

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 to provide on-call architecture services as needs arise for the years 2022-2026. The work may include, but is not limited to, conceptual design, condition assessment, landscape architecture, site design (including reconfiguring an existing site), and complete architectural and engineering design, including architectural drawings, engineering drawings and contract documents.

Interested firms must furnish the following items:

1. A cover letter with primary contact information and the firm's response
2. Completed Architect-Engineer Qualifications Standard Form (SF) 330 Parts I and II
<https://www.ardot.gov/divisions/consultant-services/advertisements/>
3. Completed Contract and Grant Disclosure Form EO 98-04
<https://www.ardot.gov/divisions/consultant-services/advertisements/>
4. Illegal Immigrant Disclosure Certification
<https://www.ark.org/tss/immigrant/index.php/user/welcome>
5. A current copy of the firm's equal employment opportunity policy required per Arkansas Code Annotated (Ark. Code Ann.) §19-11-104

Letters of interest will be reviewed and scored by committee as shown below.

No.	Evaluation Factors for LOIs	Maximum Points Possible
1	Professional staff including the education, experience, number of personnel available, licensure and registration (if required), and any partnerships with subconsultants	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 Department	10
4	Experience with projects of a similar nature as those advertised	10
	Total Points for LOI	40

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

Responses in PDF format should be sent to Jessica.Jackson@ardot.gov no later than 4:00 p.m. **February 11, 2022.**

The Department complies with the provisions of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act of 1964, FHWA Guidance and any other Federal, State, and/or local laws, rules and/or regulations. This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.