



NORTHWEST ARKANSAS REGIONAL PLANNING COMMISSION

1311 Clayton St., Springdale, Arkansas, 72762

• **(479) 751 7125**

• **Fax: (479) 751 7150**

• **<http://nwarpc.org>**

REQUEST FOR LETTERS OF INTEREST Topographic Contours Data Development

July 26, 2026

Notice is hereby given that the Northwest Arkansas Regional Planning Commission (NWARPC) is seeking Letters of Interest from qualified firms for professional qualified firms to develop a database of high-accuracy digital terrain contours for Benton and Washington counties, Arkansas using recently acquired LiDAR data.

NWARPC has been assisting Washington and Benton Counties, as well as the communities in the two counties with GIS support in a variety of capacities for many years. The primary objective of this project is to deliver production-grade, hydro-enforced 1-foot contours, alongside supplemental datasets for 2-foot, 10-foot, and 20-foot intervals. While raw automated contours can be generated from LiDAR bare-earth points, this project requires additional processing and cartographic smoothing to ensure visually appealing, highly accurate terrain models suitable for engineering, planning, and design applications. The selected firm will process the USGS QL1 LiDAR data to create a comprehensive contour dataset tailored for local government planners, civil engineers, developers, and GIS professionals.

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 including the firm's response and primary contact information.
2. Information describing the firm's experience with similar work.
3. A completed Qualifications Standard Form (SF) 330 Parts I and II (48 CFR §53.236-2(b)). The SF 330 is available at: <https://www.gsa.gov/system/files/2024-08/SF330-21a.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 of Finance and Administration (DFA) Illegal Immigrant Contractor Disclosure Form, as required by Ark. Code Ann. §19-11-105. The form is available at: <https://sas.arkansas.gov/wp-content/uploads/Illegal-Immigrant-Certification-081925.pdf>

One (1) digital copy in PDF format must be received no later than **Monday August 10 at 4:00 p.m. CDT**. Submittals may be sent via email to cscarlat@nwarpc.org or provided on a thumb drive to the address listed below. Any responses received after this deadline will not be considered.

ATTN: Cristina Scarlat, GIS Coordinator
Northwest Arkansas Regional Planning Commission
1311 Clayton, Springdale, AR 72762

For questions, please contact Cristina Scarlat at 479-751-7125 x103 or email: cscarlat@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.