

REQUEST FOR LETTERS OF INTEREST
SAFE STREETS FOR ALL
REGIONAL SAFETY ACTION PLAN
METROPLAN

Notice is hereby given that Metroplan, the Metropolitan Planning Organization (MPO) for the Central Arkansas Regional Transportation Study (CARTS) seeks letters of interest from qualified consulting firms for the development of a Regional Safety Action Plan encompassing Faulkner, Lonoke, Pulaski, and Saline Counties. The plan shall follow the requirements found in the [Safe Streets and Roads for All \(SS4A\) Grant Program](#) through the US Department of Transportation. The study is expected to be completed in 12 months.

Background

Metroplan is responsible for the Long-Range Metropolitan Transportation Plan (LRMTP) for central Arkansas and must consider economic vitality and competitiveness, safety, accessibility and mobility of people and freight, and connectivity.

To support US DOT's goal of zero deaths and serious injuries on our nation's roadways, the SS4A grant is being awarded on a competitive basis to support planning, infrastructure, behavioral, and operational initiatives to prevent death and serious injury on roads and streets involving all roadway users, including pedestrians; bicyclists; public transportation, personal conveyance, and micromobility users; motorists; and commercial vehicle operators. Metroplan has applied for a 2022 SS4A Regional Safety Action Planning grant. Awards will be announced in early 2023.

The goal of the Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in Central Arkansas. Key elements of the plan will include 1) goal setting; 2) safety analysis; 3) engagement and collaboration; 4) transportation equity plan; 5) policy and process change recommendations; 6) strategy and project selections; 7) progress and transparency. The project selection section will use regional data to identify potential high-impact infrastructure projects to demonstrate the effectiveness of proven safety solutions.

Submittal Requirements

Interested firms must furnish:

1. A cover letter with the firm's response including primary contact information.
2. The firm's completed Architect-Engineer Qualifications Standard Form (SF) 330 Parts I and II (48 CFR §53.236-2(b)). (SF 330 is available on the Department's website.) https://www.ardot.gov/wp-content/uploads/2020/11/SF330_12_31_2020.pdf
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>

Submittals should be address to:

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

One (1) electronic copy in pdf format must be received no later than **11:00 a.m. CDT, Wednesday, January 11, 2023**. Submittals may be sent via email to ccovington@metroplan.org or provide on a thumb drive to the address listed above. Any response received after this deadline will not be considered.

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, at compensation determined as fair and reasonable to Metroplan and its governing board. 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, a minimum of three (3) and up to a maximum of five (5) firms deemed to be qualified, responsive, and responsible to provide the services required will be short-listed.

Part 2 – Scope of Work and Proposal

In the **second phase** the short-listed firms will be provided with a scope of work and requested to provide a proposal. Proposals will then be evaluated, and a consultant selected based on the scores from the letters of interest and proposals.

The work program, fundings, and timeline will be determined following the announcement of SS4A awards by US DOT. The plan is dependent on the receipt of federal grant funding or other funding sources for Metroplan, and is no guarantee.

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 Hans Haustein, Title VI/ADA/504 Coordinator, 501 West Markham Street, Suite B, Little Rock, AR 72201, (501) 372-3300, or the following e-mail address: HHaustein@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.