

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

REQUEST FOR LETTERS OF INTEREST

Notice is hereby given that the Arkansas State Highway and Transportation Department (Department) is seeking letters of interest from qualified consulting firms for on-call services in conducting Phase I, Phase II and Phase III archeological investigations for various highway projects on an as-needed basis in Arkansas.

The work will generally consist of conducting archeological studies and reports based on available data, additional data collection, data analysis, and the appropriate documentation of findings. The contract duration is for a period of two years, but it may be extended up to an additional three years.

Individuals in charge of the project shall meet the Secretary of the Interior's Professional Qualifications Standards for Archeology and be Register of Professional Archaeologist (ROPA) certified. Firms must also have past experience and expertise in Arkansas archeology.

The letter of interest shall include the following information.

- Cover letter, no more than one (1) page.
- Proposed organizational structure for each task the consultant is interested in performing, including the primary contact.
- Description of the qualification of proposed project manager(s) and key team members (prime and sub consultants). This information shall be limited to one (1) page, 8.5" x 11" paper, with minimum 11-point font for each task.
- Architect-Engineer Qualifications Standard Form 330 Parts I and II
http://www.arkansashighways.com/consultant_services/SF330-13a_11-30-17.pdf

The letter of interest should be addressed to:

Mr. Emanuel Banks
Deputy Director and Chief Engineer
Arkansas State Highway and Transportation Department
P.O. Box 2261, Little Rock, AR 72203-2261
or
10324 Interstate 30, Little Rock, AR 72209

Five (5) sets of paper responses and a copy in PDF format submitted on a compact disc must be received no later than 4:00 p.m. (CDT) on October 12, 2016. Any responses received after that deadline will not be considered.

The consultant selection for this letter of interest will follow this criteria:

No.	Evaluation Factors for LOIs	Maximum Points Possible
1	Professional staff including the education, experience, number of personnel available, licensure and registration (if required), and any partnerships with subconsultants	10
2	General and professional reputation, including responsiveness to civil rights and equal employment opportunity requirements and opportunities	10
3	*Past work performance with the Department	10
4	Experience with projects of a similar nature as those advertised	10
Total Points for LOI		40

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

Following their review, the Committee will prepare a short list (minimum of three) of top ranked consultants and recommend to the Chief Engineer that these firms submit detailed proposals for further evaluation.

After a review of all letters of interest received, selected firms will be furnished a scope of work and be requested to submit proposals for accomplishing the work. Final selection will be announced following the Arkansas State Highway Commission action on November 30, 2016.

For Website:

The Department 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 Department does not discriminate on the basis of race, sex, color, age, national origin, religion (not applicable as a protected group under the Federal Motor Carrier Safety Administration Title VI Program), disability, Limited English Proficiency (LEP), or low-income status in the admission, access to and treatment in the Department's programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to Joanna P. McFadden, Section Head - EEO/DBE (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address: joanna.mcfadden@ahtd.ar.gov.

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, on audiotape and in Braille.