



NORTHWEST ARKANSAS REGIONAL PLANNING COMMISSION

1311 Clayton St., Springdale, Arkansas, 72762

• (479) 751 7125 • <http://nwarpc.org>

NWARPC REQUEST FOR LETTERS OF INTEREST – NWARPC CAPITAL IMPROVEMENT PROGRAM FRAMEWORK

June 3, 2026

The Northwest Arkansas Regional Planning Commission (NWARPC) is soliciting Letters of Interest (LOI) from qualified firms to develop a framework for Capital Improvement Programming (CIP) in Northwest Arkansas. NWARPC serves as the federally designated Metropolitan Planning Organization (MPO) for Northwest Arkansas and functions as a Council of Governments supporting regional collaboration across 39 units of governments. The region continues to experience rapid growth, increasing multimodal needs, and expanding expectations for coordinated regional planning. Cities and counties of all sizes are struggling to strategically plan and fund the infrastructure necessary to support continued growth, and NWARPC seeks to develop a tool to empower communities to make sound infrastructure investment decisions.

The CIP initiative consists of two integrated components. First, NWARPC and the chosen consultant will select a cohort of at least three communities of varying sizes to develop complete implementation-ready Capital Improvement Programs. Second, the consultant will develop a standardized framework which includes templates, prioritization criteria, financial modeling guidance, and step-by-step implementation tools. This model framework must be scalable and flexible, enabling other Northwest Arkansas communities to replicate the process while accommodating differences in fiscal capacity, staffing, and governance structures. Lastly, the consultant will develop a workshop to train staff from regional communities to apply the template.

SUBMITTAL REQUIREMENTS:

Interested firms must furnish:

1. A cover letter including the firm's response and primary contact information.
2. Information describing the firm's experience with similar work.
3. A completed Architect-Engineer Qualifications Standard Form (SF) 330 Parts I and II (48 CFR §53.236-2(b)). The SF 330 is available at: 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, as required by Ark. Code Ann. §19-11-104.
5. A current (within 12 months) Department and Finance and Administration (DFA) Illegal Immigrant Contractor Disclosure Form, as required by Ark. Code Ann. §19-11-105. The form is available at: <https://www.ark.org/dfa/immigrant/index.php/user/welcome>

Submittals must be received no later than **June 26, 2026 by 4:00 PM (CDT)**. Submittals should be emailed to smarpe@nwarpc.org with the subject line "NWARPC Capital Improvement Program Framework". Responses received after this deadline will not be considered.

For questions, please contact Stephanie Marpe at 479-751-7125 x102 or smarpe@nwarpc.org.

After reviewing all Letters of Interest, selected firms will be furnished with a detailed scope of work and requested to submit full proposals. [NWARPC procurement process](#) will be followed, and NWARPC intends to select one firm for this work.

NWARPC is a recipient of federal funding and selected firm shall comply with Federal Transit Administration (FTA) Certifications and Assurances and 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.

As applicable, work and contract requirements shall conform with the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Arkansas Department of Transportation (ARDOT), 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, 2 CFR Part 200, and 2 CFR Part 180.

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/.

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. 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, 479-751-7125.

Questions & Answers

1. **Question:** From the information provided, it appears this may be focused on developing a standard framework or template that communities can use to build their own CIPs. I wanted to confirm if that is the intended direction, or if you are also considering building a pool of firms that could support individual communities in developing and implementing their CIP programs.

Answer: The project has two components. The first is the completion of at least 3 implementable Capital Improvement Programs for 3 different communities to be chosen by NWARPC and the selected consultant. Second, we want the consultant to develop a framework for other communities to develop CIP's independently and use the 3 unique CIPs to demonstrate how to use the framework.

2. **Question:** What type of work are you all looking to fund with these frameworks for CIP in NWA? Is it just transportation? Or does it include storm water, water/wastewater, trails, parks, utilities, just looking for clarification on what aspects of CIP's you are looking at.

Answer: Our goal is to assist communities in Northwest Arkansas to be fiscally responsible and keep multi-year capital improvement programs to manage all their capital assets for which they are responsible. The assets will vary between communities. The 3 unique CIPs for chosen communities in NWA should reflect the assets of those communities. The assets that are considered in the framework will likely need to be refined through the development process as we evaluate the needs in the region.

3. **Question:** What are your expectations for the submittal. Should it be a short 1- or 2-page submittal with the appropriate forms, or would you rather have more extensive information about the firm in a booklet type submittal. Also, are you expecting a full financial model or a simpler financial analysis to be included in the final deliverable?

Answer: We typically receive booklet type submittals with a cover letter describing the firm's experience. See below the LOI scoring matrix from our procurement procedures.

No.	Evaluation Factors for LOIs	Maximum Points Possible
1	Professional staff including the education, experience, number of personnel available, and any partnerships with sub-consultants	10
2	General and professional reputation, including responsiveness to civil rights and equal employment opportunity requirements and opportunities	10
3	*Past work performance	10
4	Experience with projects of a similar nature as those advertised	10
	Total Points for LOI	40

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

Regarding the level of complexity of the financial model, we want the model to be sophisticated enough to be effective but not so complex that a small community with limited professional staff could not reproduce and maintain.