caused by his operations, to the satisfaction of the Owner.

The Contractor shall shore up, brace, underpin, secure, and protect as may be necessary, all foundations and other parts of existing structures adjacent to, adjoining, and in the vicinity of the site, which may be in any way affected by the excavations or other operations connected with the construction of the Improvements embraced in this Contract. The Contractor shall be responsible for the giving of any and all required notices to any adjoining or adjacent property owner or other party before the commencement of any work. The Contractor shall indemnify and save harmless the Local Public Agency, and the Engineer, from any damages on account of settlements or the loss of lateral support of adjoining property and from all loss or expense and all damages for which it may be claimed that the Local Public Agency, or the Engineer, is liable in consequence of such injury or damage to adjoining and adjacent structures and their premises.

#### **GC.27      QUALITY OF WORK AND PROPERTY**

All property, materials, and equipment shall be new and free of defects upon completion of the Contractor's performance and, unless different standards are specified elsewhere in the Contract Documents, shall be of the best type and quality available for the purpose. All of the Contractor's work shall be performed with the highest degree of skill and completed free of defects and in accordance with the Contract Documents. Any work, property, materials, or equipment not in conformance with these standards shall be considered defective. If any work, property, materials or equipment is discovered to have been defective or not in conformance with the Contract Documents, whether said discovery is made before or after completion of performance, the Contractor, at his expense, after written notice from the Owner or Engineer, shall promptly replace or correct the deficiency and pay any engineering costs and consequential expense or damage incurred by the Owner in connection therewith. If the Contractor fails to promptly correct all deficiencies, the Owner shall have the option of remedying the defects at the Contractor's cost. If the Contractor is required to furnish shop drawings

or designs, the above provisions shall apply to such drawings or designs.

Neither the Owner's payment, acceptance, inspection or use of the work, property, materials, or equipment, nor any other provision of the Contract Documents shall constitute acceptance of work, property, materials, or equipment which are defective or not in accordance with the Contract Documents. If the Contractor breaches any provision of the Contract Documents with respect to the quality of the work, property, materials, equipment or performance, whether initial or corrective, his liability to the Owner shall continue until the statute of limitations with respect to such breach of contract has expired following discovery of the defect. All parts of this section are cumulative to any other provisions of the Contract Documents and not in derogation thereof. If it is customary for a warranty to be issued for any of the property to be furnished hereunder, such warranty shall be furnished, but no limitations in any such warranty shall reduce the obligations imposed under the Contractor in the Contract Documents or by Arkansas Law; but if any greater obligations than imposed in this Contract are specified in any such warranty or by Arkansas Law, those greater obligations shall be deemed a part of this Contract and enforceable by the Owner.

#### **GC.28 ACCIDENT PREVENTION**

The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages to persons or property, either on or off the site, which occur as a result of his prosecution of the work. The safety provisions of applicable laws and building and construction codes, including applicable parts of the Arkansas Department of Labor Safety Code, shall be observed. The Contractor shall take or cause to be taken such safety and health measures, additional to those herein required, as he may deem necessary or desirable. Machinery, equipment, and all hazards shall be guarded in accordance with the safety provisions of the "Manual of Accident Prevention in Construction" published by the Associated General Contractors of America, Inc., to the extent that such provisions are not in conflict with applicable local laws.

The Contractor shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from work, arising out of and in the course of employment on work under the Contract. The Contractor shall promptly furnish the Local Public Agency with reports concerning these matters.

The Contractor shall indemnify and save harmless the Local Public Agency, and the Engineer, from any claims for damages resulting from personal injury and/or death suffered or alleged to have been suffered by any person as a result of any work conducted under this Contract.

#### **GC.29 SANITARY FACILITIES**

The Contractor shall furnish, install, and maintain ample sanitary facilities for the workers. As the needs arise, a sufficient number of enclosed temporary toilets shall be conveniently placed as required by the sanitary codes of the State and Local Government. Drinking water shall be provided from an approved

source, so piped or transported as to keep it safe and fresh and served from single service containers or satisfactory types of sanitary drinking stands or fountains. All such facilities and services shall be furnished in strict accordance with existing and governing health regulations.

### **GC.30 USE OF PREMISES**

The Contractor shall confine his equipment, storage of materials, and construction operations to the Rights-of-Way to accommodate the permanent construction furnished by the Local Public Agency, or as may be directed otherwise by the Local Public Agency, and shall not unreasonably encumber the site of other public Rights-of-Way with his materials and construction equipment. In case such Rights-of-Way furnished by the Local Public Agency are not sufficient to accommodate the Contractor's operations, he shall arrange with the Local Government, or with the owner or owners of private property for additional area or areas, and without involving the Local Public Agency in any manner whatsoever.

The Contractor shall comply with all reasonable instructions of the Local Public Agency and the ordinances and codes of the Local Government (including but not limited to those) regarding signs, advertising, traffic, fires, explosives, danger signals, and barricades.

### **GC.31 REMOVAL OF DEBRIS, CLEANING, ETC.**

The Contractor shall periodically or as directed during the progress of the work, remove and legally dispose of all surplus excavated material and debris, and keep the project site and public Rights-of-Way reasonably clear. Upon completion of the work, he shall remove all temporary construction facilities, debris, and unused materials provided for the work, thoroughly clean all drainage pipes, structures, ditches, and other features, and put the whole site of the work and public Rights-of-Way in a neat and "broom" clean condition. Trash burning on the site of the work will be subject to prior approval of the Jonesboro Fire Department.

### **GC.32 RETURN OF OWNER'S MATERIALS, EQUIPMENT OR PROPERTY**

Any materials, equipment or other property which belongs to the Owner, removed by the Contractor, shall be delivered to the Owner's designated warehouse unless its re-use is specified in the Plans and Specifications. If the Contractor fails to deliver the materials, equipment, or other property, the value, as determined by the Engineer, shall be deducted from amounts due the Contractor.

### **GC.33 OBSERVATION OF WORK**

The Engineer, his authorized representative, and any Federal, State, County, or local authority representative having jurisdiction over any part of the work, or area through which the work is located, shall at all times have access to the work in progress.

The detailed manner and method of performing the work shall be under the direction and control of the Contractor, but all work performed shall at all times be subject to the observation of the Engineer



or his authorized representative to ascertain its conformance with the Contract Documents. The Contractor shall furnish all reasonable aid and assistance required by the Engineer for the proper observation and examination of the work and all parts thereof.

The Engineer is not responsible for the Contractor's means, methods, techniques, sequences, or procedures of construction, or safety precautions and programs incident thereto.

Observers may be appointed by the Engineer or Owner. Observers shall have no authority to permit any deviation from the Plans and Specifications except on written order from the Engineer and the Contractor will be liable for any deviation except on such written order. Observers shall have authority, subject to the final decision of the Engineer, to condemn and reject any defective work and to suspend the work when it is not being performed properly.

The observer shall in no case act as superintendent or foreman or perform other duties for the Contractor, nor interfere with the management of the work by the latter. Any advice which the observer may give the Contractor shall in no way be construed as binding to the Engineer in any way or releasing the Contractor from fulfilling all of the terms of the Contract.

Any defective work may be rejected by the Engineer at any time before final acceptance of the work, even though the same may have been previously overlooked and estimated for payment and payment therefore made by the Owner.

The Contractor shall notify the Engineer sufficiently in advance of backfilling or concealing any facilities to permit proper observation. If the facilities are concealed without approval or consent of the Engineer, the Contractor shall uncover for observation and recover such facilities all at his own expense, when so requested by the Engineer.

Should it be considered necessary or advisable by the Engineer at any time before final acceptance of the entire work to make an examination of work already completed, by uncovering the same, the Contractor shall on request promptly furnish all necessary facilities, labor, and material. If such work is found to be defective in any important or essential respect, due to fault of the Contractor or his Subcontractors, he shall defray all the expenses of such examination and of satisfactory reconstruction. If, however, such work is found to meet the requirements of the Contract, the actual cost of labor and material necessarily involved in the examination and replacement, plus fifteen (15) percent of such costs to cover superintendence, general expenses and profit, shall be allowed the Contractor and he shall, in addition, if completion of the work of the entire Contract has been delayed thereby, be granted a suitable extension of time on account of the additional work involved.

Observation of materials and appurtenances to be incorporated in the Improvements embraced in this Contract may be made at the place of production, manufacture or shipment, whenever the quantity justifies it, and such observation and acceptance, unless otherwise stated in the Technical Specifications, shall be final, except as regards (1) latent defects, (2) departures from specific requirements of the

Contract, (3) damage or loss in transit, or (4) fraud or such gross mistakes as amount to fraud. Subject to the requirements contained in the preceding sentence, the observation of materials as a whole or in part will be made at the project site.

All condemned or rejected work shall be promptly taken out and replaced by satisfactory work. Should the Contractor fail or refuse to comply with the instructions in this respect, the Owner may, upon certification by the Engineer, withhold payment, proceed to terminate the Contract, or perform work as provided herein.

#### **GC.34 REVIEW BY LOCAL PUBLIC AGENCY OR OWNER**

The Local Public Agency, its authorized representatives and agents, shall at all times during work hours have access to and be permitted to observe and review all work, materials, equipment, payrolls, and personnel records pertaining to this Contract, provided, however, that all instructions and approval with respect to the work will be given to the Contractor only by the Local Public Agency through its authorized representatives or agents. Representatives of Federal, State, and local government agencies also have the right of physical inspection of the work during work hours.

#### **GC.35 PROHIBITED INTERESTS**

No official of the Owner who is authorized in such capacity and on behalf of the Owner to negotiate, make, accept or approve, or to take part in negotiating, making, accepting, or approving any architectural, engineering, inspection, construction or material supply contract or any subcontract in connection with the construction of the project, shall become directly or indirectly interested personally in this Contract or in any part thereof. No officer, employee, architect, attorney, engineer, or inspector of or for the Owner who is authorized in such capacity and on behalf of the Owner to exercise any executive, supervisory, or other similar functions in connection with the construction of the project, shall become directly or indirectly interested personally in this Contract or in any part thereof.

#### **GC.36 FINAL INSPECTION**

When the Improvements embraced in this Contract are substantially completed, the Contractor shall notify the Local Public Agency in writing that the work will be ready for final inspection on a definite date which shall be stated in the notice. The notice will be given at least ten (10) days prior to the date stated for final inspection, and bear the signed concurrence of the representative of the Local Public Agency having charge of observation. If the Local Public Agency determines that the status of the Improvements is as represented, it will make the arrangements necessary to have final inspection commenced on the date stated in the notice, or as soon thereafter as practicable. The inspection party will also include the representatives of each Department of the Local Government and any other involved government agencies when such improvements are later to be accepted by the Local Government and/or other government agencies.

