

## ARKANSAS DEPARTMENT OF TRANSPORTATION

### REQUEST FOR LETTERS OF INTEREST

Notice is hereby given that the Arkansas Department of Transportation (Department) is seeking letters of interest from qualified firms for on-call services for transportation planning activities on an as-needed basis in Arkansas for a period of three years (with the possibility of two one-year extensions). The consultant shall discuss in the letter of interest each task the firm is interested in and capable of performing. The letter of interest should also clearly document the team's areas of expertise.

The work will generally consist of one or more of the following tasks:

- System Planning Studies
- Subarea/Corridor Planning Studies
- Management Plans or Studies
- Traffic Engineering Studies
- Innovative Financing Analyses
- Planning and Environmental Linkage Studies
- Public Involvement

The letter of interest shall include the following information.

- Cover letter, no more than one (1) page, that clearly states the task(s) the consultant is interested in performing.
- Description of the qualification of proposed project manager(s) and key team members (prime and subconsultants) for tasks the firm is interested in performing. This information shall be limited to one (1) page, 8.5" x 11" paper, with minimum 11 point font for each task.
- Architect-Engineer Qualifications Standard Form 330 Parts I and II  
[http://www.arkansashighways.com/consultant\\_services/SF330\\_12\\_31\\_2020.pdf](http://www.arkansashighways.com/consultant_services/SF330_12_31_2020.pdf)
- A current copy of the firm's equal employment opportunity policy required per Arkansas Code Annotated (Ark. Code Ann.) §19-11-104
- The firm's current copy (within 12 months) of the Department and Finance and Administration (DFA) Illegal Immigrant Contractor Disclosure Form (Ark. Code Ann. § 19-11-105). <https://www.ark.org/dfa/immigrant/index.php/user/welcome>

The letter of interest should be addressed to:

Mr. Emanuel Banks  
Deputy Director and Chief Engineer  
Arkansas Department of Transportation  
P.O. Box 2261, Little Rock, AR 72203-2261  
or  
10324 Interstate 30, Little Rock, AR 72209

Five (5) sets of paper responses and a copy in PDF format must be received no later than 4:00 p.m. (CDT) on August 30<sup>th</sup>, 2018. Any responses received after that deadline will not be considered.

The consultant selection for this letter of interest will follow the Department's *Consultant Selection Procedures 12/14/2016*. After a review of all letters of interest received, selected firms will be furnished a scope of work and be requested to submit proposals for accomplishing the work. Final selection will be announced following Arkansas State Highway Commission action. Additional information may be found under the Consultant Services page on the Department's website. The Department complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the Department does not discriminate on the basis of race, sex, color, age, national origin, religion (not applicable as a protected group under the Federal Motor Carrier Safety Administration Title VI Program), disability, Limited English Proficiency (LEP), or low-income status in the admission, access to and treatment in the Department's programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to Joanna P. McFadden, Section Head - EEO/DBE (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address: [joanna.mcfadden@ardot.gov](mailto:joanna.mcfadden@ardot.gov).

Free language assistance for Limited English Proficient individuals is available upon request.

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotope and in Braille.