

Benton Advertising & Promotion Commission

Agenda

May 17, 2023

3:30 pm at the Benton Municipal Complex in Council Chambers

I. Call to Order

II. Roll Call	Present	Absent
Steve Brown	_____	_____
Alison Burch	_____	_____
Scott Elliott	_____	_____
Bill Eldridge	_____	_____
Elgin Hamner IV	_____	_____
Steve Lee	_____	_____
Luke Moody	_____	_____

III. Minutes from April Meeting

IV. Financial Reports

- A. Profit and Loss Reports – Jordan Woolbright
- B. Bank Balances and Collections Report – Mandy Spicer

V. Administrative

Delinquency Report – Mandy Spicer

VI. Funding

- A. Juneteenth Celebration – 1st Reading
- B. Amplify – 1st Reading

VII. Report from Benton Event Center – Nikki Chumley

VIII. Report on the Development of Exit 114 Property – Bill Eldridge

IX. Old Business

None

X. New Business

None

XI. Other Business

XII. Adjournment

BENTON ADVERTISING & PROMOTION COMMISSION
Minutes of Meeting
April 19, 2023

I. CALL TO ORDER

Chairman Bill Eldridge called the meeting of the Benton Advertising & Promotion Commission to order on April 19, 2023, at 3:31 pm at the Benton Municipal Complex in Council Chambers.

II. ROLL CALL

Commissioners in attendance at 3:31 were: Bill Eldridge, Steve Brown, Steve Lee, Luke Moody, Scott Elliott and Elgin Hamner IV. Alison Burch was absent.

III. MINUTES

Luke Moody made a motion to approve the minutes of the March 8, 2023 meeting. Steve Brown seconded. Motion carried.

IV. FINANCIAL REPORTS

Financial reports were presented by Jordan Woolbright. The A&P Commission bank accounts show the following balances as of March 31, 2023:

Bank OZK – Focus Group Project	\$246,848.74
Bank OZK – A&P	\$57,585.48
Bank OZK – Event Center	\$277,290.32
Bank OZK – Savings	<u>\$366,751.37</u>
Total Checking/Savings	\$948,475.91

A&P profit and loss statement: for the month of March 2023 total income of \$16,175.92 and total expenses of \$10,386.10 resulting in net income of \$5,789.82. For the year to date as of March 31, 2023 total income of \$48,126.37 and total expenses of \$47,147.89 resulting in net income of \$978.48.

Event Center profit and loss statement: for the month of March 2023 total income of \$67,222.20, total operating expenses of \$44,242.94 resulting in net ordinary income of \$22,979.26. For the year to date as of March 31, 2023 total income of \$175,710.16, total operating expenses of \$123,754.75 resulting in net ordinary income of \$51,955.41. With the capital expenditure of \$75,191.59, there is a net loss of (\$23,236.18).

Focus Group profit and loss statement: for the month of March 2023 total income of \$16,849.14 and total expenses of \$0 resulting in net income of \$16,849.14. For the year to date as of March 31, 2023 total income of \$49,558.41, total operating expenses of \$0 resulting in net income of \$49,558.41.

Mandy Spicer presented the bank account report with the following reconciled balances as of March 31, 2023:

A&P Collections General	\$5,496.23
Bond Account	Closed
A&P Large Project Checking	\$920,655.37
A&P Small Project Checking	\$458,783.20
A&P General Operating Checking	\$58,684.58
Benton Focus Group Checking	\$246,848.74
Benton Event Center Gen Operating Checking	\$286,399.71
Benton Event Center Savings	<u>\$366,751.37</u>
	\$2,343,619.20

Mandy pointed out that the land was purchased since the last A&P meeting from funds in the large project checking account. She will include the previous month's reconciled balance on future reports.

- V. Mandy Spicer reported that collections received in the month of March 2023 were \$153,767.56 which is 20% higher than collections in March 2022. Below are the amounts collected in March of this year along with March of the previous four years:

March 2023 Collections	\$153,767.56
March 2022 Collections	\$127,930.49
March 2021 Collections	\$114,271.51
March 2020 Collections	\$111,444.38
March 2019 Collections	\$110,355.97

Mandy Spicer reported that there are currently six delinquencies that are all restaurants and they have contacted to bring their accounts current.

Luke Moody made a motion to accept the financial reports as presented. Steve Brown seconded. Motion carried.

VI. FUNDING

Saline County Comic Expo – 2nd Reading and Vote

Bill Eldridge noted that the funding request is \$2,100 and recognized Michael Tinnell who stated that his event continues to gain momentum and bring new people to Benton. Steve Lee made a motion to approve the \$2,100 funding request. Elgin Hamner, IV seconded. Motion carried.

VII. REPORT FROM BENTON EVENT CENTER

Nikki Chumley reported that there have been 20 events with 9,980 attendees since the last A&P meeting, including the Benton Home Improvement Show, Empire Day, Benton Chamber's Bingo and the Pentecostal Ladies Conference with 3,300 attendees over three days.

Nikki also reported that one bid had been received in response to a Request for Proposals that was issued to retrofit the lighting in the outdoor plaza, parking lot and landscaping, create and install light poles in the plaza and install electrical boxes in the plaza. The bid was submitted by Middlebrooks Electric Service in the amount of \$46,307.19. Luke Moody made a motion to accept the bid. Steve Lee seconded. Motion carried.