### **GC.37 PATENTS**

The Contractor shall hold and save harmless the Local Public Agency, its officers, employees, and the Engineer, from liability of any nature or kind, including costs and expenses, for, or on account of, any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the Contract, including its use by the Local Public Agency, unless otherwise specifically stipulated in the Technical Specifications.

### **GC.38 WARRANTY OF TITLE**

No material, supplies, or equipment for the work shall be purchased subject to any chattel mortgage or under a conditional sale or other agreement by which an interest therein or in any part thereof is retained by the seller or supplier. The Contractor shall warrant good title to all materials, supplies, and equipment installed or incorporated in the work and upon completion of all work, shall deliver the same together with all improvements and appurtenances constructed or placed thereon by him to the Local Public Agency free from any claims, liens, or charges. Neither the Contractor nor any person, firm or corporation furnishing any material or labor for any work covered by this Contract, shall have any right to a lien upon any improvement or appurtenance thereon. Nothing contained in this paragraph, however, shall defeat or impair the right of persons furnishing materials or labor to recover under any bond given by the Contractor for their protection or any rights under any law permitting such persons to look to funds due the Contractor in the hands of the Local Public Agency. The provisions of this paragraph shall be inserted in all subcontracts and material Contracts and notice of its provisions shall be given to all persons furnishing materials for the work when no formal Contract is entered into for such materials.

### **GC.39 GENERAL GUARANTY**

Neither the final certificate of payment nor any provision in the Contract nor partial or entire use of the Improvements embraced in this Contract by the Local Public Agency or the public shall constitute an acceptance of work not done in accordance with the Contract or relieve the Contractor of liability in respect to any express warranties or responsibility for faulty materials or workmanship. The Contractor shall promptly remedy any defects in the work and pay for any damage to other work resulting therefrom which shall appear within a period of twelve (12) months from the agreed upon day of final acceptance of the work. The Local Public Agency will give notice of defective materials and work with reasonable promptness.

## **X. SUPPLEMENTAL GENERAL CONDITIONS**

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SGC.6	MINIMUM WAGES

## **SGC.1      PROGRESS SCHEDULE**

The Contractor shall submit a construction contract schedule of the bar graph (or other approved) type seven (7) calendar days prior to the preconstruction conference showing the following information as a minimum:

- (1) Actual date construction is scheduled to start if different from the date of notice to proceed.
- (2) Planned contract completion date.
- (3) Beginning and completion dates for each phase of work.
- (4) Respective dates for submission of shop drawings and the beginning of manufacture, the testing of, and the installation of materials, supplies, and equipment.
- (5) All construction milestone dates.
- (6) A separate graph showing work placement in dollars versus contract time. The schedule shall incorporate contract changes as they occur. The schedule shall be maintained in an up-to-date condition and shall be available for inspection at the construction site at all times.

The construction contract schedule shall be submitted in conjunction with and/or in addition to any other specification requirements concerning schedules.

## **SGC.2      DRAWINGS**

One (1) set of Plans and Specifications shall be furnished to the Contractor, at no charge, for construction purposes. Additional copies may be obtained at cost of reproduction upon request.

The Contractor shall keep one (1) copy of all drawings and Contract Documents in good condition readily accessible at the site of the work available to the Engineer and his authorized representatives.

## **SGC.3      ADDITIONAL INSURANCE (i.e. Railroad Insurance)**

Intentionally Left Blank

## **SGC.4      RECORD DRAWINGS**

Before any work is started, the Contractor shall obtain at his own expense one set of Plans to be used for Record Drawings. The Engineer will supply the Plans at printing cost to the Contractor. Record Drawings will be kept on full-size plan sheets; no half-size sheets will be permitted. The Record Drawings shall be stored and maintained in good condition at all times by the Contractor and shall be made available to the Engineer at the work site immediately at the Engineer's request. All writing, notes,

comments, dimensions, etc. shall be legible. The Record Drawings shall be stored flat and shall not be rolled. The Record Drawings shall be submitted to the Engineer before the project can be accepted.

The Contractor shall accurately identify and document the locations of all underground and/or concealed work that he has performed and/or has been affected by his work. This shall include all equipment, conduits, pipe lines, valves, fittings and other appurtenances and underground structures that are part of the Contractor's work and their proximity to existing underground structures and utilities to the extent known. The Contractor will certify accuracy of the Record Drawings by endorsement.

The Contractor's work shall be documented on the Record Drawings in an on-going manner. Distances, offsets, depths, etc. shall be accurately measured from permanent fixed objects so that the Owner can expose any item of the work in the future with a minimum of effort. All such measurements shall be made before the items of work are covered or backfilled. The Contractor shall be required to expose and recover/backfill the work at his own expense if, in the Engineer's opinion, the measurements need to be verified.

#### **SGC.5 TRENCH AND EXCAVATION SAFETY SYSTEM**

This section covers trench and excavation safety system required for constructing improvements that necessitate open excavations on the project. All work under this item shall be in accordance with the current edition of the "Occupational Safety and Health Administration Standard for Excavation and Trenches Safety System, 29 CFR 1926, Subpart P.

The Contractor, prior to beginning any excavation, shall notify the State Department of Labor (Safety Division) that work is commencing on a project with excavations greater than five feet.

The Contractor shall notify all Utility Companies and Owners in accordance with OSHA Administration 29 CFR 1926.651(b) (2) for the purpose of locating utilities and underground installations.

Where the trench or excavation endangers the stability of a building, wall, street, highway, utilities, or other installation, the Contractor shall provide support systems such as shoring, bracing, or underpinning to ensure the stability of such structure or utility.

The Contractor may elect to remove and replace or relocate such structures or utilities with the written approval of the Owner of the structure or utility and the Project Owner.

The work required by this item will not be measured for separate payment, but will be considered subsidiary to other items of the contract. If a Trench and Excavation Safety System is needed, the Contractor shall submit to the Engineer a certification by the Contractor's "competent person" as defined in Subpart "P" 1926.650(b) that the Contractor has complied with the provisions of "Occupational Safety and Health Administration Standard for Excavation and Trenches Safety System", 29 CFR 1926 Subpart P for work for which payment is requested.

**SGC.6      MINIMUM WAGES**

The Contractor shall abide by all state and federal laws regarding wages and pay.

## **XI. SPECIAL CONDITIONS**

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## **SC.1 GENERAL**

The provisions of this section of the Specifications shall govern in the event of any conflict between them and the "General Conditions".

## **SC.2 LOCATION OF PROJECT**

The project is located at Southside Softball Complex, Jonesboro, Arkansas. A map showing the general location is included in the plan sets.

## **SC.3 SCOPE OF WORK**

The work to be performed under this Contract consists of furnishing all materials, labor, supervision, tools and equipment necessary to construct the Southside Softball Complex Parking Lot.

## **SC.4 TIME ALLOTTED FOR COMPLETION**

The time allotted for completion of the work shall be ninety (90) consecutive calendar days, which time shall begin within ten (10) days of the work order or notice to proceed. After award of the Contract is made and the Contract Documents are completed, the Engineer shall issue a Notice to Proceed, notifying the Contractor to proceed with the construction of the project, subject to the provisions of this paragraph.

## **SC.5 FORMS, PLANS AND SPECIFICATIONS**

Forms of Proposal, Contract and Bonds, and Plans and Specifications may be examined at the City of Jonesboro Engineering Department, 300 South Church Street, Jonesboro, Arkansas 72403, and obtained upon payment of \$25.00 each. No refunds will be made.

## **SC.6 LIQUIDATED DAMAGES FOR DELAY**

The number of calendar days allowed for completion of the project is stipulated in the Proposal and in the Contract and shall be known as the Contract Time.

1. It is understood and agreed by and between the Owner and the Contractor that the time of completion herein set out is a reasonable time. The Contractor shall perform fully, entirely, and in an acceptable manner, the work contracted for within the contract time stated in the Contract. The contract time shall be counted from ten days after the effective date of the "Notice to Proceed"; and shall include all Sundays, holidays, and non-work days. All calendar days elapsing between the effective dates of any orders of the Engineer for suspension of the prosecution of the work, due to the fault of the Contractor, shall be counted as elapsed contract time, and shall not be considered for an extension of time.
2. Extensions of time for completion, under the condition of 2(a) next below, will be granted; extensions may be granted under other stated conditions:

- a. If the satisfactory execution and completion of the Contract shall require work or material in greater amounts or quantities than those set forth in the Contract, then the Contract time shall be increased in the same proportion as the additional work bears to the original work contracted for.
  - b. An average or usual number of inclement weather days, when work cannot proceed, is to be anticipated during the construction period and is not to be considered as warranting extension of time. If, however, it appears that the Contractor is delayed by conditions of weather, so unusual as not to be reasonably anticipated, extensions of time may be granted.
  - c. Should the work under the Contract be delayed by other causes which could not have been prevented or contemplated by the Contractor, and which are beyond the Contractor's power to prevent or remedy, an extension of time may be granted. Such causes of delay shall include but not necessarily be limited to the following:
    - (1) Acts of God, acts of the public enemy, acts of the Owner except as provided in these Specifications, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather.
    - (2) Any delays of Subcontractors or suppliers occasioned by any of the causes specified above.
3. The Resident Project Representative or other authorized representative of the City shall keep a written record sufficient for determination as to the inclusion of that day in the computation of Contract time. This record shall be available for examination by the Contractor during normal hours of work as soon as feasible after the first of each construction month. In case of disagreement between the representative of the City and the Contractor, as to the classification of any day, the matter shall be referred to the City whose decision shall be final.
4. The amount of all extensions of time for whatever reason granted shall be determined by the Owner. In general, only actual and not hypothetical days of delay will be considered. The Owner shall have authority to grant additional extensions of time as the Owner may deem justifiable.

