



**Northwest Arkansas Razorback Greenway Alliance**  
**Request for Proposals (RFP)**  
**Grant and Program Administration**

RELEASE DATE: March 26, 2026

RESPONSE DATE: April 13, 2026

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**NOTICE:**

**Northwest Arkansas Razorback Greenway Alliance**

**Request for Proposals – Grant and Program Administration**

Notice is hereby given that the Northwest Arkansas Razorback Greenway Alliance (herein referred to as the Alliance) will accept sealed proposals from qualified firms for professional services relating to the management of the Razorback Greenway Alliance program. These services will generally consist of development of a strategic operations plan, administration of a private capacity building grant, social media and marketing, website management, and management and oversight of several forthcoming projects, including but not limited to, design and environmental clearance of lighting infrastructure for the 40-mile Razorback Regional Greenway and a regional wayfinding signage refresh.

The awarded Proposer will be required to sign a binding contract with the Alliance for a two-year term, renewable upon mutual written agreement via amendment for a maximum term not to exceed two years.

**The deadline for submission of a Proposal in response to this request is April 13, 2025 at 4:00 p.m. CST.** Physical submissions should only be delivered to the Northwest Arkansas Regional Planning Commission offices, located at 1311 Clayton Street, Springdale, AR 72762. All Submissions must be received prior to the deadline for submissions stated in this Advertisement and shall be delivered in a sealed envelope and as required in the Preparation of Proposals section of this solicitation. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit responses at the designated location before the required due date and time. Responses received after the deadline date and time will be considered late and will be rejected, without exception. Proposals which are unsigned will be rejected.

The Alliance reserves the right to reject any and all proposals and to waive informalities in the best interest of the Alliance.

The Alliance hereby notifies all proposers that this contract is subject to applicable labor laws, non-discrimination provisions, wage rate laws and other federal laws including the Fair Labor Standards Acts of 1938. The Work Hours Act of 1962 and Title VI of the Civil Rights Act of 1964 also apply.

No proposals may be withdrawn after the scheduled closing time for the receipt of proposals for at least ninety (90) days. The Alliance reserves the right to accept any proposal or proposal alternate, to reject any or all proposal, or to waive any informalities in proposals received where such acceptance, rejections, or waiver is considered to be in the best interest of the Northwest Arkansas Razorback Greenway Alliance.

## **BACKGROUND**

The Northwest Arkansas Razorback Greenway Alliance is an agency formed in 2020 by the cities of Fayetteville, Johnson, Springdale, Lowell, Rogers, Bentonville, and Bella Vista via an agreement for joint, cooperative undertakings associated with the operations and management of the Northwest Arkansas Razorback Greenway, pursuant to the Arkansas Interlocal Cooperation Act.

The Alliance's primary objective is to facilitate the cities joint cooperation to ensure and facilitate uniformity and consistency in the standards, operations and management of the Greenway.

The Alliance consists of a Board of Directors made up of representatives from each of the seven cities. Representatives must be employed by the city they represent and appointed by the city's mayor.

## **PREPARATION OF PROPOSALS:**

### **1. Qualification Statement**

Interested firms must provide: A. A cover letter with the firm's response including primary contact information. B. Information regarding the firm's experience in similar work, proposed approach and understanding of the project, scope of work and schedule, project team, and examples of similar completed work. C. The firm's completed Architect-Engineer Qualifications Standard Form (SF) 330 Parts I and II (48 CFR §53.236-2(b)). Note, non-architect and engineering firms are eligible to submit a proposal. However, they must still fill-out this form to the best of their ability) D. A current copy of the firm's equal employment opportunity policy required per Arkansas Code Annotated (Ark. Code Ann.) §19-11-104. E. The firm's current copy (within 12 months) of the Department and Finance and Administration (DFA) Illegal Immigrant Contractor Disclosure Form. Specific experience in active transportation engineering, design, and planning preferred.