VIII. REPORT ON THE DEVELOPMENT OF EXIT 114 PROPERTY

Bill Eldridge reported that the first tract of land has been purchased and informed the commissioners that floodplain and mitigation studies needed to be obtained on all 10 tracts. Steve Lee questioned whether the studies could be performed on property that the city doesn't technically own yet. (The city is under contract to purchase the other nine tracts of land over the next nine years.) Luke Moody made a motion to request bids for floodplain and mitigation studies on the 511.51 acres of land pending consulting with city attorney Baxter Drennan to confirm that studies can be performed on all the acreage. Steve Lee seconded. Motion carried.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

None.

XI. OTHER BUSINESS


None.

XII. ADJOURNMENT

Luke Moody made a motion to adjourn the meeting. Elgin Hamner IV seconded. Motion carried. The meeting was adjourned at 3:55 pm.



Bill Eldridge, Chairman



Amy McCormick, Recording Secretary

Benton A&P Commission
Statement of Assets, Liabilities & Equity-Modified Cash Basis
Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted
As of April 30, 2023

	<u>Apr 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank OZK - Focus Group Project	264,893.26
Bank OZK - A&P	62,931.59
Bank OZK - Event Center	287,304.45
Bank OZK - Savings	367,961.15
Total Checking/Savings	<u>983,090.45</u>
Total Current Assets	<u>983,090.45</u>
TOTAL ASSETS	<u>983,090.45</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	311.00
Total Other Current Liabilities	<u>311.00</u>
Total Current Liabilities	<u>311.00</u>
Total Liabilities	<u>311.00</u>
Equity	
Retained Earnings	920,882.20
Net Income	61,897.25
Total Equity	<u>982,779.45</u>
TOTAL LIABILITIES & EQUITY	<u>983,090.45</u>

NO ASSURANCE IS PROVIDED ON THESE STATEMENTS.

Benton A&P Commission
Profit & Loss Budget vs. Actual - A&P - Modified Cash Basis
Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted
April 2023

	<u>Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest	180.03	125.00	55.03	144.02%
Sales Tax Revenue	17,226.20	15,705.00	1,521.20	109.69%
Total Income	<u>17,406.23</u>	<u>15,830.00</u>	<u>1,576.23</u>	<u>109.96%</u>
Gross Profit	17,406.23	15,830.00	1,576.23	109.96%
Expense				
Accounting Services	500.00	500.00	0.00	100.0%
Advertising Expense	53.90	150.00	(96.10)	35.93%
Comp. for Commissioners	750.00	750.00	0.00	100.0%
Funding	2,720.00	3,334.00	(614.00)	81.58%
Legal Counsel	1,200.00	1,200.00	0.00	100.0%
Office Expense	127.42	0.00	127.42	100.0%
Postage	50.47	0.00	50.47	100.0%
Service Agreement	6,658.33	6,658.33	0.00	100.0%
Total Expense	<u>12,060.12</u>	<u>12,592.33</u>	<u>(532.21)</u>	<u>95.77%</u>
Net Ordinary Income	<u>5,346.11</u>	<u>3,237.67</u>	<u>2,108.44</u>	<u>165.12%</u>
Net Income	<u><u>5,346.11</u></u>	<u><u>3,237.67</u></u>	<u><u>2,108.44</u></u>	<u><u>165.12%</u></u>

NO ASSURANCE IS PROVIDED ON THESE STATEMENTS.

Benton A&P Commission
Profit & Loss Budget vs. Actual - A&P - Modified Cash Basis
Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted
January through April 2023

	<u>Jan - Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest	628.08	380.00	248.08	165.28%
Sales Tax Revenue	64,904.52	56,818.00	8,086.52	114.23%
Total Income	<u>65,532.60</u>	<u>57,198.00</u>	<u>8,334.60</u>	<u>114.57%</u>
Gross Profit	65,532.60	57,198.00	8,334.60	114.57%
Expense				
Accounting Services	1,575.00	2,000.00	(425.00)	78.75%
Advertising Expense	20,328.00	20,600.00	(272.00)	98.68%
Comp. for Commissioners	1,500.00	1,500.00	0.00	100.0%
Funding	3,810.50	13,334.00	(9,523.50)	28.58%
Legal Counsel	4,350.00	4,800.00	(450.00)	90.63%
Office Expense	127.42	0.00	127.42	100.0%
Postage	85.33	50.00	35.33	170.66%
Repairs & Maintenance	798.44	0.00	798.44	100.0%
Service Agreement	26,633.32	26,633.32	0.00	100.0%
Total Expense	<u>59,208.01</u>	<u>68,917.32</u>	<u>(9,709.31)</u>	<u>85.91%</u>
Net Ordinary Income	<u>6,324.59</u>	<u>(11,719.32)</u>	<u>18,043.91</u>	<u>(53.97%)</u>
Net Income	<u><u>6,324.59</u></u>	<u><u>(11,719.32)</u></u>	<u><u>18,043.91</u></u>	<u><u>(53.97%)</u></u>

NO ASSURANCE IS PROVIDED ON THESE STATEMENTS.