The amount of Liquidated Damages to be assessed shall be in accordance with the schedule that follows:

<u>Amount of Contract</u>	<u>Liquidated Damages</u> <u>Per Day</u>
Less than \$25,000.00	\$100.00
Not less than \$ 25,000.00 but less than \$ 50,000.00	\$150.00
Not less than \$ 50,000.00 but less than \$ 100,000.00	\$200.00
Not less than \$100,000.00 but less than \$ 500,000.00	\$250.00
Not less than \$500,000.00 but less than \$1,000,000.00	\$350.00
Over \$1,000,000.00	\$500.00

1. Time is an essential element of the Contract and it is important that the work be pressed vigorously to completion. Loss will accrue to the public due to delayed completion of the facility; and the cost to the Owner of the administration of the Contract, including engineering, inspection and supervision, will be increased as the time occupied in the work is lengthened.
2. Should the Contractor fail to complete the work as set forth in the Specifications and within the time stipulated in the Contract, there shall be deducted the amount shown in the schedule above, for each day of delay, from any monies due or which may thereafter become due him, not as a penalty, but as ascertained and liquidated damages.
3. Should the amount otherwise due the Contractor be less than the amount of such ascertained and liquidated damages, the Contractor and his Surety shall be liable to the Owner for such deficiency.

If the Contractor finds it impossible for reasons beyond his control to complete the work within the Contract time as specified, or as extended in accordance with the provisions of this subsection, he may, at any time prior to the expiration of the Contract time as extended, make a written request to the Engineer for an extension of time setting forth the reasons which he believes will justify the granting of his request. The Contractor's plea that insufficient time was specified is not a valid reason for extension of time. If the Engineer finds that the work was delayed because of conditions beyond the control and without the fault of the Contractor, he may recommend to the Owner that the contract time be extended as conditions justify. If the Owner extends the contract, the extended time for completion shall then be in full force and effect, the same as though it were the original time for completion.

#### **SC.7 KNOWLEDGE OF CONDITIONS**

The Contractor states that he has examined all the available records and has made a field examination of the site and right-of-way and that he has informed himself about the character, quality, and quantity of surface and subsurface materials and other conditions to be encountered; the quantities in various sections of the work; the character of equipment and facilities needed for the prosecution of the work; the location and suitability of all construction materials; the local labor conditions; and all other matters in connection with the work and services to be performed under this contract.

#### **SC.8 PERMITS AND RIGHTS-OF-WAY**

The Owner will secure easements across public or private property permanently required for the pipelines at no cost to the Contractor.

The Contractor shall lease, buy, or otherwise make satisfactory provision, without obligating the Owner in any manner, for any land required outside the land provided by the Owner.

State Highway and Railroad Crossing Permits will be secured by the Owner. All other permits and licenses necessary for the prosecution of the work shall be secured and paid for by the Contractor.

## **SC.9 REFERENCE SPECIFICATIONS**

Where reference is made in these Specifications to the Standard Specifications of the Arkansas State Highway and Transportation Department, such reference is made for expediency and standardization, and such specifications (latest edition thereof) referred to are hereby made a part of these Specifications.

More specifically, if any items or materials required for completion of the work required for this project are not specified in these Contract Documents, such items or materials and requirements for installation shall conform to the latest edition of the Arkansas State Highway and Transportation Department Standard Specifications for Highway Construction.

## **SC.10 PUBLIC UTILITIES AND OTHER PROPERTY TO BE CHANGED**

In case it is necessary to change or move the property of any owner or of a public utility, such property shall not be moved or interfered with until ordered to do so by the Engineer. The right is reserved to the owner of public utilities to enter upon the limits of the project for the purpose of making such changes or repairs of their property that may be made necessary by performance of this Contract.

## **SC.11 USED MATERIALS**

No material which has been used by the Contractor for any temporary purpose whatever is to be incorporated in the permanent structure without written consent of the Engineer.

## **SC.12 EXISTING STRUCTURES**

The Plans show the locations of all known surface and subsurface structures. However, the Owner assumes no responsibility for failure to show any or all of these structures on the Plans, or to show them in their exact location. It is mutually agreed that such failure shall not be considered sufficient basis for claims for additional compensation for extra work or for increasing the pay quantities in any manner whatsoever, unless the obstruction encountered is such as to necessitate changes in the lines or grades, or requires the building of special work, provisions for which are not made in the Plans and Proposal, in which case the provisions in these Specifications for Extra Work shall apply.

The Contractor shall be responsible for protection of all existing structures, and any damage caused by his operations shall be repaired immediately without cost to the Owner. It shall be the responsibility of the prospective Contractor to examine the site completely before submitting his bid.

## **SC.13 USE OF EXPLOSIVES**

Any use of explosives or blasting shall be as outlined in these Specifications.

## **SC.14 BARRICADES, LIGHTS, AND WATCHMEN**

Where the work is performed on or adjacent to any street, alley, or public place, the Contractor shall, at

his own expense, furnish and erect such barricades, fences, lights, and danger signals, shall provide such watchmen, and shall provide such other precautionary measures for the protection of persons or property and of the work as are necessary.

Barricades shall be painted in a color that will be visible at night. From sunset to sunrise the Contractor shall furnish and maintain at least one light at each barricade and a sufficient number of barricades shall be erected to keep vehicles from being driven on or into any work under construction. The Contractor shall furnish watchmen in sufficient numbers to protect the work.

The Contractor will be held responsible for all damage to the work due to failure to provide barricades, signs, lights, and watchmen to protect it. Whenever evidence is found of such damage, the Engineer may order the damaged portion immediately removed and replaced by the Contractor at his expense. The Contractor's responsibility for the maintenance of barricades, signs, and lights, and for providing watchmen, shall not cease until the project shall have been accepted by the Owner.

#### **SC.15 FENCES AND DRAINAGE CHANNELS**

Boundary fences or other improvements removed to permit the installation of the work shall be replaced in the same location and left in a condition as good or better than that in which they were found except as indicated on the Drawings.

Where surface drainage channels are disturbed or blocked during construction, they shall be restored to their original condition of grade and cross section after the work of construction is completed.

#### **SC.16 WATER FOR CONSTRUCTION**

Water used for the mixing of concrete, testing, or any other purpose incidental to this project, shall be furnished by the Contractor. The Contractor shall make the necessary arrangements for securing and transporting such water and shall take such water in a manner and at such times that will not produce a harmful drain or decrease of pressure in the Owners' water system. No separate payment will be made for water used but the cost thereof shall be included in the Unit Price Schedule.

#### **SC.17 MATERIAL STORAGE**

Materials delivered to the site of the work in advance of their use shall be stored so as to cause the least inconvenience and in a manner satisfactory to the Engineer.

#### **SC.18 EXISTING UTILITIES AND SERVICE LINES**

The Contractor shall be responsible for the protection of all existing utilities or improvements crossed by or adjacent to his construction operations. Where existing utilities or service lines are cut, broken, or damaged, the Contractor shall replace or repair immediately the utilities or service lines with the same type of original material and construction or better, at his own expense.

## **SC.19 TESTING, INSPECTION AND CONTROL**

Testing and control of all materials used in the work shall be done by an approved commercial laboratory employed and paid directly by the Contractor. The Contractor shall furnish, at his own expense, all necessary specimens for testing of the materials, as required by the Engineer.

Testing and control of all materials used for this project shall be done in accordance with the Standard Specifications and The Arkansas State Highway and Transportation Department Field Sampling manual.

Only Technicians certified by the Center for Training Transportation Professionals, University of Arkansas Department of Civil Engineering, Fayetteville, Arkansas (CTTP) shall perform quality control and acceptance testing on this project. Testing Laboratories shall be CTTP certified also. The Contractor shall furnish, at his own expense, all necessary specimens for testing of the materials, as required by the Engineer.

**Materials testing for this project will be at the Contractor's expense with the exception of verification testing by an independent, approved Testing Laboratory, furnished by the City of Jonesboro.** The City of Jonesboro reserves the right to employ a certified lab to perform verification and acceptance testing normally performed by the Arkansas State Highway and Transportation Department. The Contractor shall cooperate fully with the testing firm so employed by the City of Jonesboro

## **SC.20 BOND**

Coincident with the execution of the Contract, the Contractor shall furnish a good and sufficient surety bond, in the full amount of the Contract sum, guaranteeing the faithful performance of all covenants, stipulations, and agreements of the Contract, the payment of all bills and obligations arising from the execution of the Contract, (which bills or obligations might or will in any manner become a claim against the Owner), and guaranteeing the work included in this Contract against faulty materials and/or poor workmanship for one (1) year after the date of completion of Contract.

All provisions of the bond shall be complete and in full accordance with Statutory requirements. The bond shall be executed with the proper sureties through a company licensed and qualified to operate in the state and approved by the Owner. The issuing agent's power of attorney shall be attached to the bond and the bond shall be signed by an agent resident in the state and date of bond shall be the date of execution of the Contract. If at any time during the continuance of the Contract the surety on the Contractor's bond becomes irresponsible, the Owner shall have the right to require additional and sufficient sureties which the Contractor shall furnish to the satisfaction of the Owner within ten (10) days after notice to do so. In default thereof, the Contract may be suspended and all payments or money due the Contractor withheld.

## **SC.21 LIGHT AND POWER**

The Contractor shall provide, at his own expense, temporary lighting and facilities required for the

proper prosecution and inspection of the work. At the time the Owner obtains beneficial occupancy of any of the facilities placed in satisfactory service, charges for power and light for regular operation of those involved facilities will become the responsibility of the Owner.

## **SC.22 LINES AND GRADES**

The Contractor will be furnished baselines and benchmarks to control the work. The Contractor shall be responsible for the additional instrument control necessary to layout and construct the improvements. The Contractor's instrument control of the work shall not be measured for separate payment.

As a minimum, the Contractor shall provide the following instrument control for the work:

- a. For the full length and width of all areas within the limits of paving, the finished grade of the concrete surface course shall be controlled by grade wires or forms set by the Contractor to control the final surface, in accordance with the plans.
- b. For the full length and width of all areas within the limits of paving, the initial courses of bituminous pavement will be controlled by uniform thickness. The course under the final surface course shall be controlled by grade wire, and the final surface course shall be controlled by uniform thickness. The bituminous pavement shall be constructed with a lay down machine with automatic controls and a forty (40) foot ski.
- c. For the full length and width of all areas within the limits of paving, the crushed aggregate base course and the sub base course will be controlled with intermediate and final surface stakes, "blue tops". Stakes shall be set as required or as directed by the Engineer to control the construction.
- d. The Contractor shall set intermediate line and grade stakes and final grade stakes, "blue tops," as required to control the construction of shoulders.

## **SC.23 LEGAL HOLIDAYS**

January 1, Martin Luther King, Jr. Day, President's Day, Memorial Day, July 4, Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, December 24, and December 25 will be considered as being legal holidays; no other days will be so considered. Should any holiday fall on Sunday, the holiday shall be observed on the following Monday. No engineering observation will be furnished on legal holidays or Sundays, except in an emergency. The Contractor shall observe the legal holidays and Sundays, and no work shall be performed on these days except in an emergency. However, these days shall not be excluded from Contract time.

