

REQUEST FOR PROPOSALS (RFP)
CITY OF OSCEOLA, ARKANSAS
RFP NO: 2026-DITCH-01

PROJECT: Drainage Ditch Grubbing, Grading, and Environmental Cleaning Services

ISSUANCE DATE: August 24, 2026

PROPOSAL SUBMISSION DEADLINE: September 15, 2026, at 10:00 AM CST

SECTION 1: LEGAL & GENERAL INFORMATION

1.1 Purpose & Scope

The City of Osceola, Arkansas (hereinafter referred to as the "City") is soliciting competitive sealed proposals from qualified, licensed, and insured contractors to perform a one-time process of grubbing, grading, clearing, and environmental cleaning of specified city drainage ditches.

1.2 Statutory Compliance

This solicitation and any resulting contract shall strictly comply with Arkansas Municipal Law, including but not limited to:

- **A.C.A. § 14-58-303:** Municipal purchasing procedures and competitive bidding/solicitation requirements.
- **A.C.A. § 22-9-201 et seq.:** Public works contract procedures, licensing, and bonding laws.
- **A.C.A. § 17-25-101 et seq.:** Arkansas Contractors Licensing Board rules and regulations.

1.3 Submission Details

- **Submission Format:** Submit three (3) physical hard copies and one (1) digital PDF on a flash drive in a sealed envelope clearly marked:

RFP 2026-DITCH-01: City Ditch Grubbing and Grading Services.

- **Delivery Location:**

Street and Sanitation / Purchasing Department
City of Osceola
300 W. Hale Ave, Osceola, AR 72370

Or if by USPS
Street and Sanitation / Purchasing Department
City of Osceola
P.O. Box 443, Osceola, AR 72370

- **Public Opening:** Proposals will be publicly acknowledged and logged at 10:00 AM CST on September 15, 2026. Late proposals will be rejected without evaluation.

SECTION 2: PROJECT SCOPE & DITCH LOCATIONS

2.1 Work Description

The selected Contractor shall provide all labor, material, equipment, supervision, and traffic control necessary to execute the following work:

- **Grubbing:** Complete removal and off-site disposal of stumps, roots, brush, woody vegetation, and organic debris along bank lines and ditch channels.
- **Grading:** Reshaping, re-profiling, and grading the channel beds and banks to restore proper gravity drainage flow and prevent standing water.
- **Cleaning:** Removal and legal disposal of accumulated silt, trash, rock, sediment, and non-vegetative rubbish.

2.2 Ditch Locations & Special Directives

Site ID	Ditch Location / Description	Special Directives / Pending Approvals
Site 1	Cherry St. Ditch	Full grubbing, sediment removal, and regrading. Restrict heavy machinery width where adjacent to residential property lines.
Site 2	Ditch between Ford St. and Keiser Ave.	Full cleaning, slope stabilization, and regrading.
Site 3	Ditch along Hwy 61 near Rosenwald Center / Housing Authority	Requires traffic control compliant with ARDOT standards during work.
Site 4	Ditch between Parkway St. and Magnolia St.	Restrict heavy machinery width where adjacent to residential property lines. Full grubbing, sediment removal, and re-grading.
Site 5	Ditch along South Railroad St.	Coordinate clear sightlines along road crossings.
Site 6	W. Keiser Ditch	PENDING ARDOT APPROVAL: Work subject to final permit issuance from the Arkansas Department of Transportation.
Site 7	Ditch along Rail Line along Hwy 61	PENDING BNSF APPROVAL: Work subject to formal encroachment/entry permit and safety protocols from BNSF Railway.
Site 8	Diane Dr Ditch – Between Diane and Carriage Dr.	Restrict heavy machinery width where adjacent to residential property lines. Full grubbing, sediment removal, and re-grading.
Site 9	Ditch on W Greenbriar – Between W Greenbriar and Newport Dr.	Restrict heavy machinery width where adjacent to residential property lines. Full grubbing, sediment removal, and re-grading.
Site 10	Ditch on Jenny Lynn Dr. – Between Jenny Lynn and State Farm	Restrict heavy machinery width where adjacent to residential property lines. Full grubbing, sediment removal, and re-grading.

Site 11	Ditch next to Wilson Funeral Home	Restrict heavy machinery width where adjacent to residential property lines. Full grubbing, sediment removal, and re-grading.
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Notice Regarding Contingent Sites (Sites 6 & 7): The City reserves the right to issue a Notice to Proceed for Sites 1 through 5 and 8 through 11 independently. Sites 6 and 7 will only commence upon receipt of written authorization and permit clearance from ARDOT and BNSF Railway, respectively. Bidders must provide itemized unit pricing per site.

SECTION 3: CONTRACTOR REQUIREMENTS & COMPLIANCE

1. **Arkansas Contractor License:** Bidders must hold an active **Heavy Construction** or **Municipal & Utility** license issued by the Arkansas Contractors Licensing Board (A.C.A. § 17-25-101) for projects exceeding \$50,000.
2. **Bid & Performance Security:**
 - **Bid Bond:** A 5% bid bond or certified check payable to the City of Osceola must accompany all proposals exceeding \$50,000 (A.C.A. § 22-9-203).
 - **Performance & Payment Bond:** The awarded vendor must furnish a 100% Performance and Payment Bond prior to contract execution.
3. **Insurance Requirements:**
 - Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate.
 - Workers' Compensation: Statutory Limits for Arkansas.
 - Automotive Liability: \$1,000,000 combined single limit.
 - Railroad Protective Liability: Required upon authorization of Site 7 (BNSF Rail Line).

SECTION 4: PROPOSAL STRUCTURE & EVALUATION

4.1 Required Proposal Structure

Proposals should be organized into the following sections:

1. **Cover Letter & Vendor Profile:** Official company details, license numbers, and point of contact.
2. **Qualifications & Past Experience:** Minimum of three (3) references for municipal or earthwork/drainage projects completed in Arkansas within the last five years.
3. **Technical Approach & Schedule:** Equipment list, safety plan, traffic control plan, and estimated completion timeline per site.
4. **Cost Proposal (Itemized Pricing Schedule):** Lump sum cost per ditch site, inclusive of labor, equipment, disposal, and mobilization fees.
5. **Required Forms & Addenda:** License copy, Bid Bond, Illegal Immigrant Certification, and Non-Collusion Affidavit.

4.2 Evaluation Criteria

Criteria Weight	Evaluation Factor	Description
40%	Total Project Cost	Evaluated on total lump sum and per-site itemized breakdown.
25%	Qualifications & Experience	Demonstrated experience with Arkansas drainage, ARDOT, and railroad rights-of-way.
20%	Technical Approach & Plan	Equipment adequacy, disposal plan, traffic control, and timeline.
15%	Compliance & Responsiveness	Completeness of submission, licensing, bonding, and certifications.

SECTION 5: INQUIRIES & RESERVATION OF RIGHTS

- **Pre-Proposal Questions:** All technical questions regarding this RFP must be submitted in writing to the City of Osceola Public Works Department no later than **September 9, 2026, at 4:00 PM CST**. Addenda and Map File (.kmz) will be published publicly at **Osceolaar.org** under “**Current RFPs**”.
- **City Rights:** The City of Osceola reserves the right to accept or reject any or all proposals, to waive informalities or technicalities, to negotiate with the highest-ranked vendor, and to award the contract in the best interest of the City (A.C.A. § 14-58-303).