Benton A&P Commission
Profit & Loss Budget vs. Actual - Event Center - Modified Cash Basis
Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted
April 2023

	<u>Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest	2,153.10	400.00	1,753.10	538.28%
Sales-Revenue				
Alcohol Sales-Beer/Wine	1,954.65	2,073.00	(118.35)	94.29%
Alcohol Sales-Mixed Drinks	149.95	116.00	33.95	129.27%
Sales-Revenue - Other	21,541.40	28,569.00	(7,027.60)	75.4%
Total Sales-Revenue	<u>23,646.00</u>	<u>30,758.00</u>	<u>(7,112.00)</u>	<u>76.88%</u>
Sales Tax Revenue	<u>17,226.20</u>	<u>15,705.00</u>	<u>1,521.20</u>	<u>109.69%</u>
Total Income	<u>43,025.30</u>	<u>46,863.00</u>	<u>(3,837.70)</u>	<u>91.81%</u>
Gross Profit	43,025.30	46,863.00	(3,837.70)	91.81%
Expense				
Advertising Expense	186.50	0.00	186.50	100.0%
Bank Service Fees	501.32	337.68	163.64	148.46%
Building Alarm System	147.60	230.00	(82.40)	64.17%
Cable TV	184.22	175.70	8.52	104.85%
Cleaning Service	273.44	1,200.00	(926.56)	22.79%
Contract Labor	3,231.00	4,525.00	(1,294.00)	71.4%
Health Insurance	1,165.63	1,165.63	0.00	100.0%
Internet	323.95	325.00	(1.05)	99.68%
Labor Expenses	12,838.17	12,864.92	(26.75)	99.79%
Laundry Expense	1,828.65	1,642.50	186.15	111.33%
Linen & Supplies	0.00	164.99	(164.99)	0.0%
Mileage Reimbursement	0.00	62.70	(62.70)	0.0%
Office Expense	260.29	317.24	(56.95)	82.05%
Pest Control Expense	65.63	65.63	0.00	100.0%
Repairs & Maintenance	4,494.29	2,575.00	1,919.29	174.54%
Supplies	1,232.19	2,741.55	(1,509.36)	44.95%
Telephone Expense	106.12	218.62	(112.50)	48.54%
Trash Pickup	273.06	286.36	(13.30)	95.36%
Utilities	4,647.38	5,500.00	(852.62)	84.5%
Website	59.95	59.95	0.00	100.0%
Total Expense	<u>31,819.39</u>	<u>34,458.47</u>	<u>(2,639.08)</u>	<u>92.34%</u>
Net Ordinary Income	<u>11,205.91</u>	<u>12,404.53</u>	<u>(1,198.62)</u>	<u>90.34%</u>
Net Income	<u>11,205.91</u>	<u>12,404.53</u>	<u>(1,198.62)</u>	<u>90.34%</u>

NO ASSURANCE IS PROVIDED ON THESE STATEMENTS.

Benton A&P Commission
Profit & Loss Budget vs. Actual - Event Center - Modified Cash Basis
Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted
January through April 2023

	<u>Jan - Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest	7,803.71	1,350.00	6,453.71	578.05%
Sales-Revenue				
Alcohol Sales-Beer/Wine	8,543.50	4,817.00	3,726.50	177.36%
Alcohol Sales-Mixed Drinks	1,121.65	2,200.00	(1,078.35)	50.98%
Refunds/Returns	(350.00)	(300.00)	(50.00)	116.67%
Sales-Revenue - Other	136,712.08	159,906.00	(23,193.92)	85.5%
Total Sales-Revenue	<u>146,027.23</u>	<u>166,623.00</u>	<u>(20,595.77)</u>	<u>87.64%</u>
Sales Tax Revenue	64,904.52	56,818.00	8,086.52	114.23%
Total Income	<u>218,735.46</u>	<u>224,791.00</u>	<u>(6,055.54)</u>	<u>97.31%</u>
Gross Profit	218,735.46	224,791.00	(6,055.54)	97.31%
Expense				
Advertising Expense	186.50	0.00	186.50	100.0%
Alcohol Expense	4,328.24	2,512.77	1,815.47	172.25%
Bank Service Fees	2,449.82	2,158.48	291.34	113.5%
Building Alarm System	738.00	1,256.00	(518.00)	58.76%
Cable TV	719.84	702.80	17.04	102.43%
Cleaning Service	4,175.63	4,800.00	(624.37)	86.99%
Contract Labor	15,750.65	13,471.35	2,279.30	116.92%
Dues & Memberships	325.00	325.00	0.00	100.0%
Health Insurance	4,487.67	4,487.67	0.00	100.0%
Internet	1,295.80	1,300.00	(4.20)	99.68%
Labor Expenses	56,818.39	57,329.77	(511.38)	99.11%
Laundry Expense	8,075.63	5,029.34	3,046.29	160.57%
Linen & Supplies	447.91	564.99	(117.08)	79.28%
Mileage Reimbursement	73.26	250.80	(177.54)	29.21%
Office Expense	1,374.69	1,992.24	(617.55)	69.0%
Pest Control Expense	262.52	328.15	(65.63)	80.0%
Repairs & Maintenance	22,139.96	26,942.00	(4,802.04)	82.18%
Supplies	6,162.34	8,556.65	(2,394.31)	72.02%
Telephone Expense	798.16	774.62	23.54	103.04%
Trash Pickup	1,352.14	1,076.60	275.54	125.59%
Utilities	23,372.19	22,990.24	381.95	101.66%
Website	239.80	239.80	0.00	100.0%
Total Expense	<u>155,574.14</u>	<u>157,089.27</u>	<u>(1,515.13)</u>	<u>99.04%</u>
Net Ordinary Income	<u>63,161.32</u>	<u>67,701.73</u>	<u>(4,540.41)</u>	<u>0.93</u>
Other Income/Expense				
Other Expense				
Capital Expenditures	75,191.59			
Total Other Expense	<u>75,191.59</u>			
Net Other Income	<u>(75,191.59)</u>			
Net Income	<u>(12,030.27)</u>			

NO ASSURANCE IS PROVIDED ON THESE STATEMENTS.