## **SC.24 SEQUENCE OF CONSTRUCTION**

Sequence of all phases of work shall be such as to provide for the least possible inconvenience to the Owner. Scheduling of work which would interfere with normal traffic operation shall be coordinated

with the Owner. Material and equipment received on the project prior to time of installation shall be stored at such locations designated by the Owner.

The Contractor shall furnish a proposed work schedule to the Engineer for review and approval as soon as possible after award of the Contract. This schedule shall show anticipated equipment delivery schedules and times of beginning and completing of the several work tasks.

#### **SC.25 TEST BORINGS**

The Contractor may rely upon the general accuracy of the test pit or soil boring data contained in reports or drawings, but such reports and drawings are not Contract Documents. The Contractor may not rely upon or make any claim against Owner, Engineer, or Engineer's Consultants with respect to (1) the completeness of such reports and drawings for Contractor's purposes, including, but not limited to, any aspects of the means, methods, techniques, sequences, and procedures of construction to be employed by the Contractor and safety precautions and programs incident thereto, (2) other data, interpretations, opinions, and information contained in such reports or shown or indicated in such drawings, (3) any Contractor interpretation of or conclusion drawn from any data, interpretations, opinions, or information.

#### **SC.26 TEMPORARY FIELD OFFICE**

Not required for this project.

#### **SC.27 RELEASE AND CONTRACTOR'S AFFIDAVIT**

At the project's completion, the Contractor shall execute the attached Release and Lien Waiver to release all claims against the Owner arising under and by virtue of his Contract. The date of the Release shall be that agreed to for the final acceptance of the project with the Owner.

#### **SC.28 MAINTENANCE BOND**

The Contractor shall execute the attached Maintenance Bond guaranteeing the work included in the Contract against faulty materials and/or prior workmanship for one year after completion of the Contract. The date of the Maintenance Bond shall be that agreed to for the final acceptance of the project with the Owner. The Maintenance Bond shall be for 100% of the final contract amount.

At the end of the applicable maintenance period, the Owner and/or the Engineer, with the Contractor, shall make an inspection of the work. The Contractor immediately shall repair and correct any and all defects which have resulted from faulty workmanship, equipment, or materials, following which repair and correction the Local Public Agency will accept full maintenance of the work.



**RELEASE**

FROM: Contractor's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

TO: City of Jonesboro

DATE OF CONTRACT: \_\_\_\_\_

Upon receipt of the final payment and in consideration of that amount, the undersigned does hereby release the Owner and its agents from any and all claims arising under or by virtue of this Contract or modification thereof occurring from the undersigned's performance in connection with the construction of the

**Southside Softball Complex Parking Lot**

project.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

**CONTRACTOR'S AFFIDAVIT**

FROM: Contractor's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

TO: City of Jonesboro

DATE OF CONTRACT: \_\_\_\_\_

I hereby certify that all claims for material, labor, and supplies entered into contingent and incident to the construction or used in the course of the performance of the work on the construction of the

**Southside Softball Complex Parking Lot**

have been fully satisfied.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

The Surety Company consents to the release of the retained percentage on this project with the understanding that should any unforeseen contingencies arise having a right of action on the bond that the Surety Company will not waive liability through the consent to the release of the retained percentage.

Dated \_\_\_\_\_

\_\_\_\_\_  
Surety Company

By \_\_\_\_\_  
Resident Agent, State of Arkansas

\_\_\_\_\_

**MAINTENANCE BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_,

as Principal, and \_\_\_\_\_,

as Surety, are held and firmly bound unto the City of Jonesboro, as Obligee, in the full and

just sum of \_\_\_\_\_  
(\$ \_\_\_\_\_) DOLLARS, lawful money of the United States of America, to be paid to the said Obligee, its successors or assigns, for the payment of which, well and truly to be made, we and each of us, bind ourselves, our heirs, executors and assigns, themselves, and their successors and assigns, jointly and severally, firmly by these presents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

The conditions of this obligation are such, that whereas, said Principal, has by a certain contract with the City of Jonesboro dated the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, agreed to construct the **Southside Softball Complex Parking Lot** and to maintain the said Improvement in good condition for a period of one (1) year from the date of acceptance of the improvements.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal shall indemnify and hold harmless the said Obligee from and against all loss, costs, damages, and expenses whatsoever which it may suffer or be compelled to pay by reason of failure of the said Principal to keep said work in repair for a one year period beginning \_\_\_\_\_ against any and all defects of faulty workmanship or inferior material, then this obligation shall be void; otherwise to remain in full force and effect.

It is further agreed that if the said Principal or Surety herein shall fail to maintain said improvements in good condition for the said period of 1 year, and at any time repairs shall be necessary, that the cost of making said repairs shall be determined by the Owner, or some person or persons designated by the Owner to ascertain the same, and if, upon thirty (30) days notice, the said amount ascertained shall not be paid by the Principal or Surety herein, or if the necessary repairs are not made, that said amount shall become due upon the expiration of thirty (30) days, and suit may be maintained to recover the amount so determined in any Court of competent jurisdiction; and that the amount so determined shall be conclusive upon the parties as to the amount due on this bond for the repair or repairs included therein; and that the cost of all repairs shall be so determined from time to time during the life of this bond, as the condition of the improvements may require.

Signed, sealed and delivered the day and year first above written.

\_\_\_\_\_  
Principal

ATTEST:

\_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SEAL

\_\_\_\_\_  
Surety

ATTEST:

\_\_\_\_\_

BY: \_\_\_\_\_

Attorney in Fact

\_\_\_\_\_

\_\_\_\_\_

**XII. TECHNICAL SPECIFICATIONS**

TABLE OF CONTENTS

**TITLE**

SP-1	Standard Specifications for Highway Construction Arkansas State Highway and Transportation Department, Latest Edition (including all Errata for the Book of Standard Specifications)
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## **SP-1 - SPECIFICATIONS, ARKANSAS STATE HIGHWAY COMMISSION**

### General

The standard specifications of the Arkansas State Highway and Transportation are bound in a book titled Standard Specifications for Highway Construction. These specifications are referred to herein as "Standard Specifications." The latest edition shall apply.

A copy of these "Standard Specifications" may be obtained from the Arkansas State Highway and Transportation Department, Little Rock, Arkansas, at their customary charge.



Legislation Details (With Text)

<b>File #:</b>	RES-19:030	<b>Version:</b>	1	<b>Name:</b>	ADOPTING BY REFERENCE THE GUIDELINES FOR THE SELECTION OF PROFESSIONAL SERVICE PROVIDERS FOR THE CITY OF JONESBORO
<b>Type:</b>	Resolution	<b>Status:</b>			To Be Introduced
<b>File created:</b>	3/26/2019	<b>In control:</b>			Public Works Council Committee
<b>On agenda:</b>		<b>Final action:</b>			
<b>Title:</b>	AN ORDINANCE ADOPTING BY REFERENCE THE GUIDELINES FOR THE SELECTION OF PROFESSIONAL SERVICE PROVIDERS FOR THE CITY OF JONESBORO				
<b>Sponsors:</b>	Mayor's Office				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Prof serv, Const. \$2 mil+2-15-19.pdf</a> <a href="#">Prof serv, Const. under \$2 mil 2-14-19.pdf</a> <a href="#">Prof serv, Financial, other 2-14-19.pdf</a> <a href="#">Prof serv, Legal services 2-14-19.pdf</a>				

Date	Ver.	Action By	Action	Result
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AN ORDINANCE ADOPTING BY REFERENCE THE GUIDELINES FOR THE SELECTION OF PROFESSIONAL SERVICE PROVIDERS FOR THE CITY OF JONESBORO  
WHEREAS, the City Council of the City of Jonesboro, Arkansas desires to have transparency and consistency in the selection of professional service providers and the awarding of contracts for those services in the City and to be informed of the annual request for qualifications and the creation of an annual list of qualified professional contractors; and

WHEREAS, the City Council for the City of Jonesboro, Arkansas, is seeking specific information on how each department selects qualified professional service providers for each project; and,

WHEREAS, to ensure this occurs the City Council desires to adopt these guidelines for the selection process.

WHEREAS, pursuant to ACA 14-55-207, public notice was given of the City’s intent to adopt said guidelines by reference, and advised that three (3) copies of the documents were on file and available for public review and examination in the Office of the City Clerk, and

WHEREAS, the City Council has discussed these guidelines at numerous public meetings, and all comments, views, suggestions and recommendations have been considered and addressed.

BE IT ORDAINED by the City Council for the City of Jonesboro, Arkansas that:

SECTION ONE: The Consultant Selection Process for Construction Projects Estimated to Cost \$2 Million or More; Consultant Selection Process for Construction Projects Estimated to Cost Less than \$2 Million; Consultant Selection Process for Legal Services; and Consultant Selection Process for Financial and Other

Services are hereby adopted by reference.

SECTION 2: All submissions to City Council Committees and to the City Council of proposed contracts for professional services, or for the awarding of general contracts in excess of \$20,000, shall comply with the requirements of this ordinance.

SECTION 3: Annually the Purchasing Agent through his/her supervisor, the Director of Finance, shall report to the City Council on the annual request for qualifications and shall present the following information:

1. The specific place and method used in notifying prospective bidders of the annual request for qualifications.
2. The deadline set for submission of proposals and place of reception.
3. A list of persons, including representatives of the City of Jonesboro, who attended the opening of the qualifications.
4. A list of the approved contractors listed alphabetically by type of service.

Alternatively, this information may be solicited and reported during the year for particular projects.

SECTION 4: The City employees on the Selection Committee authorized to select a professional services contractor shall select professional contractors according to A.C.A. §19-11-801 through A.C.A. §19-11-805. When seeking City Council approval of a contract with a professional services contractor the department director shall present, in writing, the following information to the appropriate City Council Committee.

1. A list of all the companies considered.
2. All results of rankings, including score sheets.
3. A list of all departments included in selection and ranking.
4. A rank ordered list of the top three contractors, with comments as to why they were selected.
5. The name of the contractor selected and the reasons why the contractor was selected.
6. Names of the project manager and other key personnel who will be working with the City of Jonesboro on the project.



## **Consultant Selection Process (Construction Projects Estimated to Cost \$2 Million or More)**

Unless otherwise dictated by a particular funding agency, the following process shall apply when selecting an architect, engineer, or surveyor for a construction with an estimated construction cost of \$2 million or more. The purpose of this procedure is to ensure that a qualified consultant is obtained through an equitable, qualification-based selection process.

