

LEGAL NOTICE
REQUEST FOR LETTERS OF INTEREST
ON-CALL CONSULTANT SERVICES FOR METROPLAN

REQUEST FOR LETTERS OF INTEREST -- Notice is hereby given that Metroplan is seeking letters of interest from qualified consulting firms for on-call services for the design and construction engineering and inspection of agency-sponsored Transportation Improvement Program (TIP) projects. The contract will include technical task directly related to the state and federal aid requirements for transportation projects that includes but is not limited to design, land surveys, environmental documents, bridge plans and hydraulic information, geotechnical studies, right-of-way, utility coordination and construction inspection. The initial contract period for selected firms will be for 3-years and may be extended to a max of 5 years. Submittals must be received by Metroplan; 501 W. Markham, Suite B, Little Rock, AR 72201; by 11:00 a.m. CDT, Monday, Dec 14, 2020 or via email to ccovington@metroplan.org. The submittal guidelines, requirements, and *Notice of Nondiscrimination* can be download at www.metroplan.org or by contacting Casey Covington at 501.372.3300 (hearing impaired may dial 711).

METROPLAN
REQUEST FOR LETTERS OF INTEREST

Notice is hereby given that Metroplan, the Metropolitan Planning Organization (MPO) for the Central Arkansas Regional Transportation Study (CARTS), is seeking letters of interest from qualified consulting firms to perform design and construction engineering and inspection services on an on-call basis for agency sponsored projects. The initial contract period for selected firms will be for 3-years and may be extended to a max of 5 years. The work will include one or more of the following tasks for each project:

- Control, Design, and Land Surveys as necessary to complete the project as assigned;
- Documentation for Environmental Clearance;
- Environmental compliance surveys;
- Design and plans;
- Bridge design and plans, including necessary hydrologic and hydraulic information;
- Geotechnical studies;
- Right of Way plans;
- Utility coordination; and
- Construction Engineering and Inspection.

Background

Metroplan is responsible for implementing its Long-Range Metropolitan Transportation Plan (LRMTP) through its Transportation Improvement Program (TIP). Projects funded by Metroplan include roadway, bicycle, pedestrian and transit facilities. To streamline the implementation of Metroplan's TIP projects, the organization is pursuing long-term on-call contracts with up to four (4) qualified consultant firms to provide various engineering services.

Candidates should be experienced in managing engineering and project management efforts on Federally funded projects. Firms should have a clear understanding of industry best practices found in publications such as the *MUTCD*, *AASHTO Green Book*, *AASHTO Bicycle and Pedestrian Guidelines*, and *NACTO Urban Street Design Guide* and should be familiar with Metroplan's current LRMTP and CARTS standards for multi-modal facilities. Public and stakeholder engagement is a priority on all Metroplan projects. Qualified candidates should have experience engaging MPOs, State DOTs, local elected officials, and the public.

A letter of interest (3 pages maximum), primary contact information, and a complete Architect-Engineer Qualifications Standard Form 330 Part I and II, copy of the firm's current equal employment opportunity, and Illegal Immigrant Contractor Disclosure should be addressed to:

Casey R. Covington, PE, AICP
Deputy Director
Metroplan
501 West Markham, Suite B
Little Rock, AR 72201

Architect-Engineer Qualifications Standard Form 330 Parts I and II are available at the Arkansas Department of Transportation website:

https://www.arkansashighways.com/consultant_services/SF330_12_31_2020.pdf

One (1) electronic copy in pdf format must be received no later than **11:00 a.m. CDT, Monday, December 14, 2020**. Submittals may be sent via email to ccovington@metroplan.org or provided on a thumb drive to the address listed above. Any response received after this deadline will not be considered.

After a review of letters of interest received, qualified firms will be furnished a scope of work and requested to submit proposals for accomplishing the work. Consultants will be selected following review of proposals. Work is then expected to begin on or about March 1, 2021.

Projects will be assigned based on the needs and requirements of individual projects, staff availability and current workload, expertise of firm and prior experience with similar projects. Selected firms will be assigned work in the form of a task order and asked to draft a cost estimate and schedule for the proposed work. Metroplan and its governing board will evaluate and negotiate proposed fees and schedules for services before executing a task order. Assigned work may not be distributed equally among selected firms.

For questions, please contact Casey Covington at 501 372-3300 or ccovington@metroplan.org.

SELECTION PROCEDURE

Metroplan's objective is to select the highest qualified firms for the services to be rendered. To accomplish this objective, respondents will be evaluated in a two-phase process. In the first phase the Letters of Interest will be evaluated to determine firms deemed to be most highly qualified, responsive, and responsible to provide the services. In the second phase (RFP), these short listed firms will be provided a scope of work from which to prepare a proposal.

A Consultant Qualification Review Selection Committee appointed by Metroplan will use the following criteria to evaluate respondent's Letters of Interest submittals.

Part 1 – Letter of Interest Criteria

No.	Evaluation Factors for LOIs	Maximum Points Possible
1	Professional staff including education, experience, availability, 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, particularly on federal aid projects	10
4	Experience with projects of a similar nature as those advertised	10
Total Points for LOI		40

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

Each member of the Committee will assign up to the maximum points noted above to each criterion based on respondent submittals. Respondents will then be ranked according to their total cumulative points. Based on this ranking, the Committee may conduct interviews, at their discretion, with representatives of the top ranked firms. From the top ranked firms, up to five (5) firms deemed to be qualified, responsive, and responsible to provide the services required will be short listed (minimum of 3).

In the **second phase** the short listed firms will be provided with a scope of work and requested to provide a proposal. The final selection will be based upon the scoring of both the qualifications and proposals of selected firms with up to four (4) firms selected to provide on-call services.

Notice of Nondiscrimination

Metroplan complies with all civil right provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, Metroplan does not discriminate on the basis of race, sex, color, age, national origin, religion, disability, or income status, in admission or access to and treatment in Metroplan's programs and activities, as well as Metroplan's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding Metroplan's nondiscrimination policies may be directed to Lakesha Stewart, Title VI/ADA/504 Coordinator, 501 West Markham Street, Suite B, Little Rock, AR 72201, (501) 372-3300, or the following e-mail address: Lstewart@metroplan.org. (Hearing and speech impaired may dial 711.)

This notice is available from the Title VI/ADA/504 Coordinator in large print and on audiotape. Free language assistance for Limited English Proficient individuals is available upon request.