



**METROPLAN**  
**REQUEST FOR LETTERS OF INTEREST**  
**Central Arkansas Regional Deliverable Support**  
**Arkansas Energy and Environment Innovation Plan**  
**CPRG Planning Grant Comprehensive Action Plan and Status Update Supplements**

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 firms for deliverables related to the Arkansas Energy and Environment Innovation (EEI) Plan Regional Comprehensive Action Plan and Status Update Supplements.

This project is part of the Arkansas Department of Energy and Environment (ADEE) statewide Inflation Reduction Act (IRA) Climate Pollution Reduction Grant (CPRG) planning grant, which funds the development of three statewide deliverables to reduce greenhouse gas (GHG) emissions: a Priority Action Plan (PAP), which was submitted to EPA on March 1, 2024, a Comprehensive Action Plan (CAP), and a Status Report on implementation of the PAP and CAP. Metroplan was selected as a grant sub-recipient to assist in the statewide efforts and in regional efforts in Pulaski, Faulkner, Saline, Lonoke, Grant, and Perry Counties, Arkansas. Metroplan seeks assistance in performing elements of the project. Only agreed upon elements will be performed by the firm, supplementing Metroplan staff planning efforts.

Federal CPRG information is available at [epa.gov/inflation-reduction-act/climate-pollution-reduction-grants](https://epa.gov/inflation-reduction-act/climate-pollution-reduction-grants).

Arkansas EEI information is available at [ee.arkansas.gov/environment/office-of-air-quality/eei/](https://ee.arkansas.gov/environment/office-of-air-quality/eei/).

Central Arkansas EEI information is available at [metroplan.org/eei](https://metroplan.org/eei).

The project will be carried out over a multi-year period. The deadline for the regional CAP supplement submittal is February 28, 2025, and the deadline for the regional status update supplement submittal is March 1, 2027.

Metroplan will be completing this project in coordination with the ADEE. The covered geographic area of the full plan is the state of Arkansas. The work for the selected firm(s) will be in Pulaski, Faulkner, Saline, Lonoke, Grant, and Perry Counties in the state of Arkansas. Anticipated sectors addressed in the plans will include Agriculture, Commercial, Electric Power, Industry, Residential, and Transportation. The plans will include measures that support investment in technologies that reduce pollutant emissions, create high quality jobs, and spur economic growth in the state.

CPRG planning grant funds will enable a robust outreach effort to ensure meaningful engagement of all pertinent stakeholders, including representatives of low-income and disadvantaged communities that may be affected by or benefit from plan development. Collaboration and transparency will also be vital to ensuring success of plan implementation and communicating metrics demonstrating success.

This project includes federal funds and requires the selected firm to comply with federal requirements and 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.

Work and contract requirements shall conform with the requirements of the U.S. Environmental Protection Agency, Arkansas Department of Energy and Environment, Arkansas Department of Transportation and Metroplan. Interested firms should note that in order to comply with state and federal requirements, Metroplan 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.

## **SCOPE**

Work may include, but not be limited to, the items listed below. Contracts will be structured as Master Agreements with task orders issued and no guarantee of minimum hours or contract amount. Metroplan reserves the right to select more than one firm for completion of these items.

### **1. Greenhouse Gas (GHG) Inventory Assistance**

Technical assistance as needed to Metroplan staff in the completion of a regional greenhouse gas (GHG) emission inventory for the jurisdictions covered by Metroplan.

### **2. Assistance to Metroplan staff on outreach and education for stakeholders and members of the public on potential measures to include in the Central Arkansas EEI Comprehensive Action Plan (CAP) Supplement and Status Update Supplement.**

Assist Metroplan staff in creating, and revising as necessary, a meaningful engagement plan and related educational materials to involve Central Arkansas communities.