This process will also be followed for all other projects for which the City of Jonesboro does not have on file, through its most recent annual solicitation of Statements of Qualifications, any qualified professionals for a particular project, regardless of cost.

### **Advertisement for Letters of Interest**

The City of Jonesboro Purchasing Agent shall advertise in the local newspaper and on the City website for Letters of Interest (LOI) from architects, engineers, or surveyors who desire to provide professional services for the particular project. The advertisement period should be for no less than three (3) consecutive days.

The advertisement will describe the general nature of the project, allowing consultant firms to evaluate their interest in performing the services. It shall allow a minimum of 10 working days for the professional to respond to the advertisement.

If a solicitation fails to yield three (3) qualified respondents, the City may proceed with the evaluation process if it is determined the solicitation did not contain conditions or requirements that arbitrarily limited the competition.

### **Selection Committee**

The Selection Committee shall consist of at least four (4) members, with at least three different city departments represented. Included will be the Director of the Department sponsoring the project; the Mayor, or a staff member designated by the Mayor; and representatives of at least two of the following departments – Engineering, Finance, Inspections, Planning, and Streets. The Mayor will designate which departments are represented, and the department director will either serve or designate a member of his/her staff. The Project Manager, unless appointed as a regular member of the Selection Committee, will be an ex officio member. The Mayor will either serve as chairman of the Selection Committee, or designate the chairman. Each person serving on a Selection Committee should have the expertise necessary to evaluate the annual Statements of Qualifications, Letters of Interest and Requests for Proposals.

## **Evaluation of Letters of Interest**

The Committee shall evaluate the Letters of Interest (LOI) based on the following criteria:

<b>No</b>	<b>Evaluation Factors for LOIs</b>	<b>Maximum Points Possible</b>
1	Professional staff including the education, experience, number of personnel available, and any partnerships with sub-contractors	10
2	General and professional reputation, including responsiveness to civil rights and equal employment opportunity requirements and opportunities	10
3	Past work performance with the City*	10
4	Experience with projects of a similar nature as those advertised	10
	<b>Total Points for LOIs</b>	<b>40</b>

\*Past performance or evaluations from other clients will be considered when the firm has not worked for the City previously.

Following their review, the Selection Committee will prepare a short list (minimum of three) of top-ranked consultant firms and request that these top firms submit detailed proposals (no fee schedule) for further evaluation.

## **Request for Proposals**

The Selection Committee shall prepare of scope of work and Request for Proposals (RFP) from the consultant firms on the short list.

- a. A detailed purpose and description of the work;
- b. Services that will be furnished by the City;
- c. Services that will be furnished by the consultant firm;
- d. Project conditions of the work; and
- e. Special conditions of the work.

## **Preparing and Submitting a Proposal**

The evaluation and selection of a consultant shall be based on the proposal submitted. In order to properly evaluate the firms, each consultant must include in the submission the following documents:

1. A cover letter is required and should display a clear understanding of this project. Include a positive commitment to complete the work within the specified time periods, and briefly summarize why the firm should be selected. Address and contact information for each party in a proposed joint venture should be included.
2. Project Proposal: A project proposal in response to the scope of work should be submitted including the following elements:

- a. A detailed work plan that identifies all tasks included in the scope of work;
  - b. A list of major concerns associated with completing the work;
  - c. A detailed work schedule;
  - d. An organization chart showing the key personnel by name and title; and,
  - e. Completed SF 330 form. Projects listed in this proposal that are intended to show the firm's experience in the type of work contemplated and that do not have the involvement of any team member will not be considered as relevant.
3. DBE Considerations: Discussion of Disadvantaged Business Enterprise status or participation should be provided in order to receive special consideration.

The Selection Committee will review the proposals with attention to the five (5) listed evaluation factors for proposals and will consider the results determined in Evaluation of Letters of Interest. Note that no fee estimates shall be included in the submitted proposals.

No	Evaluation Factors for RFPs	Maximum Points Possible
1	Obvious indication that the scope of work is clearly understood	20
2	Comprehensive, coherent, and detailed work plan	20
3	Realistic work schedule when applicable	10
4	Proposed working office location, need for a local office, and any other representative*	5
5	Identification of sub-consultants and responsiveness to DBE goals and opportunities	5
6	Total Points for LOI	40
	<b>Total Points for RFPs</b>	<b>100</b>

\* Locality preference may be used on a project basis where it is not based on political boundaries.

Following their review, the Selection Committee shall select three (3) qualified consultant firms and present these to the Mayor along with necessary supporting documentation for final administrative approval.

**Negotiation Process**

Once a firm is selected, the firm will prepare a draft contract including a cost estimate for review. The contract will establish a maximum ceiling price for work issued under the contract as well as an expiration date.

For engineering projects, the selected firm shall prepare a draft contract based on a sample contract furnished by the City. For an architectural project, standard AIA contract documents may be used.

The Selection Committee will review the draft contract. If approved, the Mayor will enter into negotiations with the selected firm to establish terms of the contract and contract ceiling price that the City deems is fair and reasonable. If a satisfactory contract cannot be negotiated with the selected firm, negotiations will be formally terminated. The Mayor will then enter into negotiations with the second ranked firm on the short list. If negotiations with that firm fail, the Mayor will formally terminate those negotiations and begin to negotiate with the third ranked firm, and so on. If the City cannot negotiate a satisfactory contract with any of the firms on the short list, the City shall either:

1. Request proposals from additional firms who have submitted LOIs and are considered competent and qualified; evaluate and rank the firms based on the criteria described herein; and continue the negotiation process, or
2. Terminate all negotiations and begin the selection process again.

When the Parties agree the negotiated contract to be fair and reasonable, the Consultant firm will prepare a final draft and submit it to the City. After review and a determination that it is acceptable, the consultant will sign the contract. The contract will then be put through the City Council approval process and executed by the Mayor and City Clerk.

Feb. 15, 2019

**Consultant Selection Process  
(Construction Projects Estimated to Cost Less than \$2 Million)**

Unless otherwise dictated by a particular funding agency, the following Annual Statement of Qualification Method shall be used when selecting an Architect, Engineer, or Surveyor for a construction project with an estimated cost of less than \$2 million. The purpose of this procedure is to ensure that a qualified consultant is obtained through an equitable qualification-based selection process.

**Annual Statement of Qualifications**

The City of Jonesboro Purchasing Agent shall advertise in the local newspaper and on the City website, once annually, for a Statement of Qualifications (SOQs) from Architects, Engineers, and Surveyors that desire to provide professional services for city projects with an estimated cost of less than \$2 million. The advertisement period should be for no less than two (2) weeks, at least one time each week.

**Selection Committee**

For a project in which the professional service fee is expected to be less than \$20,000, the Selection Committee shall consist of at least two people -- the sponsoring Department Director and the staff person tasked with managing the project, or another staff member appointed by the Department Director.

For a project in which the professional fee is expected to be \$20,000 or more, the Selection Committee shall consist of at least four (4) members, with at least three different city departments represented. Included will be the Director of the Department sponsoring the project; the Mayor, or a staff member designated by the Mayor; and representatives of at least two of the following departments – Engineering, Finance, Inspections, Planning, and Streets. The Mayor will designate which departments are represented, and the department director will either serve or designate a member of his/her staff. The Project Manager, unless appointed as a regular member of the Selection Committee, will be an ex officio member. The Mayor will either serve as chairman of the Selection Committee, or designate the chairman. Each person serving on a Selection Committee should have the expertise necessary to evaluate the annual Statements of Qualifications.

**Evaluation of Statement of Qualifications**

The Selection Committee shall evaluate each consultant firm based on the following criteria:

No	Evaluation Factors for Professional Services	Maximum Points Possible
1	The specialized experience and technical competence of the firm with respect of the type of professional services required;	10
2	The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;	10

3	The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines;	10
4	The firm's proximity to and familiarity with the area in which the project is located.	10
<b>Total Points</b>		40

Following their review, the Selection Committee shall select three (3) qualified consultant firms and present these to the Mayor along with necessary supporting documentation for final administrative approval.

### **Negotiation Process**

The Selection Committee and the selected consultant shall jointly prepare a detailed, written description of the scope of services. The consultant shall then submit a cost proposal and agreement for services based on the requested scope of services.

If the Mayor is unable to negotiate a contract with the first firm, negotiations with that firm shall be terminated, and the Mayor shall begin the negotiation process with the next most qualified firm, and so forth. If the Mayor is unable to negotiate a contract with any of the three (3) most-qualified consultant firms, the Selection Committee shall re-evaluate the professional services being requested including the scope of services and fee requirements. The Committee shall then re-start the evaluation process based on the new criteria.

When the Parties agree that a negotiated contract is fair and reasonable, the Consultant firm will prepare a final draft, sign, and submit it to the City. If the total professional service fee is less than \$20,000, a purchase order request will be submitted to the Mayor for approval. If the fee is \$20,000 or more, the policy for selecting professional services where the fee is \$20,000 or more must be followed. That requires the professional service contract to be put through the City Council process for approval and execution by the Mayor and City Clerk.

Feb. 14, 2019

## **Consultant Selection Process Financial and Other Professional Services**

Unless otherwise dictated by a particular funding agency, the following process shall apply when selecting a financial advisory firm, an auctioneer, an investment adviser, an appraiser, or an accounting or planning service. The purpose of this procedure is to ensure that a qualified consultant is obtained through an equitable, qualification-based selection process.

### **Annual Statement of Qualifications**

The City of Jonesboro Purchasing Agent shall advertise in the local newspaper and on the City website, once annually, for a Statement of Qualifications (SOQs) from financial advisers, auctioneers, investment advisers, and accounting services that desire to provide professional services for city projects. Alternatively, the City may advertise for Letters of Interest (LOI) to provide services for a specific project. Either way, the advertisement period should be for no less than two (2) weeks, at least one time each week.

### **Selection Committee**

For projects where the professional service fee is expected to be less than \$20,000, the Selection Committee shall consist of the Director of the Department of Finance and one staff person designated by that Director. If the fee is expected to be \$20,000 or more, the selection committee shall consist of personnel from at least three different departments. Included will be: the Director of the Department of Finance, or a staff member appointed by that Director; the director of the Planning Department, or a staff member designated by that Director; and the Mayor, or a staff person designated by the Mayor who is not a member of the Finance Department or Planning Department. The Mayor, or the staff person designated by the Mayor, will serve as chairman of the committee. Each person serving on a Selection Committee should have the expertise necessary to evaluate the annual Statements of Qualifications or Letters of Interest.