Benton A&P Commission
Profit & Loss Budget vs. Actual - Focus Group - Modified Cash Basis
Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted
April 2023

	<u>Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest	818.32	300.00	518.32	272.77%
Sales Tax Revenue	17,226.20	15,705.15	1,521.05	109.69%
Total Income	<u>18,044.52</u>	<u>16,005.15</u>	<u>2,039.37</u>	<u>112.74%</u>
Gross Profit	<u>18,044.52</u>	<u>16,005.15</u>	<u>2,039.37</u>	<u>112.74%</u>
Net Ordinary Income	<u>18,044.52</u>	<u>16,005.15</u>	<u>2,039.37</u>	<u>112.74%</u>
Net Income	<u>18,044.52</u>	<u>16,005.15</u>	<u>2,039.37</u>	<u>112.74%</u>

NO ASSURANCE IS PROVIDED ON THESE STATEMENTS.

Benton A&P Commission
Profit & Loss Budget vs. Actual - Focus Group - Modified Cash Basis
Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted
January through April 2023

	<u>Jan - Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest	2,698.41	900.60	1,797.81	299.62%
Sales Tax Revenue	64,904.52	56,817.68	8,086.84	114.23%
Total Income	<u>67,602.93</u>	<u>57,718.28</u>	<u>9,884.65</u>	<u>117.13%</u>
Gross Profit	<u>67,602.93</u>	<u>57,718.28</u>	<u>9,884.65</u>	<u>117.13%</u>
Net Ordinary Income	<u>67,602.93</u>	<u>57,718.28</u>	<u>9,884.65</u>	<u>117.13%</u>
Net Income	<u><u>67,602.93</u></u>	<u><u>57,718.28</u></u>	<u><u>9,884.65</u></u>	<u><u>117.13%</u></u>

NO ASSURANCE IS PROVIDED ON THESE STATEMENTS.

Benton Advertising & Promotion Commission Bank Account Balances
April 30, 2023

Account Name	Acct #	Statement Balance	Previous Month's Balance
Cash Accounts:			
A&P Collections General	***1584	3,540.07	5,496.23
Bond Account	***1592	CLOSED	CLOSED
			0.00
A&P Large Project Checking	50% ***0318	1,009,843.55	920,655.37
A&P Small Project Checking	20% ***0348	494,757.07	458,783.20
A&P General Op Checking	10% ***3297	66,731.59	58,684.58
Benton Focus Group Checking	10% ***2274	264,893.26	246,848.74
			0.00
Benton Event Center General Op Checking	10% ***2640	290,793.43	286,399.71
Benton Event Center Savings	***9832	367,961.15	366,751.37
TOTAL OPERATING CASH & INVESTMENTS			<u><u>2,498,520.12</u></u>

Benton Event Center-Event Report

April 19, 2023 to May 17, 2023

October 1, 2013 to April 18, 2023

792,932

	Date(s)	# of Attendees
Scrappers Gone Wild	4/20-4/23/2023	220
Eddie Penney Speaker	4/21/2023	350
Cheer Storm Elite	4/22/2023	120
Reversing Neuropathy	4/24/2023	20
Credit Union Chapter Meeting	4/24/2023	25
Entergy Chairperson's Meeting	4/25/2023	75
Empire Cheer Banquet	4/25/2023	250
John 3:17 Fundraiser	4/27/2023	525
Bryant High Senior Prom	4/28-29/2023	900
AR Connections Academy ACT Aspire Testing	4/30-5/5/2023	100
Missionary Baptist Seminary Alumni Dinner	4/6/2023	225
York Wedding Shower	4/6/2023	60
Heart Association Go Red for Women Event	4/9-10/2023	300
Chamber Job Fair	4/11/2023	440
Chamber Business Expo	4/12/2023	500
Montgomery Party	4/13/2023	130
Williams Birthday Party	4/13/2023	60
Dyer Graduation Party	4/14/2023	80
AR Attorney General Legal Update	4/15/2023	310
Woodland Hills Graduation	4/16/2023	600
	20 events	5,290

TOTAL: 798,222



May 11, 2023
tom.farmer@bentonar.org

Ms. Mandy Spicer, CFO
City of Benton
114 S. East Street
Benton, AR 72018

RE: Proposal for Professional Floodplain and Environmental Consulting Services
City of Benton – Thomas Park Development Project
Benton, Saline County, Arkansas
FTN No. P04207-3179-002

Dear Ms. Spicer:

FTN Associates, Ltd. (FTN) appreciates the opportunity to submit the following proposal to provide professional floodplain and environmental consulting services for the proposed Thomas Park project site, located in Benton, Arkansas (the Project). The Project area is approximately 511 acres of land generally located along the Saline River between Interstate 30 crossing and Highway 5.

