



## **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**

February 23, 2024

Notice is hereby given that the Northwest Arkansas Regional Planning Commission (NWARPC) is seeking Letters of Interest from qualified firms for updating the NWARPC Travel Demand Model and completing a Transit Alternatives Study.

The update of the Travel Demand Model will forecast the Northwest Arkansas future year transportation system, evaluate the impact of alternative transportation solutions for the development of long-range transportation plans, and support decision makers by providing information about transportation alternatives and land use scenarios. The Travel Demand Model will be used to inform the 2050 NWARPC Metropolitan Transportation Plan (MTP).

The purpose of the Transit Alternatives Study is to investigate high-capacity transit options including commuter rail, light rail and bus rapid transit to regionally connect Northwest Arkansas using existing highway and rail corridors. The study should be done considering requirements for the FTA Capital Improvements Grant program for New Starts and Small Starts. The study should account for regional demographics and population, future land use plans, and previously completed transportation studies such as the 2014 Transportation Alternatives Study.

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.

#### **SUBMITTAL REQUIREMENTS:**

Interested firms must furnish:

1. A cover letter with the firm's response including primary contact information.
2. Information regarding the firm's experience in similar work.
3. The firm's completed Architect-Engineer Qualifications Standard Form (SF) 330 Parts I and II (48 CFR §53.236-2(b)). (SF 330 is available on the Department's website.)

[https://www.ardot.gov/wp-content/uploads/2020/11/SF330\\_12\\_31\\_2020.pdf](https://www.ardot.gov/wp-content/uploads/2020/11/SF330_12_31_2020.pdf)

4. A current copy of the firm's equal employment opportunity policy required per Arkansas Code Annotated (Ark. Code Ann.) §19-11-104.
5. 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>

One (1) digital copy in PDF format must be received no later than **3:00 p.m. CDT, March 19, 2024.**

Submittals may be sent via email to [cscarlat@nwarpc.org](mailto:cscarlat@nwarpc.org) or provided on a thumb drive to the address listed below. Any responses received after this deadline will not be considered.

**Cristina Scarlat, Travel Demand Modeler**

**Northwest Arkansas Regional Planning Commission**

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