### **Evaluation of Statement of Qualifications or Letters of Interest**

The Selection Committee shall evaluate each consultant firm based on the following criteria:

<b>No</b>	<b>Evaluation Factors for Professional Services</b>	<b>Maximum Points Possible</b>
1	The specialized experience and technical competence of the firm with respect of the type of professional services required;	10
2	The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;	10
3	The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines;	10

4	The firm's proximity to and familiarity with the area in which the project is located.	10
	<b>Total Points</b>	40

Following their review, the Selection Committee shall select three (3) qualified consultant firms and present these to the Mayor along with necessary supporting documentation for final administrative approval.

**Negotiation Process**

The Committee and the selected consultant shall jointly prepare a detailed, written description of the scope of services. The consultant shall then submit a cost proposal and agreement for services based on the requested scope of services.

If the Mayor is unable to negotiate a contract with the first firm, negotiations with that firm shall be terminated and the Mayor shall begin the negotiation process with the next most qualified firm, and so forth. If the Committee is unable to negotiate a contract with any of the three (3) most-qualified consultant firms, the Selection Committee shall re-evaluate the professional services being requested including the scope of services and fee requirements. The Committee shall then re-start the evaluation process based on the new criteria.

When the Parties agree the negotiated contract to be fair and reasonable, the Consultant firm will prepare a final draft, sign, and submit it to the City. If the total professional service fee is less than \$20,000, a purchase order request will be submitted to the Mayor for approval. If the fee is over \$20,000, the professional service contract will be put through the City Council process for approval and execution by the Mayor and City Clerk.

Feb. 14, 2019



## **Consultant Selection Process Legal Services**

Unless otherwise dictated by a particular funding agency, the following process shall apply when selecting an attorney and/or law firm for legal services. The purpose of this procedure is to ensure that a qualified consultant is obtained through an equitable, qualification-based selection process.

### **Annual Statement of Qualifications**

The City of Jonesboro Purchasing Agent shall advertise in the local newspaper and on the City website, once annually, for a Statement of Qualifications (SOQs) from attorneys and law firms that desire to provide professional services for the City. Alternatively, the City may advertise for Letters of Interest (LOI) to provide services for a specific case or project. Either way, the advertisement period should be for no less than two (2) weeks, at least one time each week.

### **Selection Committee**

Regardless of the expected amount of the fee, the selection committee shall consist of the Department Director in need of legal services; the Mayor, or a staff person designated by the Mayor; and the City Attorney, or a staff person designated by the City Attorney. If no Department Director is involved, the third member of the committee will be the Chief of Staff or another staff person designated by the Mayor. The Mayor, or the staff person designated by the Mayor, will serve as chairman of the committee. Each person serving on the Selection Committee should have the expertise necessary to evaluate the annual Statements of Qualifications or Letters of Interest.

### **Evaluation of Statement of Qualifications or Letters of Interest**

The Selection Committee shall evaluate each consultant firm based on the following criteria:

<b>No.</b>	<b>Evaluation Factors for Professional Services</b>	<b>Maximum Points Possible</b>
1	The specialized experience and technical competence of the firm with respect of the type of professional services required;	10
2	The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;	10
3	The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines;	10
4	The firm's proximity to and familiarity with the area in which the project is located.	10
	<b>Total Points</b>	40

Following their review, the Selection Committee shall select three (3) qualified consultant firms and present these to the Mayor along with necessary supporting documentation for final administrative approval.

### **Negotiation Process**

The Selection Committee and the selected consultant shall jointly prepare a detailed, written description of the scope of services. The consultant shall then submit a cost proposal and agreement for services based on the requested scope of services.

If the Mayor is unable to negotiate a contract with the first firm, negotiations with that firm shall be terminated and Mayor shall begin the negotiation process with the next most qualified firm, and so forth. If the Committee is unable to negotiate a contract with any of the three (3) most-qualified consultant firms, the Selection Committee shall re-evaluate the professional services being requested including the scope of services and fee requirements. The Committee shall then re-start the evaluation process based on the new criteria.

When the Parties agree the negotiated contract to be fair and reasonable, the Consultant firm will prepare a final draft, sign, and submit it to the City. If the total professional service fee is less than \$20,000, a purchase order request will be submitted to the Mayor for approval. If the fee is over \$20,000, the professional service contract will be put through the City Council process for approval and execution by the Mayor and City Clerk.

Feb. 14, 2019



## Legislation Details (With Text)

<b>File #:</b>	RES-19:031	<b>Version:</b>	2	<b>Name:</b>	CONTRACT WITH SUGG CONSTRUCTION, INC. FOR JONESBORO THE SHOOTING SPORTS COMPLEX SITE PACKAGE PHASE 1B (2019:13)
<b>Type:</b>	Resolution	<b>Status:</b>			To Be Introduced
<b>File created:</b>	3/27/2019	<b>In control:</b>			Public Works Council Committee
<b>On agenda:</b>		<b>Final action:</b>			
<b>Title:</b>	A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE LOW BID AND ENTER INTO A CONTRACT WITH SUGG CONSTRUCTION, INC. FOR JONESBORO THE SHOOTING SPORTS COMPLEX SITE PACKAGE PHASE 1B (2019:13)				
<b>Sponsors:</b>	Engineering				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Agreement</a> <a href="#">Bid Tab</a> <a href="#">General Conditions</a>				

Date	Ver.	Action By	Action	Result
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A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE LOW BID AND ENTER INTO A CONTRACT WITH SUGG CONSTRUCTION, INC. FOR JONESBORO THE SHOOTING SPORTS COMPLEX SITE PACKAGE PHASE 1B (2019:13)

WHEREAS, the City of Jonesboro has desires to accept the low bid and enter into a contract for the Jonesboro Shooting Sports Complex Site Package Phase IB; and

WHEREAS, the low bidder and the firm selected for the Jonesboro Shooting Sports Complex Site Package Phase 1B is Sugg Construction, Inc.; and

WHEREAS, funding for the execution of the contract shall come from a federal subgrant through the Arkansas State Game and Fish Commission and compensation shall be paid in accordance with the contract documents.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

Section 1: That the City of Jonesboro shall accept the low bid and enter into a contract with Sugg Construction, Inc. for the Jonesboro Shooting Sports Complex Site Package Phase 1B

Section 2. That funding for the execution of the contract shall come from a federal subgrant through the Arkansas State Game and Fish Commission and compensation shall be paid in accordance with the contract documents.

Section 3. The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro

to execute all documents necessary to effectuate this agreement.

## Embedded Secure Document

The file <http://jonesboro.legistar.com/View.ashx?M=F&ID=7121086&GUID=25DB03A4-3E1E-4449-8A75-76EA71137F2E> is a secure document that has been embedded in this document. Double click the pushpin to view.





**BRACKETT KRENNERICH | ARCHITECTS**  
 100 E. Huntington Ave, Ste D, Jonesboro, Arkansas 72401  
 Phone: 870-932-0571 | Fax: 870-932-0975

**Date: March 20, 2019 @ 2:00 pm**

**Project: Jonesboro Shooting Sports Complex  
 Phase 1B Shooting Complex Site Package  
 Jonesboro, Arkansas**

**BID TAB**

<b>Contractor Name</b>	<b>Contractor's License</b>	<b>Bid Security</b>	<b>Exhibit A</b>	<b>Exhibit B</b>	<b>Addenda Received</b>	<b>Completion Time</b>	<b>Unit Cost Undercut</b>	<b>Base Bid</b>
Asphalt Producers Inc 1721 Dan Ave Jonesboro, AR 72401	0195690419	5%	Yes	Yes	1. Yes 2. Yes	October 1, 2019	\$50.00 cu/yd	<b>\$3,179,902.19</b>
Atlas Asphalt PO Drawer 2236 Batesville, AR 72503	<i>No Bid Submitted</i>							
Bailey Contractors Inc 2307 Congress Cove Jonesboro, AR 72401	<i>No Bid Submitted</i>							
Construction Network Inc. 6009 Dalton Farmer Dr Jonesboro, AR 72404	0038750719	5%	Yes	Yes	1. Yes 2. Yes	October 1, 2019	\$22.00 cu/yd	<b>\$1,978,000.00</b>
David Cline Construction 2777 Hwy 349 Jonesboro, AR 72404	<i>No Bid Submitted</i>							



**BRACKETT KRENNERICH | ARCHITECTS**  
 100 E. Huntington Ave, Ste D, Jonesboro, Arkansas 72401  
 Phone: 870-932-0571 | Fax: 870-932-0975

**Date: March 20, 2019 @ 2:00 pm**

**Project: Jonesboro Shooting Sports Complex  
 Phase 1B Shooting Complex Site Package  
 Jonesboro, Arkansas**

<b>Contractor Name</b>	<b>Contractor's License</b>	<b>Bid Security</b>	<b>Exhibit A</b>	<b>Exhibit B</b>	<b>Addenda Received</b>	<b>Completion Time</b>	<b>Unit Cost Undercut</b>	<b>Base Bid</b>
Dumey Contracting, Inc PO Box 558 Benton, MO 63736	<i>No Bid Submitted</i>							
Gillis Inc 1335 E Parker Rd Jonesboro, AR 72404	0077450519	5%	Yes	Yes	1. Yes 2. Yes	October 1, 2019	\$20.00cu/yd	<b>\$1,950,030.00</b>
Meadows Construction 110 S Gee St Jonesboro, AR 72401	0233000319	5%	Yes	Yes	1. Yes 2. Yes	October 1, 2019	\$18.50 cu/yd	<b>\$2,851,000.00</b>
Patriarch Contracting 3592 Highway 367 South Searcy, AR 72143	<i>No Bid Submitted</i>							
Pioneer Civil Construction LLC 120 Hwy 133 Spur Crossett, AR 71635	0156370419	5%	Yes	Yes	1. Yes 2. Yes	October 1, 2019	\$25.00 cu/yd	<b>\$2,350,000.00</b>



**BRACKETT KRENNERICH | ARCHITECTS**  
 100 E. Huntington Ave, Ste D, Jonesboro, Arkansas 72401  
 Phone: 870-932-0571 | Fax: 870-932-0975

**Date: March 20, 2019 @ 2:00 pm**

**Project: Jonesboro Shooting Sports Complex  
 Phase 1B Shooting Complex Site Package  
 Jonesboro, Arkansas**

Contractor Name	Contractor's License	Bid Security	Exhibit A	Exhibit B	Addenda Received	Completion Time	Unit Cost Undercut	Base Bid
Shannon Kee Construction, LL PO Box 27 Jonesboro, AR 72403	<i>No Bid Submitted</i>							
Sugg Construction Inc 3505 Woodsprings Road Jonesboro, AR 72403	0218510120	5%	Yes	Yes	1. Yes 2. Yes	October 1, 2019	\$10.00cu/yd	<b>\$1,640,915.44</b>
Tate General Contractors 115 Woody Lane Jonesboro, AR 72401	<i>No Bid Submitted</i>							
Wood and Associates Carlos Wood 148 CR 375 Bono, AR 72416	<i>No Bid Submitted</i>							



  
 Kyle Cook, AIA



# Embedded Secure Document

The file <http://jonesboro.legistar.com/View.ashx?M=F&ID=7121090&GUID=D93B8BC3-E841-418D-A78F-0F553954352C> is a secure document that has been embedded in this document. Double click the pushpin to view.





