

REQUEST FOR LETTERS OF INTEREST

Notice is hereby given that the Tri-Lakes Metropolitan Planning Organization (MPO) is seeking letters of interest from qualified consulting firms for the development of a wayfinding signage system for the Hot Springs, Arkansas urbanized area.

The work will consist of development and preparation of the following:

- A priority list of attractions, public parking, and other community amenities as designated by the MPO; and
- A physical plan showing locations for the wayfinding signage to be placed throughout the urbanized area, along with destinations to be included on each sign; and
- A unique and distinctive design for the signage which will enhance the visual character of the Hot Springs urbanized area and build on its existing branding efforts including drawings and specifications adequate to fabricate the signs; and
- A list of potential future interactive elements which make use of digital and social media to reach additional users.

A letter of interest, primary contact information, and a completed Architect-Engineer Qualifications Standard Form 330 Parts I and II should be addressed to:

Emmily Tiampati
Tri-Lakes Metropolitan Planning Organization
P.O. Box 6409
Hot Springs, AR 71902

Architect-Engineer Qualifications Standard Form 330 Parts I and II are available at
http://www.arkansashighways.com/consultant_services/SF330_12_31_2020.pdf

Five sets of paper responses and a copy in PDF format on a thumb drive must be received no later than **3:00 p.m. (CDT) on Monday, August 20, 2018**. Any responses received after this deadline will not be considered.

After a review of all letters of interest received, selected firms will be furnished a scope of work and requested to submit proposals for accomplishing the work.

The Tri-Lakes Metropolitan Planning Organization 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 MPO 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 MPO's programs and activities, as well as the MPO's hiring or employment practices. This notice is available from the ADA/Title VI Coordinator in large print, on audio tape and Braille, upon request. Free language assistance shall be provided to persons of LEP upon request. Complaints of alleged discrimination and inquiries regarding the MPO's nondiscrimination policies may be directed to:

Emmily Tiampati
MPO Director & ADA/Title VI Coordinator
Tri-Lakes Metropolitan Planning Organization
1000 Central Avenue
Hot Springs, AR 71901
501-525-7577 x20
Voice/TTY 711
etiampati@wcapdd.org

Question: I have a few questions. There are some items in the Architect-Engineer Qualifications Standard Form 330 Parts I and II that are not really pertinent to Wayfinding design firms.

1. Because there are no function codes that represent the appropriate discipline to best qualify a wayfinding designer, can we leave this blank? and if we do will this weaken our chances of winning the contract?
2. G06 (graphic design) is the closest profile code that pertains to us but graphic design is a small part of what we, or any qualified wayfinding designer, provides. We can include this code, but worry that this may not be a realistic qualifier.
3. We are never required to post on the Federal Business Opportunity website - that is not applicable to our industry either. May we leave this blank and if so, will this disqualify us?
4. Do you expect to see visual examples of our projects? We find a visual reference is important to make a judgment on design quality and competence.

We are a very qualified and well respected civic wayfinding design firm with over 30 municipalities under our belt. We would love to respond to your request but want to get a feel for how you will be judging qualifications before we submit. (Email: Monday, July 30, 2018 at 2:47 PM).

Answer: If there is a question or section or code that you feel like it does not apply or best represent your firm's expertise, please provide an explanation in lieu of leaving it blank. After a review of all letters of interest received, selected firms will be furnished with the scope of work and requested to submit proposals for accomplishing the work. At that point, visual examples will be ideal. All we're requesting for now, are LOI's. Feel free to give additional information, if need be, to support your LOI. (Email: July 31, 2018 at 12:31:51 PM).

Question: How many people will be on your selection committee? (Email: Tuesday, July 31, 2018 at 1:22 PM).

Answer: Eight people have been invited to the selection committee (Wednesday, August 1, 2018 at 8:16 AM).

Question: I am hoping you can email me a copy of any specifications and/or documents associated with this project. If they can't be emailed, please let me know. Please do not send them if a fee is required. (Email: Tuesday, July 31, 2018 at 2:15 PM).

Answer: The LOI notice highlights some of the key deliverables. Also, as indicated in the LOI notice, after a review of all letters of interest received, selected firms will be furnished with a scope of work and requested to submit proposals for accomplishing the work. Therefore, for now, all we need is a LOI which hopefully highlights the firm's qualifications. (Email: Wednesday, August 1, 2018 at 8:32 AM).

Question: What will be the focus of the wayfinding project; would the focus be on vehicles only or pedestrians only? (Phone call on 8.1.2018 at 3:36 pm).

Answer: The project focus is multimodal. Please email questions for record keeping.

Question: I wanted to inquire if there was specific information you are looking for that you want us to cover in the Letter of Intent (Resumes, Qualifications, Project Examples, etc.)? Also, is there a format or outline of how you would like the information to be supplied. Please advise. (Email: Thursday, August 2, 2018 at 3:36 PM).

Answer: As stated in the LOI request, after a review of all letters of interest received, selected firms will be furnished a scope of work and requested to submit proposals for accomplishing the work. Meaning that we will use the LOI's to short list the firms. Therefore, please give us any information that will best describe your firm's interest and qualifications in the project. As you've illustrated below, resumes, project examples, etc, would be ideal. Also, as stated in the LOI, a letter of interest, primary contact information, and a completed Architect-Engineer Qualifications Standard Form 330 Parts I and II http://www.arkansashighways.com/consultant_services/SF330_12_31_2020.pdf should be addressed to me via postal mail. Five sets of paper responses and a copy in PDF format on a thumb drive must be received no later than 3:00 p.m. (CDT) on Friday, August 17, 2018. Any responses received after this deadline will not be considered. That said, feel free to use a format or outline that you prefer. (Email: Thursday, August 2, 2018 at 4:05 PM).