



## 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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### NWARPC REQUEST FOR LETTERS OF INTEREST – NORTHWEST ARKANSAS COMPREHENSIVE STUDY OF WASTEWATER MANAGEMENT AND NEEDS

May 25, 2025

Notice is hereby given that the Northwest Arkansas Regional Planning Commission (NWARPC) is seeking letters of interest from qualified firms interested in providing a **Northwest Arkansas Comprehensive Study of Wastewater Management and Needs** in Benton and Washington counties. The two-county region has 605,000 residents today and its population is expected to reach one million by 2050.

The purpose of this regional study is to help leaders develop long-term, cost-effective wastewater infrastructure solutions by assessing investment needs, supporting population and economic growth, ensuring compliance with state and federal guidelines, and promoting efficient and regionally coordinated resource use.

The study, culminating in a final written report, will include:

- Estimated costs of recommended capital improvements, with a breakdown of responsibilities by city and/or utility over the next 25 years, to accommodate projected employment and population growth.
- A prioritized implementation plan for wastewater improvements, including recommended public financing options.
- Public presentations in multiple forums to communicate the region's wastewater needs and priorities.

NWARPC expects to select one firm to provide consulting services. NWARPC receives federal, state, and local funding along with other grant funding. Funding for this project is anticipated to become available later this year.

#### SUBMITTAL REQUIREMENTS:

Interested firms must furnish:

1. A cover letter with the firm's response including primary contact information, general information on the firm, the firm's brochure showing experience in similar work, and information regarding the firm's experience in similar work.
2. Form SF-330, Parts I and II, and a resume of key personnel to be assigned to the project
3. A current copy of the firm's equal employment opportunity policy required per Arkansas Code Annotated (Ark. Code Ann.) §19-11-104.
4. 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>

Ten (10) copies of the submittal requirements should be received no later than **Friday, July 11, 2025, by 4:00 p.m. (CDT)**. A digital copy of the materials in Adobe PDF format should also be sent to [tconklin@nwarpc.org](mailto:tconklin@nwarpc.org). Any responses received after this deadline will not be considered. The letters of interest should be addressed to:

Northwest Arkansas Regional Planning Commission  
Tim Conklin, Executive Director  
1311 Clayton, Springdale, AR 72762  
Email: [tconklin@nwarpc.org](mailto:tconklin@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 over an 18-month period. 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/).

**NWARPC 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.