## Legislation Details (With Text)

<b>File #:</b>	RES-19:032	<b>Version:</b>	2	<b>Name:</b>	AGREEMENT WITH FISHER ARNOLD TO PROVIDE ENGINEERING SERVICES FOR THE JONESBORO DOWNTOWN TO ASU CONNECTION PROJECT (JOB 100971)
<b>Type:</b>	Resolution	<b>Status:</b>			To Be Introduced
<b>File created:</b>	3/28/2019	<b>In control:</b>			Public Works Council Committee
<b>On agenda:</b>		<b>Final action:</b>			
<b>Title:</b>	A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO AN AGREEMENT WITH FISHER ARNOLD TO PROVIDE ENGINEERING SERVICES FOR THE JONESBORO DOWNTOWN TO ASU CONNECTION PROJECT (JOB 100971)				
<b>Sponsors:</b>	Engineering, Parks & Recreation				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Summary - SOQ</a> <a href="#">Proposal - 100971</a>				

Date	Ver.	Action By	Action	Result
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A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO AN AGREEMENT WITH FISHER ARNOLD TO PROVIDE ENGINEERING SERVICES FOR THE JONESBORO DOWNTOWN TO ASU CONNECTION PROJECT (JOB 100971)

WHEREAS, the City of Jonesboro has desires to enter into an agreement to provide engineering services for the Jonesboro Downtown to ASU Connection project;

WHEREAS, the Selection Committee has determined that Fisher Arnold is the most qualified firm for the project;

WHEREAS, the firm selected for the Jonesboro Downtown to ASU Connection project is Fisher Arnold;

WHEREAS, Fisher Arnold have agreed to provide engineering services for the Jonesboro Downtown to ASU Connection project as described in the attached agreement;

WHEREAS, the funding for the execution of the contract shall come from the Transportation Alternative Program (TAP) from the Arkansas Department of Transportation and compensation shall be paid in accordance with the contract documents.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

Section 1: That the City of Jonesboro shall accept the proposal and enter into an agreement with Fisher Arnold to provide engineering services for the Jonesboro Downtown to ASU Connection project.

Section 2. The funding for the execution of the contract shall come from the Transportation Alternative

Program (TAP) from the Arkansas Department of Transportation and compensation shall be paid in accordance with the contract documents.

Section 3. The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to execute all documents necessary to effectuate the agreement.



**City of Jonesboro  
Engineering Department  
Municipal Center  
PO Box 1845  
300 South Church  
Jonesboro, AR 72401  
Phone: (870) 932-2438**

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## **DOWNTOWN – ASU TRAIL – 2019**

### **Selection Phase**

Selection Committee consist of the following members:

Craig Light, City Engineer  
Tiffny Calloway, Grants Director  
Danny Kapales, Parks Director  
Derrel Smith, Planning Director

The Selection Committee, with the exception of Smith, met on Thursday, February 28, 2019 in the Municipal Center to review the Annual Statement of Qualifications for Engineers. Smith reviewed the Statement of Qualifications on Wednesday, March 13, 2019, Municipal Center.

The Selection Committee members individually ranked the engineers for the Jonesboro – ASU Trail project. The scores were tallied. Fisher Arnold was the firm chosen by the Selection Committee for Jonesboro – ASU Trail project. Fisher – Arnold will be notified of the decision.

Score sheets attached.

**ASU-Downtown Trail**

**ANNUAL STATEMENT OF QUALIFICATIONS - ENGINEERING**

No.	Evaluation Factors for Professional Services
1	The specialized experience and technical competence of the firm with respect of the type of professional services required;
2	The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
3	The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines;
4	The firm's proximity to and familiarity with the area in which the project is located.

**Please rank each factor from 0 - 10 (maximum point possible)**

Company Name	No. 1	No. 2	No. 3	No. 4	Total
Associated Engineering	4	4	6	10	24
Civil Engineering Assoc	7	6	9	10	32
Crafton Tull	8	8	6	4	26
Ecological Design Group	9	9	7	8	33
Fisher Arnold	10	8	8	10	36
FTN Associates Ltd	5	5	3	4	17
Garver	9	8	6	4	27
Geotechnology	2	2	6	10	20
Greenberg Farrow	9	8	5	4	26
Halff Assoc Inc	10	9	5	4	28
Hawkins Weir Engineers Inc.	7	7	5	4	23
Jacobs	9	8	3	4	24
McClelland Consulting Engineering	10	8	6	4	28
Michael Baker International	8	8	5	5	26
Miller-Newell	4	4	5	4	17
Olsson	7	8	5	4	24
Pickering Engineering	7	6	9	10	32
Smith & Co.	7	6	5	5	23
SSR	7	8	5	4	24
W. William Graham, Jr	2	2	8	7	19

**ASU-Downtown Trail**

**ANNUAL STATEMENT OF QUALIFICATIONS - ENGINEERING**

No.	Evaluation Factors for Professional Services
1	The specialized experience and technical competence of the firm with respect of the type of professional services required;
2	The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
3	The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines;
4	The firm's proximity to and familiarity with the area in which the project is located.

**Please rank each factor from 0 - 10 (maximum point possible)**

Company Name	No. 1	No. 2	No. 3	No. 4	Total
Associated Engineering	2	5	7	10	24
Civil Engineering Assoc	10	9	10	10	39
Crafton Tull	9	8	8	8	33
Ecological Design Group	10	10	9	9	38
Fisher Arnold	10	10	10	10	40
FTN Associates Ltd	6	7	0	8	21
Garver	9	9	7	9	34
Geotechnology	7	7	7	10	31
Greenberg Farrow	9	8	8	8	33
Halff Assoc Inc	9	8	8	7	32
Hawkins Weir Engineers Inc.	5	6	6	7	24
Jacobs	7	7	0	9	23
McClelland Consulting Engineering	9	9	8	9	35
Michael Baker International	10	9	9	9	37
Miller-Newell	9	6	6	9	30
Olsson	8	7	7	8	30
Pickering Engineering	9	9	9	10	37
Smith & Co.	9	8	8	8	33
SSR	8	8	8	8	32
W. William Graham, Jr	8	7	8	8	31

## ASU-Downtown Trail

### ANNUAL STATEMENT OF QUALIFICATIONS - ENGINEERING

No.	Evaluation Factors for Professional Services
1	The specialized experience and technical competence of the firm with respect of the type of professional services required;
2	The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
3	The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines;
4	The firm's proximity to and familiarity with the area in which the project is located.

**Please rank each factor from 0 - 10 (maximum point possible)**

Company Name	No. 1	No. 2	No. 3	No. 4	Total
Associated Engineering	2	4	5	10	21
Civil Engineering Assoc	8	7	7	10	32
Crafton Tull	7	8	8	6	29
Ecological Design Group	9	7	7	9	32
Fisher Arnold	10	9	9	10	38
FTN Associates Ltd	0	5	5	7	17
Garver	8	8	8	7	31
Geotechnology	4	6	6	8	24
Greenberg Farrow	8	8	7	7	30
Half Assoc Inc	9	8	8	7	32
Hawkins Weir Engineers Inc.	5	6	6	7	24
Jacobs	8	7	7	7	29
McClelland Consulting Engineering	9	8	9	8	34
Michael Baker International	7	8	9	10	34
Miller-Newell	2	7	8	8	25
Olsson	6	6	7	5	24
Pickering Engineering	7	8	8	10	33
Smith & Co.	6	5	5	6	22
SSR	2	6	6	5	19
W. William Graham, Jr	0	5	6	7	18

**ASU-Downtown Trail**

**ANNUAL STATEMENT OF QUALIFICATIONS - ENGINEERING**

No.	Evaluation Factors for Professional Services
1	The specialized experience and technical competence of the firm with respect of the type of professional services required;
2	The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
3	The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines;
4	The firm's proximity to and familiarity with the area in which the project is located.

**Please rank each factor from 0 - 10 (maximum point possible)**

Company Name	No. 1	No. 2	No. 3	No. 4	Total
Associated Engineering	7	5	6	10	28
Civil Engineering Assoc	6	6	8	10	30
Crafton Tull	10	10	9	7	36
Ecological Design Group	10	10	10	10	40
Fisher Arnold	9	9	10	10	38
FTN Associates Ltd	7	7	8	5	27
Garver	8	8	8	5	29
Geotechnology	6	6	7	10	29
Greenberg Farrow	7	5	6	5	23
Halff Assoc Inc	6	7	7	5	25
Hawkins Weir Engineers Inc.	5	5	5	2	17
Jacobs	8	8	6	2	24
McClelland Consulting Engineering	7	6	7	2	22
Michael Baker International	7	8	5	5	25
Miller-Newell	6	5	5	3	19
Olsson	9	10	8	4	31
Pickering Engineering	7	8	8	10	33
Smith & Co.	3	5	5	10	23
SSR	7	7	5	5	24
W. William Graham, Jr	3	6	2	2	13



## SUMMARY

### ASU-Downtown Trail

	Company Name	R-1	R-2	R-3	R-4	Total
	Associated Engineering	24	24	21	28	97
	Civil Engineering Assoc	32	39	32	30	133
	Crafton Tull	26	33	29	36	124
2	Ecological Design Group	33	38	32	40	143
1	Fisher Arnold	36	40	38	38	152
	FTN Associates Ltd	17	21	17	27	82
	Garver	27	34	31	29	121
	Geotechnology	20	31	24	29	104
	Greenberg Farrow	26	33	30	23	112
	Halff Assoc Inc	28	32	32	25	117
	Hawkins Weir Engineers Inc.	23	24	24	17	88
	Jacobs	24	23	29	24	100
	McClelland Consulting Engineering	28	35	34	22	119
	Michael Baker International	26	37	34	25	122
	Miller-Newell	17	30	25	19	91
	Olsson	24	30	24	31	109
3	Pickering Engineering	32	37	33	33	135
	Smith & Co.	23	33	22	23	101
	SSR	24	32	19	24	99
	W. William Graham, Jr	19	31	18	13	81

ASU - Downtown  
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**ANNUAL STATEMENT OF QUALIFICATIONS - ENGINEERING**

No.	Evaluation Factors for Professional Services
1	The specialized experience and technical competence of the firm with respect of the type of professional services required;
2	The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
3	The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines;
4	The firm's proximity to and familiarity with the area in which the project is located.