Our Basic Services will generally consist of development of hydrologic and hydraulic analyses to support submission of a Conditional Letter of Map Revision (CLOMR) and delineation of Section 404 issues, all as set forth in the attached Scope of Work for Basic Services. We will also furnish such Additional Services as you may request.

You are expected to furnish us with full information as to your requirements including any special or extraordinary considerations for the Project or special services needed and also to make available all pertinent existing data. In addition, we request that you provide information concerning the potential health and/or physical hazards present at the facility to which FTN employees could be exposed. This information (e.g., Safety Data Sheets, etc.) is needed to ensure FTN's compliance with the OSHA Hazard Communication Standard.

We expect to start our services promptly after receipt of your acceptance of this proposal and pertinent data (e.g., effective hydrologic and hydraulic modeling, proposed grading plan, etc.). Additional information regarding the project schedule and deliverables for the project is discussed in Exhibit A.

Ms. Mandy Spicer, CFO

May 11, 2023

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If there are protracted delays for reasons beyond our control, we would expect to negotiate with you an equitable adjustment of our compensation taking into consideration the impact of such delays including but not limited to changes in price indices and pay scales applicable to the period when services are in fact being rendered.

Thank you very much for the opportunity to present this proposal. Please do not hesitate to call me or Kale Farmer, PE, CFM, at (479) 571-3334 regarding floodplain services, or Jimmy Rogers at (501) 225-7779 regarding environmental services, if you have any questions relating to this proposal or additional services offered by FTN.

Respectfully submitted,
FTN ASSOCIATES, LTD.



Lee Beshoner, PE, CFM
Project Manager

LJB/tas

Attachments

5 PROPOSALS 04207-3179-002 FINAL RFP 2023-05-11 FTN PROPERTY OF BENTON-THOMAS PARK EP & ENVIRONMENTAL DOCX



EXHIBIT A

Environmental & Floodplain Consulting Services of Thomas Park for the Advertising and Promotion Commission City of Benton, AR

Scope of Work for Floodplain Basic Services

For the Floodplain Scope of Work, the Project area is generally located along the Saline River from the Interstate 30 crossing to a point approximately 3 miles upstream.

TASK 1 — DATA GATHERING AND PROCESSING

- FTN will obtain the effective hydraulic model for the Saline River, if available, from FEMA's Engineering Library. Please note that receipt of the FEMA effective hydraulic model may take up to 1 – 2 months as it is subject to outside influences (e.g., FEMA Library schedule, data transfers, etc.).
 - If available, FTN will review the effective hydraulic modeling to confirm that it matches what is shown in the current Flood Insurance Study information for Saline County, Arkansas. If no hydraulic model is available at the time of this analysis, FTN will create a replica effective model for the Project area using FEMA Standards and Technical Reference guidelines.
- FTN will obtain publicly available topographic data for the Project area and will process the data in preparation for further refinement of the existing hydraulic modeling and floodplain mapping.
- It will be the responsibility of the City of Benton to provide FTN with the proposed site design in digital format (e.g., AutoCAD DWG format, etc.) for use in modeling the proposed development conditions.
- It is anticipated that survey data will be required for this analysis. It will be the responsibility of the City of Benton to provide any field survey information. Any field survey information shall be certified by a registered Professional Surveyor in the State of Arkansas and shall be provided in a Horizontal Datum of NAD83, Arkansas State Plane South Zone (US Survey Foot) and a Vertical Datum of NAVD 88. FTN will perform coordination with the surveyor to describe the information needed, as needed.
- The hydraulic modeling extent for this project is from effective lettered cross section E (RM 196.58) to effective lettered cross section I (RM 200.50) for the Saline River.

TASK 2 — HYDROLOGIC ANALYSES

- FTN will review the effective hydrologic data and compare to the USGS stream gage (USGS 07363000) located in the Project area to analyze possible discharge changes to the effective hydrologic data. If the effective hydrologic data and stream gage data indicate significant differences, FTN proposes to utilize the hydrologic analyses performed as part of the effective FEMA Flood Insurance Study for Saline County, Arkansas (i.e., no changes will be made to the hydrology).

- Hydrologic event data will consist of peak discharge data for the 10-, 50-, 100-, and 500-yr (10-, 2-, 1-, and 0.2% annual chance) 24-hour storm events.
- No revisions to the hydrologic model are anticipated at this time, nor are they included in this scope. Hydrologic flows for this analysis will be used as is. If revisions to the hydrology are required, these can be performed as Additional Services

TASK 3 — HYDRAULIC MODELING AND FLOODPLAIN MAPPING

- FTN will utilize the hydraulic model information from Task 1 as the basis for the hydraulic modeling in the remaining tasks.
- FTN will create a Duplicate Effective hydraulic model, which reflects the conversion of the Effective Model into the latest hydraulic modeling software, from either the Effective Model received from the FEMA Library or the replacement Effective Model version. All modeling developed for this project will use HEC-RAS (version 6.x) for the Project.
- FTN will revise the Duplicate Effective hydraulic model to prepare an Existing Conditions Model using the topographic data obtained in Task 1.
- Using the Existing Conditions Model, FTN will prepare a Proposed Conditions Model for the Project area to evaluate the impacts of the proposed development on the current effective floodplain.
- This analysis includes one (1) proposed development model scenario. If additional model development is required to address site plan changes or other changed conditions occurring after initial model development, these tasks can be performed as Additional Services subject to approval by the City of Benton.

