

## ARKANSAS DEPARTMENT OF TRANSPORTATION

### REQUEST FOR LETTERS OF INTEREST ON-CALL PLANNING SERVICES (2024-2026)

Notice is hereby given that the Arkansas Department of Transportation (Department) is seeking letters of interest from qualified consulting firms for on-call planning services for the years 2024 through 2026 with possible extension through 2028. The scope of work for on-call planning services will include, but is not limited to:

- **Statewide Plans**

Statewide plans generally take a high-level, strategic orientation (identifying system goals, objectives, and implementation steps), rather than being project specific. These plans may be multimodal, focus on select modes, or be topical. Planning horizons vary from five to twenty or more years. While statewide plans are often guided by federal regulatory requirements, the goal of a statewide planning effort is to develop an actionable plan for improving the transportation system using a performance-driven approach and broad stakeholder engagement.

- **Transit Studies and Plan Development**

Numerous transit related studies are needed to support the Department's Public Transportation program. These are often related to the requirements of the Federal Transit Administrations (FTA) Non-urbanized Area Formula Program (49 U.S.C. 5311), State Safety Oversight (49 U. S. C. 5329), the Infrastructure Investment and Jobs Act (IIJA), or other Federal programs.

- **Corridor Planning Studies**

Corridor planning studies range in scale from high-level corridor evaluations to detailed roadway improvement (including traffic operations analysis and conceptual design layouts). Studies may be structured as Planning and Environmental Linkage (PEL) studies or consider innovative financing. Corridor planning studies usually consider the goal areas outlined in the Arkansas Long Range Intermodal Transportation Plan.

- **Grant Application Writing and Coordination**

Grants are written in response to IIJA and other opportunities. Tasks may involve either development of application documents or other advising on grant strategy.

While this scope of work highlights many areas of transportation engineering practice, the successful applicant will demonstrate a strong understanding of the linkages between transportation, land use, economics, and related planning topics. Successful applicants will also be able to communicate their work to various audiences.

Interested firms must furnish the following items:

1. A cover letter, no more than one (1) page, with primary contact information and the firm's response.
2. Description of the qualifications 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.
3. Completed Architect-Engineer Qualifications Standard Form (SF) 330 Parts I and II  
<https://www.ardot.gov/divisions/consultant-services/advertisements/>
4. Completed Contract and Grant Disclosure Form EO 98-04  
<https://www.ardot.gov/divisions/consultant-services/advertisements/>
5. Illegal Immigrant Disclosure Certification  
<https://www.ark.org/tss/immigrant/index.php/user/welcome>
6. 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
	<b>Total Points for LOI</b>	<b>40</b>

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

This procurement will generally follow *Consultant Selection Procedures for Engineering and Design Related Services 2016*. More information is available at [www.ardot.gov/divisions/consultant-services](http://www.ardot.gov/divisions/consultant-services).

Responses in PDF format should be sent to [consultantcoordinator@ardot.gov](mailto:consultantcoordinator@ardot.gov) no later than **4:00 p.m. CST on March 6, 2023**.

The Arkansas Department of Transportation 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, disability, religion (*not applicable as a protected group under the FMCSA Title VI Program*), LEP, or low-income status in the admission, access to and treatment in ARDOT'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, EEO/DBE Officer (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 audiotape, and in Braille.