Please rank each factor from 0 - 10 (maximum point possible)

Company Name	No. 1	No. 2	No. 3	No. 4	Total
Associated Engineering	28	4	5	10	21
Civil Engineering Assoc	7	7	7	10	32
Crafton Tull	9	8	8	6	29
Ecological Design Group	10	7	7	9	32
Fisher Arnold	10	9	9	10	38
FTN Associates Ltd	8	5	5	7	17
Garver	4	8	8	7	31
Geotechnology	4	6	6	8	24
Greenberg Farrow	9	8	7	7	30
Half Assoc Inc	5	8	8	7	32
Hawkins Weir Engineers Inc.	8	6	6	7	24
Jacobs	9	7	7	8	29
McClelland Consulting Engineering	7	8	9	8	34
Michael Baker International	2	8	9	10	34
Miller-Newell	6	7	8	8	25
Olsson	7	6	7	5	24
Pickering Engineering	6	8	8	10	33
Smith & Co.	2	5	5	6	22
SSR	0	6	6	5	19
W. William Graham, Jr		5	6	7	18

ASU to Downtown

Stacy  
2/28/19

**ANNUAL STATEMENT OF QUALIFICATIONS - ENGINEERING**

No.	Evaluation Factors for Professional Services
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3	The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines;
4	The firm's proximity to and familiarity with the area in which the project is located.

Please rank each factor from 0 - 10 (maximum point possible)

Company Name	No. 1	No. 2	No. 3	No. 4	Total
Associated Engineering	2	5	7	10	24
Civil Engineering Assoc	10	9	10	10	39
Crafton Tull	9	8	8	8	33
Ecological Design Group	10	10	9	9	38
Fisher Arnold	10	10	10	10	40
FTN Associates Ltd	6	7	9	8	30
Garver	9	9	9	9	36
Geotechnology	7	7	7	10	31
Greenberg Farrow	9	8	8	8	33
Half Assoc Inc	9	8	8	7	32
Hawkins Weir Engineers Inc.	5	6	6	7	24
Jacobs	7	7	8	9	23
McClelland Consulting Engineering	9	9	9	9	36
Michael Baker International	10	9	9	9	37
Miller-Newell	8	9	9	9	35
Olsson	8	7	7	8	30
Pickering Engineering	9	9	7	10	35
Smith & Co.	9	8	8	8	33
SSR	8	8	8	8	32
W. William Graham, Jr	8	7	8	8	31

# ASU - Downtown Trail

## ANNUAL STATEMENT OF QUALIFICATIONS - ENGINEERING

No.	Evaluation Factors for Professional Services
1	The specialized experience and technical competence of the firm with respect of the type of professional services required;
2	The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
3	The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines;
4	The firm's proximity to and familiarity with the area in which the project is located.

Please rank each factor from 0 - 10 (maximum point possible)

Company Name	No. 1	No. 2	No. 3	No. 4	Total
Associated Engineering	7	5	6	10	28
Civil Engineering Assoc	6	6	8	10	30
Crafton Tull	10	10	9	7	36
Ecological Design Group	10	10	10	10	40
Fisher Arnold	9	9	10	10	38
FTN Associates Ltd	7	7	8	5	27
Garver	8	8	8	5	29
Geotechnology	6	6	7	10	29
Greenberg Farrow	7	5	6	5	23
Half Assoc Inc	6	7	7	5	25
Hawkins Weir Engineers Inc.	5	5	5	2	17
Jacobs	8	8	6	2	24
McClelland Consulting Engineering	7	6	7	2	21
Michael Baker International	7	8	5	6	25
Miller-Newell	6	6	6	3	19
Olsson	9	10	8	4	31
Pickering Engineering	7	8	8	10	33
Smith & Co.	3	5	5	10	23
SSR	7	7	5	5	24
W. William Graham, Jr	3	6	2	2	13

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-1  
-2

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ASU - DOWNTOWN

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**ANNUAL STATEMENT OF QUALIFICATIONS - ENGINEERING**

No.	Evaluation Factors for Professional Services
1	The specialized experience and technical competence of the firm with respect of the type of professional services required;
2	The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
3	The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines;
4	The firm's proximity to and familiarity with the area in which the project is located.

Please rank each factor from 0 - 10 (maximum point possible)

Company Name	No. 1	No. 2	No. 3	No. 4	Total
Associated Engineering	4	4	6	10	24
Civil Engineering Assoc	7	6	9	10	32
Crafton Tull	8	8	6	4	26
Ecological Design Group	9	9	7	8	33
Fisher Arnold	10	8	8	10	36
FTN Associates Ltd	5	5	3	4	17
Garver	9	8	6	4	27
Geotechnology	2	2	6	10	20
Greenberg Farrow	<del>10</del> 9	8	5	4	<del>26</del> 26
Halff Assoc Inc	10	9	5	4	28
Hawkins Weir Engineers Inc.	7	7	5	4	23
Jacobs	9	8	3	4	24
McClelland Consulting Engineering	10	8	6	4	28
Michael Baker International	8	8	5	5	26
Miller-Newell	4	4	5	4	17
Olsson	7	8	5	4	24
Pickering Engineering	7	6	9	10	32
Smith & Co.	7	6	5	5	23
SSR	7	8	5	4	24
W. William Graham, Jr	2	2	8	7	19





## FISHER ARNOLD

ENGINEERS | ARCHITECTS | CONSULTANTS | PLANNERS

March 27, 2019

Danny Kapales, Parks Director  
City of Jonesboro  
300 S. Church Street  
Jonesboro, AR 72401

**RE: PROPOSAL FOR JONESBORO DOWNTOWN TO ASU CONNECTION (TAP-17)(S)  
JOB#100971**

Dear Mr. Kapales:

Thank you for the opportunity to submit our Engineering and Surveying Services proposal to be performed for a lump sum fee. The scope of our services includes providing surveying, design, and final construction documents for the above referenced project. The proposed improvements would include the following: provide a multi-use trail or pedestrian and bicycle infrastructure improvements along Cate Street from Church Street to South Patrick Street (approximately 2,926 ft); add a multi-use trail long Patrick and Creath Avenue (approximately 1,296 ft); design a multi-use trail crossing under the existing railroad track; and design a multi-use trail along a City Water and Light Easement to the off ramp located on Marion Berry Parkway on Arkansas State University Property( approximately 1,728 ft);

The fee for the following services is \$106,435, this includes:

1. Project Administration
2. Title Sheet
3. Typical Sections
4. Create Plan & Profile Sheets
5. Horizontal Alignment
6. Vertical Alignment
7. Cut Existing and Final Cross Sections
8. Legal Descriptions
9. Drainage Design
10. Maintenance of Traffic Plan
11. Signing and Pavement Marking Plan
12. Erosion Control Plans
13. Plan Submittals (30%, 60%, 90%)
14. Revise Plans Per Reviews
15. Item Nos./Quantity Calculations
16. Prepare Cost Estimate (60% & 90%)
17. QA/QC of Plans
18. Public Meeting and Exhibits (One Total)
19. Meetings, Correspondence, etc. (Four Total)

1801 Latourette Drive  
Jonesboro, AR 72404

870.932.2019  
Fax: 870.932.1076  
Toll Free: 1.888.583.9724

[www.fisherarnold.com](http://www.fisherarnold.com)

Kapales-Jonesboro Downtown to ASU connection (TAP-17)(S)

Page 2

20. Coordinate with Railroad on Pedestrian Crossing
21. Prepare Construction Documents
22. Assist the City During the Bid Process.

This proposal does not include construction administration, construction inspection services, lighting and electrical plans, and geotechnical services. However, Fisher Arnold can provide these services at your request.

We will bill you monthly or upon completion of the project. Payment is due by the 15th of the month. **Payment of the fees is not contingent on transaction of the property, closing dates relating to the property, approval of plans related to the property by any governmental agency or payment received from another party.** Interest in the amount of 1.5% per month on the outstanding balances (18% per annum) will be assessed the contracting party after the payment due date.

Reimbursables will be billed at cost plus 15% and include, but not limited to the following: Courthouse & Research Fees, Filing, Copies, Prints, Utility Location by Others, Postage and Shipping, etc.

In the event of breach or non-payment, the contracting party agrees to pay reasonable expenses of enforcement including attorney fees and costs. Exclusive venue for enforcement of this Agreement shall be in Craighead County, Arkansas.

The obligation to provide further services under the Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

In the event of termination, Fisher & Arnold, Inc. will be paid for all services rendered to the date of termination and all reimbursable expenses.

The fees shown in this proposal are based on the Owner agreeing to limit the Professional's liability for all planning, engineering and surveying services to the Owner, all construction contractors, and subcontractors on the project, due to the Professional's negligent acts, errors or omissions, such that the total aggregate liability of the Professional to all those named shall not exceed the Professional's total fee for services rendered on the project.

This proposal represents the entire understanding between you and us in respect to the "Project" and may only be modified in writing signed by both of us. If this satisfactorily sets forth your understanding of the arrangement between us, please sign the enclosed copy of the Letter Agreement in the space provided and return it to us.

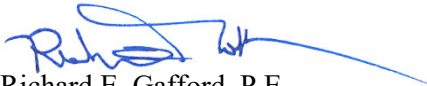
Kapales-Jonesboro Downtown to ASU connection (TAP-17)(S)

Page 3

We are looking forward to working with you on this project. If you have any questions regarding this proposal, please do not hesitate to call.

Sincerely,

**FISHER & ARNOLD, INC.**



Richard E. Gafford, P.E.  
Senior Vice President



Jason MacDonald P.E.  
Jonesboro-Office Manager

Your signature on this copy will authorize us upon its receipt to commence work. Please sign, date and return one copy for our files.

BY: \_\_\_\_\_  
Harold Perrin

\_\_\_\_\_  
Date

Mayor \_\_\_\_\_