### **3. Consult on and prepare 3-5 concept papers for regional GHG reduction measures to be included in the Central Arkansas EEI CAP and Status Update Supplements.**

Analysis to refine and expand on measures included in the PAP and new measures. Each measure concept will include, but is not limited to:

- a. GHG emissions reduction estimates
- b. Implementation cost estimates and milestones
- c. Metrics for tracking progress
- d. Relevant funding opportunities

### **4. Complete additional analyses related to Central Arkansas' EEI planning process.**

Advise on and prepare analyses such as, but not limited to:

- a. Regional EV charging infrastructure siting plan
- b. Low-income and disadvantaged community (LIDAC) benefits plan
- c. Workforce analysis

### **5. Consult on and prepare Central Arkansas EEI Status Update Supplement for regional GHG reduction measures.**

### **6. Project Management**



## SUBMITTAL REQUIREMENTS

Interested firms must furnish:

1. A cover letter with the firm’s response including primary contact information, and information regarding the firm’s experience in similar work (3 pages maximum).
2. The firm’s completed Architect-Engineer Qualifications Standard Form (SF) 330 Parts I and II (48 CFR §53.236-2(b)) or similar Statement of Qualifications.  
*SF 330 is available at [https://www.ardot.gov/wp-content/uploads/2020/11/SF330\\_12\\_31\\_2020.pdf](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>*

One (1) digital copy in PDF format must be received no later than 3:00 p.m. CDT, July 18, 2024. Submittals may be sent via email to [brhodes@metroplan.org](mailto:brhodes@metroplan.org) or provided on a thumb drive to the address listed below. Any responses received after this deadline will not be considered.

Submittals should be emailed to [brhodes@metroplan.org](mailto:brhodes@metroplan.org) or addressed to:

Metroplan  
ATTN: Bernadette Rhodes “LOI-EEI”  
501 W. Markham St., Suite B  
Little Rock, AR 72201

For questions, please contact Bernadette Rhodes at 501-372-3300 x114 or [brhodes@metroplan.org](mailto:brhodes@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
<b>Total Points for LOI</b>		<b>40</b>

\*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 shortlisted.

In the second phase the shortlisted firms will be provided with a scope of work per task and requested to provide a proposal. Proposals will then be evaluated, and a consultant selected for each task based on the scores from the letters of interest and proposals.

### **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 Metroplan's Executive Director, at 501 W. Markham St., Suite B, Little Rock, AR 72201 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.

### **NOTICE OF NONDISCRIMINATION**

Metroplan complies with all civil rights 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, Limited English Proficiency (LEP), 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 Sydney Dozier, ADA/504/Title VI Coordinator, 501 West Markham Street, Suite B, Little Rock, AR 72201, (501) 372-3300, or the following e-mail address: [sdozier@metroplan.org](mailto:sdozier@metroplan.org). (Hearing and speech impaired dial 711.) Free language assistance for Limited English Proficient individuals is available upon request. This notice is available from the ADA/504/Title VI Coordinator in large print and on audiotape and Braille. If



information is needed in another language, contact Sydney Dozier. Si necesita informacion en otro idioma, comuniquese Sydney Dozier, [sdozier@metroplan.org](mailto:sdozier@metroplan.org), 501-372-3300.

---

LEGAL NOTICE  
REQUEST FOR LETTERS OF INTEREST  
CENTRAL ARKANSAS REGIONAL DELIVERABLE SUPPORT  
ARKANSAS ENERGY AND ENVIRONMENT INNOVATION PLAN

-----

REQUEST FOR LETTERS OF INTEREST -- Notice is hereby given that Metroplan is seeking letters of interest from qualified consulting firms for regional comprehensive planning and status update supplements for the Arkansas Energy and Environment Innovation Plan. The project will assist Metroplan staff in quantifying greenhouse gas emissions, conducting public outreach, analyzing GHG reduction measures, and identifying implementation milestones and performance measures. Submittals must be received by Metroplan; 501 W. Markham, Suite B, Little Rock, AR 72201; by 3:00 p.m. CDT, Thursday, July 18, 2024 or via email to [brhodes@metroplan.org](mailto:brhodes@metroplan.org). The submittal guidelines, requirements, and Notice of Nondiscrimination can be downloaded at [www.metroplan.org](http://www.metroplan.org) or by contacting Bernadette Rhodes at 501.372.3300 (hearing impaired may dial 711).

-----

Please send proof of publication with billing to:  
Metroplan  
Attn: Tammy Gillis  
501 W. Markham, Ste. B  
Little Rock, AR 72201

For additional information contact:  
Casey Covington