TASK 4 — CLOMR SUBMITTAL

- FTN will prepare a preliminary CLOMR application, including supporting workmaps and profiles along the Project area, and submit it to the City of Benton for review and comment. Floodplain information will be prepared to FEMA's Floodplain Boundary Standards and DFIRM format.
- FTN will prepare required MT-2 forms, perform Endangered Species Act Coordination, complete the CLOMR application narrative, finalize floodplain boundary mapping, assemble hydrologic and hydraulic modeling and supporting documentation, and prepare a public notice template in general accordance with FEMA guidelines for CLOMR applications.
- Upon acceptance of the CLOMR by the City of Benton, FTN will finalize and submit the final CLOMR application to the City of Benton and Saline County Floodplain Administrators for review and acceptance. Upon acceptance of the CLOMR by the local Floodplain Administrators, FTN will submit the CLOMR application to FEMA for review and acceptance.
- FTN will address comments received by the City of Benton, City of Benton and Saline County Floodplain Administrators, or FEMA's CLOMR Reviewer regarding the hydraulic analysis, CLOMR Application details, and the property owner notifications within 2 weeks after receipt.

Any questions directed to the proposed development will be the responsibility of the City of Benton or Client's Engineering Representative.

- FTN will work with the City of Benton to publish the public notice in the legal not local newspaper upon approval from FEMA.
- *The current CLOMR review fee for an online submittal is \$6,500. This initial fee is included in this scope. If the review fee changes prior to submittal of the CLOMR, Additional Services in the amount of the increase will be required.*

TASK 5 — COORDINATION & ASSUMPTIONS

- FTN will conduct routine coordination with the City of Benton, including monthly invoicing and associated progress reports.
- This proposal includes coordination phone calls and 1 meeting with the City of Benton to discuss status of the Project and/or explain results of the Project. Any additional meetings will be considered Additional Services.
- This scope does not include coordination with other state or federal agencies that may have a regulatory jurisdiction over the Project area, such as the State of Arkansas Natural Resources Division, USACE, etc., or related tasks, unless identified in the Project scope specifically. If needed, coordination with other agencies may be performed as Additional Services.
- Applications and fees and/or permit applications, drainage reports, or fees required by the City of Benton or Saline County for development of or on the property are not within the scope of this Project and will be considered Additional Services.
- If the Project proceeds to completion, it is FEMA's expectation that a Letter of Map Revision (LOMR) will be submitted to allow for the updated Project area to be removed from the effective floodplain mapping. No documentation or work associated with a LOMR is included in this proposal.
- The City of Benton will provide FTN detailed location data, survey data, and other supporting information for the Project Site in a timely fashion.
- If collection of additional data to extend the model beyond the proposed Project extent or processing of additional datasets is required, these tasks will be considered Additional Services and may extend the timeline.

SCHEDULE

- We anticipate completing a draft CLOMR submission within ten (10) weeks of acceptance of this proposal and receipt of all pertinent data necessary for CLOMR completion (i.e., proposed development and grading plans, field survey data and survey certification documentation, FEMA effective hydraulic models, etc.).
- Submit CLOMR Application to FEMA within 1 week of receipt of approval from Client on draft CLOMR Application.

Scope of Work for Environmental Basic Services

For the Environmental Scope of Work, the Project area is generally located along the Saline River between Interstate 30 and Highway 5 and is comprised of approximately 511 acres of land.

TASK 1 — REVIEW OF BACKGROUND INFORMATION

This task will identify and review site-specific background information pertinent to the Project site, to include but not limited to:

1. Site-specific information obtained from US Army Corps of Engineers (USACE), if available;
2. Soil Conservation Service's *Soil Survey for Saline County, Arkansas*;
3. Natural Resources Conservation Service (NRCS) hydric soils list for Saline County, Arkansas;
4. Appropriate USGS topographic quadrangle map; and
5. Site-specific materials provided by the Client regarding the subject property.

TASK 2 — DELINEATION OF SECTION 404 WETLANDS AND OTHER WATERS

This task will include onsite field investigations to identify boundaries and extent of wetlands and other waters of the US having potential USACE jurisdiction under Section 404 of the Clean Water Act at the project site. Sample points, wetland boundaries, and stream edges will be mapped using a mapping grade GPS unit. Wetland boundaries will be placed on a topographic base map suitable for USACE submittal. Wetland acreage and stream centerline lengths will be determined using a suitable NAD 83 projection. The location-based information gathered, provided, or presented may be compiled from various sources and should not be considered authoritative for engineering, surveying, legal, and/or other site-specific uses. Information shown on maps should not be used for property boundary resolution, does not represent a boundary survey, and will be shown for reference only. FTN does not perform land surveys.

The methods used in conducting the delineation will follow the *1987 Corps of Engineers Wetlands Delineation Manual* and the *2012 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region (Version 2.0)*, i.e., detailed observations will be made on vegetation, hydrology, and soils.

TASK 3 — JURISDICTIONAL DETERMINATION REQUEST

This task will include preparation and submittal of a letter requesting an Approved Jurisdictional Determination (AJD) for the project site to the USACE. The delineation prepared under Task 1 will be included in the AJD submittal packet.

Under this task FTN will remain in close coordination with the USACE during the AJD processing. FTN will respond to USACE questions that may arise and request updates from the USACE regarding the status of the AJD throughout the AJD processing period.