### **2. Project Examples**

Firms shall include in their submission at least three examples of successfully completed projects similar in nature to those outlined in the Scope of Work of this RFP.

### **3. Team Members**

Submissions should include a list of staff members anticipated to be assigned to the outlined projects, as well as examples of each member's relevant experience.

### **4. Work Plan**

Interested firms should include a detailed work plan in their proposal, including steps that will be taken to address each item in the Scope of Work, as well as estimated timelines for completion of each item.

### **5. Project Approach**

Proposers should outline any additional innovative concepts or alternatives not otherwise addressed in the Scope of Work that may be implemented to ensure project success and adequately demonstrate their capacity to successfully implement the outlined concepts or alternatives.

## SELECTION CRITERIA

<b>Criteria</b>	<b>Points Awarded</b>
<b>Understanding of Scope</b> <i>-Indication that the scope of work and required services are clearly understood</i>	30
<b>Detailed Work Plan</b> <i>-Comprehensive and detailed work plan, including estimated timelines for completion or implementation of various project components.</i>	30
<b>Staff</b> <i>-Number of personnel, local presence, relevant experience, etc.</i>	30
<b>Innovative Approach</b> <i>-Any proposed alternatives or innovative concepts feasible to ensure quick and effective project delivery.</i>	10
<b>Total Points for SOQ</b>	<b>100</b>

## RECEIPT OF PROPOSALS

**Three (3) copies of the Proposal OR one (1) electronic copy** of the Proposal should be addressed as follows:

Tristan Hill  
Northwest Arkansas Razorback Greenway Alliance  
c/o Northwest Arkansas Regional Planning Commission  
1311 Clayton St.  
Springdale, AR 72762  
RFP for Grant and Program Administration

Electronic copies can be emailed to [tristan@razorbackgreenway.org](mailto:tristan@razorbackgreenway.org)

If emailed, proposals must use the following subject line: Razorback Greenway Alliance – Grant and Program Administration RFP Response – [Firm Name].

For electronic deliveries a receipt email will be issued. The proposer is responsible for confirming that the email and all attachments were successfully received prior to the deadline. The Alliance is not responsible for server delays, spam filtering, or attachment errors. Proposals will be treated as sealed until the published opening date and time.

The deadline to submit proposals is April 13, 2026 at 4:00 P.M. Central Time. Inquiries may be directed to Tristan Hill by phone at (479) 957-2159, or by email at [tristan@razorbackgreenway.org](mailto:tristan@razorbackgreenway.org).

## SCOPE OF WORK

- Development of a Strategic Plan for Operations and Long-Term Organizational Stability (Strategic Road Map):
  - Engage relevant stakeholders through a variety of channels to ensure adequate visioning during early project discovery.
  - Develop organizational purpose, strategic objectives, and guiding principles.
  - Create a detailed 3-5 year action plan.
  
- Administration of Private Capacity Building Grant:
  - Provide monthly updates at board meetings.
  - Produce and maintain all required grant documentation, including progress reports, etc.
  - Interface with the Alliance, Northwest Arkansas Regional Planning Commission, and funders on a regular basis to ensure performance metrics and deliverables are being met.
  
- Social Media and Marketing:
  - Develop social media content strategy.
  - Develop regular posting schedule across platforms including Facebook and Instagram.
  - Ensure social media and marketing efforts adhere to the adopted Razorback Greenway brand guide.
  - Serve as primary point of contact for general inquiries and media requests related to the Razorback Greenway and coordinate with the Alliance and municipalities as needed.
  
- Website Management:
  - Coordinate and collaborate with existing 3<sup>rd</sup> party firm on website branding and contents.
  - Ensure information presented on official web pages are accurate and up to date on a regular basis.
  
- Project Management:
  - Develop RFP/RFQs for proposed lighting design and wayfinding refresh projects.
  - Serve as Owner's Representative for the described projects, and potentially others on an as-needed basis.
  - Meet regularly with selected consultants.
  - Provide regular updates to the Alliance board of directors.