

LEGAL NOTICE  
RFQ FOR PLANNING SERVICES

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REQUEST FOR QUALIFICATIONS -- Notice is hereby given that Metroplan is seeking letters of interest from qualified firms to provide planning and engineering services to the development of a regional multi-use path and trails master plan. Work is anticipated to begin on or about September 1, 2020. Required submittals must be received by Metroplan; 501 W. Markham, Suite B, Little Rock, AR 72201; by 11:00 a.m. CDT, Monday, June 22, 2020. Submittals received via email by the referenced date and time will also be accepted - [ccovington@metroplan.org](mailto:ccovington@metroplan.org). To obtain a copy of the complete RFQ including submittal guidelines, preliminary scope of work, requirements, and Notice of Nondiscrimination download from [www.metroplan.org](http://www.metroplan.org) or contact Casey Covington at 501.372.3300 (hearing impaired may dial 711).  
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Please send proof of publication with billing to:  
Metroplan  
Attn: Cindy Segebarth  
501 W. Markham, Ste. B  
Little Rock, AR 72201

For additional information contact:  
Casey Covington

## 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 from qualified consulting firms to develop a detailed regional multi-use path and trails master plan. The CARTS region encompasses Faulkner, Lonoke, Pulaski, and Saline Counties.

Metroplan has committed to sizable investments in Central Arkansas' regional multi-use trail system over the next 10 years and must commission a plan for implementation. The new plan will detail regional routes that can provide alternative transportation and additional connectivity for residents within and between local jurisdictions. The plan will suggest most ideal trail right of ways, recommend implementation and phasing strategies with critical project segments, and indicate near-term alternative routes on existing infrastructure while construction is ongoing. The project team must consider regional bikeways outlined in *Central Arkansas 2050*, Metroplan's current long-range plan, and local plans from member cities and counties. The plan is expected to have a substantial public outreach component and coordination with local elected officials. Recommendation must consider standards and cross-sections found in the *MUTCD*, *AASHTO Green Book*, *AASHTO Bicycle and Pedestrian Guidelines*, and *NACTO Urban Street Design Guide*.

A letter of interest (3 page maximum), primary contract information, and a complete Architect-Engineer Qualifications Standard Form 330 Part I and II 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 1 and II are available at the Arkansas Department of Transportation website:

[https://www.arkansashighways.com/consultant\\_services/SF330\\_12\\_31\\_2020.pdf](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, June 22, 2020**. Submittals may be sent via email to [ccovington@metroplan.org](mailto:ccovington@metroplan.org) or provide 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, selected firms will be furnished a scope of work and requested to submit proposals for accomplishing the work. A consultant will be selected following review of proposals. Work is expected to begin on or about September 1, 2020.

For questions, please contact Casey Covington at 501 372-3300 or [ccovington@metroplan.org](mailto: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 (RFQ), up to four firms deemed most highly qualified, responsive and responsible to provide the services required will be selected. In the second phase (RFP), these selected 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 RFQ submittals.

### **Part 1 - RFQ Evaluation 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 with Metroplan, its member jurisdictions, and on other federal aid projects	10
4	Experience with projects of a similar nature as those advertised	10
Total Points for LOI		40

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 four (4) firms deemed to be qualified, responsive and responsible to provide the services required will be selected.

In the **second phase** the selected 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.

## **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 Susan Markman, Title VI/ADA/504 Coordinator, 501 West Markham Street, Suite B, Little Rock, AR 72201, (501) 372-3300, or the following e-mail address: [smarkman@metroplan.org](mailto:smarkman@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.