TASK 4 — GENERAL COORDINATION / PROJECT MANAGEMENT

Under this task, FTN will conduct coordination of project issues with the Client as necessary and conduct standard project management activities.

ASSUMPTIONS / ADDITIONAL SERVICES

1. The Client will arrange access to the project property for FTN for performance of the Scope of Work for Environmental Basic Services described herein.
2. Common Section 404 services include: delineations, Jurisdictional Determinations, Section 404 Permit request preparation/submittal, conceptual mitigation statements/mitigation plans, USACE coordination, etc. Task 1 listed above includes conducting an onsite delineation and preparing a delineation report. Task 2 includes preparing a submittal requesting the USACE issue an AJD. Other Section 404 services may be needed depending on the findings of the delineation and the extent of proposed site impacts. Other Section 404 services, such as making application to the USACE for a Section 404 permit application, are not included in this scope/budget. Following completion of the delineation, FTN will discuss with the Client the potential need (if applicable) for permitting and available permitting options and/or other Section 404 related activities.

SCHEDULE

- FTN will provide a Section 404 delineation report within 60 business days of authorization to proceed.

REFERENCES

Business Name: City of Benton

Business Address: 114 S. East Street, Benton, AR 72015

Contact Person and Phone: Danny Ketchum (501) 776-5938

Email Address: danny.ketchum@bentonar.org

Business Name: City of Hot Springs

Business Address: 133 Convention Boulevard, Hot Springs National Park, AR 71901

Contact Person and Phone: Denny McPhate (501) 321-6866

Email Address: DMcPhate@cityhs.net

Business Name: City of Clarksville

Business Address: 205 Walnut Street, Clarksville, AR 72830

Contact Person and Phone: Morgan Barrett (501) 754-3148

Email Address: MorganL.Barrett@gmail.com

Business Name: Western Arkansas Intermodal Authority

Business Address: 1109 South 16th Street, Fort Smith, Arkansas 72901

Contact Person and Phone: Ashley Garris (479) 414-0352

Email Address: agarris@wapdd.org

EXCEPTIONS TO CONDITIONS OF THE RFP

Section 1 – General Information

Billing: FTN proposes to submit invoices on a monthly basis. Dependent upon terms of the Agreement (lump sum or time and materials), FTN will invoice based upon services completed each month.



Office of Administrative Services
 114 S. East Street
 Benton, AR 72015

Request for Proposals

Bid Number: RFP 2023-07	Buyer: Mandy Spicer, CFO
Commodity: Environmental & Floodplain Consulting Survey of Thomas Park	Bid Opening Date: Thursday, May 11, 2023
Department: A&P Commission	Bid Opening Time: 11:15 a.m.
Date Issued: Thursday, April 27, 2023	

All proposals will be accepted until **Thursday, May 11, 2023**. All proposals must be placed in a sealed package clearly marked on the outside "**Environmental & Floodplain Consulting Surveying Services of Thomas Park for the A&P Commission RFP.**" The envelope should be properly addressed to the City of Benton with the Proposer's name and address indicated outside on the sealed package. An unsigned proposal will be considered non-responsive.

Mailing Address:	Bid Opening Location:
PO Box 607	114 S. East Street
Benton, AR 72018	Benton, AR 72015

FTN Associates, Ltd.

Printed Name of Company

124 West Sunbridge Drive, Suite 3; Fayetteville, AR 72703

Company Address

(479) 571-3334

Telephone Number

(479) 571-3338

Fax Number

ljb@ftn-assoc.com

E-Mail Address

Lee Beshoner, PE, CFM

May 11, 2023

Printed Name of Authorized Signature

Date

Lee Beshoner - VICE PRESIDENT
 Authorized Signature FOR LEE BESHONER

May 11, 2023

Date



Section 1 – General Information

Introduction: This Request for Proposal is issued by the City of Benton to secure a contract that provides adequate and reliable Environmental & Floodplain Consulting Survey of Thomas Park for the Advertising & Promotion Commission.

Type of Contract: The contract will be for a survey of one property which is 511 acres located in Benton, Saline County, Arkansas.

Billing: Invoice shall be delivered to the A&P Commission only after the completion and acceptance of the survey.

Caution to Bidders:

1. Vendors **must** submit two (2) signed, original RFP responses on or before the date specified on page one.
2. The City of Benton has the right to award this proposal to any Proposer regardless of proposal price. Proposals may not be withdrawn within 60 days after the proposals are opened. Proposal processes shall be in accordance with state law.
3. The City of Benton reserves the right to award a contract or reject any or all proposals and to waive any and all informalities associated with the proposal, if it is in the best interest of the City to do so. Bids may be rejected for one or more reasons not limited to the following:
 - a. Failure of the vendor to submit bid on or before the deadline established by this RFP.
 - b. Failure to sign the Official RFP Document.
 - c. Failure to complete the Official RFP Price Sheet.
 - d. Any wording by the vendor in their response to this RFP which conflicts with or takes exception to a requirement in the RFP.
 - e. Failure of any proposed goods or service to meet or exceed the specifications.

Equal Employment Opportunity Policy: The City of Benton does not discriminate because of race, sex (including pregnancy), religion, color, handicap, national origin, age, genetic information or political affiliation.



