



## **NORTHWEST ARKANSAS REGIONAL PLANNING COMMISSION**

1311 Clayton St., Springdale, Arkansas, 72762

• (479) 751 7125

• Fax: (479) 751 7150

• <http://nwarpc.org>

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### **REQUEST FOR LETTERS OF INTEREST**

June 5, 2022

Notice is hereby given that the Northwest Arkansas Regional Planning Commission (NWARPC) is seeking letters of interest from qualified firms interested in completing a Regional Comprehensive Safety Action Plan as described in the FY 2022 Notice of Funding Opportunity (NOFO), Assistance Listing #20.939 for the Safe Streets and Roads for All (SS4A) Discretionary Grant Opportunity.

The purpose of the Safety Action Plan is to “improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development and implementation focused on all users, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micromobility users, and commercial vehicle operators.”

Safety Action Plan Components will include Leadership Commitment and Goal Setting, Planning Structure, Safety Analysis, Engagement and Collaboration, Equity Considerations, Policy and Process Changes, Strategy and Project Selections, and Progress and Transparency as described in detail in the NOFO.

NWARPC is the Metropolitan Planning Organization (MPO) for multiple jurisdictions in Benton and Washington County Arkansas and McDonald County Missouri. The Regional Comprehensive Safety Action Plan will also include specific community safety action plans covering all jurisdictions in the Metropolitan Planning Area.

This project includes federal funds and requires the selected firm to comply with Federal Transit Administration (FTA) Certifications and Assurances and comply with Arkansas state procurement laws, rules, and regulations including but not limited to Ethical Standards (Ark. Code Ann. §19-11-708), Employee and Relative Disclosure, and Equal Opportunity Policy.

Work and contract requirements shall conform with the requirements of Federal Highway Administration, Federal Transit Administration, Arkansas Department of Transportation and NWARPC. Interested firms should note that in order to comply with state and federal requirements, NWARPC will verify suspension and debarment actions and eligibility status of firms in accordance with 2 CFR Part 1200 and 2 CFR Part 180.

Interested firms must furnish a Letter of Interest, together with primary contact information and Architect-Engineer Qualifications Standard Form 330 Parts I and II, a current copy of the firm’s equal employment opportunity policy, and 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>

Six (6) copies of a letter of interest, together with general information on the firm, the firm's brochure showing experience in similar work, Form SF-330, Parts I and II, and a resume of key personnel to be assigned to the project should be received no later than **June 27, 2022 by 4:00 p.m. (CDT)**. A digital copy of the materials in Adobe PDF format should also be provided. Any responses received after this deadline will not be considered. The letters of interest should be addressed to:

**Elizabeth Bowen, Project Manager**

**Northwest Arkansas Regional Planning Commission**

**1311 Clayton, Springdale, AR 72762 email: [ebowen@nwarpc.org](mailto:ebowen@nwarpc.org)**

After a review of all letters of interest received, selected firms will be furnished a scope of work and requested to submit proposals for accomplishing the work. All work and contract requirements shall conform to applicable state and federal requirements.

**PROTEST PROCEDURE:** Protestors may file a protest on any phase of solicitation or award, including but not limited to specification or award. Protests are to be submitted in writing and received by the NWARPC's Executive Director, at 1311 Clayton St., Springdale, AR, 72762 within seven (7) working days after the aggrieved person knows or should have known of the facts giving rise thereto. Protests based upon restrictive specifications or alleged improprieties in any type of solicitation, which are apparent prior to bid opening or the closing date for receipt of initial proposals, should be filed no later than three (3) working days prior to bid opening or the closing date for receipt of proposals. More information can be found in the NWARPC Procurement Procedures at [www.nwarpc.org/datacatalog/nwarpc-procurement-procedures/](http://www.nwarpc.org/datacatalog/nwarpc-procurement-procedures/).

#### **NORTHWEST ARKANSAS REGIONAL PLANNING COMMISSION NOTICE OF NONDISCRIMINATION POLICY**

The Northwest Arkansas Regional Planning Commission (NWARPC) 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 NWARPC does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in NWARPC's programs and activities, as well as the NWARPC's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the NWARPC's nondiscrimination policies may be directed to Nicole Gibbs, AICP, Regional Planner – EEO/DBE (ADA/504/Title VI Coordinator), 1311 Clayton, Springdale, AR 72762, (479) 751-7125, (Voice/TTY 7-1-1 or 1-800-285-1131); Para llamadas en español, marque el 866-656-1842; para llamadas en inglés, marque el 711 o directamente al 800-285-1131 or the following email address: [ngibbs@nwarpc.org](mailto:ngibbs@nwarpc.org). This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille. If information is needed in another language, contact Nicole Gibbs. Si necesita información en otro idioma, comuníquese Nicole Gibbs, [ngibbs@nwarpc.org](mailto:ngibbs@nwarpc.org), 479-751-7125, cuando menos 48 horas antes de la junta.