Delivery of Response Documents: It is the responsibility of vendors to submit bids at the place, and on or before the date and time, set in the RFP solicitation documents. RFP documents received after the date and time designated for bid opening are considered late bids and shall not be considered.

General Terms and Conditions for Proposals

1. **Restrictive or Ambiguous Specifications:** It is the responsibility of the prospective Proposer to review the entire RFP packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications of proposal procedures must be received in the Purchasing Department not less than seventy-two (72) hours prior to the time set for proposal opening. These requirements also apply to specifications that are ambiguous.
2. **Taxes:** ***Make sure to include all applicable taxes in your proposal.***
3. **Liabilities:** The Proposer shall hold the City of Benton, its officers, elected officials, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or un-copyrighted composition, secret, process, patented or unpatented invention, articles or appliances furnished or used under this proposal, and agrees to defend, at his own expense, any and all actions brought against the City of Benton because of the unauthorized use of such articles.
4. **Terms and Conditions:** In the event of a conflict between the proposal specifications and these terms and conditions the specifications will govern.
5. **Warranties:** All warranty information must be furnished.
6. **Alternate Proposals:** Alternate proposals are not acceptable and will be rejected unless authorized by the invitation to proposal. Alternate proposals are defined as proposals that do not comply with the proposal terms, conditions, and specifications. Proposers may submit more than one proposal providing that all such proposals comply with proposal terms, conditions, and specifications.
7. **Exceptions:** Proposers taking exceptions to any part or section of this invitation shall indicate such exceptions on the proposal form. Failure to indicate any exception will be interpreted as the proposer's intent to comply with and/or supply the requirements as written in the proposal document.
8. **Qualifications of Proposers:** A Proposer may be required, before the award, to show to the complete satisfaction of the City of Benton that it has the necessary facilities, ability, and financial resources to provide the service or goods specified.



9. **Additional Information:** Proposers are cautioned that any statement made by an individual, or employee of the City of Benton that materially changed any portion of the proposal document shall not be relied upon unless subsequently ratified by a formal written amendment to the proposal document.
10. **Acceptance of Terms:** All terms and conditions in the invitation are deemed to be accepted by the Proposer and incorporated in the proposal, except the provision(s) which are expressly excluded by the proposal specifications.
11. **Drug Free Workplace Program for Construction:** Law prohibits state or local governments from contracting for construction services with any private entity having five or more employees who has not furnished a written affidavit by its principal officer at the time of the proposal or contract stating that the contractor is in compliance with the provisions of this act.
12. **Public Access to Procurement Information:** All public records pertaining to purchasing shall be open for inspection during normal business hours. Information relating to the award of a particular contract shall be public only after evaluation of that proposal or proposal has been completed.

Definitions:

"Applicant" - Proposer

"City" or "City of Benton" – The City of Benton, Arkansas

"Hourly Labor Rate" - hourly rate without cost of materials per person

"Proposer" - the individual, firm, partnership, joint venture or corporation which submits a proposal to the City of Benton in response to this RFP

"RFP" - Request for Proposals

Evaluation and Award: After complete evaluation of the proposals, the anticipated award will be posted to the City of Benton Purchasing website.



Section 2 – Specific Requirements

Scope: The intent of this Request for Proposal is to establish a contract to provide adequate and reliable Environmental & Floodplain Consulting Surveying Services for the City of Benton Advertising & Promotion as defined herein.

References: Vendor must furnish as references a minimum of three (3) current customers located in the State of Arkansas who have received services of the same or similar in scope within the last five (5) years.

Business Name:	REFER TO LIST ON ATTACHED SCOPE OF SERVICES
Business Address:	
Contact Person and Phone:	
Email Address:	

Insurance: Prior to award, the successful vendor shall furnish an approved Certificate of Insurance from a company or agent licensed in the State of Arkansas, and must keep insurance in force throughout the contract period and any extensions. The insurance may not be modified without the City of Benton’s approval.

The following is a list of liability limits for Worker’s Compensation and Employee Fidelity Coverage and standard limits as outlined by vendor’s insurance carrier.

1. Worker’s Compensation and Employee Liability Policy

Worker’s Compensation	Statutory Limits
Employer’s Liability	\$1,000,000 each accident
2. Comprehensive General Liability Policy

Premises and Operation	
Contractual Insurance	
Personal Injury	

Each item listed in section 2 must have:

Bodily Injury	\$500,000 each person
	\$500,000 each occurrence
Property Damage	\$2,000,000 each occurrence
	\$2,000,000 aggregate

The Vendor shall assume all liability for any accidental or criminal occurrence.

Requirements and Required Documents:



Office of Administrative Services
114 S. East Street
Benton, AR 72015

Section 3 – Scope of Services

Scope of Services: The City of Benton Advertising & Promotion Commission is seeking a contractor to perform a full professional environmental & floodplain consulting survey of the Thomas Park project site located within the City of Benton, Saline County, Arkansas. The site is 511 acres located along the Saline River from Interstate 30 crossing to a point approximately 3 miles upstream. and is outlined on a conceptual site plan provided by McClelland Consulting Engineers, Inc.

*Contact Mandy Spicer, Chief Financial Officer at Mandy.Spicer@bentonar.org or 501-381-3710 for additional information on this proposal.

REFER TO ATTACHED SCOPE OF SERVICES FOR NOTED EXCEPTIONS.

Date